Examination Regulations for the Master of Arts programme in

Eurythmy

at the Department of Performing Arts, Alanus University Alfter

Note on use of language:

According to Article 3 Para. 2 of the German Basic Law, men and women have equal rights. All descriptions of persons and functions in these statutes shall apply to men and women equally.

#### I General

§1 Objective of the study programme and purpose of the examinations

- §2 §3 §4 §5 Academic degree
- Standard period of study, module structure, scope of study, maternity protection
- Structure of studies
- Credit points
- §6 Types of examination and assessment
- §7 Examination deadlines
- §8 Registration deadlines for examinations
- §9 **Examination Board**
- §10 Assessment of graded work, grading scheme
- §11 Absence, withdrawal, deception and violation of regulations
- Recognition of course-work and examinations §12
- §13 Entry and admission requirements

### II. Examination procedure

- §14 Admission to the Master degree programme
- §15 Scope and nature of the Master's degree
- Master's thesis: application for admission, assignment of subject, preparation time §16
- Presentation and assessment of Master's thesis §17
- §18 Allowance for students with disabilities and special circumstances
- §19 Result of the Master's degree
- §20 Re-sitting Master's examinations, deadlines
- §21 Master transcript and Master certificate

## **III** Final provisions

- §22 Invalidity of assessed work
- §23 Inspection of examination files
- §24 Complaints and appeals against the examination procedure and examination decisions
- §25 Legal validity

# I General

# §1 Objective of the study programme and purpose of the examinations

(1) The objective of the study programme is to prepare students for professional activity as a eurythmist with a clear specialisation. The options offered by the course of studys are described in the module manuals (Handbook)?. Completion of the Master degree programme qualifies students to take a doctoral degree.

(2) After passing the Master's examinations, graduates are awarded the second academic degree "Master of Arts". The examinations testify that the student:

- possesses an application-based skill (see module manual),
- has a practice-based knowledge of the respective field of work,
- has an overview of connections between the individual subjects (see module manual),
- has acquired the methodical and social skills needed to be able to work in his / her professional field,
- has the ability to produce academic work independently and to document and present this in spoken and written form.

## §2 Academic degree

If the student passes the Master's examinations, the University confers the academic degree "Master of Arts", "MA" for short. (?) in the abbreviation

## §3 Standard period of study, module structure, scope of study, maternity protection

(1) The Master degree programme may be taken as a full-time or part-time course of study depending on which direction of study has been chosen (?). The standard period of study for a full-time course is two semesters, four for a part-time course.

(2) The course of study is divided into modules. The teaching units are grouped into modules. A different number of credit points is awarded for each module in accordance with the agreements of the European Credit Transfer System (ECTS). Course examinations have to be taken in each module, usually at the end of the teaching units.

(3) The study programme comprises 60 credit points.

(4) Within the framework of the study regulations for the study programme, the department faculty ensures that the course of study and examinations can be completed within the standard period of study.

(5) In accordance with the protection periods stipulated in the Maternity Protection Article 3 Section 2 and Article 6 Section 1 and the parental leave periods provided by regulations under Land law, the study period is extended by the corresponding periods.

## §4 Structure of studies

(1) Assessment in the Master degree programme takes the form of course tests and the Master's thesis. A total of 9 modules in the required units have to be taken for the programme to be successfully completed.

(2) The study programme consists of a core curriculum with three modules (altogether 15 credit points), a specialisation phase made up of two modules (10 CPs), a general studies section consisting of one module (5 CP), complementary subjects with one module (5 CPs), the Master's thesis with one module (15 CP) and the practical section with one module (10 LP); see Appendix. A description of the modules and participation requirements, credit points, learning aims and examination procedures is contained in the module manual.

(3) Work placements shall be completed in part during lecture-free periods. (The module manual contains more details about their scope).

## §5 Credit points

(1) A credit point account is set up per subject in the examination files of all students who have been admitted to take the Master degree programme. Whenever organisationally possible, students may informally check the balance of their account at any time.

(2) The number of credit points for every module is listed in the module manual. Fifteen (15) credit points are awarded for the Master's thesis.

## §6 Types of examination and assessment

(1) Assessed work can take the form of performances, artistic / practical tests, oral examinations, therapy sessions, or other forms of assessment.

(2) Examinations are held in German unless the student and examiner decide by mutual agreement on another language.

(3) **Performances** may be internal or public. They shall be assessed by at least two examiners. The most important results are documented in a report. The candidate is informed of the result at the end of the examination.

(4) **Artistic / practical tests,** in which students are required to carry out an assignment, usually last four hours. They shall be assessed by at least two examiners. The results are documented in a report. The candidate is informed of the result at the end of the examination.

(5) **Written tests** involve completing an assignment or answering several questions. The test usually lasts 120 minutes. The test is assessed by at least one examiner. Assessment occurs within six weeks.

(6) **Oral examinations** are held as an individual or group examination in front of at least one examiner in the presence of an observer. The oral examination for one module should last at least 15 and no longer than 30 minutes. The most important results are documented in a report. The candidate is informed of the result at the end of the examination.

(7) **Other forms of assessed work** are take-home assignments, academic papers, presentations on a piece of artistic work, documentations, portfolios, work journals and similar forms of assessment.

A **take-home assignment** is the written treatment of an assignment which can be produced within four and eight weeks. The scope of the assignment depends on the respective requirements of the class. Students can propose the subject and assignment.

An **academic paper** is an independently produced, in-depth written analysis of a subject from the working context of the class, taking into account and analysing relevant literature (between five and ten pages), and the oral presentation of the paper and its results and a subsequent discussion. The assignment shall be set in such a way that it can ordinarily be completed within a period of two to six weeks.

A **presentation on an artistic piece of work** is an oral presentation of a project, its realisation and its outcome. What does this mean? Does realisation mean that it is to be performed? What is meant be "outcome" here?

The **documentation** of projects, work placements, (What is a work placement?) etc. is a written, systematic presentation and description of the relevant project, work placement, etc., – the scope depends on the respective requirements of the class – or a written reflection on the planning, implementation and results of the project, taking into account scientific contexts. It is between five and ten pages long.

A **portfolio** is a systematic collection of papers, materials, documents, products, etc. on a subject, which document a learning or development process and the appropriate skill-building process of the student, or a systematic written reflection on this collection, taking into account scientific contexts. It is between five and ten pages long.

A **work journal** is a chronological compilation of work phases and results that relate to the student's learning biography and reflect his/her progress, or a systematic written reflection on this collection, taking into account scientific contexts. It is between five and ten pages long.

**Other comparable forms of assessment** are permissible if they allow an assessment of individual learning progress in a module.

(8) The examiners shall inform students in a mandatory manner of the respective examination format at the start of each module.

(9) The module teacher is responsible for organising the examinations.

(10) In cases where failure to pass an examination would mean the student's disqualification from the programme, the examined work shall be assessed by two examiners.

(11)If the student proves with a medical certificate that he/she is unable to complete an examination either in whole or in part in the required manner on account of prolonged or chronic physical disability, the Chair of the Examination Board may allow the student to complete equivalent work in a different form – for example, by granting an extension.

#### §7 Examination deadlines

(1) The Master's degree may also be completed before the end of the standard period of study.

(2) In the event that the last possible deadline cannot be honoured in the second (2nd) full-study semester as a result of sudden illness, the Chair of the Examination Board shall set a date for the performance, artistic / practical test, written test or alternatively oral examination within four (4) weeks after the examination date, informing the student of the time and place of the examination in good time.

(3) Students are themselves responsible for observing the examination deadlines laid down in these regulations.

#### §8 Registration deadlines for examinations

(1) The registration deadlines for examinations shall be decided by the Examination Board and announced to students in good time. Separate registration is necessary for each module. Registration is only possible if admission requirements are fulfilled. Registration for examinations is regarded as being final unless a written revocation has been sent to the Examination Office by the withdrawal date. Registration and withdrawal deadlines shall be announced on the notice board by the Examination Office. These are binding deadlines.

(2) If the student proves with a medical certificate that he/she is unable to take the examination either in whole or in part in the required manner on account of prolonged or chronic physical disability, the Chair of the Examination Board may allow the student to complete equivalent work in a different form.

### §9 Examination Board

- (1) An Examination Board shall be formed to organise examinations and perform the tasks assigned by these Examination Regulations. Members of the Examination Board are appointed by the Rector of Alanus University at the proposal of the Senate. Members may be re-appointed.
- (2) The Examination Board is made up of a professor from Alanus University who is the Chair, four additional professors, an administrative representative and a representative of the student body. The student representative plays an advisory role; he/she is not involved in matters relating to the recognition or assessment of coursework or graded work or the appointment of examiners and observers; nor does the student representative participate in discussions and decisions concerning the setting of examination questions or his/her own examinations.
- (3) The Examination Board is responsible for ensuring that the examination is properly conducted. It ensures compliance with the provisions of these examination regulations.
- (4) The Examination Board acts by simple majority. In the event of a tied vote, the Chair shall have the casting vote. The Examination Board constitutes a quorum if the majority of its members are present.
- (5) The Board may appoint the Chair to perform and select individual assignments on a revocable basis; this does not apply to the decisions defined in § 23 Section 1. If an appeal is made against decisions of the Chair (§ 23 Section 1), the Examination Board shall decide with the majority of its members.
- (6) Minutes shall be kept of Examination Board meetings, documenting the most significant subjects of discussions and the resolutions of the Examination Board.
- (7) Members of the Examination Board are entitled to attend examinations as observers.
- (8) Members of the Examination Board are bound by professional secrecy and shall be sworn to secrecy by the Chair of the Examination Board.

#### §10 Assessment of graded work, grading scheme

(1) The Master's thesis is assessed with grades. The assessment is carried out by examiners. Course tests are assessed as either "passed" or "not passed".

- (2) Graded work is assessed with German grades.
- (3) The following grades shall be used:

Grade	Assessment	Definition		
1.0	Very good	Excellent		
		Outstanding performance and only a few insignificant mistakes		
1.3	Very good	Very good		
		Above-average performance, but with a few mistakes		
1.7	Good	Good –		
2.0	Good	Generally good and sound performance but with a few fundamental		
2.3	Good	mistakes		
2.7	Satisfactory	Satisfactory		
3.0	Satisfactory	Moderate, however with significant shortcomings		
3.3	Satisfactory			
3.7	Sufficient	Sufficient		
4.0	Sufficient	The demonstrated performance meets the lowest requirements		
5.0	Unsatisfactory	Unsatisfactory		
		Improvements are necessary before the work can be recognised		

(4) An examination is considered to be passed if assessed with at least "sufficient" (E; 4.0) or "passed". If the examination is assessed by several examiners, it is considered passed if all assessments are at least "sufficient" (4.0) or "passed". In this case, the grade for the assessed work is the mean of the grades awarded by the examiners. Section 5 shall apply mutatis mutandis.

(5) If the grade is calculated as the mean, only the first digit after the decimal point is considered; all other digits are disregarded without rounding. The grades are as follows:

For an average of :	
up to and including 1.5	Very good
between 1.6 and 2.5	Good
between 2.6 and 3.5	Satisfactory
between 3.6 and 4.0	Sufficient
from 4.1	Unsatisfactory

(6) The ECTS grade is a mandatory supplement to the German grade for the final grade.

(7) The ECTS grade can optionally be displayed for the individual modules insofar as this is possible and if there is appropriate need (for example, in the case of transferral to a university abroad).

(8) The ECTS grade is determined according to the following conversion table:

German grade	ECTS grade
1.0 - 1.49	A
1.5 - 2.49	В
	С
2.5 - 3.49	
	D
3.49 - 4.0	
	E
from 4.1	

### §11 Absence, withdrawal, deception and violation of regulations

(1) An examination is assessed as "not passed" or in the case of the Master's thesis as "unsatisfactory" (F, 5.0) if the candidate misses an examination date or if he/she withdraws from the examination after its commencement. The same applies if a written piece of graded work is not completed within the stipulated period.

(2) If the candidate attempts to influence the examination results by cheating or using unauthorised aids, the relevant examination is assessed as "not passed" or in the case of the Master's thesis as "unsatisfactory" (F, 5.0).

(3) Candidates who disrupt the orderly examination procedure may be barred from continuing the examination by the respective examiner; in this case, the relevant examination shall be assessed as "not passed" or in the case of the Master's thesis as "unsatisfactory" (F, 5.0).

(4) If an examination is assessed as "not passed" or in the case of the Master's thesis as "unsatisfactory" in accordance with Section 1, 2 or 3, the candidate may submit a substantiated objection to the Examination Board within four weeks.

(5) The reasons for withdrawal or failure to attend the examination must be submitted to the Examination Board immediately in writing, and these reasons must be plausible.

(6) In the event of illness, the candidate must submit a medical certificate in accordance with the requirements of the Examination Board; in cases of doubt, the Chair of the Examination Board may request a certificate from a medical referee.

(7) The decision of the Examination Board must be presented to the candidate in writing, substantiated and issued with instructions about legal remedy. If the reasons are accepted, a new examination date shall be set.

#### §12 Recognition of coursework and examinations

(1) The Examination Board shall decide on the recognition of coursework and examinations by written request. The request must be submitted to the Examination Board within four weeks after the study programme has been commenced. Students shall submit the original or certified copies of the documents that are required for the recognition procedure. Documents that are not in Germa nor English must be translated into German or English by a certified translator insofar as the Examination Board does not waive this requirement in individual cases.

(2) Credit for coursework and examination performances obtained in study programmes at universities within the area of application of the German Basic Law shall be recognised insofar as no significant differences exist between the acquired skills and abilities and those to be acquired at the host university. The host university shall give reasons for non-recognition and bears the burden of proof. The transfer of credits applies to all coursework and examination performances rendered at a university other than Alanus University. Consequently, coursework and examination performances that have been passed and failed must be reported for the crediting procedure. Before decisions are made about equivalence, responsible representatives of the subject shall be consulted.

(3) No significant differences exist if study times, coursework and examination performances fundamentally correspond in terms of content, scope and requirements to the respective study programme at Alanus University. In this respect, an overall consideration and assessment shall be decisive rather than a schematic comparison. (4) For coursework and examination credits acquired abroad, Sections 2 and 3 shall apply mutatis mutandis heisst das "auf gut Deutsch"???. Agreements concluded as part of university partnerships should be taken into consideration. Otherwise, the International Office and Central Office for Foreign Education may be consulted about equivalence in cases of doubt. The basis for assessment shall be the European Credit Transfer System (ECTS) insofar this is already applied by both parties.

(5) If coursework and examination credits are recognised, the grades shall be transferred – insofar as grading systems are comparable – and included in the calculation of the overall grade. If grade systems are not comparable, the comment "passed" will be added. The transfer of credits shall be indicated on the transcript.

(6) Comparable knowledge and competencies acquired outside the university can also count towards the credits required by the study programme.

### §13 Entry and admission requirements

- (1) It is possible to apply for the Master degree programme at any time. Studies begin every autumn semester. Applications must be accompanied by the following documents:
  - 1. letter of application with curriculum vitae
  - 2. letter of motivation
  - 3. details about previous education, qualifications, diplomas, etc.
  - 4. certified copies of certificates (officially certified translations of foreign certificates)
  - 5. one photograph
  - 6. proof of health insurance
  - 7. if applicable, proof of language skills

(2) Requirements for the study programme are a relevant first academic degree and an artistic aptitude determined by an admissions procedure geared towards the course of studys in the Master degree programme.

(3) In the admissions procedure, the University takes into account that in principle 300 ECTS points are required for the Master's degree from the preceding study programme and up to the first academic degree. Exceptions may be made if the student has appropriate qualifications. This also applies if 300 credit points will not be achieved after a Master degree programme is completed.

(4) The admissions procedure consists of the following parts:

- 1. a prepared eurythmy performance / eurythmy presentation followed by a colloquium,
- 2. eurythmy / practical sequence as examination (4 hours) on a set subject,
- 3. participation in an open class, either in a small group or alone, 90 minutes,
- **4.** a written examination (2 hours) followed by a 30-minute colloquium on the theoretical part of the course of study.

#### **II Examination procedure**

#### §14 Admission to the Master degree programme

(1) Students should apply for admission to take the course tests that count towards the Master's degree in the first semester of study; application must be submitted four weeks prior to the first examination date. The University shall endeavour to issue the student with the appropriate registration form upon enrolment. If the student fails to observe the deadline, he/she shall be barred from taking the examination unless the Examination Board decides otherwise upon the written request of the student.

(2) The application for admission to take the Master's examinations must be submitted to the Examination Board in writing. The application must contain the following:

- 1. the completed registration form,
- 2. a declaration permitting the storage of personal data insofar as this is necessary to plan and organise examinations,
- 3. a declaration from the student that at no university or university of applied sciences in Germany in the selected study programme
  - a. has he/she failed a Master degree programme in eurythmy, or
  - b. has he/she been legally disqualified from taking such an examination, or
  - c. has he/she forfeited the right to take an examination, or
  - d. is he/she currently??taking exams in such a study programme.

(3) Admission may be rejected, for example, if

- 1. the requirements set out in § 12 Section 2 are not fulfilled, or
- 2. the candidate has definitively failed the entire Master's degree programme in eurythmy in the selected study programme at a university in the area of application of the German Basic Law,
- 3. the documents are incomplete, or
- 4. the candidate is taking examinations in the same or a related study programme, or
- 5. the candidate has forfeited his right to take such an examination.

### §15 Scope and nature of the Master's degree

(1) The Master's degree consists of:

- a. the final examinations which take place during the course of study (see module manual)
  - i. in the core curriculum
  - ii. in the specialisation phase
  - iii. in the general studies section
  - iv. in the complementary section
  - v. in the practical section
- b. the Master's degree thesis
- (2) The students may take an examination in modules other than those that are prescribed. The result is not included in the overall grade but can be mentioned in the transcript by request.

#### §16 Master's thesis: application for admission, assignment of subject, preparation time

- (1) The Master's thesis may consists of the following parts depending on course of study:
  - performance
  - written documentation
  - oral presentation

Further details are specified in the module manual.

- (2) Students apply in writing to the Examination Board for permission to complete their Master's thesis. The application must be accompanied by the following:
  - 1. subject of the Master's thesis (working title)

- 2. if applicable, an application for the assignment of the subject as a joint project
- 3. proof that examination fees have been paid
- (3) Upon admission, first and second examiners shall be appointed to assign and supervise the thesis subject. Examiners may be professors from the department, university lecturers and artistic and academic staff who are authorised to examine students.
- (4) The subject is set by the student and first examiner in a personal meeting. Permission to take the Master's thesis shall be duly announced in a notice board posting by the Examination Board so that the student can complete the Master degree programme within the standard period of study. The Examination Board shall keep a record of the subject and date on which the subject was assigned.
- (5) It is possible to withdraw registration to take the Master's thesis/performance before the start of the editing time. In the event of withdrawal, admission must be applied for again at a later date.
- (6) Students have a maximum of 6 months to prepare their thesis. This usually covers the period from assignment of the subject (cf. Section 4) to the complete performance of all parts of the final Master's examination according to Section 1. The subject and assignment must be such that the Master's thesis can be completed within the set period. The subject can only be given back once and only within the first two weeks of the preparation period.
- (7) An exception to the preparation period specified in Section 6 is possible only if the student can prove that he/she is ill or in the case of protection periods according to the Maternity Protection Act. In these cases, the preparation period is extended by the duration of the illness or maternity protection periods. Exceptional circumstances (e.g. death of a relative) must be assessed individually. An attempt that has been aborted as a result of prolonged illness or maternal protection periods shall not be considered with regards to the repetition opportunities according to § 19 (3).
- (8) Two copies of the written Master's thesis shall be handed in to the department secretariat by the due date. A record shall be made of the time at which the thesis was handed in and presented. The written documentation shall be accompanied by a written declaration from the author that the thesis was produced independently and without the use of sources and aids other than those that are cited. All parts of the thesis that have been taken verbatim or in substance from publications or from other third-party sources must be indicated as such. Furthermore, the student shall declare that the thesis has not been used as an assessed piece of work in another study programme.

## §17 Presentation and assessment of Master's thesis

(1) Members of the University are permitted to attend the presentation of a Master's thesis. If the presentation is disrupted, the examination commission may exclude the public.

(2) The different parts are assessed by at least two examiners. One of the examiners is the person who assigned and supervised the subject according to § 15 Section 3. One of the examiners must be a professor.

(3) The assessment shall be carried out by both examiners immediately, at the latest six weeks after submission. The candidate is informed of the result by the Examination Board. The candidate shall be informed by the examiner of the assessment criteria prior to the presentation.

(4) The overall grade of the Master's thesis is the arithmetical mean of the examiners' assessments, the examiners' assessments and each part of the Master's thesis being equally weighted. § 10 Section Para. 4 shall apply mutatis mutandis. The Master's thesis is passed if all parts thereof have been assessed with at least "sufficient" (E; 4.0).

(5) If the student fails part of the Master's thesis, he/she may re-attempt this part once. If the student fails again, the Master's thesis as a whole is considered not passed and must be repeated as a whole.

#### §18 Allowance for students with disabilities and special circumstances

- (1) If a candidate is unable to complete graded work either in whole or in part in the required manner on account of prolonged disability or chronic illness, he/she may apply to the Examination Office for the individual adjustment of the date and type of assessment set indicating the grounds for this application. To assert these reasons, the provisions of § 11 (5) shall be applicable.
- (2) Special circumstances are usually allowed for by the Examination Office in the form of an extension on the assessed piece of work according to § 11 (5) and (6) in conjunction with the provisions of § 19 and the discretionary scope described therein. The Examination Board may also take into account the special burdening circumstances of the student with exceptional arrangements in which equivalence regulations are agreed for individual pieces of assessed work and contact hours that have not been met. There is no legal entitlement to this. Academic requirements shall remain unaffected.
- (3) The Examination Board shall ensure that account is taken of the concerns of maternity protection according to the Maternity Protection Act.
- (4) The illness of a child attested by a medical certificate shall be treated in the same way as the student's own illness.

Sections (1) to (4) also apply to coursework insofar as the sense is appropriate.

#### §19 Result of the Master's degree

(1) The Master's degree is passed as a whole if the examinations in all modules are assessed with "passed" and the Master's thesis with at least "sufficient" (E; 4.0).

(2) The overall grade is calculated from the sum of the graded examination performances. The calculation is made to the first digit after the decimal point; all other digits are disregarded without rounding. The overall grade of a passed Master's degree is the average value of the grades as follows:

from 1.0 to 1.5 = very good from 1.6 to 2.5 = good from 2.6 to 3.5 = satisfactory from 3.6 to 4.0 = sufficient

(3) Additionally tested modules according to § 14 Section 2 are not included in the calculation of the overall grade.

### §20 Re-sitting Master's examinations, deadlines

(1) If one of the various final examinations in a module is not passed, students have the chance to re-sit this examination. It is possible to re-sit a maximum of two course examinations a second time.

(2) A failed examination must be re-taken at the latest within one year after the unsuccessful attempt. This period begins with the announcement of the grades: the candidate is then informed of the possibility of re-taking the exam and of the re-sit deadlines. If the deadlines are missed, the possibility of re-sitting an examination shall lapse unless the candidate is not accountable for missing the deadline; a decision shall be made by the Examination Board at the request of the student. If the student misses the re-sit deadline through no fault of his/her own, the examinations shall be re-taken as soon as the above reasons cease to exist. The Examination Board shall set dates for this.

(3) A candidate may re-attempt a failed Master's thesis with a new theme. The assignment must be agreed at the latest six weeks after announcement of the first results. It is not possible to repeat the Master's thesis twice or return the theme.

(4) If the Master's degree is not passed or deemed definitively not passed, the student shall be informed by the Chair of the Examination Board. By request and upon submission of appropriate proof as well as the certificate of withdrawal from the register of students, the candidate may receive written certification documenting the rendered examination performances and their grades and outstanding work, and indicating that the Master's degree has not been passed.

(5) By request, the student leaving the University without a degree may receive a certificate of achievement listing the rendered coursework and examinations.

#### §21 Master transcript and Master certificate

(1) After the candidate has passed the Master's degree, he/she receives a certificate indicating the date of the transcript. The certificate records the conferral of the academic degree "Master of Arts".

(2) A transcript of the passed Master's degree is issued in German with a translation into English. A Diploma Supplement is also produced. The transcript states the title of the course of study, the individual modules and awarded grades, the overall grade and the total number of awarded credit points. Additionally tested modules taken before completion of the Master's degree may be included in the transcript by request. The transcript shall be signed by the Chair of the Examination Board and the head of the department.

(3) The transcript bears the date on which the last examination was taken.

#### **III Final provisions**

#### §22 Invalidity of assessed work

(1) If the candidate cheated in an examination and if this fact only becomes known after the transcript has been issued, the Examination Board may subsequently declare that the examination has been failed either in part or in whole.

(2) If a shortcoming in the examination procedure becomes known after the transcript has been issued, the Examination Board shall make an appropriate decision.

(3) Before a decision is made, the candidate shall be given the opportunity to make a statement.

## §23 Inspection of examination files

(1) After conclusion of the entire examination procedure, the candidate may by request be allowed to inspect his/her written examination papers and the relating assessments of the examiners and the examination records. The request must be submitted to the Chair of the Examination Board within one month after the examination transcript has been issued. The Chair of the Examination Board shall decide on the place and time of the inspection.

(2) After conclusion of an examination date, students may by request be allowed to inspect their written examination work produced for this examination date, the related reports and corrections of the examiners and the examination records of the oral examinations. The application must be submitted to the department within one month. The department shall decide on the place and time of the inspection.

## §24 Complaints and appeals against the examination procedure and examination decisions

(1) Complaints may be lodged about the decisions of the Chair of the Examination Board. They must be submitted to the Chair of the Examination Board. The Examination Board shall make a decision about the complaints. If the complaints are rejected, reasons for this decision must be stated.

(2) An appeal may be made against the decisions of the Examination Board. It must be submitted to the Chair of the Examination Board. If the Examination Board does not allow the appeal, the Rector of Alanus University shall make a decision.

## §25 Legal validity

These Examination Regulations shall come into force on xx.yy.2012 after they have reviewed been in the re-accreditation procedure.

Alfter, (date of issue) Alanus University

THE RECTOR

Appendix to § 4(2): Scope and structure of studies

Master of Arts Eurythmy	Course of study Eurythmy in Education and Society	Course of study Eurythmy Therapy	Course of study Eurythmy as a Perform- ing Art		
Core Curriculum	Eurythmy teaching meth- ods for children, adoles- cents and adults I 5 CP	Eurythmy Therapy 5 CP	Solo work 5 LP		
	Eurythmy teaching meth- ods for children, adoles- cents and adults II	Applied Eurythmy Therapy I	Ensemble work		
15 LP	5 CP Eurythmy 5 CP	5 CP Applied Eurythmy Therapy II 5 CP	5 LP Directing, Choreography and Arrangement 5 CP		
Specialisation Phase	Education and School Development 5 CP	Medicine I 5 CP	Aesthetics, History of Eu- rythmy 5 CP		
10 LP	Art and Society 5 CP	Medicine II 5 CP	Director's Assistant?? 5 CP		
General Studies 5 CP	Anthroposophy / ResearcEurythmy research / Social Sciences 5 CP				
Complementary Sub- jects 5 CP	Complementary Artistic Subjects 5 CP				
Master's Thesis 15 CP	Master's thesis 15 CP	Master's thesis 15 CP	Master's thesis 15 CP		
Practical Section 10 CP	Practical phases 10 CP				
Total	9 modules, 60 CP				