

## **Regulations**

1. The Examination Committee of the Language Centre of the Otto von Guericke University is responsible for the planning, organization, and supervision of all examinations within the Language Centre. It legislates in all matters concerning examinations which are not the jurisdiction of other bodies. It comprises the Academic Coordinator of the Language Centre, the Director of the Language Centre, the Chair(s) and Vice-Chair of the Examination Committee, and the Coordinators of the individual language departments, in which certain languages are grouped together. On occasion, other teaching staff and/or the Examination Secretary may be included. The Academic Coordinator appoints the Chair(s) of the Examination Committee, as well as the Vice-Chair. The Chair(s) represent(s) the Examination Committee externally and conduct(s) current business in close collaboration with the Vice-Chair.
2. The Examination Committee typically meets once per semester, but may be called to meet more frequently should circumstances dictate.
3. The Examination Committee can delegate responsibility to the Chair(s) and Vice-Chair in the case of non-essential or urgent business. This responsibility can also be revoked.
4. The Examination Committee establishes the regulations and procedural guidelines of examinations in consultation with the individual language departments and their requirements. This takes place within the relevant organizational framework. The Examination Committee ensures that the publicly available information regarding said regulations and procedural guidelines is up to date.
5. Should a vote be necessary, decisions are made according to a simple majority. In the case of a tie, the Academic Coordinator or the Director of the Language Centre, as applicable, has the casting vote.
6. The Examination Committee is quorate when three members are present.
7. During a meeting of the Examination Committee a protocol of all decisions must be composed, and each member must receive a copy. All permanent staff must also be notified of new decisions and regulations by the committee Chair(s) or Vice-Chair. This should be in the form of a document entitled "Bekanntmachung des PA" with a running title number. (The individual heads of each language department are required to inform temporary teaching staff).
8. The members of the Examination Committee supervise the quality of the examination materials employed in their respective departments as well as the orderly preparation and execution of the examinations.
9. In the case of complaints made by course participants, the Examination Committee will reach a decision in consultation with the relevant teaching staff, and explains its decision in writing.
10. The members of the Examination Committee are sworn to secrecy. The meetings of the Examination Committee are not public.

## Contact

Co-Chair of the Examination Committee

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## Contact

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