



**HOCHSCHULE
RHEIN-WAAL**
Rhine-Waal University
of Applied Sciences



Faculty of Communication and Environment Examinations

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How to Register for Examinations

To register for a module examination, you have to use the online portal at www.his.hochschule-rhein-waal.de. You will be notified in advance of upcoming registration deadlines via an official e-mail sent to your university e-mail address. Registering by paper is only possible in exceptional cases. Please check the notification e-mail on "Examinations" from the Student Service Centre for more info.

You normally have to register for all examinations in a module and a registration for individual exams is not possible. Moreover, registration is binding, meaning that a missed exam will result in a failing mark if you do not submit a formal withdrawal request on time. The deadline for requests is ten days before the examination date in summer semesters, or five days before in winter semesters (see §15 (5) General Examination Regulations). If you are ill, you must submit a doctor's note to the Faculty Examination Board immediately to be excused from an examination.



Types of Examinations

The mark for a module is determined by averaging the marks earned in its individual courses. In other words, marks for lectures, seminars, exercises etc. are used to calculate the **overall mark** for a module, and are **not reported separately**.

A module can consist of up to three individual courses and concludes with a module examination. There are two types of module examinations: **certificates** (German: Testate) and **marked examinations** (German: Prüfungen). Certificates are pass/fail, meaning that you either pass them or you don't. They do not result in a mark and thus do not have a direct impact on the overall module mark.

Modules – compulsory and elective – make up 80% of your final mark. The remaining 20% are made up by your bachelor's thesis (15%) and colloquium (5%).

Your professor or lecturer will determine the kind of examination you have to sit and inform you at the beginning of the semester. Examinations can be offered in form of

- Written examinations
- Oral examinations
- Assignments

or a combination of the three.

For written examinations, the allotted examination time is usually between 60 and 120 minutes. If an elective module consists of two courses, then the maximum allotted time is based on the total number of credit points.

Marked examinations and certificates are sat separately.

Certificates can be repeated as often as necessary at no penalty. As a written exam, they are usually offered before the regular examination period because students can sit them multiple times and independently of other module components.

Once you have successfully earned a certificate, you do not need to repeat it again in the future – even if you fail the module examination.

In contrast to certificates, you are only allowed a limited number of chances to pass marked examinations. If a module consists of multiple marked examinations, then you must pass all of them within the same examination period.

Passing / Failing

To successfully complete a module, you must earn all certificates as well as at least 50% of the total examination points for that module. The minimum passing mark for an exam is 4.0 or better. If you are unable to obtain the required number of examination points, then you fail the module and must repeat the entire module - not just individual examinations - at a later date. The deciding factor for passing a module is the overall mark of all module examinations.

Failing the same module three times in a row results in an automatic deregistration from university. By German law, this automatically disqualifies you from enrolling in a similar degree programme at a German university in the future.

Notification of Results, Post-Exam Reviews

Examination results are automatically uploaded to his.hochschule-rhein-waal.de after about six weeks. Once marks have been published, you have the chance to review your marked written exams. In case of exams given by visiting lecturers, you will be informed of the dates, times and rules of the scheduled post-exam review by mass mail to all students. In case of exams given by professors of the faculty, dates will be published in Moodle:

<http://moodle.hochschule-rhein-waal.de/course/view.php?id=2285>

Registration is compulsory and binding.

Please note that you can only review exams from the most recent examination period.

Resit an Examination

You are only permitted to resit **failed** examinations. If you did not pass a module examination, you are required to repeat the examination within a period of no later than two semesters (s. §12 (3), (4) General Examination Regulations).

The contents of an examination in bachelor modules do not change until the module is offered again according to schedule. Please note that in master's programmes, the examination contents may change in each new semester.

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