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**Meeting Minutes of the Admission and Examination Committee: Study Regulations**

In anticipation of future modifications to the 2013 Study Regulations of the Doctoral Program in Social Sciences at the CDSS, the admission and examination committee of the Center for Doctoral Studies in Social and Behavioral Sciences (CDSS) decided, in accordance with section 32 subsection 4 of the Act on Higher Education of the Land Baden-Württemberg (LHG), that the following sentences shall apply to the study regulations.

**PLEASE NOTE:**

**English translations of the Study Regulations are intended solely as a convenience to non-German-reading students. Only the German text published in the Bulletin of the President's Office ("Bekanntmachungen des Rektorats") is legally binding. In the event of any conflict between the English and German text, its structure, meaning or interpretation, the German text, its structure, meaning or interpretation shall prevail.**

Section – 7a Extension of Examination Deadlines

- (1) The examination deadlines as well as the deadlines to take examinations and complete coursework in order to complete the program shall be extended by the admission and examination committee upon a student's request submitted in due time, if the respective student is in need of an extension due to special conditions he or she is not responsible for. The admission and examination committee shall grant individual extensions based on case by case decisions.
- (2) In particular, this applies to students
  1. with children, or
  2. with a relative in need of care within the meaning of section 7 subsection 3 of the Caregiver Leave Act (PflegeZG),
  3. as well as to handicapped students,

4. or students with a chronic illness if the situation resulting from the aforementioned special conditions requires an extension of the examination deadlines. The same applies to students who are eligible for periods of protection in accordance with the respective section 3 subsection 1, section 6 subsection 1 of the Maternity Protection Act (MuSchG).
- (3) The request in accordance with subsection 1 shall be submitted promptly as soon as the student is aware of the circumstances demanding an extension of examination deadlines. If the request is not made in due time in accordance with section 1, the extension shall only be granted if additional requirements according to section 32 of the Administrative Procedure Act of Baden-Württemberg (LVwVfG) are met.
- (4) The student requesting the extension is responsible to produce adequate proof. If there are significant changes to the personal situation of the student, particularly any changes that would result in a lapse of entitlement to the extension, the student is obliged to inform the admission and examination committee without delay.
- (5) The extension of deadlines to take examinations, re-sit examinations or complete coursework shall not exceed a total of two semesters per examination. The extension of the deadline to complete the program shall not exceed the standard period of study provided there are no legal regulations indicating otherwise.
- (6) Examination deadlines for term papers, literature reviews and dissertation proposals, remain in effect and are not covered by the above listed subsections. The possibility to request disadvantage compensation in accordance with section 7b remains unaffected.
- (7) When calculating the examination deadlines, section 32 subsection 6 of the Act on Higher Education of the Land of Baden-Württemberg (LHG) shall be taken into consideration.

## Section – 7b Disadvantage Compensation

- (1) If students, as a result of a special condition or situation within the meaning of section 7a subsection 2, cannot attend a class on a regular basis or take the respective examination, in particular due to the form of examination, they can request disadvantage compensation. Students shall submit the request for disadvantage compensation in due time and in writing. In coordination with the respective examiners, the admission and examination committee grants the appropriate disadvantage compensation in order to adhere to the principle of equal opportunities. Handicapped students or students with a chronic illness shall submit their request for disadvantage compensation to the Commissioner and Counselor disabled students and students with chronic illnesses. The admission and examination committee shall take the recommendation of the Commissioner and Counselor for disabled students and students with chronic illnesses into account in their decision making process.
- (2) The request for disadvantage compensation shall be submitted to the admission and examination committee
  1. prior to the beginning of the respective courses or without delay if the special circumstances materialized after the beginning of the courses.
  2. upon registration for the respective examinations or at the latest in due time prior to the respective examination itself.

If students fail to submit the request for disadvantage compensation in due time, in accordance with subsection 1, the special circumstances will not be considered for the evaluation of the respective course or examination. The possibility to withdraw or de-register from an examination with a valid reason remains in effect.

- (3) It is the student's responsibility to provide sufficient proof of his or her special circumstances upon filing the request for disadvantage compensation. If there are significant changes to the special circumstances of the student, particularly any changes that would result in a lapse of entitlement to disadvantage compensation, the student shall inform the admission and examination committee without delay and in writing.

## Section 7c – Breaches of Procedure

- (1) The admission and examination committee may remedy disturbances of the examination procedure or other breaches of procedure by virtue of office or upon request from a student by deciding on appropriate measures or orders. In particular, the admission and examination committee may order that the examination shall be retaken by all or by individual students or, in case the principle of equal opportunities was violated, grant an extension or impose another appropriate measure of compensation.
- (2) Any disturbances are to be reported immediately by the affected student during the written examination or oral examination:
1. in case of a written examination to the supervisor,
  2. in case of an oral examination to the examiner and
  3. in case of any other type of examination to the responsible examiner.
- Any other kinds of breaches of procedure are to be reported by the affected student in due time as soon as the student takes note of the particular breach of procedure. The reports according to sentences 1 and 2 shall be entered into the examination minutes. If the disturbances of the examination procedure or any other kind of breaches of procedure relevant to the evaluation of the respective examination are not reported in due time, they are deemed insignificant.
- (3) If the examination committee did not take measures or inadequate measures of compensation for a disturbance that occurred during an examination and was reported without delay or for other breaches of procedure, the student shall address his or her request for the necessary measures of compensation to the examination committee in writing immediately after the examination. If the examination consisted of several parts, the request shall be made immediately after the relevant part of the examination. The request shall not contain any conditions. If the disturbances of the examination procedure or any other kind of breaches of procedure relevant to the evaluation of the respective examination are not reported in due time, they are deemed insignificant.