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General Examination Regulations for Bachelor's and Master's Programmes at South Westphalia University of Applied Sciences

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General Examination Regulations for Bachelor's and Master's Programmes at South Westphalia University of Applied Sciences

In accordance with Section 2 (4) and Section 64 (1) of the Law governing the universities of the federal state of North Rhine-Westphalia (Higher Education Act) of 16 September 2014 (GV.NRW.P.547), as amended by Law of 17 October 2017 (GV.NRW.P.806), the following General Examination Regulations have been issued by South Westphalia University of Applied Sciences:

I. General Regulations

Section 1

Applicability of the General Examination Regulations

- (1) These General Examination Regulations apply in accordance with the following provisions for all Bachelor's and Master's degree programmes at South Westphalia University of Applied Sciences, excepting the part-time programmes which are offered in cooperation with another university. They comprise the standard operating procedures as well as basic information on the studying schedule. The University issues - based on these General Examination Regulations - specific examination regulations of the degree programmes.
- (2) These individual examination regulations of the degree programmes provide the following information:
 - the specific access requirements;
 - the regular duration of studies, the beginning of studies, the scope of successful completion of the modules offered, and, if necessary, the time until examinations shall be taken;
 - requirements for admission to examinations as well as to the semester abroad or practical semester integrated in the programme;
 - the number and requirements for the repetition of examinations;
 - type, number, kind, scope, and the relative weight of examination results as well as the requirements for admission to module examinations;
 - the degree awarded after successful completion of the examinations.
- (3) In case of new or curricular re-designed programmes, the specific examination regulations of the programmes provide information in which semester the scheduled courses will take place for the first time (Aufwuchsregelung).
- (4) The specific examination regulations of the programmes may specify and amend the provisions of these General Examination Regulations. In case of doubts, there is to be given priority to the provisions of these General Examination Regulations. As far as the specific examination regulations do not comprise own provisions, these General Examination Regulations are to be applied immediately.
- (5) The remission, amendment, or repeal of the specific examination regulations takes place by the decision of the responsible faculty council(s) or rather decision-making committees, while the provisions on the advisory council in the relevant regulations of

the faculty are to be considered. The requirement of a review by the rectorate remains unaffected thereby.

§ 2

Aims of Study, Purpose of Examination, Academic Degree

- (1) According to the General Aims of Study of Section 58 of the German Higher Education Act, Bachelor's and Master's programmes, respectively, shall offer graduates a broad application-oriented education with individual subject specifications based on scientific findings, enabling them to acquire expertise, the awareness of problems, and an individual capacity of judgement. The studies shall prepare the students for the Bachelor's and Master's examination, respectively.
- (2) Successful completion of the Bachelor's examination provides a first professional qualification. The purpose of the Bachelor's examination is to ascertain whether the student has mastered the application-oriented principles of the subject, acquired methodological competences, primary professional qualifications, and is prepared for an early transition into a professional career.
- (3) The Master's examination is the final component of the Master's programme, qualifying the graduates for entry into professional practice or research. It is designed to determine whether the students have acquired the thorough knowledge of the subject that is necessary for transition into a professional career, have a comprehensive view of the subject's interrelated issues, and are capable of working independently according to academic principles.
- (4) Upon passing the final Bachelor's examination, students are conferred with the corresponding academic degree, which is a first professional qualification. Upon successful completion of the Master's examination, the corresponding academic degree is awarded. The study-related degree is to be found in the examination regulations of the specific programmes.

Section 3

General Prerequisites

- (1) Qualification prerequisites for admission to a Bachelor's programme are an entrance qualification for a university of applied sciences or any equivalent qualification according to Section 49 of the German Higher Education Act. According to the regulations of South Westphalia University on admission for qualified applicants with vocational training, the above mentioned qualification may be substituted by a vocational training. Furthermore, the proof of a practical training (internship) and/or the proof of a particular programme-related educational background, and/or other suitabilities may be required. The particular study requirements concerning type and scope of the programme are regulated in the examination regulations of the specific programmes.
- (2) Requirement for the admission to a Master's programme is the proof of a first degree qualifying for a professional career, at least a Bachelor's degree. Further details as well as other requirements are to be found in the examination regulations of the specific programmes.

- (3) Applicants, who have acquired their study programme qualification at a non-German language institution, must provide proof of sufficient knowledge of German in the prescribed form on the website “Application and Admission for Foreigners” on the web page of South Westphalia University.
- (4) The examination regulations of the programmes may define for programmes that are taught complete or partially in a foreign language, further regulations of the Paragraphs 1 and 2 as well as the proof of the skills of the particular language.

Section 4 **Begin, Duration, Structure, and Scope of Study**

- (1) In full-time programmes each academic year is scheduled constantly with the acquisition of 60 credit points, each semester with the acquisition of 30 credit points.
- (2) Taking into account relevant and corresponding rules, the establishment of part-time programmes is possible.
- (3) The study plan is to be arranged such that the professional qualification can be completed within the regular duration of studies. The examination procedures are to be arranged such that statutory periods of maternity protection and parental leave are enabled. Down times for the care of a spouse, a registered partner under the Civil Partnership Act, or relatives in direct line or first relatives by marriage will be respected. For students suffering from a chronic disease or a disability in accordance with Section 2 (1) of the SGB IX (German Social Code Vol. IX) the examination board will, upon request of the student, determine the conditions of the examination as regulated by the examination regulations of the programmes in due consideration of compensation of the regulations and individual circumstances.
- (4) The programme comprises compulsory, elective, and additional modules. Compulsory modules are obligatory for all students; elective modules are to be chosen from catalogues respective the enclosure of the relevant examination regulations. Additional modules are on voluntary basis and can be chosen from the degree programmes offered by South Westphalia University of Applied Sciences.

Section 5 **Module Structure and Credit Point System**

- (1) Degree programmes are organised into modules. Modules are the summary of areas of study and learning, which are thematically linked and self-contained examinable units valued with credit points.
- (2) A full-time lecturer of the university is responsible for each module and its implementation; he reports the Dean or the specific chairperson of the examination board on necessary measures for the implementation. The responsible Dean is allowed to entrust a professor or a lecturer with the module responsibility. The module responsibility comprises in particular the appropriate selection of teaching material, its appropriate level, and a didactic suitability of the mediation of the study contents. The Dean of each study programme is responsible for the module handbook.
- (3) In general, modules are to be completed with a module examination at the end of the semester. In justified cases the examination regulations of the programmes may provide modules which extend over several semesters.

After successful completion of the examination, the credit points are to be awarded and the subsequent marks are to be reported.

- (4) The volume of the modules is indicated in credit points (credits). Credit points are awarded on the basis of the European Credit Transfer System (ECTS) to the recognition of academic performances. The recommended number of credit points reflects the average workload of the students' performances in a module. They refer to the examination effort and its preparation.
- (5) The credit points for a module are only awarded, if the required performances are rendered.
- (6) One credit point corresponds to 25 to 30 hours student workload. In one academic year students are expected to invest 1500 to 1800 hours of work time.
- (7) Admission to courses in a module depends on certain requirements, in particular on the successful completion of another module / other modules.
- (8) The scope of the modules is determined in credit points and its chronology is set in the specific examination regulations of each programme. Details of the modules are documented in the module descriptions. Those are to be developed by each faculty and are to be documented in electronic form. They are available to every student.

Section 6 Examination Board

- (1) An examination board shall be formed to organise the examinations and deal with the tasks for which it is responsible by virtue of the general and individual examination regulations; the responsibility of the Dean remains unaffected according to Section 27 (1) Sentence 2 of the German Higher Education Act.
- (2) The examination board is a public authority in accordance with the German Administrative Procedural Law.

Basically, it consists of

- a) four members of the group of lecturers, among them the chairperson and the deputy;
- b) a member of the academic staff according to Section 11 (1) No. 2 of the Germany Higher Education Act
- c) as well as two students.

The constitution of the examination board for part-time degree programmes emerges from the specific examination regulations of the programmes.

- (3) Faculties may intend a larger number of members in the examination regulations considering the above mentioned seating conditions of the groups. Except for the chairperson and the deputy, there are to be elected deputies for the members of the examination board. Members and the deputies of the examination board are to be elected by the involved faculty councils according to the election regulations. The examination board shall elect a chairperson and a deputy, respectively, from among the lecturers. The examination regulations of the programmes may provide that the chairperson and the deputy are to be elected by the involved faculty council(s).

The duration of office of the full-time occupied member of the university and of the deputy is four years, of the student members and their deputies one year. It commences with the academic year on 1 September. If, upon expiry of this period, there is not elected a new member, the appointed member will remain in office. In case of exit of individual members there shall take place a by-election. The duration of office of members subsequently elected shall end as the member took office on time. Re-election is permissible.

- (4) The examination board shall ensure that the provisions of the general and individual examination regulations are met and ensure the correct procedure of the examinations. It is primarily responsible for decisions on appeals against decisions in examination processes. It regularly reports to the faculty council on the development of examinations, length of study, and makes suggestions concerning reforms of the study plan as well as examination regulations.
- (5) The examination board may confer its tasks, which have been assigned to it through the general and individual examination regulations, to its chairperson except for decisions on appeals.
This applies beyond the provided cases within these General Examination Regulations as well as in the specific examination regulations. The tasks conferred are to be described precisely in the resolution.
- (6) The examination board shall constitute a quorum if the chairperson or the deputy and at least two other members of the group of the lecturers and at least one further voting member are present. The examination board's conferences may take place in form of a videoconference. A decision by way of circulation is generally not admissible. Decisions are to be made by a simple majority of the members present at the conference. In the case of a tie, the vote of the chairperson or the deputy, respectively, shall be decisive. The members of the examination board from the group of students do not vote on educational and scientific decisions, particularly in the validation of study and examination results and the appointment of examiners and assessors. Student members shall not participate in consultation and decisions on matters relating to the setting of examination questions or their own examination.
- (7) The members of the examination board have the right to attend examinations, except student members who are scheduled to have their own examination on the same day.
- (8) The meeting of the examination board is not to be held in public. The members of the examination board and their deputies are to be sworn to secrecy. If they are not employed in the public sector, the chairperson of the examination board shall swear them to secrecy.
- (9) Incriminating decisions of the examination board or of the chairperson, respectively, are to be given immediately to the affected student in written form stating reasons. The students have the right to be heard before. Section 2 (3) No. 3 of the Administrative Procedures Act for the state of North Rhine-Westphalia remains unaffected, in particular the exception of the duty of hearing and justification for assessment of scientific and artistic nature.

Section 7 Examiners and Assessors

- (1) The examination board shall appoint the examiners and assessors. Only persons with at least a Bachelor's or Master's degree, respectively, in the programme or with an equivalent degree or qualification may be appointed as examiners as far as any

compelling reasons require a deviation. If more than one examiner is to be appointed, at least one of the examiners shall have taught in the subject being examined. Any further limitations shall be provided in the specific examination regulations of the programmes.

- (2) The examiners perform the examinations independent of instructions.
- (3) Oral examinations are to be taken by several examiners or one examiner in the presence of a competent assessor.
- (4) The chairperson of the examination board shall ensure that the candidates are informed of the names of the examiners no later than two weeks before the examination. An announcement posted on the notice board or on the relevant websites of South Westphalia University shall be sufficient.
- (5) The candidates may make suggestions regarding the supervision of their Bachelor's or Master's thesis, respectively.
- (6) Examiners and assessors are sworn to secrecy. If they are not employed in the public sector, the chairperson of the examination board shall swear them to secrecy.

Section 8 Recognition of Examination Results

- (1) Examination results achieved in programmes at a state or state-accredited university, at state or state-accredited cooperative education centre, or degree programmes at foreign state or state-accredited universities, are to be recognised upon request, if there are no differences concerning the acquired competences within the academic performances.
- (2) It is up to the applicant to provide the necessary information on the performances to be recognised. The burden of proof that a request does not fulfil the requirements for recognition within the meaning of Paragraph 1 shall be borne by the examination board.
- (3) Decisions on requests within the meaning of Paragraph 1 are to be taken within three months.
- (4) Grading into a semester shall take place upon the student's request on the basis of recognition in accordance with Paragraph 1, while the number is to be yielded from the scope of the recognised ECTS credit points in relation to the overall scope of the in the degree programme approachable ECTS credit points. If a decimal digit is less than 5, it will be rounded down on complete semesters, otherwise it will be rounded up.
- (5) When the desired recognition based on a request within the meaning of Paragraph 1 was denied, the applicant has the right to request a review of the decision by the Rectorate. The Rectorate shall give the examination board a recommendation for further processing of the request.
- (6) If arrangements and agreements of the Federal Republic of Germany with other countries on equivalences in the university context (equivalency agreement) benefit students from foreign countries to the provisions of Paragraph 1, the provisions of the equivalency agreement are advanced.

- (7) Agreements on the recognition of examination results in terms of the “learning agreement” of the European Credit Transfer System are binding.
- (8) Study and examination results that have been obtained prior to the beginning of studies by junior students according to Section 48 (6) of the German Higher Education Act will be accredited upon request.
- (9) Upon request, the university may recognise further skills and qualifications on the basis of submitted documents, if the skills and qualifications are equivalent in content and level to those they shall replace. In general, the recognition is limited to at least half of the necessary credits of the programme; the recognition of any performances acquired outside the university setting for the final thesis or the colloquium is principally excluded. Exceptions require that special circumstances to the individual justify a further recognition. Moreover, it should be noted that academic performances for a graduation are to be performed in such scope that awarding of a final degree of South Westphalia University of Applied Sciences is justified. Special circumstances are to be recorded.
- (10) The examination board decides on the recognition referred to in Paragraphs 1 to 9, in case of doubts after consultation of the examiner responsible for the modules.
- (11) The provisions of the Paragraphs 1 and 4 apply accordingly to the assessment within the classification examination according to the Regulation of Entrance Examination and Classification for degree programmes at South Westphalia University of Applied Sciences. Further details concerning the type, form, and scope of the classification examination are regulated by the Regulations of Entrance Examination and Classification for degree programmes at South Westphalia University of Applied Sciences.
- (12) If examination results are recognised, the grades shall be carried over and included in the calculation of the overall grade, provided the grading systems are comparable. In the case of incomparable grading systems, the endorsement “passed” shall be recorded but not included in the calculation of the overall grade.

Section 9

Assessment of Examination Results

- (1) Examination results are to be assessed differentially with marks. The individual examination results shall be awarded by the responsible examiners. In general, examinations are to be assessed by an examiner. In accordance with Section 7 (1) No. 2 examinations which take place to complete the programme, resits which have no possibility for compensation as well as examinations which take place in the scope of a combined course of studies are to be assessed by at least two examiners. Any further limitations shall be provided in the specific examination regulations of the programmes.
- (2) If more than one examiner is present in the examination, they shall jointly evaluate the overall examination results. For differentiated evaluation, the marks are calculated by the arithmetic average of the individual scores. If an examiner assesses the examination result with at least “Fair” and another one with “Fail”, and the arithmetic average implies a failure of the examination, a third examiner is to be appointed by the examination board. In case of an oral examination, it has to be repeated with the participation of the third examiner. Subsequently, the mark is determined by mutual agreement of all involved examiners. If the examiners are not able to reach consensus, the mark is to be assessed by the arithmetic average of the two better

individual scores. The examination result may only be assessed as “Fair” or better, if two of the scores are assessed as “Fair” or better. For module examinations with more than one examination unit, the number of examiners and the type of assessment are provided in the specific examination regulations of the programmes.

(3) For the evaluation of the examination results the following marks are to be used:

1.0; 1.3	=	Very good	=	outstanding work
1.7; 2.0; 2.3	=	Good	=	work substantially above average requirements
2.7; 3.0; 3.3	=	Satisfactory	=	work which meets the average requirements
3.7; 4.0	=	Fair	=	work which meets the average requirements, despite shortcomings
5.0	=	Fail	=	a work which does not meet the requirements due to significant deficiencies is assessed as failed.

(4) Examination results that are assessed with at least “Fair” are to be awarded with credit points in accordance with the provisions of the specific examination regulations. The listed number of credit points is determined by the workload of the students. In case of partial examinations, the ECTS are to be awarded after passing all parts of the examination.

(5) When forming marks from individual marks and in case of interim values, only the first decimal after the comma is to be considered. All other decimals are to be discarded.

The mark assessment is as follows:

- up to 1.5	=	Very good
- 1.6 to 2.5	=	Good
- 2.6 to 3.5	=	Satisfactory
- 3.6 to 4.0	=	Fair
- above 4.0	=	Fail

(6) The specific examination regulations of the programmes do not make provisions for bonus points.

(7) After a conclusive failure of an examination, the student is to be deregistered from the programme.

Section 10 Resitting Examinations

(1) Module examinations that have been failed or declared to have been failed may be repeated twice. According to the specific examination regulations of some programmes, failed examinations may be repeated only once. In case of a failed module examination in the form of a project assignment or written assignment a new project assignment or written assignment has to be submitted. In case of a failed

module examination which comprises partial examinations, only the failed parts may be repeated.

- (2) If a student failed the final thesis (Bachelor's or Master's thesis) as well as the colloquium, it may be repeated once. In doing so, a new theme is to be issued.
- (3) In general, an examination once assessed as passed may not be retaken. Exceptions will be adjusted by the specific examination regulations of the programmes.

Section 11 Compensation

Provisions for the compensation are to be found in the specific examination regulations of the programmes.

Section 12 Omission, Withdrawal from Examinations, Deception, and Infringement of the Rules

- (1) An examination is considered as "Fail" (5.0) under the following circumstances: non-attendance at the examination date without cogent reasons or withdrawal from an examination without cogent reasons. This also applies, if the student does not submit an examination (e.g. a final thesis, written assignment) at due date. A valid reason may be, for example, one's own illness or a disease of the child in care of the student.
- (2) Reasons for the withdrawal not on time or the absence of an examination, which the student wants to claim, are to be reported credibly and in writing to the examination board within three days after the examination. In case of one's own illness, the student shall provide a medical certificate which was issued at least at examination day showing his or her physical incapability. This also applies to examinations in the afternoon, in the evening, or on Saturdays. If necessary, the students shall submit a medical certificate of the emergency department. The same also applies to illness of the candidate which emerges during the examination. In case of illness of the child in care, there also is to be submitted a medical certificate by the candidate. If the reasons are acknowledged as valid by the examination board, the examination attempt in the affected module is declared as invalid.
- (3) If the candidate attempts to influence the result of his or her examination by deception or use of unauthorised means, the examination will be assessed with "Fail" (5.0), depending on the severity of the cheating attempt. A candidate who disturbs the regular course of the examination may be suspended by the respective examiner or proctor from the continuation of the examination; in this case the examination will be assessed with "Fail" (5.0). Reasons for the exclusion are to be put in records. If a candidate is excluded from continuing the examination, he or she may demand verification of the decision by the examination board. This also applies to deception or use of unauthorised means.
- (4) If the cheating attempts are identified after the completion of the examination, Paragraph 3 will apply.

II. Module Examinations and Academic Performances

Section 13

Aim, Scope, and Type of Module Examinations

- (1) A module examination (ME) is a course-related examination in an individual module, in accordance with the examination regulations of the programme. It is usually realised in the form of an examination paper, a multiple choice examination paper, an electronic examination, an oral examination, a written assignment, a combination of any of the afore mentioned examinations, or a project assignment. Further types of examination can be regulated in the examination regulations of the programme. Module examinations, especially in justified cases described in more detail in the relevant examination regulations, may be subdivided in partial examinations. If a module is split up into two or more semesters, it may comprise two or more partial examinations. The aim of the module examination is to determine whether the students have acquired the necessary command of the content and methods and are able to apply them independently.
- (2) Within a period of four weeks prior to the examination, the examination board determines, in agreement with the examiners, consistently for all candidates form and date of the individual module examinations, for examination papers or multiple choice examination papers also the completion time is to be determined. In case of an application for a module examination via the online system, the examination form shall be determined at latest two weeks before the registration period. This is made public by bulletins or on the internet.
- (3) Results of a module examination may be substituted by equivalent results of grading examinations in accordance with the Code concerning the admission regulation and grading for study course at South Westphalia University of Applied Sciences (Ordnung zur Regelung der Zulassungsprüfung und Einstufung für die Studiengänge der Fachhochschule Südwestfalen). The relevant examination regulations may determine which module examinations cannot be substituted.
- (4) A module examination is deemed to have been passed if the grade is at least "Fair".

Section 14

Admission to Module Examinations

- (1) Admission to the module examination may only be granted to those,
 - who have fulfilled the admission requirements (Section 3),
 - who are enrolled at South Westphalia University of Applied Sciences according to Section 48 of the German Higher Education Act or hold the status of a visiting student or junior student according to Section 52 of the German Higher Education Act, and
 - who provide all mandatory requirements important for the relevant examination.

In case of simultaneous enrolment in a different programme at the same faculty with identical modules the examination procedure shall be completed where it was started. In case of a change of the programme within South Westphalia University of Applied Sciences an already commenced examination procedure with identical modules has to be carried on in the new study course.

- (2) In general, admission to the module examinations is to be requested via the online procedure. In case of technical errors or a previous separate notification, the admission is to be requested in written form at the Student Service Centre. The prescribed due dates are to be found in the relevant examination regulations.

- (3) The admission to a project assignment may be applied for at any time.
- (4) Applications for permission to take the module examination must, on demand, include the following documents:
 - a) a statement about prior attempts to take the module examination;
 - b) a statement about prior attempts to take a Bachelor's or Master's examination, respectively, in the same programme;
 - c) for oral examinations, a statement whether the candidate excludes an audience from his or her oral examination.

- (5) Application for admission to a module examination is binding. In general, it may be revoked via the online procedure without giving reasons, without counting the examination attempts, and in compliance with the due date mentioned in the relevant examination regulations.

In case of technical errors or a previous separate notification, the revocation is to be realised in written form at the Student Service Centre.

- (6) If a candidate requests admission for an examination in an elective module for the first time and do not revoke his or her request, this module is to be determined mandatory as elective module. When the number of elective modules is already exhausted, the module registered for is assessed as additional module. Differing regulations are to be found in the relevant examination regulations.
- (7) Admission to the examination may be made dependent on previous achievements (academic performances). More detailed provisions are to be found in the relevant examination regulations.
- (8) Permission to take the module examination will be denied,
 - a) if the conditions specified in Paragraph. 1 are not met,
 - b) if the documents are incomplete and are not completed prior to the date fixed by the examination board in Paragraph. 2, or
 - c) if the candidate has conclusively failed an identical examination in the degree programme at another University (of Applied Sciences) or any identical module in another programme of the same faculty at South Westphalia University of Applied Sciences, or conclusively failed the final examination of a similar programme within the scope of the Basic Law in a similar programme.

Furthermore, admission is only to be refused if the candidate has lost his or her examination entitlement in the scope of the Basic Law in the programme by missing the resitting period.

- (9) The examination board shall decide on the permission to sit the examination.
- (10) The examination regulations of the programmes may schedule the provision of credit points in modules from previous semesters as requirement for admission.

Section 15 Conduct of Module Examinations

- (1) Module examinations may be taken in various forms. Number, type, scope as well as previous achievements are provided by the relevant examination regulations.
- (2) The examination period of module examinations are scheduled by the examination board and made public at the beginning of a new semester or at the end of the previous semester. Examination dates are to be scheduled such that no courses are to be cancelled.
- (3) Upon request of the examiners or the proctors the candidate has to prove his identity by submitting an identification card or passport.
- (4) The candidates shall be notified about the assessment of the module examination no later than six weeks after the examination.
- (5) The examination dates of module examinations in form of examination papers, multiple choice examination papers, or oral examinations are to be made public at least two weeks before the examination date.

Section 16 Disability Accommodation

- (1) If a student proves that due to a chronic disease or permanent physical disability (within the meaning of Section 2 (1) (SGB IX)), he or she is unable to take an examination or parts thereof in the stipulated form, or within this examination regulations intended due dates, the chairperson of the examination board allows a time extension during examinations or an extension of the due date for completion of examination or achieving of similar examination results in an appropriate form. This also applies for academic performances. The request for granting a disability accommodation for an examination is to be made in written form before the examination and is to be directed to the chairperson of the examination board.
- (2) According to Section 62 (b) of the German Higher Education Act, the Officer for the Concerns of Students with an Impairment is to be involved in decisions of the chairperson of the examination board (within the meaning of Paragraph 1).
- (3) Upon request, students must show a medical certificate to proof a chronic disease or disability.

Section 17 Examination Papers

- (1) Examination papers are written examinations that are being supervised during its completion. The examiner decides upon the permission of auxiliary material for an examination paper. A list of auxiliary materials shall be announced together with the examination date.
- (2) In an examination paper, the candidates shall demonstrate in a limited period of time with limited means that they are able to solve specific problems or to work on a specific topic applying the common methods of the subject. Furthermore, the examination paper shall ascertain whether the candidates have the necessary command in the

specific area. The prescribed duration of the examination paper as well as partial examination is provided in the individual examination regulations of the programmes.

- (3) The theme of the examination will usually be specified by the examiner. In justified cases, especially when several subjects are assessed jointly in a single examination, the theme may be specified by more than one examiner. In this case the examiners determine the weighting of the individual parts prior to the examination. Regardless of the individual parts and their weighting, all examiners assess the complete examination. The assessment of each examiner is to be considered according to the previous determined weighting of the parts.
Since the specific characteristics of a subject the examination board may decide that examiners only assess the part of an examination which complies with his or her subject.
- (4) The relevant examination regulations of a degree programme may regulate that the candidate, upon request, may take a supplementary oral examination after not passing (5.0) a resit in an examination paper. The supplementary examination takes place immediately after announcing the not sufficient result of the examination paper upon request of the candidate. More detailed provisions are to be found in the individual examination regulations of the programmes. The supplementary examination is to be performed by all examiners; apart from that the regulations for oral examinations (Section 20) apply here. In a supplementary examination only the marks "Fair" or "Fail" are to be awarded as final result of the module examination. The Sentences 1 to 3 shall not apply in the cases of Section 12(1) and (3) (Omission, Withdrawal from Examinations, Deception, and Infringement of the Rules).

Section 18 **Multiple Choice Examination Papers**

- (1) Examination papers can be conducted completely or partially in the form of multiple choice questions. The candidates have to answer written questions under supervision selecting the right answer out of a choice of possible answers. The multiple choice format is applied in appropriate modules upon request of the candidate and under approval by the examination board.
- (2) The examination questions are to be adapted to the skills and qualifications imparted in the relevant module and shall allow stable examination results. The examination questions shall be unambiguously understandable and obviously answerable.
- (3) Determining examination questions and a choice of possible answers (examination tasks) as well as the assessment procedures are to be realised by two examiners before the examination date. Thereby, all possible answers shall be recorded in written form as correct solutions of the examination tasks. By derogation from Section 9 (1) it is sufficient in the case of multiple choice examination papers that one examiner assesses the examination including those cases when he or she has to decide upon continuation of studies of the candidate.
No task shall be assessed with negative scores in the assessment of examination results.
- (4) The assessment of written examinations shall include the following details:
 - the number of the asked questions and the number of correctly-answered questions by the candidate;
 - the number of wrongly-answered questions by the candidate;

- in case of more than one possible answers, the number of correctly-answered and wrongly-answered or not answered questions is to be stated;
 - the absolute and relative pass mark;
 - the minimum number of correctly-answered questions necessary to pass the examination or necessary for obtaining a certain mark;
 - the mark awarded to the candidate.
- (5) If it comes out after the examination that single examination questions or possible answers are wrong, the relevant questions are to be held as not asked to the candidates. As the number of examination questions is reduced, the assessment is to be adapted to a smaller number of questions. Reducing the number of examination questions shall not be to the detriment of the candidate.
- (6) A sample solution and marking scheme of the examination paper shall be elaborated before the examination date.
- (7) Section 17 (1), (2), and (4) apply for multiple choice examination papers.

Section 19 Electronic Examinations (e-Exams)

- (1) Written examinations may be conducted completely or partially in electronic form (e-exams). They are inspired organisationally by the conduct of written examinations within the meaning of Section 17 and are to be conducted and supervised at university. The completion of the examination questions and the automatic assessment are realised using electronic devices.
- (2) In general, electronic examinations are to be developed by two examiners. The questions can be realised as short answer questions, as cloze, or matching tasks. Section 18 applies in the case of multiple choice questions.
- (3) Before conducting an e-exam, it has to be ensured that the electronic data are identified clearly and can be allocated distinctively and permanently to the candidate. The candidates agree to the storage, transmission, and the related duplication of the examination, which correlate with this examination form.
- (4) Type, scope, and location of the electronic examination are to be published at the beginning of the course by the lecturer. Within the scope of the course, the students are able to familiarise with the electronic examination system. The data protection regulations are to be maintained. A system for the completion of electronic examinations shall fulfil the following requirements:
The input/output and the answers of the questions are to be made in electronic form. Every student has to log in at the beginning of the examination to the system. The identity is checked by inserting a user name and a password or a higher-valued authentication. The time of completion starts after successful logging in to the system and ends after expiry of the time. During the time of completion the student shall have the opportunity to check his or her previous answers and, if necessary, to modify them. Immediately after the completion, the system shall provide a copy of the answers to the student. This copy is to be signed by the system to ensure its probative value.

Section 20 Oral Examinations

- (1) In an oral examination the candidate shall demonstrate that he or she is familiar with the framework of the subject and is able to analyse specific questions within this overall context. Furthermore, the oral examination shall ascertain whether the candidate has the necessary command in the specific area. Group examinations are approved in case of an appropriate extension of duration of the examination and if they are objectively justified. This applies for example to presentations of group work.
- (2) In the scope of an oral examination the candidate also may have to solve a written task (in an appropriate extent) only, if the oral character will remain. Furthermore, there may be examined topics mentioned by the candidate, he or she shall have the opportunity to elaborate coherences. The prescribed duration of an oral examination is to be found in the relevant examination regulations of the programme.
- (3) Oral examinations are usually assessed by the examiner and a competent assessor or by more than one examiner (council examination) as group examination or individual examination. All examiners as well as the assessors shall be heard before the final grade is awarded. The Sentences 1 and 2 also apply to module examinations with more than one part.
- (4) The main matters and results of the examination, especially those decisive for the evaluation, shall be recorded in minutes. The candidate shall be informed individually about the results subsequently to the examination.
- (5) Students who are scheduled to take the same examination at a later examination period are allowed as audience in accordance with the capacity of the premises and the candidate's approval. The admission does not include the consultation and notification of the examination results.

Section 21

Seminar Papers

- (1) Seminar papers are written assignments to be submitted during a course. They may be amended by a presentation. More detailed provisions are to be found in the individual examination regulations.
- (2) The examiner decides upon type, length, time frame, and form of the written assignment in accordance with the examination regulations.
- (3) A written assignment may be approved in the form of a group work, if the part which is to be assessed, according to its length, number of pages, or other objective criteria allows a clear distinction and well-defined assessment of a candidate's individual contribution in the team work and, if the requirements according to Paragraph 1 are fulfilled for each student.
- (4) The written assignment shall be submitted to the examiner within the allocated time. In order to check the written assignment for plagiarism, candidates have to submit two copies: one in hard copy and one in electronic form so that texts and quotes can be abstracted. The chairperson of the examination board shall be notified of the due date no later than two weeks prior to submission. Furthermore, the due date shall be published by notices or other media used at university (e.g. the Internet). When submitting the written assignment, the students have to declare in writing that their work was written by themselves – in the event of group work their individual contribution to the work – and no sources other than those specified were used and that any cited sources and resources used are appropriately referenced. The due date of written assignments is to be recorded. If the seminar paper is sent through postal

service the time of posting shall be authoritative. If the written assignment is not submitted in due time, it shall be assessed as "Fail" (5.0).

Section 22 Combined Form of Examinations

- (1) If appropriate, a module examination may be taken in the form of a written assignment (Section 21) plus an additional examination paper (Section 17), a multiple choice examination paper (Section 18), an electronic examination (Section 19), or an oral examination (Section 20).
- (2) Section 17 (1) to (3) and Section 18 to 21 shall apply accordingly.

Section 23 Project Assignments

- (1) A project assignment is a composition generated in the course of a practice-related project. It may be amended by a presentation. The relevant examination regulations provide more detailed information concerning the scope and conduct of the project assignments.
- (2) All lecturers who may be appointed as examiners in accordance with Section 7 (1) may award and supervise a project assignment. Possible restrictions may be provided in the relevant examination regulations. The project assignment may be performed in an establishment inside as well as outside the university if its supervision is ensured. Candidates must be granted the opportunity to make suggestions for the theme of the project assignment.
- (3) A project work may be approved in the form of a group work, if the part which is to be assessed, according to its length, number of pages, or other objective criteria allows a clear distinction and well-defined assessment of a candidate's individual contribution in the team work and, if the requirements according to Paragraph 1 are fulfilled for each student.
- (4) The handout of a project work is done by the supervisor. The date of issue is the day on which the candidate is informed of the theme. The date is to be recorded.
- (5) The completion time (time from setting until submission of the composition) is to be set by the examiner.
- (6) The written composition of a project work shall be submitted to the supervisor at the allocated time. When submitting the project work, the candidate must affirm in writing - in a group work according to a candidate's individual share - that it was written independently and that exclusively those sources of citations and aids listed were used. In order to check the written composition for plagiarism, candidates have to submit two copies: one in hard copy and one in electronic form so that texts and quotes can be abstracted.
The date of submission is to be recorded. If the written composition is sent through postal service the time of posting shall be authoritative.
If the written composition is not submitted in due time, it shall be assessed as "Fail" (5.0).

- (7) The assessment of the project assignment is based on the written composition and, if necessary, on an expert presentation if there was given one. Section 17 (2) and (3) apply to project assignments.

Section 24 Academic Performances

- (1) In modules that are completed with an examination paper, a multiple choice examination paper, an electronic examination, or an oral examination, the lecturer may request further academic performances as far as those are scheduled in the enclosure of the relevant examination regulations of the programmes. Academic performances may be completed in oral, written, or electronic form. They can be realised as, e.g. examination paper, written assignments, internships, practical exercises, oral performance examinations, or audit trails. A regular attendance to achieve academic performances may be obligatory only at courses in the form of excursions, language courses, internships, and practical exercises.
- (2) If the type of academic performances is not determined by the examination regulations, they are to be defined by the lecturer at the beginning of the course. After a completion in due time, academic performances are to be awarded with “passed” or “failed”. Requirement for participation in the module examination is a successful participation in all required academic performances of the module.
- (3) Provisions of Section 16 (1) apply for completion of academic performances in the case of a chronic disease or permanent physical disability (within the meaning of Section 2 (1) SGB IX) of the candidate.

Section 25 Practical Semester

- (1) Some degree programmes may schedule a practical semester for the course of study. This practical semester shall introduce students to their desired career and work experience through concrete tasks and practical assistance in enterprises or other institutions. In particular, it is intended to apply the knowledge and skills acquired in the course of study and to reflect and evaluate the experience gained during the practical work. The practical semester is directed by the University and integrated in the programme. The scope and duration of the practical semester are to be found in the relevant examination regulations.
- (2) Students, who want or must take part in the practical semester declare this desire at the Student Service Centre and the faculty. Thereby, they undertake to accept the placement proposed by the University. This declaration may only be revoked giving justifiable reasons by notice in writing to the faculty as long as the practical semester has not started.

More details on admission, completion, and recognition of the practical semester are to be found in the relevant examination regulations.

Section 26 Studying Abroad

- (1) Some degree programmes may schedule an obligatory semester abroad for the course of study. The semester abroad shall give students the possibility to gain experience at

a foreign university of their choice and to enhance their language, intercultural, and professional skills.

- (2) Together with the application for admission for a semester abroad the students have to submit a study plan, which comprises the type, scope, and examination conditions of the chosen modules and which is confirmed by the examination board in accordance with the professor in the form of a Learning Agreement. The workload of a semester abroad shall result in 30 credit points. The modules are to be chosen from a study field compatible with the programme and shall complement the modules (enclosure) in a reasonable way.
- (3) The relevant examination regulation may provide different regulations for international degree programmes.

III. Studies

Section 27 Scope and Completion of Studies

- (1) The study comprises
 - a) the courses of study of the regular semesters,
 - b) if necessary, a practical semester,
 - c) the final thesis (Bachelor's or Master's thesis),
 - d) the colloquium,
 - e) and, if necessary, a semester abroad.
- (2) The modules and the prerequisites of the programmes are to be found in the enclosure of the relevant examination regulations.

Section 28 Scope and Contents of the Final Thesis

- (1) The final thesis in a Bachelor's or Master's degree programme is an examination in which the candidate shall demonstrate that he or she is able to solve and document independently a task according to the demands of the programme both in specific details and interdisciplinary correlations in accordance with the scientific subject-related, and, if necessary, designing methods within a given period of time. The scope of the final thesis is provided by the examination regulations of the programme.
- (2) According to this General Examination Regulations the final thesis may be supervised by any examiner.
- (3) The final thesis may be performed in an establishment outside the university, if its supervision is sufficiently ensured. Candidates must be granted the opportunity to make proposals for the theme of the final thesis.
- (4) The final thesis may be written in the form of a group work. Here, the part which is to be assessed, according to its length, number of pages, or other objective criteria shall allow a clear distinction and well-defined assessment of a candidate's individual contribution in the team work and, if the requirements according to Paragraph 1 are fulfilled for each student.

- (5) Upon a candidate's request the chairperson of the examination board ensures that he or she is provided with a final thesis theme on time.

Section 29 Admission to Final Thesis

- (1) Permission to take the final thesis may only be granted to those, who are enrolled at South Westphalia University of Applied Sciences or who hold the status of a visiting student in accordance with Section 52 (2) of the German Higher Education Act and who have fulfilled the required preconditions.
- (2) Applications for permission to take the final thesis must be submitted to the examination board in writing. Applications must include the following documents, unless they have already been handed in earlier:
- a) a statement about conditions of permission according to Paragraph 1, specifying study and examination performances which have not been rendered yet;
 - b) a statement about prior attempts to take a final thesis and the final examination, and, if necessary, an intermediate examination in the same or similar degree programme;
 - c) if necessary, which successful completed additional modules are to be listed in the certificate.

The relevant examination regulations may provide additional regulations concerning the request.

- (3) The request should be accompanied by a declaration, which comprise a list of examiners are willing to give an examination.
- (4) The application for admission can be withdrawn in writing until the notification of the decision on the application without counting towards the number of the possible examination attempts
- (5) The examination board shall decide on the permission to sit the examination. Permission to take the module examination will be denied:
- a) if the conditions specified in Paragraph 1 are not met;
 - b) the documents are incomplete;
 - c) or the candidate has lost his or her entitlement to take the examination in the programme at South Westphalia University of Applied Sciences or a similar programme in question by conclusive failure within the scope of the Basic Law.

Section 30 Conduct, Submission, and Assessment of the Final Thesis

- (1) The handout of the theme of the final thesis and the definition of the duration is done by the examination board. Theme and task of the thesis must be such that it can be completed within the specified period of time. The date of issue is the day on which the

candidate is informed of the theme and the supervisor. The date of submission has to be registered.

- (2) The theme of a final thesis can only be rejected once during the allocated time by the specific examination regulations. In the event of a repetition of a failed final thesis rejection is only allowed if the candidate hasn't exercised this right before.
- (3) Section 16 (1) applies in the case of a chronic disease or permanent physical disability within the meaning of Section 2 (1) SGB IX of the candidate.
- (4) The final thesis shall be composed in German language if the examination regulations of the programme do not provide other regulations. Two copies of the thesis are to be submitted in due time to the chairperson of the examination board or to a by him or her declared office. The date has to be placed on record. If the final thesis is sent through postal service, the time of posting shall be authoritative. If the final thesis is not delivered in due time, the work will be marked as "Fail", the necessary findings are identified by the examination board. When submitting the final thesis, the students have to declare in writing that their work was written by themselves – in the event of group work their individual contribution to the work – and no sources other than those specified were used and that any cited sources and resources used are appropriately referenced. In order to check the final thesis for plagiarism, candidates have to submit two copies: one in hard copy and one in electronic form so that texts and quotes can be abstracted.
- (5) The final thesis shall be assessed by two examiners, who are appointed by the examination board. Among whom one is the supervisor. Any further limitations shall be provided in the specific examination regulations.
For differentiated evaluation of the final thesis, the marks are calculated by the arithmetic average of the individual scores, if the difference of both individual marks is less 2.0. If the difference is 2.0 or higher, if one examiner assesses the final thesis with at least "Fair" and the other one with "Fail", and the arithmetic average do not result in the passing the final thesis, the examination board shall appoint a third examiner for the assessment of the final thesis. Subsequently, the mark is determined by mutual agreement of all involved examiners. If the examiners are not able to reach consensus, the mark is to be assessed by the arithmetic average of the two better individual scores. The examination result may only be assessed as "Fair" or better, if two of the scores are assessed as "Fair" or better. All assessments shall be justified in writing.
- (6) The student shall be informed about the evaluation of the final thesis no later than eight weeks after its delivery.
- (7) The credit points to be awarded in case of passing the final thesis are to be found in the specific examination regulations.

Section 31 Colloquium

- (1) The colloquium completes the Bachelor's or Master's programme and shall be assessed individually. Deviations from this are to be found in the specific examination regulations. It's designed to show the candidate's ability to present the results of the final thesis, its academic basis, interdisciplinary coherences, and interdisciplinary context orally and independently as well as judging its practical impact. Thereby the modality of work on the final thesis shall be discussed.

- (2) Permission to take part in the colloquium may only be granted to those, whose final thesis was graded with at least "Fair".
- (3) Further requirements for admission are to be found in the relevant examination regulations.
- (4) Applications for permission to take the colloquium must be submitted to the examination board in writing. Applications must include proof of the requirements according to Paragraph 2, unless they have already been submitted to the examination board. Furthermore, a statement about prior attempts to take similar examination and whether the audience will be excluded shall be enclosed. The permission to take part in the colloquium may already be applied for at the time of application for the final thesis (Section 29 (2)). In this case, admission to the colloquium shall be granted as soon as all documents required are presented. Section 29 (5) shall apply accordingly to the permission and rejection to take the colloquium.
- (5) The colloquium is held as an oral examination (Section 20) and may be replaced by a presentation. It is examined and assessed by the examiners of the final thesis. The duration of the colloquium is to be found in the relevant examination regulations. In the event of Section 30 (5) Sentence 6 the colloquium shall be performed by the examiners, whose individual grades were used as a basis for the overall grade of the final thesis.
- (6) The credit points to be awarded in case of passing the colloquium are to be found in the specific examination regulations.

IV. Outcome of the Final Thesis, Additional Modules, Double Degree

Section 32 Assessment of the Final Examination

- (1) The final examination is considered as passed, if all for the programme prescribed module examinations are passed and the final thesis and the colloquium are marked at least as "Fair" as well as when all necessary credit points are awarded.
- (2) The bachelor examination has been conclusively failed, if one of the examination achievements pursuant to Paragraph 1 has been conclusively awarded as "Fail".
- (3) A written document containing information on applicable remedies shall be given, if the examination has been failed. Upon request of the candidate and after his name has been removed from the register of students the examination board shall issue a certificate stating the achieved results of examinations and courses, the evaluation as well as those achievements which have not been rendered yet. The document shall record the fact that the final examination has been conclusively failed.
- (4) Candidates who leave the university without a final degree will be given a certificate confirming the entire examination and study achievements upon request.

Section 33 Certificate, Examination Certificate, Overall Grade, Diploma Supplement

- (1) The candidate receives an examination certificate on the passed final examination, ideally within 6 weeks after the last examination. The examination certificate comprises the marks of the module examinations, which are considered for the overall grade, the topic and the mark of the final thesis as well as the mark of the colloquium and the overall grade. After the mark, the result in decimal digits in brackets shall be stated. The chosen degree programme, a successful completed (voluntary) practical semester, or a semester abroad are to be indicated. The examination certificate shall be issued in German and English.
- (2) The overall grade of the final examination is to be calculated from the arithmetic average of the credit evaluated individual scores of the module examination, the final thesis, and the colloquium according to Section 9 (5) pursuant to the relevant examination regulations. Only the first decimal place of the overall grade shall be taken into account recorded in the certificate. In the event of an overall grade evaluated equal or better than 1.3, deviating from Section 9 (5), the overall grade shall be awarded as a "passed with distinction".
Provisions for the grade weighting are to be found in the relevant examination regulations.
- (3) The overall grade is to be complemented with an assessment according to the ECTS grading scale.
- (4) The certificate is to be signed by the chairperson of the examination board, furnished with the examination board's official stamp, including the date of the last examination.
- (5) Together with the certificate, the candidate will also be awarded a graduation certificate containing the date of the certificate. This graduation certificate records the conferring of the final degree. The graduation certificate shall be issued in German and English. The graduation certificate is to be signed by the Dean and a chairperson of the

examination board, and sealed with the stamp of the South Westphalia University of Applied Sciences.

- (6) Together with the certificate, a diploma supplement shall be issued. As representing the National Education System, the text agreed between the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany (Kultusministerkonferenz (KMK)) and the German Rectors' Conference (Hochschulrektorenkonferenz (HRK)) is to be applied in the respective current version.

Section 34 Additional Modules

Students may enrol for module examination in more subjects than are prescribed (additional modules). Upon request of the candidate, the results of these examinations are included in the certificate, but are not considered for the weighting of the overall grade.

Section 35 Double Degree

The relevant examination regulations may regulate the way of obtaining a double degree by rendering examination results in the scope of a cooperation with another university.

V. Final Provisions

Section 36 Inspection of the Examination Files

Immediately after the evaluation of the examination the candidate shall be granted inspection of his or her examination documentation upon request. Time and place for the inspection shall be determined by the examiners.

Section 37 Invalidity of Examinations

- (1) If the candidate has cheated during the examination, and if this fact only becomes known after handing over of the certificate or a confirmation, the examination board may subsequently rectify the grades for those examinations in which cheating was involved and declare the examinations to have been completely failed.
- (2) If the conditions for permission to take the examination were not met without any deception, and this fact will become known only after handing over of the certificate or a confirmation, this shortcoming will be deemed to have been eradicated by passing the examination. Should the candidate have wrongly and intentionally obtained permission, the examination board shall decide about the legal consequences in accordance with the Administrative Procedure Act of North Rhine-Westphalia.
- (3) The incorrect examination certificate or a confirmation according to Section 32 (3) and (4) is to be withdrawn and, if necessary, a new and corrected certificate or confirmation

according is to be issued. Decisions pursuant to Paragraphs 1 and 2, Sentence 2, are excluded after a time limit of five years following the date of the issue of the examination certificate or a confirmation.

Section 38
Coming into Effect, Transitional Question, and Publication

- (1) This General Examination Regulations shall take effect one day after its publication and apply directly for already published examination regulations and for prospective examination regulations from the day of its publication. As the effect of this General Examination Regulations, the version as of 7 July 2016 ceases to be in force. They are published in the bulletin of South Westphalia University of Applied Sciences – public announcement of South Westphalia University of Applied Sciences.
- (2) Pending the adoption of the relevant examination regulations of the programmes, the examination regulations of the programmes are to be considered as operative.
- (3) Issued on the basis of the decisions of the Senate as of 6 June 2018.

Iserlohn, 6 June 2018

South Westphalia University of Applied Sciences Iserlohn

The Rector

Professor Dr. Claus Schuster