



**Deutsche  
Sporthochschule Köln**  
German Sport University Cologne

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# OFFICIAL NOTICES

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**EXAMINATION REGULATIONS** of the German Sport University Cologne for the Master's degree programmes in sport science as amended on 28 October 2025

**Here:** Amendments to Sections 12, 13, 15 and 17

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Editor: The President

**Amendment to the Examination Regulations of the German Sport University Cologne  
for the Master's degree programmes in sport science**  
**M.Sc. Sport Management**  
**M.A. Sport, Media and Communication Research**  
**M.Sc. Sport and Movement Gerontology**  
**M.A. Rehabilitation, Prevention and Health Management**  
**M.Sc. Sport Tourism and Destination Management**  
**M.Sc. Performance, Training and Coaching in Elite Sport**  
**M.Sc. Human Technology in Sports and Medicine**  
**M.A. International Sport Development and Politics**  
**M.Sc. Psychology in Sport and Exercise**

Pursuant to Section 2 (4) and Section 64 (1) of the Higher Education Act of the State of North Rhine-Westphalia (HG), as amended by the Higher Education Future Act of 16 September 2014 (GV.NRW p. 547), last amended by Article 2 of the Act of 19 December 2024 (GV.NRW p. 1222), the German Sport University Cologne has adopted the following Master's Examination Regulations as its statutes:

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### **§ 1**

#### **Scope of application of the Master's Examination Regulations**

These Master's Examination Regulations (MPO) apply to the Master's degree programmes in sport science at the German Sport University Cologne. The general section sets out the fundamental structures of the Master's programme. The content and requirements of the individual Master's degree programmes are governed by programme-specific provisions in the module handbooks. These are accompanied by study plans and study progression plans.

### **§ 2**

#### **Aim of the programme**

The Master's programmes lead – building on a first university degree in a suitable programme – to a further professionally qualifying degree.

Through the programme within the framework of the tiered Master's programme, the candidate is expected to demonstrate that they have acquired the specific content of their subject, a methodological toolkit and a systematic orientation, have an overview of subject-specific interrelationships, and possess the ability to apply scientific methods and findings in the professional fields of exercise and sport. Furthermore, the Master's programme enables candidates to demonstrate a level of knowledge of the subject and its research methods that prepares them for subsequent entry into a doctoral programme.

### **§ 3**

#### **Master's Degree**

Upon successful completion of the programme, the German Sport University Cologne awards the academic degree of 'Master of Arts' (M.A.) or 'Master of Science' (M.Sc.).

### **§ 4**

#### **Admission**

- (1) Admission to the Master's programme is open to those who can demonstrate successful completion of a relevant Bachelor's degree programme in accordance with the specific provisions for the individual Master's programmes.
- (2) Admission to the Master's programme may also be granted to those who provide evidence of having successfully completed a degree programme in another field related to movement science or sport science, with a standard duration of at least six semesters, at a higher education institution within the scope of the Basic Law. In cases of doubt, the opinion of the programme representative shall be sought.

- (3) Applicants holding a degree obtained abroad may be admitted provided that equivalence with a degree as referred to in paragraph 1 or 2 is demonstrated. In determining the equivalence of foreign degrees, account must be taken of the equivalence agreements approved by the Standing Conference of the Ministers of Education and Cultural Affairs and the German Presidents' Conference, or of corresponding statutory provisions. Furthermore, in cases of doubt regarding equivalence, the Central Office for Foreign Education shall be consulted.
- (4) Admission to the Master's programme is only granted to those who submit a declaration stating that they have not already definitively failed a Master's degree programme in a sport science subject or an examination required under these examination regulations in a programme related to the Master's programme in Sport science or in a programme of similar structure at another university within the scope of the Higher Education Framework Act. This applies in particular to degree programmes in Sport science at the German Sport University Cologne leading to a Diplom degree, or to the First State Examination for teaching at secondary level II/I or at grammar schools, comprehensive schools, vocational colleges and secondary modern schools.
- (5) Furthermore, admission may only be granted to those who are not currently undergoing an examination procedure for the same degree programme at another higher education institution.

## **§ 5**

### **Commencement of studies**

The Master's programme generally commences in the winter semester.

## **§ 6**

### **Standard duration of study and scope of study**

- (1) The standard duration of study until graduation is two academic years. An academic year consists of two semesters.
- (2) To successfully complete the degree programme, 120 credits, including the Master's thesis, must be obtained.

## **§ 7**

### **Structure and requirements of the programme, credits**

- (1) The programme is structured in modules. Modules are thematically and chronologically self-contained units of study that lead to a partial qualification relevant to the respective programme objective. Modules may consist of various forms of teaching and learning.
- (2) A module is generally worth 6 to 15 credits. A module is completed within one semester. Further details are set out in the module handbooks.

- (3) Admission to a module may be subject to certain prerequisites, in particular the successful completion of one or more other modules. Further details are set out in the module handbooks.
- (4) Courses must be taken as part of modules. Students will be informed of the conditions for regular and successful attendance no later than the start of the first course session. Assessments may be conducted during courses. These may be a prerequisite for participation in module examinations or partial examinations. Learning assessments are not graded. Further details are set out in the module handbooks.
- (5) Completion of a module requires the successful completion of a marked module examination (see § 12). Further details are set out in the module handbooks.
- (6) Where examination performance is assessed using a credit system, the credits for a module indicate the amount of student effort that is generally required to meet the respective requirements and achieve the learning objectives. In addition to attendance at courses forming part of the module, this includes all preparation and follow-up work on the course material, the preparation and drafting of individual contributions, and preparation for and participation in assessments and examinations. The average workload is set at 1,800 hours per academic year. 60 credits must be earned per academic year. A workload of approximately 30 hours is assumed for the acquisition of one credit. Credits are awarded for modules passed and for the successful completion of the Master's thesis.
- (7) A credit under paragraph 6 corresponds to a credit under the European Credit Transfer System (ECTS).

## **§ 8 Examination Board**

- (1) The Examination Board is responsible for organising and supervising the proper conduct of module examinations and for the other tasks assigned to it by these examination regulations.
- (2) The Examination Board consists of
  1. the Chair, drawn from the group of university lecturers
  2. two further members from the group of university lecturers
  3. one member from the group of academic staff
  4. one member from the group of technical staff  
and administration
  5. one member from the student body

The Senate shall elect a deputy for the Chair from among the other members drawn from the group of academic staff. A deputy shall likewise be elected for all other members. These deputies shall act when the members from the relevant group are unable to attend. The Head of the Examinations Office is, by virtue of their office, an advisory member of the Examinations Board.

- The term of office for members from the group of university lecturers, the group of academic staff and the group of technical and administrative staff is three years; the term of office for the student member is one year. Re-election is permitted.
- (3) The Examination Board is an authority within the meaning of administrative procedure and administrative litigation law.
  - (4) The Examination Board shall ensure that the provisions of these Examination Regulations are observed and shall ensure that examinations are conducted in accordance with the regulations. In particular, it is responsible for deciding on appeals against decisions made in examination procedures. In matters concerning an individual Master's programme, the programme director may be consulted in an advisory capacity. The Examination Board reports regularly, at least once a year, to the Senate on the progress of examinations and study periods. It makes suggestions for the reform of the examination regulations and the module handbooks. The Examination Board may delegate the performance of its duties to the Chair in all standard cases; this does not apply to appeals and the report to the Senate.
  - (5) The Examination Board shall constitute a quorum if the Chair or their deputy and at least three other members are present, at least one of whom must be from the group of university lecturers. In matters directly concerning teaching, with the exception of its assessment, it must be ensured that members from the group of university lecturers hold at least half of the votes. The Examination Board shall take decisions by a simple majority of those present. In the event of a tie, the Chairperson shall have the casting vote or, in their absence, the Deputy Chairperson. The member from the group of technical and administrative staff shall have the right to vote on matters of teaching only insofar as they perform relevant functions at the university and possess particular experience in the relevant field. The chairperson shall decide whether these conditions are met. The student member of the Examination Board shall not participate in the assessment and recognition of academic and examination achievements.
  - (6) The members of the Examination Board have the right to attend examinations.
  - (7) The meetings of the Examination Board are not open to the public. The members of the Examination Board and their deputies are subject to the official duty of confidentiality. Unless they are in the civil service, they shall be bound to confidentiality by the Chair of the Examination Board.
  - (8) The Examination Office of the German Sport University Cologne is at the disposal of the Chair of the Examination Board for the performance of the tasks assigned to them and the implementation of the Examination Board's decisions.
  - (9) Any adverse decisions taken by the Examination Board must be communicated to the candidate without delay. Before the Examination Board takes any final decisions, the candidate must be given the opportunity to be heard.

- (1) The Examination Board shall appoint examiners and assessors. Only persons who are authorised to do so under Section 65 (1) of the Higher Education Act (HG) and who, unless compelling reasons require otherwise, have carried out independent or autonomous teaching activities in the field to which the module examination relates may be appointed as examiners. Only persons who have obtained a relevant university degree or a comparable qualification may be appointed as assessors.
- (2) The Examination Board may, in addition, appoint further examiners for individual modules who deliver courses in the modules in question.
- (3) Examiners shall be independent in their examination duties.

### **§ 10**

#### **Recognition of periods of study, academic achievements and examination results**

- (1) Passed and failed modules completed at another higher education institution within the scope of the Basic Law in the same degree programme shall be recognised automatically. Passed and failed modules in other degree programmes or at other higher education institutions, as well as at state or state-recognised vocational academies, shall be recognised upon application, provided that no significant differences can be demonstrated, established and justified. Upon application, the university may recognise other knowledge and qualifications on the basis of the documents submitted.
- (2) Significant differences exist in particular where the competences acquired do not meet the requirements of the respective subject. In this regard, a schematic comparison is not to be made; rather, an overall assessment and evaluation must be carried out. For periods of study, academic achievements and examination results obtained outside the scope of the Basic Law, the equivalence agreements approved by the Standing Conference of the Ministers of Education and Cultural Affairs, as well as agreements within the framework of university partnerships, must be observed. In cases of doubt, the Central Office for Foreign Education may be consulted.
- (3) The student must submit the documents required for credit transfer in German. Certified translations must be attached to documents not written in German at the request of the Examination Board. The documents must contain information on the competences acquired and, in this context, on passed, failed or completed modules, as well as on other knowledge and qualifications to be recognised. When recognising periods of study and modules from degree programmes, the relevant module descriptions and the Transcript of Records or a comparable document must generally be submitted.
- (4) The academic and examination achievements of school pupils who, in individual cases, have been admitted to courses and examinations as young students outside the enrolment regulations on the basis of exceptional talent shall be credited upon application in the event of subsequent study.

- (5) The relevant Examination Board is responsible for credit transfers in accordance with paragraphs 1 to 4. Before determining whether there are significant differences, a subject representative must generally be consulted.
- (6) Where academic and examination achievements are recognised, the marks – provided the marking systems are comparable – shall be adopted and included in the calculation of the subject mark. In the case of incomparable marking systems, the notation 'recognised' shall be included. The recognition shall be indicated on the transcript.

### **§ 11**

#### **Absence, Cheating, Breach of Regulations, De-registration**

- (1) An examination performance shall be graded as "unsatisfactory" (5.0) if the candidate misses an examination date without valid reasons or if they withdraw from the examination after it has begun without valid reasons. The same applies if a written examination is not completed within the specified time limit.
- (2) If candidates attempt to influence the result of an examination by deception, for example by using unauthorised aids, the examination in question shall be deemed not to have been taken and shall be graded as "unsatisfactory" (5.0); the actual determination shall be made by the respective examiner in the case of oral examinations and by the invigilator in the case of written examinations, and shall be recorded in the examination records.
- (3) A candidate who disrupts the proper conduct of the examination may, as a rule following a warning, be excluded from continuing the examination by the relevant examiner or invigilator; in this case, the examination in question shall be deemed to have been graded as "unsatisfactory" (5.0), and the reasons for the exclusion must be recorded. In serious cases, the Examination Board may exclude the candidate from sitting further examinations.
- (4) Decisions under paragraphs 1–3 must be communicated to the persons concerned in writing without delay, stating the reasons. Before a decision is taken, the persons concerned must be given the opportunity to comment.
- (5) The German Sport University Cologne may require and take an affidavit from the candidate stating that the examination performance was completed independently and without unauthorised assistance. Anyone who intentionally contravenes this regulation is guilty of an administrative offence. The offence may be punished with a fine of up to 50,000 euros. The competent administrative authority for the prosecution of administrative offences is the Registrar. In the the event of repeated or other serious attempts at deception, the candidate may also be expelled.
- (6) If the candidate has cheated in an examination and this fact only comes to light after the certificate has been issued, the Chair of the Examination Board may subsequently correct the result and mark for the examination in which the candidate cheated, and declare the examination, in whole or in part, to have been failed.

- (7) If the requirements for participation in a module within the framework of which an examination was taken were not met, without the candidate intending to deceive in this regard, and if this fact only becomes known after the certificate has been issued, this deficiency shall be remedied by the successful completion of the examination. If the candidate has intentionally obtained admission without justification, the chair of the examination board shall decide on the legal consequences in accordance with the Administrative Procedure Act for the State of North Rhine-Westphalia.
- (8) The candidate shall be given the opportunity to comment before a decision is taken in accordance with paragraphs 5–7.
- (9) The incorrect certificate shall be withdrawn and a new one issued. A decision pursuant to paragraph 6 and paragraph 7, sentence 2, shall be precluded after a period of five years from the date of the examination certificate.

## **§ 12**

### **Module examinations, their component examinations and examination dates**

- (1) Examination requirements within the Master's programme comprise the module examinations or partial examinations, as well as the Master's thesis.
- (2) The respective module is completed upon passing the module examination with the corresponding grade and successful attendance at the courses designated for the module. Credits are awarded following successful attendance at courses and upon completion of the module. Module examinations are passed if each individual sub-examination has been graded with at least a 'satisfactory' (4.0) in accordance with § 16. If individual sub-exams of a module exam have not been passed, only these must be retaken in accordance with § 17. Module exams and sub-exams are held throughout the course of study. Module exams and sub-exams that have been passed may not be retaken. Module exams and sub-exams that have been failed or are deemed to have been failed must be retaken.
- (3) Exam periods vary by module and are announced at the start of the lecture term; specific exam dates are usually announced at least two weeks before the exam date. Candidates must also be informed of the relevant resit dates for these exams. Oral exams and oral resits can be arranged at any time.
- (4) Students register for module examinations and resit via the campus management portal myspoho. To be eligible for the registered module examination, students must have enrolled in at least one course within the relevant module.
- (5) Candidates may withdraw from module examinations no later than one week before the respective examination date. For module examinations scheduled outside the examination period, withdrawal is possible no later than one week before the day of the module examination or the first part of the examination. No reason is required; students must withdraw from a module examination via the campus management portal myspoho.
- (6) Reasons for withdrawing from an examination or failing to attend an examination must be communicated to the Examinations Office in writing without delay and substantiated.

In the event of illness, a medical certificate must be submitted to the Examinations Office no later than the third working day after the examination. If the certificate is sent by post, it must have been posted on the second day after the examination. When counting the days, the day of the examination itself is included, and Saturday counts as a working day. A certificate of incapacity for work is not sufficient; proof of inability to sit the examination must be provided in a differentiated manner. The chair of the Examination Board may, in justified individual cases, require the submission of a certificate from a medical examiner appointed by the Examination Board. If the Examination Board accepts the reasons, the student will be notified in writing. Any examination results already available shall be taken into account.

- (7) If a candidate provides credible evidence in the form of a medical certificate that they are unable, due to a long-term or permanent physical or mental disability, to sit the module examination in whole or in part in the prescribed form, the chair of the examination board shall assess whether equivalent examinations can be taken in a different form.
- (8) Reasons for absence arising from particular family circumstances shall also be given due consideration.
- (9) Students may only undertake coursework and examinations for as long as they are enrolled in or admitted to this degree programme.
- (10) In accordance with Section 48 (5) of the Higher Education Act (HG), students on leave of absence are not entitled to undertake coursework or examinations. An exception is the retaking of examinations that have already been taken but not passed.

### **§ 13**

#### **Admission to module examinations / compulsory attendance**

- (1) Only those enrolled at the German Sport University Cologne in a Master's degree programme in sport science (or admitted as an auditor in accordance with Section 52 (2) of the Higher Education Act) may be admitted to module examinations. Furthermore, admission may only be refused if the candidate has definitively forfeited their right to sit the examination by missing a retake deadline or failing the module examination.
- (2) In principle, students are under no obligation to attend courses regularly. Compulsory attendance may only be required in cases where it is absolutely essential for the achievement of the learning objectives. For courses with compulsory attendance, regular attendance is a prerequisite for sitting the examination.
- (3) Compulsory attendance is justified in particular where the learning objective cannot be achieved, or cannot be achieved to the same standard, without attendance. This is generally the case where at least one of the following reasons applies:
  - The obligation to demonstrate regular attendance at modules or courses arises from the initiation and pursuit of academic discourse, which is the primary and defining element and the essential learning objective of the module or course. Academic discourse is characterised by the presentation of academic questions and arguments

and the articulation of one's own position, as well as critical reflection and mutual exchange regarding what has been presented.

- The requirement for verifiable regular attendance at modules or courses stems from the didactic design of the course, which, in order to achieve the learning objective, provides for ongoing participatory, interactive and cooperative teaching and learning formats, as well as guided reflection on the content and results.
  - In practical exercises with a compulsory practical application (e.g. practical sports courses, laboratory practicals, clinical exercises, artistic performances).
  - In language courses where continuous practice and interaction are required.
  - For field trips and field exercises that are directly linked to the learning location.
  - For seminars with specific teaching concepts in which the acquisition of key competences (e.g. teamwork, presentation skills, communication skills) is based on regular active participation.
- (4) The module handbooks specify the courses for which attendance is compulsory. Regular attendance may only be required as a prerequisite for admission to the respective examination for these courses.
- (5) Regular attendance means 100% attendance. In the event of urgent reasons (illness, caring for relatives, etc.), exceptions may be made, provided that attendance does not fall below 80% of the scheduled sessions and absences are justified to the lecturer.
- (6) Students who are unable to attend regularly due to special circumstances, such as health restrictions or care responsibilities, are entitled to an appropriate alternative arrangement, provided that the learning objective can be achieved in an equivalent manner.

## **§ 14**

### **Forms of examination**

- (1) The following forms of examination, including in combination, may be used in the context of a module examination or its sub-examinations:
- a) practical examination
  - b) written examination
  - c) presentation
  - d) oral examination
  - e) teaching practice examination
  - f) Term paper
  - g) Project presentation
  - h) Documentation
  - i) Multiple-choice exams
  - j) Portfolio (a collection of several completed assignments in the broadest sense, which is assessed as a whole)

These are generally completed in German, but may also be assessed in another language following notification by the course organiser at the start of the course or in accordance with the study plans/module handbooks.

- (2) The arrangements for sitting the examination, as well as further details regarding the procedure, including measures to ensure the individual authorship of the examination work, shall be determined by the respective lecturers administering the examination on the basis of the module handbook and announced in an appropriate form at the start of the course, but no later than four weeks before the date on which the examination is to be taken.
- (3) In accordance with the study plans/module handbooks, marks may be awarded for examination components and, where there are several marked examination components per module, combined into a single module mark. Marking is governed by § 16. It is determined by the module coordinator and managed using IT systems.
- (4) The results of examinations, module examinations and partial examinations must be communicated to students no later than six weeks after the examination has been taken or the module has been completed. If this is not possible, the examiners must provide reasons for this and record them in the relevant files. When conducting oral examinations and, in all other cases, any resit examinations, the two-examiner principle in accordance with Section 65 (2) of the Higher Education Act (HG) must be observed.
- (5) In the final year of study, the completion of a Master's thesis in accordance with Section 15 is compulsory.
- (6) The following principles apply to written examinations using the multiple-choice format:
  1. Written examinations may be conducted in whole or in part using the multiple-choice format, provided that this form of examination is suitable for assessing the examination material on which the examination is based in an appropriate manner. The questions must be prepared jointly by two examiners; who shall select the examination material, formulate the questions, and determine, prior to the written examination, how the questions are to be weighted and which answers are to be recognised as correct. In particular, the questions must be checked to ensure that the requirement set out in the second sentence is met. Furthermore, care must be taken to ensure that the ratio of the marks to be awarded for the individual questions to the total number of marks available corresponds to the respective level of difficulty.
  2. For written examinations that are structured entirely on a multiple-choice basis, the pass mark is generally set at 50% of the total marks available (absolute pass mark). If, during the marking process, it becomes apparent that more than 50% of candidates cannot achieve this pass mark, the chair of the examination board, together with the examiners, shall review whether any questions were faulty or of an excessively high level of difficulty, and whether an adjustment to the marking scheme is therefore necessary. Faulty questions are generally removed from the scoring, so that the total number of points, the pass thresholds and the weighting of marks must be adjusted accordingly; adjustments to the detriment of the candidates are excluded. The same applies to examinations that are only partially structured according to the multiple-choice method.

3. If the review described in paragraph 2 does not result in an adjustment to the marking, with the consequence that more than 50% of candidates reach the absolute pass mark, the percentage of candidates taking the written examination for the first time must be determined. Taking this group of candidates into account, those candidates shall be deemed to have passed if their score is no more than 10% below the average score achieved by those taking the written examination for the first time (relative pass mark).
4. In a written examination using the multiple-choice method, where the minimum score (relative pass mark, if this is lower, or absolute pass mark) has been achieved, the mark is
  - 1.0 if, in addition, at least 90%
  - 1.3 if at least 80% but less than 90%
  - 1.7 if at least 70% but less than 80%
  - 2.0 if at least 60% but less than 70%
  - 2.3 if at least 50% but less than 60%
  - 2.7 if at least 40% but less than 50%
  - 3.0, if additionally at least 30%, but less than 40%
  - 3.3 if additionally at least 20% but less than 30%
  - 3.7 if additionally at least 10% but less than 20%
  - 4.0 if no additional marks, but less than 10%

of the marks exceeding the minimum mark have been achieved. A mark boundary that is not a whole number is rounded up. The mark is 5.0 if the minimum mark has not been achieved.

If only part of the examination is conducted using the multiple-choice method, marks must be awarded for the respective parts. The preceding provisions apply accordingly to the part conducted using the multiple-choice method.

5. In the case of a written examination using the multiple-choice method, the following details must be provided when determining the result: pass mark, number of marks achieved, percentage of marks exceeding the pass mark or percentage of marks achieved relative to the pass mark.

## **§ 15**

### **Master's thesis**

- (1) The Master's thesis is intended to demonstrate that the candidate is capable of addressing a defined problem in sport science within a specified timeframe, using scientific methods, and presenting the results independently. As a rule, the language of the thesis corresponds to the language of the degree programme. Notwithstanding this rule, it may also be written in German or English. The Master's thesis should be between 40 and 80 pages in length. A summary in both German and English must be attached to the thesis.
- (2) The application for admission to the Master's thesis must be submitted in the final year of study via the 'Final Theses' module on the P-App examination office platform. Use of the P-App requires a connection to the university's VPN.
- (3) The Master's thesis is supervised by an examiner appointed by the Examination Board in accordance with § 9. The proposed topic is agreed upon by the candidate, the supervisor

and the programme director. The topic is approved by the Examination Board. The date of issue must be recorded.

- (4) Upon request, the Examinations Office shall ensure that a candidate receives a topic for a Master's thesis in good time.
- (5) The time allowed for the Master's thesis is five months. The supervisor must define the topic, scope and requirements of the Master's thesis in such a way that the deadline for completing the thesis can be met. The Examination Board is required to pay particular attention to compliance with these requirements.
- (6) In individual cases, the Examination Board may, upon a justified request from the candidate, extend the completion period by up to four weeks on an exceptional basis. Students who are parents shall be granted an extension of the period for completing the Master's thesis of between 4 and 8 weeks.
- (7) The topic may – without justification – be returned only once and only within the first two weeks of the completion period.
- (8) The Master's thesis is assessed by the supervisor and by a second person appointed by the Examination Board on the recommendation of the programme leader, in accordance with Section 16 (1). The mark for the Master's thesis is calculated as the arithmetic mean of the two assessments, provided they differ by less than 2.0. If the assessments differ by 2.0 or more, or if one assessment is 'unsatisfactory' (5.0), the Examination Board shall appoint a third person to carry out the assessment. In this case, the mark is calculated as the arithmetic mean of the three individual assessments. If the mean is lower than 'sufficient' (4.0), the examination performance is to be assessed as 'sufficient' (4.0) – notwithstanding the arithmetic mean – provided that two individual assessments are 'sufficient' (4.0) or higher. If two individual marks are 'poor' (5.0), the examination performance shall be graded as 'poor', notwithstanding the arithmetic mean.
- (9) If the Master's thesis cannot be submitted by the deadline due to an unavoidable prolonged absence or other impossibility, the Master's thesis may be returned before the end of the completion period upon presentation of the relevant evidence. If the reasons are accepted, the failure to submit shall be deemed excused. As soon as the impediment no longer exists, a new topic must be applied for or assigned within two months at the latest.
- (10) The candidate must provide a written declaration on a separate sheet of paper within the Master's thesis, stating that they have written the work independently, have used no sources or aids other than those cited, and have clearly marked all quotations. The use of generative artificial intelligence is permitted, provided that the actual academic work is carried out by the candidate themselves.
- (11) The application, submission and assessment of final theses are carried out via the 'Final Theses' module on the P-App examination office platform. Use of the platform requires a connection to the university's VPN. To submit the Master's thesis, it must be uploaded as a single PDF file within the specified submission deadline. Once the relevant file has been uploaded, the thesis is deemed to have been submitted. The subsequent submission of a different version of the thesis is not permitted, even if the submission period is still

ongoing. If the Master's thesis is not uploaded by the deadline, it shall be deemed to have been graded 'unsatisfactory' in accordance with § 16.

## § 16

### Assessment of module examinations or partial examinations, Determination of the overall mark

- (1) The following grades shall be used for the assessment of module examinations or partial examinations (§ 12):

1 = very good	= an outstanding performance;
2 = good	= a performance that is significantly above the average requirements;
3 = satisfactory	= a performance that meets average requirements;
4 = adequate	= a performance which, despite its shortcomings, still meets the minimal requirements;
5 = unsatisfactory	= a performance which, due to significant shortcomings, does not meet the necessary requirements.

By reducing or increasing the individual marks by 0.3, intermediate marks may be formed for a differentiated assessment. The marks 0.7, 4.3, 4.7 and 5.3 are excluded in this process.

- (2) If a module is completed with several partial examinations, these shall be marked in accordance with paragraph 1. The module mark is calculated based on the weighting of the partial examinations. Further details are set out in the module handbooks. In this process, all decimal places except the first are discarded without rounding. The module mark is
- |                         |                   |
|-------------------------|-------------------|
| up to and including 1.5 | = very good;      |
| from 1.6 to 2.5         | = good;           |
| from 2.6 to 3.5         | = satisfactory;   |
| from 3.6 to 4.0         | = adequate;       |
| above 4.0               | = unsatisfactory. |

The overall mark for the Master's programme is calculated from the results of the module examinations and the Master's thesis; weighting is applied in accordance with the number of credits for the modules and the Master's thesis. Further details are set out in the module handbooks. When calculating the mark, all decimal places except the first are omitted without rounding. The overall mark is

up to and including 1.5	= very good;
from 1.6 to 2.5	= good;
from 2.6 to 3.5	= satisfactory;
from 3.6 to 4.0	= adequate;
above 4.0	= unsatisfactory.

## § 17

### Repeating module examinations, partial examinations and the Master's thesis

- (1) Exams that have been failed or are deemed to have been failed may be . A failed attempt in the same subject at other universities will be taken into account.

- (2) For all modules of the Master's programme, a total of two additional examination attempts will be available from the winter semester 2025/26 onwards. If an examination has not been passed after the two additional attempts have been exhausted, the programme is deemed to have been failed definitively, resulting in de-registration from the programme. The additional examination attempts referred to in sentence 1 do not apply to the resit of the Master's thesis. Additional examination attempts in compulsory elective modules must be taken in the same compulsory elective module.
- (3) If a candidate has failed an examination for the third time, registration for additional examination attempts must be made via myspoho.
- (4) Additional examination attempts may only be granted if none of the examination attempts in the module in question were failed due to cheating or a breach of regulations in accordance with Section 11(2) and (3).
- (5) In the case of resit examinations, the chair of the examination board may, at the request of the examiner, specify a different form of examination or different variations of the respective form of examination.
- (6) A resit examination is offered for each module examination during the examination period of the following semester. If a module examination has been definitively failed, the chair of the examination board shall issue a written notification to this effect, stating the reasons for the definitive failure of the module examination. The notification must include information on the right of appeal and be communicated to the student. Failure to pass the resit examination results in de-registration.
- (7) The Master's thesis may only be resat once. A second resit is not permitted. However, the return of the Master's thesis topic within the period specified in § 18 is only permissible if the candidate did not make use of this option when writing the first Master's thesis. The retake of the Master's thesis must be commenced within three months of receipt of the notification of failure.

## **§ 18**

### **Compensation for disadvantages, grace periods and special family circumstances**

- (1) If a student can credibly demonstrate that, due to a chronic illness or a disability, they are unable to complete the examination in whole or in part within the prescribed timeframe, format, sequence or within the prescribed examination periods, the chair of the examination board shall, upon application and upon presentation of appropriate evidence, decide on appropriate accommodation.
- (2) In decisions pursuant to paragraph 1, the President's representative for the interests of students with disabilities and chronic illnesses at the German Sport University Cologne shall be consulted.
- (3) When sitting examinations, appropriate consideration shall be given to the use of statutory grace periods upon application to the chair of the Examination Board. The application must be submitted as early as possible.

- (4) If a student can credibly demonstrate that, due to particular family circumstances, they are unable to sit the examinations in whole or in part within the prescribed time, form, sequence or within the prescribed examination periods, the Chair of the Examination Board shall, upon application and upon presentation of relevant evidence, decide on appropriate consideration.

### **§ 19**

#### **Completion of Studies**

- (1) The Master's programme is successfully completed by those who have successfully participated in all modules required in accordance with the module handbooks for the programme, have completed and passed the Master's thesis, and have thus acquired 120 credits, and who have graduated with an overall grade of at least 'Satisfactory' (4.0).
- (2) If a candidate has not successfully completed the Master's programme, a written confirmation shall be issued to them upon application and upon presentation of the relevant evidence and the certificate of de-registration; this confirmation shall set out the work completed and the marks achieved, as well as the work still required for the successful completion of the Master's programme, and shall indicate that the Master's programme has not been successfully completed.

### **§ 20**

#### **Master's certificate and Master's degree certificate**

- (1) Upon receipt of the complete examination documents, a certificate in German and English shall be issued without delay to confirm that the Master's examination has been passed; this certificate shall contain the individual module grades, the grade for the Master's thesis and the overall grade. The certificate shall be signed by the chair of the examination board and bear the seal of the German Sport University Cologne. The date of the certificate shall be the day on which the final examination was taken. The date of issue of the certificate shall also be stated.
- (2) At the same time as the certificate, the candidate shall be presented with a Master's diploma bearing the date of the certificate. This certifies the award of the academic degree in accordance with § 3. The Master's certificate shall be signed by the President of the German Sport University Cologne and the Chair of the Examination Board and shall bear the seal of the German Sport University Cologne.

## **§ 21**

### **Diploma Supplement and Transcript of Records**

- (1) Along with the degree certificate for the Master's programme, the graduate shall be issued with a Diploma Supplement and a Transcript of Records. These shall be issued by the Examinations Office.
- (2) The Diploma Supplement contains information on the type and level of the Master's degree, the status of the university, and detailed information on the Master's programme.
- (3) The Transcript of Records contains all modules completed and the associated module examinations, as well as their sub-examinations, including the ECTS credits and grades awarded for them.

## **§ 22**

### **Double Degree**

- (1) This provision governs, in accordance with Section 60(2) of the Higher Education Act of North Rhine-Westphalia (HG NRW), the award of a double degree at the German Sport University Cologne and the respective partner institution. Unless otherwise specified, the remaining provisions of these examination regulations shall apply. Further framework provisions are set out in a cooperation agreement between the participating institutions.
- (2) Admission to the double degree programme is open to students enrolled in the relevant Master's programme at the German Sport University Cologne and the respective partner university. The relevant selection guidelines govern admission to the available places.
- (3) As part of the double degree programme, an exchange of a number of students specified in the cooperation agreement takes place in specific academic terms for a period of at least two terms. To obtain the double degree, students must fulfil the requirements set out in the appendix.
- (4) Academic achievements and examination results obtained at the partner university as part of the double degree programme are recognised in full and without an equivalence assessment.
- (5) Examination results achieved at a partner university are subject to that institution's examination regulations. The supervisor referred to in Section 15 (3) is appointed in consultation with the programme director. Examination results achieved at a foreign partner university are assessed according to the grading system applicable in the respective country and marked accordingly. As part of the recognition process, foreign grades are converted into German grades. The overall grade for the students concerned is determined on this basis.
- (6) Upon successful completion of all coursework and examinations, the German Sport University Cologne and the partner university award the relevant graduates the degree of the respective programme as a double degree. The two degrees may be listed separately. If both degrees are to be listed together, they must be joined by a slash.

- (7) Upon successful completion and in accordance with the provisions of the respective examination regulations, the degree certificates shall be issued to the students.

### **§ 23**

#### **Revocation of the Master's degree**

A Master's degree may be revoked if it subsequently transpires that it was obtained by deception or if essential requirements for its award were mistakenly deemed to have been met. The chair of the Examination Board is responsible for the decision.

### **§ 24**

#### **Access to examination records**

- (1) Following the announcement of an examination result, every candidate shall be granted access to their written work submitted in that examination and the related reports and marks made by the examiners, as well as to the minutes of oral examinations. Access shall be granted upon application by the candidate, which must be submitted in writing to the competent authority, which shall also determine the place and time of access. As part of this inspection, the candidate must be given the opportunity to make either copies or photographs of the documents. As sample answers are not part of the candidate's examination file, they may not be copied or photographed. The examination board shall regulate the further procedure for inspection, including a reasonable deadline for the request for inspection.
- (2) Examination questions, marking comments and reports by examiners of which a candidate becomes aware may not, insofar as they are protected by copyright, be disclosed to third parties or published. The final thesis produced by an examination candidate may, if a publication restriction has been agreed, only be published with the relevant consent.

### **§ 25**

#### **Entry into force, publication and exclusion of claims**

- (1) These Examination Regulations shall enter into force on the day following their publication in the Official Notices of the DSHS Cologne.
- (2) Any breach of procedural or formal requirements under the Higher Education Act of North Rhine-Westphalia (HG NRW) or the university's regulations or other autonomous law may only be raised against these regulations within one year of their publication, unless
- a. the regulations have not been duly published,
  - b. the Rectorate has previously objected to the decision of the body adopting the regulations
  - c. the procedural or formal defect has been previously raised with the university, specifying the legal provision that has been breached and the fact giving rise to the defect, or

- d. the legal consequence of the exclusion of objections was not indicated in the public announcement of the regulations. The supervisory powers under Section 76 of the Higher Education Act (HG) remain unaffected.

Issued pursuant to the resolution of the Senate of the German Sport University Cologne of 28 October 2025.

These regulations have been drafted in German and English language. In case of ambiguities between the German and English version the German version shall prevail.

Cologne, 10 November 2025

The Rector of the German Sport University Cologne  
Prof. Dr Ansgar Thiel