Certified translation

Study and Examination Regulations for the Europäischer Master in Gebärdensprachdolmetschen (European Master's in Sign Language Interpreting) in the Department of Social and Health Sciences at Hochschule Magdeburg-Stendal University of Applied Sciences dated 28 November 2012

These Study and Examination Regulations have been amended by:

- 1. Statute regarding amendments to the Study and Examination Regulations for the Master's degree programme "European Master's in Sign Language Interpreting) in the Department of Social Work, Health and Media at Hochschule Magdeburg-Stendal University of Applied Sciences dated 01.07.2016.

The current statute text is as follows:

Study and Examination Regulations for the Europäischer Master in Gebärdensprachdolmetschen (European Master’s in Sign Language Interpreting) in the Department of Social Work, Health and Media at Hochschule Magdeburg-Stendal University of Applied Sciences dated 28 November 2012

Based on Art. 9, paragraph 7, Art. 13, paragraph 1, Art. 67, paragraph 3, subparagraph 8 and Art. 77, paragraph 2, subparagraph 1 of the Higher Education Act of Saxony-Anhalt (HSG LSA) as promulgated in the amended version of the HSG LSA of 14 December 2010 (GBl. LSA pp. 600 et seq.), Hochschule Magdeburg-Stendal University of Applied Sciences has enacted the following Study and Examination Regulations:

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Appendix 1
Standard curriculum and examination schedule
I. General Provisions

§ 1 Scope of application

(1) The present examination regulations provide the framework for the “European Master’s in Sign Language Interpreting” programme (abbreviated as EUMASLI; in Finland, also referred to as “Degree Programme in Sign Language Interpreting”) in the Department of Social Work, Health and Media at Hochschule Magdeburg-Stendal University of Applied Sciences. The Master’s programme is run jointly by Hochschule Magdeburg-Stendal University of Applied Sciences, Humak University of Applied Sciences (Helsinki/Kuopio, Finland) and Heriot-Watt University (Edinburgh, United Kingdom), hereafter referred to as “the participating universities”. The main language of instruction of the Master’s programme is English.

(2) This Master’s programme is a continuing education degree programme categorised as having a “practice-oriented” profile. It is structured as a part-time programme with on-campus teaching in the participating universities as well as private study phases.

(3) In the absence of special national regulations to the contrary, tuition fees are payable for this course. For students enrolled at Hochschule Magdeburg-Stendal University of Applied Sciences, fees for the Master’s programme are to be paid in accordance with the resolution governing the charging of fees for the “European Master’s in Sign Language Interpreting” programme.

§ 2 Programme objective

The objective of the programme is for students to acquire key professional knowledge and the ability to work independently in accordance with scientific methods, to familiarize themselves independently with fields of employment relating to practice, research and teaching and to deal with the frequently changing array of tasks in the working world. Professional expertise is taught in the field of sign language interpreting. Students will acquire competence in the areas of research, management and development of sign language interpreting.

§ 3 Academic title

Upon successful completion of the Master's examination, the participating universities will award graduates the academic title of “Master of Arts”, abbreviated “M.A.” (Hochschule Magdeburg-Stendal University of Applied Sciences, Germany), “Master of Humanities” (Humak University of Applied Sciences, Finland) and “Master of Science in Sign Language Interpreting (EUMASLI)”, abbreviated: “M.Sc.” (Heriot-Watt University, United Kingdom).

§ 4 Admission to the course

(1) The prerequisite for admission to the Master's degree programme is an internationally recognised first academic degree from a university or university of applied sciences.

(2) Additional admission requirements for this continuing education Master's degree are as follows:

- Applicants must demonstrate substantial professional experience in the field of sign language interpreting, i.e. they must have worked as sign language interpreters for at least three years by the time of admission to the programme.

- Knowledge of English at level B2 of the Common European Framework of Languages (corresponding to level 6.5 of the International English Language Testing System IELTS), to be demonstrated in the entrance examination, as specified in paragraph 3.

(3) Admission to the programme is dependent on successful participation in the entrance examination. Full particulars are set out in the “Regulations on implementation of the assessment procedure to determine eligibility for the Europäischer Master in Gebärdensprachdolmetschen (European Master’s in Sign Language Interpreting)” study programme.

(4) Applicants to the programme apply to one of the participating universities and take part in the entrance examination. Places on the degree programme will be distributed among the participating universities according to a quorum to be decided upon before commencement of the entrance examination. As a rule, places on the programme should be shared out equally among the participating universities. For each cycle of the degree programme, the maximum total number of student places is 24.
§ 5  
Length of studies, commencement

The course of studies is organised in such a way that, including the Master's thesis and colloquium, it can be successfully completed within the standard period of study of 5 semesters.

The course is scheduled to begin in semester 1 of the academic year (winter semester).

§ 6  
Organisation of the course of studies

(1) The course of studies is divided into modules. At least one examination must be taken for each module. Module examinations are made up of one or more assessments. Examinations are held at intervals during the programme of studies, during or at the end of the respective module or sub-module.

In accordance with the European Credit Transfer System (ECTS), a certain number of credits will be awarded at the end of each successfully completed module.

(2) The scope of mandatory and mandatory elective modules during the entire course of studies amounts to 470 hours of instruction. The student's course load for this period of time amounts to 90 credits. For this reason, it is necessary to pass all of the mandatory and mandatory elective modules. Students may also complete additional elective modules if they wish. Further information on the modules, examinations and accreditation of the individual modules can be obtained from the appended Standard Curriculum and Examination Schedule (appendix 1).

(3) As long as proof can be provided that the requirements for admission to participate in the examinations have been satisfactorily met, the module examinations may be taken before the end of the semester indicated in the Standard Curriculum and Examination Schedule.

(4) The Master's examination comprises the module examinations and the Master's thesis with colloquium.

§ 7  
Programme contents

(1) The required modules and module examinations necessary for successful completion of the study programme, and the recommended distribution of the modules over the semesters, are detailed in the Standard Curriculum and Examination Schedule appended to these regulations. Examinations are held over the course of the study programme.

§ 8  
Structure of the course

(1) The course programme includes mandatory modules, mandatory elective modules and elective modules. Within the regulatory framework, each tutor is responsible for determining the balance of specialist content and teaching methods of each of the modules on offer.

(2) The designation "mandatory modules" applies to all modules that are required for successful completion of the course of studies in accordance with the Examination and Study Regulations.

(3) The designation "mandatory elective modules" applies to modules set out in the Standard Curriculum and Examination Schedule that, upon application by the student to the Board of Examiners and in consultation with the study director, may be replaced by equivalent modules from the range of modules offered by the participating universities.

(4) The designation "elective modules" applies to modules which the students may choose from among the modules offered at the participating universities in addition to the mandatory and mandatory elective modules that are required for their programme of study. Students are free to take examinations in the elective modules. The results of such examinations will not be taken into consideration when determining the final grade. If desired, a certificate of attendance will be issued.

(5) Registration for a specific elective module must take place at the respective participating university no later than four weeks after the beginning of the respective semester. Students at Hochschule Magdeburg-Stendal University of Applied Sciences register in the Dean's office of the Department of Social Work, Health and Media. If the minimum number of participants in a module as specified by the host university is not met, the module in question will be cancelled and students will be required
instead to select one of the remaining modules. Variations of this provision are possible for good cause.

§ 9
Types of courses

(1) Teaching on the degree programme takes the form of international block seminars, local workshops and private study phases.

(2) International block seminars are run jointly at one of the participating universities for all participating students. Block seminars permit a concise introduction, analysis and evaluation of theoretical and applied topics in the field of studies. For this purpose, a range of different types of instruction are used (lectures, seminars with presentations, oral presentations, discussions, work in small groups etc.).

(3) Local workshops take place in each country for the group of students enrolled at each of the participating universities. Their purpose is to introduce module topics or to present and discuss the results of project work and private study phases. Local workshops can be supplemented or replaced by events based on electronic media that enable participation and interaction (e.g. video conferencing, online conferencing).

(4) Private study phases permit students to study relevant specialist literature, work on specific assignments, carry out individual or group project work, etc. Private study phases are supported by study materials, media-based interaction and individual supervision.

§ 10
Departmental academic counselling

The participating universities offer departmental academic counselling, especially concerning the progression of studies, switching of modules, and any problems that could lead to significant transgression of the standard period of study.

§ 11
Individual study plans

(1) In principle, individual study plans are possible upon approval by the academic director/academic advisor.

(2) Individual study plans facilitate the successful completion of the degree programme within the standard period of study.

In particular, individual study plans are offered to those students who, in spite of fulfilling admission requirements, still lack prior knowledge in one or more modules.

(3) The academic director/academic advisor is the contact person for students interested in developing their own individual study plans.

§ 12
Individual part-time studies

No provision is made for individual part-time study programmes.

II. Provisions specific to the examinations

§ 13
Board of Examiners

(1) A Board of Examiners, comprised of members from the participating universities, will be formed in order to organise the examinations and implement the tasks prescribed in these Examination Regulations. In general, the board is to be comprised of at least five members, one member of the faculty of each of the participating universities, one student representative and one external examination board member holding a suitable academic qualification. The members of the Board of Examiners are elected by the relevant body in each of the participating universities. At Hochschule Magdeburg-Stendal University of Applied Sciences, this is the Departmental Council for the Department of Social Work, Health and Media. The chairperson or vice-chairperson of the Board of Examiners must be a professor. The student member is a non-voting board member, and will not be involved in confidential examination issues. One proxy may be appointed for the student representative and the external examination board member, respectively.

Representatives of the participating universities may attend the Board of Examiners’ meetings in a consultative capacity; Art. 13, paragraph 8 applies accordingly.
(2) The Board of Examiners ensures proper implementation of the exams. Further, the board enforces compliance with the terms set out in these examination regulations. The board reports to the department on a regular basis regarding the development of examinations and study periods, and makes suggestions on reforms to these Study and Examination Regulations. Special emphasis is placed on compliance with the standard period of study and with examination deadlines.

(3) The Board of Examiners makes its decisions based on a majority vote. Abstentions are not permissible. In the case of an even split, the chairperson or, when absent, his or her deputy, shall have the casting vote. The Board of Examiners is quorate when the majority of its members, among them at least two faculty representatives from the participating universities, are present. The Board of Examiners may reach its resolutions by correspondence if its members cannot be assembled for a meeting. Meetings may take place using video conference or online technology.

(4) The term of office of the members of the Board of Examiners is four years, with student incumbency limited to one year. Members may be re-elected.

(5) Minutes are to be taken of each session of the Board of Examiners. The essential aspects of the motions and decisions of the board are to be recorded in writing. If the board reaches resolutions by correspondence, these must be documented accordingly. Minutes of the Board of Examiners' meetings shall be made available to the participating universities, and they will be given the opportunity to comment.

(6) If necessary, the Board of Examiners may delegate strictly defined and revocable power of authority to the chairperson or his or her deputy. The chairperson prepares and executes the resolutions of the board, and regularly informs board members as to his or her activities.

(7) The members of the Board of Examiners have the right to participate as observers during the examinations.

(8) The members of the Board of Examiners are obliged to maintain confidentiality. As long as they are not government employees, members must make a pledge of secrecy to the chairperson.

§ 14
Examiners and assessors

(1) The Board of Examiners appoints the examiners and assessors. Only members and associates of the participating universities or another university who possess the necessary qualifications to teach independently within the examination module's area of expertise are authorised to be examiners. If necessary, adjunct professors as well as other qualified vocational or academic professionals can be appointed as examiners. People may only be appointed as examiners and/or assessors if they possess a similar or higher qualification than that which is subject to examination.

(2) Examinations at the university are normally to be assessed by at least two examiners. The oral examination is to be conducted by several examiners or by one examiner in the presence of one expert assessor. The assessor is to be consulted before a final grade is given. If the Board of Examiners determines that, having considered all those authorised to be examiners or assessors pursuant to paragraph 1, the additional burdens arising from appointment as an examiner for a particular examination date would have an unreasonable impact on their other duties, or if two examiners are not available, it can thereupon resolve that the written examinations may be marked by one examiner only. The resolution must be communicated to the student when registering for the examination.

(3) Two examiners from two of the participating universities must be appointed for the assessment of the written Master's thesis.

(4) Students may propose examiners for the oral examination and the Master's thesis. This proposal shall, however, not be legally binding.

(5) The examiners are independent in their duties.

(6) The Board of Examiners is to ensure that students are informed in good time as to the names of the examiners.

(7) Art. 13, paragraph 8 applies to examiners and assessors accordingly.
§ 15
Recognition of periods of study, academic achievements and examination results

(1) Upon written application, the Board of Examiners will decide on the recognition of prior periods of study, academic achievements and examination results. The application is to be addressed to the Board of Examiners within four weeks from the beginning of the relevant programme of studies. For purposes of recognition, students must present the necessary original documents or certified copies thereof. If this was not issued in either German or English, a certified German translation must be provided.

(2) Prior periods of study, academic achievements and examinations (qualifications) from other universities (in Germany and abroad) will be recognised provided that there is no essential difference in terms of content, scope or standard between the previously completed academic achievements and those that they are intended to replace. Rather than being based on a schematic comparison, they shall be considered and assessed holistically. Conditional recognition is possible. The university bears the burden of proof. If recognition is denied, the university must state the reason. For the recognition of periods of study completed and university qualifications obtained at universities outside the Federal Republic of Germany, due regard must be given to the Lisbon Convention of 11 November 1997, and in the case of Hochschule Magdeburg-Stendal University of Applied Sciences - the equivalence agreements approved by the Standing Conference of the Ministers of Education and Cultural Affairs of the German Länder and by the German Rectors’ Conference, and agreements reached in the context of university partnerships. As long as it is already being applied by both parties, the basis of valuation is the European Credit Transfer System (ECTS).

A Master's thesis produced as part of a degree programme that has already been completed shall not be taken into account as a Master's thesis for the European Master's in Sign Language Interpreting.

(3) Where grading systems are comparable, grades will be adopted in accordance with § 23 and used in calculating the cumulative grade in accordance with § 31.

(4) Knowledge and skills acquired outside of higher education may be taken into account for a university degree, if

1. the requirements applicable for access to university have been met and
2. the knowledge and skills to be taken into account are equivalent to the academic and examination achievements that they are supposed to replace.

In total, knowledge and skills acquired outside of higher education may not replace more than 50% of the university course content. The Board of Examiners shall adjudicate regarding such accreditation upon written request. Using the documentation submitted, the Board shall consider if, and to what extent, the content and level of the qualifications are equivalent to parts of the course and thus if and to what extent they may replace them.

§ 16
Internship semester(s)

The course of studies does not include any internship semesters.

§ 17
Study phases abroad

Throughout the programme, on-campus phases are held at each of the participating universities in rotation (block seminars). Students are required to take part in these block seminars; part of each student’s programme will therefore take place abroad. Full particulars can be found in the module descriptions.

§ 18
Mid-term evaluations

In accordance with the standard curriculum and examination schedule, no mid-term evaluations must be taken.

§ 19
Types of examinations during the programme

(1) The following types of examinations may be held during the programme:

1. Written examination (WE) (para. 2)
2. Oral examination (OE) (para. 3)
3. Academic paper (APa) (para. 4)
4. Portfolio (PF) (para. 5)
5. Academic project (APr) (para. 6)
6. Oral presentation (OP) (para. 7)
7. Translation/Interpretation (T/I) (para. 8)
(2) In a written examination that is invigilated and taken in a time-limited session with limited aids, students are required to demonstrate their comprehension of standard methodology and problem recognition and solving skills within their specific fields. A written examination shall last for a minimum of 60 minutes and not longer than 180 minutes.

(3) In an oral examination, students should be able to demonstrate their capacity to recognise and classify complex issues from the specific topic under examination.

The oral examination is conducted either as an individual examination or a group examination (whereby up to 3 students may form a group). In general, the length of the examination for each student is 20 minutes. Oral examinations may be held in an appropriate sign language. The essential points of the examination and its evaluation must be recorded in writing. This record must be signed by the examiners and the assessors. The results of the examination are to be made known to the student directly following the presentation of the oral exam.

(4) An academic paper requires an experimental, empirical or theoretical approach to some specific subject matter from within the field of study. The task should be set in such a manner that it can be completed within four to eight weeks. Students are free to propose topics and task assignments for their papers. However their proposals shall not be legally binding. If required, the academic paper may be presented orally in a manner suitable to the vocational field in question. If students are more overburdened than normal with other examination work, the completion time can be extended only once by up to one-half. In doing so, due consideration must be given to compliance with the standard period of study.

(5) A portfolio is a collection of individual student responses to tasks set to address and reflect upon specific subjects and problems from within the field of study, often drawing upon practical experience. Portfolios help to encourage independent student work and personal development. Results of individual portfolio work will often be presented orally, either in English or, where appropriate, in a relevant sign language.

(6) By working on a joint academic project, students demonstrate their capacity to produce scientific work independently as well as to work in a team. Individual contributions to a project must be clearly discernible. Project results are presented and discussed in an appropriate form.

(7) An oral presentation encompasses:
- an independent and thorough written examination of a problem from within the context of the course of studies which takes into account and evaluates relevant literature, as well as
- presentation of the work and communication of the results in an oral presentation and in the ensuing discussion. The presentation and discussion may take place in English or an appropriate sign language.

In general, the assignment should be set in such a manner that it can be completed within a period of three to six weeks.

(8) Translations and interpretations involve the production of a target text in one language on the basis of a source text in another language. Such productions may be prepared in advance (translations) or done in the immediate context of the source text production (interpretations). Translations and interpretations will often involve reflection on the outcome of the production process.

(9) The examiners are to determine the task assignment for the examinations. If the examiners cannot come to an agreement, the Board of Examiners will take over the responsibility. At the beginning of each semester, the Board of Examiners specifies the examination schedule for the oral and written examinations.

(10) Group projects are also an admissible form of examination. The contribution of each individual student must meet the examination requirements and be clearly discernible and assessable on the basis of sections, pages or other objective criteria. The group size is limited to 3 students.

(11) The type and scope of individual module examinations can be found in the Standard Curriculum and Examination Schedule appended to these regulations.

§ 20
Compensation for disadvantages, statutory protection periods, compensation possibilities

(1) As long as the student can provide credible evidence (a medical certificate) that, due to a prolonged or permanent illness or disability, or a pregnancy, they are incapable of entirely or partially fulfilling the examination requirements in the prescribed way or time-frame, the Board of Examiners shall be obliged to provide the
student with the possibility of extending the time allowed to complete the examinations or of completing equivalent examinations in a different form.

(2) The protective provisions pursuant to Articles 3, 4, 6 and 8 of the Maternity Protection Act and, in accordance with the time limits set out by the Federal Child-Raising Allowance Act as to parental leave, are to be strictly adhered to and promoted in applying these Study and Examination Regulations, especially in terms of the calculation of time limits. The Board of Examiners must make a ruling based on the facts of the case. During a leave of absence granted on the grounds of family responsibilities, students are free to continue with their studies and examinations. Upon written application to the Board of Examiners, the repetition of a failed examination during the leave of absence is admissible. These regulations apply to German students and shall be applied to students of other nationalities accordingly.

(3) For students of Hochschule Magdeburg-Stendal University of Applied Sciences with caring duties, possibilities for compensation should be made available. Students with caring duties include, in particular, those with children under the age of 18 and students undertaking caregiving for relatives or other close associates. The involvement of the student in the caregiving must be certified by a doctor or nursing service.

(4) In accordance with paragraphs 1 to 3, for students of Hochschule Magdeburg-Stendal University of Applied Sciences, possibilities for compensation for disadvantages are available whilst retaining the content-related requirements regarding examination achievements. Proof of eligibility shall be provided by the pass for compensation of particular pressures (ComPass). This is covered in greater detail by the regulations governing the compensation of particular pressures for students at Hochschule Magdeburg-Stendal University of Applied Sciences.

§ 21
Public access to oral examinations

As long as they themselves are not registered to take the same exam, students of this programme who have yet to successfully complete the respective examination may be present at the oral examinations as observers (Art. 19, paragraph 3). This, however, does not include the counselling and notification of the student as to his or her examination results. Pursuant to subparagraph 1, a student may apply to exclude observers from his or her examination.

§ 22
Admission to participate in examinations during the programme

(1) All students who are enrolled at one of the participating universities and, where applicable, have paid the fees charged for the master’s study programme, may be admitted to take part in the examinations.

(2) In any semester, students will be automatically registered for the examinations set out in the Standard Curriculum and Examination Schedule. The possible forms of examination for each module will be as specified in the approved Standard Curriculum and Examination Schedule. Students who do not yet wish to take part in an examination must declare their withdrawal within the stipulated time frame and in the form established by the Board of Examiners. Without a declaration of withdrawal, an examination that has not been taken will be regarded as taken and failed.

In the case of withdrawal, the student must register for a later examination date within the stipulated time frame and in the form established by the Board of Examiners.

(3) Generally, the teaching staff of the module in which the examination is to be taken will serve as examiners, provided they are authorised pursuant to article 14. In other cases, the Board of Examiners will ensure that the names of the examiners will be made known to the students in good time.
§ 23
Assessment of examination results and determination of module grades

(1) Each examination is evaluated and graded by the respective examiners. For written examinations, grades should be announced no later than four weeks after the examination has been taken.

(2) The following grades are to be used for the assessment of examinations:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>very good</td>
</tr>
<tr>
<td>2</td>
<td>good</td>
</tr>
<tr>
<td>3</td>
<td>satisfactory</td>
</tr>
<tr>
<td>4</td>
<td>sufficient</td>
</tr>
<tr>
<td>5</td>
<td>insufficient</td>
</tr>
</tbody>
</table>

For the sake of greater differentiation, individual grades may be rounded up or down by 0.3; this does not apply to the following grades: 0.7, 4.3, 4.7 and 5.3.

(3) An examination is considered to have been passed if a minimum grade of "sufficient" is awarded. If an examination is graded by more than one examiner, it is considered to have been passed if all examiners award at least a grade of "sufficient". In this case, notwithstanding the regulation stipulated in paragraph 2, the grade awarded for the examination corresponds to the arithmetic average to one decimal place of the individual grades determined by the examiners.

(4) A module examination is considered to have been passed when all required examinations have at least been awarded a grade of "sufficient". If a module examination comprises only one exam, the grade for the module corresponds to the grade awarded for the examination. If a module examination comprises several exams, notwithstanding the regulation stipulated in paragraph 2, the grade awarded for the examination corresponds to the arithmetic average to one decimal place (and if necessary weighted) of the grades awarded by the individual examiners. The weightings applied to the individual modules can be found in the appended Standard Curriculum and Examination Schedule or derived from the relative share of credits attributable to the respective module.

(5) When arriving at a grade by means of averaging, only the first decimal place will be taken into account; all other decimal places will be disregarded.

Grading structure:

<table>
<thead>
<tr>
<th>For a grade average of</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>up to and including 1.5</td>
<td>very good</td>
</tr>
<tr>
<td>from 1.6 up to and including 2.5</td>
<td>good</td>
</tr>
<tr>
<td>from 2.6 up to and including 3.5</td>
<td>satisfactory</td>
</tr>
<tr>
<td>from 3.6 up to and including 4.0</td>
<td>sufficient</td>
</tr>
<tr>
<td>from 4.1</td>
<td>insufficient</td>
</tr>
</tbody>
</table>

(6) In accordance with HRK recommendations, the German grades are to be complemented with an ECTS grade.

(7) Generally, the German grading system applies to the programme. The conversion of German grades into British and Finnish grades follows common European university practices. Equivalences between the grading systems are to be announced by the Board of Examiners before the start of the programme.
§ 24  
Repetition of examinations during the programme

(1) Examinations that are failed or deemed to have been failed may be repeated once. Unless the student is granted a grace period for specific objective reasons, an examination may be repeated within 12 months after notification is received of having failed the examination. Art. 23 applies to the assessment accordingly. If the time limit is not observed, the examination shall be deemed to have been irrevocably failed. Thus, in this case, no further repetition is possible. Article 31 paragraph 4 applies accordingly.

(2) A second repetition of an examination, generally held on the subsequent regular examination date, is admissible in justifiable, exceptional cases and as long as there is sufficient likelihood of the examination being passed. Upon written application, the Board of Examiners may determine an earlier date in agreement with the student. A second repetition is only admissible for a maximum of two examinations during the entire duration of the programme of studies.

(3) The second repetition of an examination is to be applied for and justified before the Board of Examiners in written form within the six-week cut-off period immediately following notification of having failed the first repetition.

(4) An exceptional case in terms of paragraph 2 is constituted by undue burdens or health limitations if these caused the student to fail the first repetition of the examination.

(5) If an examination during the programme is passed at the second repetition, it will be graded "sufficient".

(6) Unsuccessful attempts at passing an exam from the same or a comparable course of studies at another university will be counted towards the total permissible number of repetitions.

(7) It is not possible to repeat an examination that has already been passed.

§ 25  
Free attempt

There is no provision for a free attempt at any examination.

§ 26  
Supplementary examinations

(1) Students also have the opportunity to take examinations in modules other than those prescribed in the Standard Curriculum and Examination Schedule appended to these regulations.

(2) Upon request of the student, the results of supplementary examinations will be included in the academic transcript or in certificates. The results of supplementary examinations are not taken into consideration when calculating grade point averages and when determining the cumulative grade.

III. Master's degree

§ 27  
Registration for the Master's thesis

(1) The Master's thesis is an independent academic work which is to be submitted in writing and defended orally. Only those persons will be admitted to register for a Master's thesis who are enrolled on the European Master's in Sign Language Interpreting degree programme at one of the participating universities and have successfully passed the module examinations of the Master's exam, and who have also demonstrably accumulated at least 55 credits. The decision on exceptions rests with the Board of Examiners.

(2) Students are to make a written application to the Board of Examiners for admission to write the Master's thesis. Elements to be included in the application for the Master's thesis are:
- a proposal for the field from which the topic of the Master's thesis is to be taken,
- if necessary, an application for permission to carry out the work in a team
- as well as proposals for examiners.

(3) Before the beginning of the completion period, it is possible to withdraw the application to register for a Master's thesis. In the event of withdrawal, a new application must be made to write the thesis at a later date.

§ 28  
Setting of the topic, submission and appraisal of the Master's thesis

(1) The Master's thesis should demonstrate that students are capable of working inde-
pendently and in a scientific manner within a given time frame on a specific subject in their chosen field of studies. The topic and task assignment of the Master's thesis must correspond to the purpose of the examination as well as the required period of time. The type of assignment and the definition of the problem must be ascertained upon the issuing of the topic.

(2) The topic for the Master's thesis will normally be issued at the beginning of the fifth semester. The Master's thesis topic must be issued with sufficient time to enable it to be finished within the standard period of study. The Master's thesis must be written in the English language. Only upon application to the Board of Examiners or the course director and with their approval are other languages permissible. Any such application shall not result in a legal entitlement.

Students should be given the opportunity to make proposals for the topic and the definition of the problem that the Master's thesis is to examine. Whenever possible, a student's proposal should be accommodated, but there is no legal entitlement to this.

(3) Following a joint hearing with the student and consultation with the second examiner, the first examiner will determine the topic of the thesis. Upon application, the Board of Examiners will ensure that students receive a topic for their thesis in a timely manner. Once the thesis topic has been issued, the first examiner (who set the topic) and the second examiner shall be officially appointed. During the writing of the thesis, students will be advised by both examiners. Details of the topic, the assessors and the completion time must be officially recorded. In other respects Art. 14 paragraph 3 applies.

(4) The Master's thesis topic may be determined by any academically qualified member of the teaching staff at the participating universities who teaches on the programme. With the approval of the Board of Examiners, the same applies to persons of equivalent academic rank from universities other than the participating universities. Pursuant to Art. 14, paragraph 1, other examiners or assessors may also be chosen. In this case, the second examiner must be an academically qualified member of one of the participating universities and belong to the programme's regular teaching staff.

(5) The Master's thesis may be completed in the form of a group project. The contribution of each individual student must be clearly discernible and assessable on the basis of sections, page numbers or other objective criteria, and meet the examination requirements as per paragraph 1. The group size is limited to 3 students.

(6) The topic, problem definition and scope of the Master's thesis are to be delimited in such a way as to allow completion within the stipulated time period. The completion time for the Master’s thesis is 20 weeks. An exception to this deadline is possible if the student can provide proof of illness or equivalent adverse personal circumstances. In this case, the completion time is extended in accordance with the length of the illness or equivalent adverse personal circumstances. As a rule, the extension should not be longer than ten weeks.

An attempt abandoned because of unduly long illness or equivalent adverse personal circumstances will not count towards the permissible number of repetitions.

On application by the student, the completion time may be extended for reasons beyond the student’s control. As a rule, the extension should not be longer than ten weeks. The application shall be decided upon by the Board of Examiners.

The topic may only be returned once and only within the first third of the completion time in accordance with sentence 2.

(7) Upon submission of their Master's theses, students must guarantee in writing that their thesis – or their identified section in the case of a group thesis – has been written individually and that no sources or tools have been used other than those cited in the bibliography.

(8) Three copies of the Master's thesis are to be handed in within the established time frame to the Examinations Office of the university at which the student concerned is enrolled. The date and time of submission must be put on official record. In the event that the Master's thesis is submitted by post, the date on the post mark shall be deemed to be the date of submission. In addition, an electronic copy of the Master's thesis must be submitted within the established time frame; more detailed regulations regarding this shall be set out by the Board of Examiners and communicated to the students when they register their Master's thesis.

If it is intended that the Master's thesis should be archived or published, the regulations and conventions of the relevant participating university are to be observed.

(9) Examiners should appraise and grade the Master's thesis within four weeks of the date on which it is handed in. Art. 23, paragraphs 3 and 5, apply accordingly.
(10) 30 credits will be awarded for successful completion of the Master's thesis and colloquium.

(11) 75% of the module grade will be made up of the grade from the Master's thesis and 25% from the grade given for the colloquium.

§ 29
Colloquium

(1) The colloquium for the Master's thesis is the student's opportunity to demonstrate that they are capable of defending the results of independent, scientific work in an academic debate within their chosen field of studies.

(2) Conditions for admission to the colloquium are having passed the module examinations of the Master's examination and having received a minimum grade of "sufficient" from both examiners for the Master's thesis.

(3) The colloquium on the Master's thesis will be held as an individual or group examination by the Master's thesis examiners. The colloquium may take the form of a videoconference or it may be conducted as part of a subject-specific conference. The Board of Examiners can appoint additional examiners. If the presence of both examiners cannot be arranged, one of the examiners may be replaced by an additional examiner. In general, the length of the colloquium for each student is 30 minutes, and no longer than 45 minutes. Art. 23 applies to the assessment of the colloquium accordingly.

(4) The colloquium has been successfully completed if the examiners award a minimum grade of "sufficient". If a grade of "insufficient" is awarded, repetition is possible in accordance with the provisions of Art. 30.

(5) In other respects Art. 21 and Art. 28, paragraphs 10 and 11 apply accordingly.

§ 30
Repetition of the Master's thesis and colloquium

(1) A Master's thesis may be repeated once if it has been, or is deemed to have been, graded as "insufficient".

(2) If a Master's thesis is repeated, returning a topic is only admissible if no use was made of this possibility the first time.

(3) The new topic of the Master's thesis will be issued in a timely manner, generally within three months.

(4) A second repetition is not permitted.

(5) Repetition of a successfully completed Master's thesis is not permitted.

(6) The Master's thesis colloquium may be repeated once if it has received a grade of "insufficient" or is deemed to have been graded "insufficient".

(7) A second repetition of the colloquium is not permitted.

(8) Repetition of a successfully completed colloquium is not permitted.

§ 31
Overall grading of the Master's examination

(1) The Master's examination shall be deemed to have been passed if all mandatory and mandatory elective module examinations and the Master's thesis and colloquium have been awarded a minimum grade of "sufficient". In addition, Students registered at Humak University of Applied Sciences must have passed a "Maturity Test", in accordance with Finnish regulations.

(2) Notwithstanding the regulation stipulated in Art. 23, paragraph 2, the cumulative grade of the Master's examination is derived, where applicable, from the weighted average of the grades for the module examinations and the module grade of the Master's thesis and colloquium. Art. 23, paragraph 5 applies accordingly.

The weightings for the individual modules are to be taken from the appended Standard Curriculum and Examination Schedule or derived from the relative share of credits attributable to the respective modules.

(3) If the average of the cumulative grade is better than 1.3, then the overall result "passed with distinction" will be awarded.
 § 32

Academic transcripts and certificates

(1) Academic transcripts are to be completed without delay, if possible within four weeks of the Master's examination having been passed. The transcript bears the date on which the last examination was completed. It is to be signed by the chairperson of the Board of Examiners and a representative of the university at which the respective student is enrolled. In the case of Hochschule Magdeburg-Stendal University of Applied Sciences, this is the Dean of the department. The transcript is to be furnished in the standard style of the relevant university, and must be recognised by all the participating universities.

(2) Together with their transcripts, students receive a Diploma Supplement.

(3) If the Master's examination has been failed or is deemed to have been failed, then the Board of Examiners will present the student with a written notification which also provides information as to whether and to what extent it is possible to repeat examinations. Notification of an irrevocably failed Master's examination must be furnished with instructions on the right to appeal.

(4) If students choose to leave the university or change their programme of studies, upon application they will be issued with a certificate showing the examinations taken and grades achieved. In the case of paragraph 3, a certificate will be provided without the need to submit an application. It indicates the examinations remaining to be completed as well as the fact that the Master's examination has been failed or irrevocably failed. Upon application, in the case of paragraph 3, students will receive a notification which simply indicates those examinations which have been successfully completed.

§ 33

Degree certificate

(1) In accordance with the customs and regulations of their home university, students shall receive a degree certificate detailing the academic title as specified in § 3 and a transcript. At Magdeburg, students receive a degree certificate showing the same date as the academic transcript. The degree certificate confers the title of Master upon the holder.

(2) The certificate will be signed by the Dean of the department or by an equivalent representative of the university at which the student is enrolled, and by the Rector or an equivalent representative of the relevant university, and furnished with the university's seal. The certificate must be recognised by all of the participating universities.

IV. Final provisions

§ 34

Accessing the examination files

(1) Following completion of each module examination and the Master's examination and within a respective cut-off period of one month after notification of the results, students may, upon written application to the Board of Examiners, be granted access to the written examinations, corresponding appraisals of the examiners, and the examination protocols.

(2) The written application is to be submitted to the Board of Examiners within a cut-off period of three months after having received the transcripts. The chairperson of the Board of Examiners will determine the time and place for reviewing the documents.

(3) Upon written application, students will be informed of partial results before the completion of a module examination.

§ 35

Non-attendance, withdrawal, cheating, breach of regulations

(1) An examination will be deemed to have been graded "insufficient" when students, for no good reason:

- do not attend on a mandatory examination date,
- withdraw from the examination after it has already begun,
- or do not retake an examination within the established time frame.

(2) The justifications provided for any withdrawal or non-attendance must be credible and immediately presented to the Board of Examiners. Otherwise, the examination will be graded as "insufficient". In case of illness, a medical report must be presented. Unless the Board of Examiners resolves otherwise, upon recognition of the reasons for non-attendance or withdrawal, the examination must be taken on the next regular examination date.

(3) An examination will be graded "insufficient" if a student attempts to alter the results through deceit or the use of other unauthorised means. Examiners and supervisors are authorised to exclude any student who disrupts the orderly conduct of the examination from further participation. If this is the case, the examination will be graded as "insufficient". In extreme cases, the Board of Examiners is authorised to exclude the student from any further examinations. Further disciplinary processes may apply as stipulated in the student's home university's regulations.

(4) An incorrect transcript is to be revoked and replaced with a corrected transcript or certificate in accordance with Art. 32. Once a period of five years has elapsed from the date the transcript is issued, a decision pursuant to paragraphs 1 and 2 may no longer be made.

§ 37 Decisions, appeal procedure

(1) All decisions made in accordance with these examination regulations and which constitute an administrative deed are to be justified in writing and furnished with instructions on appeal in compliance with Art. 41 of the Administrative Procedures Act of Saxony-Anhalt (VwVfG LSA) or equivalent national provisions, as stipulated in the institution's regulations. An appeal can be submitted to the Board of Examiners within one month of receipt of the decision.

(2) The Board of Examiners will decide as to the validity of the appeal. If the appeal involves a grade, the appeal will be sent to the examiner or examiners for their review. The Board of Examiners will declare the objection to have been remedied if the grade is changed in accordance with the appeal. Otherwise, the Board of Examiners shall only review the decision in terms of

1. whether or not the examination procedures were properly conducted,
2. whether or not the examiner relied on unfounded facts or circumstances,
3. whether or not generally valid principles of grading were applied,
4. whether or not the examiner was influenced by immaterial considerations.

If the Board of Examiners does not remedy the objection, it will be forwarded for a decision to the responsible body at the university at which the student is enrolled. In the case of Hochschule Magdeburg-Stendal University of Applied Sciences, this is the Departmental Council.

(3) A final decision as to the validity of the appeal should take place within a period of one month. If the objection is not remedied, the relevant authority of the university at which the student concerned is enrolled will inform the appellant. In the case of Hochschule Magdeburg-Stendal University of Applied Sciences, this is the Rector.
§ 38
University-wide announcements by the Board of Examiners

Decisions and other measures relating to these Study and Examination Regulations, especially with regard to admission to examinations, refusal of admission, examination and registration dates and deadlines as well as examination results, will be made known university-wide in the institution’s customary manner. In doing so, data protection regulations will be observed.

§ 39
Transitory provisions

These study and examination regulations apply to all students beginning their studies in semester 1 of the academic year 2016/2017 (winter semester 2016/2017).

§ 40
Effective date of regulations

The entry into effect of these Study and Examination Regulations is dependent upon written declarations of consent to these regulations being made by Humak University of Applied Sciences (Finland) and Heriot-Watt University (United Kingdom). Following approval by the Rector, these regulations will take effect the day after their university-wide announcement in the Official Notices of Hochschule Magdeburg-Stendal University of Applied Sciences.

Issued pursuant to the resolutions of the Department of Social Work, Health and Media, Departmental Council of 01 July 2016 and the Hochschule Magdeburg-Stendal University of Applied Sciences Senate of 20 September 2016.

The Rector

Abbreviations used in the examination schedule:

- T = Type of course
- h = Hours of instruction (on-campus time)
- E = Examination
- C = Credits
- B = International block seminar
- W = Local workshop
- PS = Private Study
- APa = Academic paper
- PF = Portfolio
- APr = Academic project
- OP = Oral presentation
- TI = Translation/Interpretation
- MA = Master's thesis
- C = Colloquium
Appendix 1

Standard Curriculum and Examination Schedule

<table>
<thead>
<tr>
<th>Mandatory and mandatory elective modules</th>
<th>Semester 1</th>
<th>Semester 2</th>
<th>Semester 3</th>
<th>Semester 4</th>
<th>Semester 5</th>
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<td>E</td>
<td>C</td>
<td>T</td>
<td>h</td>
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<tr>
<td>1.1 Similarity and Diversity in European Sign Languages</td>
<td>B,W</td>
<td>70</td>
<td>APa/M</td>
<td>5</td>
<td></td>
<td></td>
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<tr>
<td>1.2 Similarity and Diversity in European Deaf Communities</td>
<td>B,W</td>
<td>30</td>
<td>AP</td>
<td>5</td>
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<td>1.3 Personal Development and Academic Skills</td>
<td>B,W</td>
<td>30</td>
<td>PF</td>
<td>5</td>
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<td></td>
</tr>
<tr>
<td>2.1 Introducing International Sign</td>
<td>B,W</td>
<td>50</td>
<td>APa/M</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.2 Interpreting and Translation Studies</td>
<td>B,W</td>
<td>60</td>
<td>APa/M</td>
<td>10</td>
<td></td>
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<tr>
<td>3.1 Translating Between International Sign and English</td>
<td>B,W</td>
<td>50</td>
<td>PF/OP</td>
<td>5</td>
<td></td>
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<tr>
<td>3.2 Developing the Profession</td>
<td>B,W</td>
<td>60</td>
<td>AP</td>
<td>10</td>
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<td></td>
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<tr>
<td>4.1 Interpreting Between International Sign and English *</td>
<td>B,W</td>
<td>60</td>
<td>OP</td>
<td>10</td>
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<td></td>
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<tr>
<td>4.2 Research Methods: Sign Language Interpreting and Translation as Profession and Performance</td>
<td>B,W</td>
<td>60</td>
<td>APa/OP</td>
<td>10</td>
<td></td>
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<tr>
<td>5.1 Master Thesis</td>
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</table>

- This is a mandatory elective module in accordance with Art. 8 paragraph 3, which, upon application by the student to the Board of Examiners and in consultation with the study director, may be replaced by equivalent modules from the range of modules offered by the participating universities.

End of translation.

This is to certify that the above translation of Study and Examination Regulations from the attached document in German is a faithful and accurate rendition of the original.

Michael Lorenz, sworn translator for the English and Russian language
Magdeburg, 22 September 2016