Information regarding examinations for incoming ERASMUS+ students of the Faculty of Law

1. Any incoming ERASMUS+ student, whether enrolled in the Faculty of Law or in another faculty, may receive advice regarding the selection of law courses by the ERASMUS+ office of the Faculty of Law before the start of the semester.

2. At the beginning of the semester, the student may obtain approval for all law courses part of his or her learning agreement by the ERASMUS+ office of the Faculty of Law.

3. An incoming ERASMUS+ student may attend a course without taking a final examination. In this case, a student must not miss more than two lectures of the course in order to obtain a participation certificate without a grade as well as 3 ECTS. It is the student’s responsibility to inform the lecturer at the beginning of the course that a participation certificate is aimed for.

4. In order to obtain 6 ECTS for his or her transcript of record, the student must take the final examination. The student must complete the “Admission to Examination” form and submit it to the ERASMUS+ office of the Faculty of Law at least 21 days before the date of the exam indicating all law courses (UnivIS code, lecture and lecturer) he or she registers for examination.

5. In case the student may wish to withdraw from the exam, he or she must inform the ERASMUS+ office of the Faculty of Law and the lecturer 7 days before the date of the exam.

6. If the student has to cancel an exam later than 7 days prior to the date of the exam, he or she must inform ERASMUS+ office of the Faculty of Law and the lecturer about the reasons before the examination. If the reasons are acceptable, a new examination date and time will be offered by the lecturer.

7. An examination is graded as ‘insufficient’ (ungenügend, 0 points) if the ERASMUS+ student fails, without just reasons, to attend a scheduled examination, or if the student withdraws from the examination without just reasons.

8. If a student attempts to affect the outcome of an examination by cheating or using an unauthorized means of assistance, the examination is graded as ‘insufficient’ (ungenügend, 0 points). There will be no chance to retake the exam.

9. If the ERASMUS+ student otherwise fails an exam, the student must be offered the opportunity to retake the exam.

10. For some courses, an additional exam is offered during the semester’s second testing-period. This information is published at the beginning of the semester on OLAT or UNIVIS and is exclusively for IPIR-students but not for ERASMUS+ students.

11. The lecturer decides if the examination is an oral or a written examination. If more than 5 students are participating in the lecture, the exam is usually a written exam.
12. For a written examination, the lecturer is the examiner who determines length, structure and other modalities of the written examination. The written work is corrected with notes in the margin. A report (Gutachten) is not prepared for the written examination. There are no second corrections for ERASMUS+ examinations. The student is provided a graded certificate by the examiner following the correction of the written examination. The result of the written exam, as well as the original or a copy of the written exam, are sent to the ERASMUS+ office of the Faculty of Law by the lecturer.

13. An oral examination lasts 20 min. per examinee. The examinees may also be examined in groups (up to 3 students in a group, who are then examined together for 60 min.). A second examiner or assessor may be called in for the oral examination. A protocol is kept of the oral examination. Following the exams, the protocol of the oral exam including the grade is sent to the ERASMUS+ office of the Faculty of Law.

14. The examination (written as well as oral) is conducted usually in the language in which the course was held. At the special request of the student, the examiner may agree to conduct the examination in another language (i.e. English).

15. Credits for the exam are given according to the corresponding grading chart.

16. The ERASMUS+ student is allowed to view his or her exam. A written exam is archived for the one year before it is disposed of.

17. A final transcript of record is issued by the ERASMUS+ Office of the Faculty of Law once all examination results are available. The transcript of record lists law courses only.