

General Examination Regulations

for Bachelor's and Master's Degree Programmes
at Rhine-Waal University of Applied Sciences

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Translator's note: This English translation is offered for information purposes only and as a service of Rhine-Waal University of Applied Sciences.

Every effort has been made to render a true and authentic translation. Nevertheless, due to the legal nature of this document, only the original German-language versions published in the Official Notices of Rhine-Waal University of Applied Sciences are considered legally binding in the Federal Republic of Germany.

In the event of any discrepancy or doubt between the German original and this English translation, the German version takes precedence.

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Translator's note: references to German legal documents in this translation

As a university in Germany, Rhine-Waal University of Applied Sciences is naturally subject to German law. As a result, this document frequently references German laws that affect important operational aspects of the University and the legal rights and entitlements of its students. Unfortunately, many of these legal texts are available in German only.

For readability and transparency, the names of these relevant laws have been translated to English in this document. When referencing these laws to others, however, it may be useful to know the official names as well.

Below you will find an overview of referenced laws with their translations. For more information on these laws, please consult the appropriate contact persons and information services.

English Translation	German Law
Disability Discrimination Act	Behindertengleichstellungsgesetz (BGG)
Federal Child Benefits and Parental Leave Act	Bundeselterngeld- und Elternzeitgesetz (BEEG)
Federal Education and Training Assistance Act	Bundesausbildungsförderungsgesetz (BAföG)
Basic Law	Grundgesetz (GG)
Higher Education Act NRW	Hochschulgesetz NRW (HG NRW)
Maternity Protection Act	Mutterschutzgesetz (MuSchG)
Regulations on Admission to Higher Education for the Vocationally Qualified	Verordnung über den Hochschulzugang für in der beruflichen Bildung Qualifizierte (BBHZVO)
Administrative Procedures Act NRW	Verwaltungsverfahrensgesetz NRW (VwVfG NRW)

Section 1

Scope of application

(1) These General Examination Regulations (“RPO”) shall apply to bachelor’s and master’s degree programmes at Rhine-Waal University of Applied Sciences. Bachelor’s degree programmes can be offered on a full-time, part-time or, in conjunction with a valid employment contract, dual-vocational study basis. Master’s degree programmes can be offered on a full-time or part-time study basis. Additional rules and regulations can be found in the individual examination regulations of each degree programme (hereafter “PO”, plural “PO’s”).

(2) Each degree programme shall also have its own individual examination regulations (PO) in accordance with these General Examination Regulations. The PO’s must contain the rules and regulations stipulated by Section 64 (2) of the Higher Education Act NRW (“HG NRW”).

Section 2

Study and examination plan

(1) PO’s shall include an attached study and examination plan within the meaning of Section 58 (3) HG NRW, which provides binding information on the following aspects:

- a. modules and the individual types of teaching, forms of learning and examinations;
- b. main contents and learning outcomes of modules;
- c. number of contact hours per week in SWS (1 SWS, or *Semesterwochenstunde*, corresponds to 45 minutes of teaching);
- d. number of ECTS credit points (“credits”);
- e. core and elective requirements;
- f. mandatory examinations.

(2) The study and examination plan offers a recommended study progression for students to complete their degree within the standard period of study.

Section 3

Objectives, final examination, degree awarded

(1) With due regard to the general study objectives outlined in Section 58 HG NRW, bachelor’s degree programmes should convey, in particular, application-oriented content on the basis of sound scientific knowledge and enable students to apply scientific methodology and develop practical solutions that go beyond the traditional disciplinary boundaries of their field. In addition to the previous, master’s degree programmes should also empower students to conduct advanced scientific research.

(2) Degree programmes conclude with a final bachelor's or master's examination. The bachelor's examination forms the basis for a first professionally qualifying degree. Its purpose is to assess whether a student has acquired a specialist's knowledge of his or her field and is able to work autonomously due to a sound grasp of scientific principles and methodology. Additional information can be found in the PO's. The purpose of the master's examination is to assess whether a student has achieved the extensive goals of a postgraduate degree based on his or her individual performance (see below).

(3) Master's degree programmes further aim to produce graduates who:

- can grasp the many interrelated concepts within their discipline and chosen field of study, and connect these to knowledge and skills from other fields,
- can conduct scholarly research and apply scientific methodology at a level which would later suffice for a doctoral dissertation,
- are adept at developing insightful, evidence-based solutions with real-world practicality,
- can apply theoretical-analytical skills to a wide range of complex issues, and
- possess the technical skills and knowledge needed for a seamless transition to a professional career.

In addition, master's degree programmes should impart and cultivate intellectual and social competences. These include, for example, attributes such as:

- abstract, analytical, logical and networked thinking;
- the ability to quickly familiarise oneself with new fields and challenges;
- self-reliance, creativity and open-mindedness;
- effective communication skills;
- the ability to give and receive professional criticism;
- a capacity for teamwork.

(4) Successfully completing the bachelor's or master's examination entitles students to the academic degree and title specified in the relevant PO. Additional information can be found in the PO's.

Section 4

General admission requirements for bachelor's degree programmes

(1) Admission to a bachelor's degree programme requires proof of a general or subject-linked university entrance qualification (UEQ) or recognised equivalent.

(2) Deviating from Paragraph (1) Sentence 1, a UEQ is not required from applicants who have completed a vocational training programme and, in accordance with the Regulations on Admission to Higher Education for the Vocationally Qualified, can be admitted either directly to a degree programme or to an entrance examination with accompanying trial period of study.

(3) An eight-week basic internship is required in addition to Paragraphs (1) and (2). This basic internship should, as a rule, be completed before the first semester. However, unless otherwise stipulated by the relevant PO, this requirement may be completed at the latest before registration for the fourth semester of study. A preparatory internship may be completed instead of a basic internship as well. In this case, the rules and regulations for basic internships shall apply accordingly. PO's may forgo this internship requirement if the relevant curriculum assures sufficient content for practical transfer. Additional information can be found in the PO's.

(4) Relevant work and vocational experience can be credited towards the eight-week internship requirement. The internship is considered completed if the applicant has obtained a matriculation standard from a German technical college (*Fachoberschule*) in a relevant field.

(5) Non-degree seeking students from partner universities are exempt from the eight-week internship requirement if they will be studying at Rhine-Waal University of Applied Sciences for a limited period of time, not to include graduation/completion of their studies. Additionally, dual-vocational students are exempt from this requirement as well. Part-time students are exempt if their current occupation is in the same field as their degree programme.

(5a) Bachelor's degree programmes taught in English require a corresponding language certificate for the B2 level in accordance with the Common European Framework of Reference for Languages ("CEF"). This requirement shall be waived for students who have previously completed a bachelor's degree in English at a different institution. This requirement shall also be waived for students who have acquired equivalent proficiency in

English over the course of obtaining their general or subject-linked UEQ. This is considered to be the case if an applicant has successfully completed at least seven years of English in school and earned a final cumulative grade of “sufficient” or better (a “4” or less on the German grading scale) for the subject of English.

(6) Applicants are ineligible for admission if they were previously exmatriculated from a university subject to the Basic Law for failing the final attempt at a mandatory examination in the same degree programme. This applies accordingly to related degree programmes that share a significant amount of content with the degree programme in question at Rhine-Waal University of Applied Sciences, provided this is defined by the relevant PO.

Section 4a

General admission requirements for master’s degree programmes

(1) Admission to a master’s degree programme requires successful completion of a first professionally qualifying degree in a related field, which encompassed at least 210 credits or consisted of a standard period of study of seven full-time semesters. A “degree in a related field” is defined in the relevant PO by specific subject and focus areas, where applicable. Additional requirements, for example the completion of an internship semester or study abroad semester, may also be stipulated by the PO’s.

(2) In addition to Paragraph (1), admission requirements may also include a minimum cumulative GPA for the first professionally qualifying degree. In addition to this score, an equivalent grade on the ECTS scale must be indicated. Additional information can be found in the PO’s.

(3) In addition to Paragraphs (1) and (2), admission requirements may also include a minimum number of credits, as defined by the PO’s, in specific (subject) areas, also defined by the PO’s.

(4) Deviating from Paragraph (1) Sentence 1, if an applicant’s first degree was in a programme with fewer than 210 credits or less than seven semesters of full-time study, but at least 180 credits or six semesters of full-time study, then said applicant may be enrolled on the condition that the missing requirements are completed during his or her master’s degree studies. The Examination Board and the applicant will usually conclude a formal Learning Agreement defining the scope of missing credits and modules to be completed. Admission to the master’s thesis will depend on acquiring these missing credits (see Section 24 (1) No. 3).

(5) The responsible Examination Board shall decide whether the prerequisites in Paragraph (1) have been met based on submitted documents and, if necessary, a technical discussion with the applicant. The subject-relevance requirement is considered met if the applicant's first professionally qualifying degree was completed in the same or a related field of study as the master's degree programme. In all other cases, applicants must demonstrate a level of expertise comparable in scope and content to the degree defined in Sentence 2. Based on this assessment, the Examination Board will then decide whether to grant unrestricted admission, admission on the condition of completing missing academic requirements, or to issue a letter of rejection. In the case of conditional admission, the Examination Board and the applicant will usually conclude a formal Learning Agreement defining the specific modules to be completed. This Learning Agreement may include up to 30 additional credits, which must be successfully obtained as a prerequisite for admission to the thesis.

(6) Applicants with academic qualifications not earned in Germany are also eligible for admission, provided their degree is equivalent to the degree defined in Paragraph (1). The equivalency of degrees from institutions of higher education outside of Germany is determined on the basis of the equivalency agreements approved by the Standing Conference of the Ministers of Education and Cultural Affairs [*Kultusministerkonferenz*] and the University Rectors' Conference [*Hochschulrektorenkonferenz*], as well as any applicable legal regulations. In cases of doubt, the Central Office for Foreign Education [*Zentralstelle für ausländisches Bildungswesen*] shall also be consulted.

(6a) Master's degree programmes taught in English require a corresponding language certificate for the B2 level (CEF). The PO's can stipulate the more advanced proficiency level of C1.

(7) Applicants are ineligible for admission if they were previously exmatriculated from a university subject to the Basic Law for failing the final attempt at a mandatory examination in the same degree programme. This applies accordingly to related degree programmes that share a significant amount of content with the degree programme at Rhine-Waal University of Applied Sciences, provided this is defined by the relevant PO.

(8) Intentionally omitted.

Section 5

Standard period of study, progression of studies, workload

(1) The standard period of study for a bachelor's degree student, studying full-time and including the internship/exchange semester, is seven semesters. The standard period of study for a bachelor's degree student studying part-time or in a dual-vocational arrangement is usually nine semesters.

(2) The standard period of study for a master's degree student, studying full-time and including all examinations, is three semesters. The standard period of study for a master's degree student studying part-time is usually six semesters.

(3) The practical semester comprises a period of at least 20 consecutive weeks which must be completed without interruption and on a full-time basis. The PO's and internship regulations of individual degree programmes may deviate from the time period specified in Sentence 1. Deviating from Sentence 1, the PO's and internship regulations of individual degree programmes may permit the practical semester and/or study abroad semester to be divided into smaller parts. Furthermore, the Examination Board may grant an exemption to Sentence 1 upon request, permitting the practical semester or study abroad semester to be divided into no more than two parts, with one part consisting of at least 8 consecutive weeks. The practical semester may be completed outside of Germany. For practical semesters, the standard full-time work schedule of the internship provider shall apply, in accordance with all applicable employee protection laws and regulations.

(3a) The topic of the bachelor's thesis is usually assigned to full-time students in the seventh semester, and to dual-vocational and part-time students in the ninth semester. The topic of the master's thesis is usually assigned to full-time students in the third semester, and to part-time students in the sixth semester.

(4) Degree programmes are divided into modules. As a rule, a "module" is a specific group of thematically-related and temporally-coordinated courses with a uniform education and qualification goal. In bachelor's degree programmes, the practical semester or the study abroad semester, the thesis and the colloquium are each considered separate modules; in master's degree programmes, the thesis and the colloquium are considered separate modules. Pursuant to the framework in Section 6 (5), the modules of a bachelor's degree programme comprise a total of 210 credits. Pursuant to the framework in Section 6 (5), the modules of a master's degree programme comprise a total of 90 credits.

(5) Degree programmes may include emphasis areas for additional specialisation. Additional information can be found in the PO's.

(6) The workload of each degree programme is defined in the PO's.

(7) Additional information about the progression of a degree programme, as well as about the type, form and scope of modules, can be found in the study and examination plans attached to the PO's. For details about a module's qualification goals, content and examination formats, please refer to the faculty module guides, which are published online and freely available for viewing.

Section 6

Outline of the bachelor's and master's examination, credits

(1) As specified in detail in the study and examination plans of the PO's, the bachelor's and master's examinations, i.e. the final cumulative performance evaluations, are composed of all course examinations, certificates and the final examination phase, consisting of the thesis and the colloquium (final oral examination). The bachelor's examination also includes a practical semester or study abroad semester.

(2) As specified in detail in the study and examination plans of the PO's, course examinations and certificates may cover the content of an entire module or individual parts thereof and conclude either the module or the respective individual part in its entirety. The Examination Board shall decide on examination times and phases. Additional information can be found in the PO's.

(3) The progression of studies and the examination procedures must be arranged such that the bachelor's or master's examination can be accomplished within the standard period of study.

(4) Examination procedures must account for the rights granted to students under the Maternity Protection Act and the Federal Child Benefits and Parental Leave Act, as well as the right to leaves of absence to care for persons pursuant to Section 48 (5), Sentence 5 HG NRW. As a rule, temporal changes to examination procedures must be requested in writing to the Examination Board.

(4a) If a student with a disability within the meaning of Section 3 of the Disability Discrimination Act can prove by medical certificate or other means that he or she is physically unable to sit for the examination, in full or in part, in its current form, then the chair

of the Examination Board may permit an examination in a different form that is nevertheless equivalent in terms of content. The chair shall ensure that testing conditions do not discriminate against students with a disability; in cases of uncertainty, the chair may request additional evidence of disability from the student in question. Special testing arrangements can include, in particular:

- extending the duration of examinations / allotted testing time;
- individual rest breaks during timed examinations;
- splitting larger examinations into smaller parts;
- alternate forms of testing (oral examination instead of written examination, or vice versa);
- allowing and, where applicable, providing additional aids, assistance, adapted examination documents or separate testing areas.

(5) The bachelor's and master's examinations are based on a credit point system. All modules and course units are assigned a value in credits in accordance with the European Credit Transfer and Accumulation System (ECTS). The number of credits awarded for a module is based on the prescribed workload for completing the individual course units and the module as a whole. As per the ECTS standard, one credit represents a workload for students of approximately 25 to 30 hours. Furthermore, a full year's workload is assumed to be 60 credits. Credit points are acquired when a student fully completes all examination requirements for a module. Earned credit points are recorded in an individual credit point account, which is maintained on each student's behalf by the Examination Board.

(6) All courses, examinations and certificates, as well as the final examination phase, shall be held in the degree programme's official language of instruction. Exceptions in the PO's and in Section 27 of this document remain unaffected.

Section 7 Examination Board

(1) Examination Boards shall be established in each faculty in order to assume the duties and obligations arising from these regulations. Examination Boards are independent bodies of Rhine-Waal University of Applied Sciences, as well as public authorities within the meaning of German administrative procedural law. Each Examination Board shall consist of a chair, a deputy chair, and six additional members. The Faculty Council shall elect the chair, the deputy chair and two additional members from the faculty's pool of professors, one member from the academic staff, one member from the non-academic staff and the final two members from the faculty's student body. The term in office for full-time employees and their

proxies shall be four years; for students and their proxies one year. Members may be re-elected.

(2) Each Examination Board is responsible for ensuring compliance with the examination regulations under its jurisdiction. It is also responsible for the organisation and proper implementation of examinations. The duties and responsibilities of the deans defined in Section 27 (1) HG NRW shall remain unaffected. Examination Boards are responsible, in particular, for ruling on appeals lodged against decisions made during examination procedures. In addition, Examination Boards shall submit a report on current trends and developments in examinations and lengths of study to the respective Faculty Council. This report shall include recommendations for reforms or amendments to the PO's and curricula. Each Examination Board may delegate its everyday duties to its chair; this does not apply to appeals from students.

(3) Examination Boards have a quorum when the chair or deputy chair as well as at least one additional professor and two additional members with voting power are present. In addition, at least half of the assembled members with voting power must be professors. Measures are passed by simple majority. In the event of a tie, the chair has the deciding vote. Members of Examination Boards who are not professors are not permitted to participate in votes on academic-pedagogical decisions, in particular those concerning the recognition or analysis of examinations or the appointment of examiners and observers. Furthermore, student members shall not participate in decisions or discussions on issues that relate to their own examinations or to examination tasks. The Examination Board shall have a quorum for those situations expressed in Sentence 5 if the chair or the deputy chair and at least two additional professors are present.

(4) Examination Board members have the right to observe examinations within their faculty. Student members are prohibited from observing examinations which they must sit for in the current examination period.

(5) All members of an Examination Board, their proxies, examiners and observers are subject to strict confidentiality. Those members not employed in public service in Germany must be sworn to secrecy by the chair of the Examination Board.

(6) Any detrimental decisions made by an Examination Board or its chair must be communicated to the affected student without delay. Affected students shall have the right to be heard before a decision is final.

Section 8

Examiners and observers

(1) All members of the teaching staff at Rhine-Waal University of Applied Sciences are authorised to act as examiners; this also applies to academic staff if and insofar as they have been authorised to teach without supervision in accordance with Section 45 (2) Sentence 2 and Section 44 (2) Sentence 2 HG NRW. In exceptional cases, other persons may be authorised to act as examiners, provided they possess relevant vocational and occupational experience and this decision is deemed necessary and appropriate for accomplishing the purpose of the examination. Examiners must possess at least those qualifications being assessed by the respective examination, or equivalent; this also applies to any qualified observers present during oral examinations. Examiners and observers are appointed by the Examination Board. They are not bound by any outside instruction in their duties.

(2) The Examination Board is responsible for ensuring that testing obligations are distributed as evenly as possible among examiners.

(3) The chair of the Examination Board shall notify students of the names of the examiners in a timely manner. In the case of written examinations (Section 17), students should be notified at the time of admission to the examination, but usually no later than two weeks before the date of examination. Deviating from Sentence 2, in the case of additional examination phases at the start of a new semester (Section 6 (2) Sentence 2) students should be notified no later than one week before the start of the additional examination phase. In the case of the thesis, students should be notified no later than the date of issue of the thesis topic. In the case of oral examinations (Section 18), term papers or other assignments (Section 19), or combined examinations (Section 14 (3) Sentence 2), students should be notified at admission to the examination, but usually no later than two weeks before the examination or, in the case of combined examinations, two weeks before the first examination. Notification by digital means, public display or by other automated processes within the meaning of Section 11 (7) Sentences 4 and 5 is sufficient.

Section 9

Transfer of credits

(1) Credit for prior examinations completed in degree programmes at state universities or state-recognised universities in Germany, at state vocational academies or state-recognised vocational academies in Germany, at state universities or state-recognised universities abroad, or at Rhine-Waal University of Applied Sciences shall be transferred on request, provided the previous examination does not differ significantly in terms of tested knowledge

and skills from the examination being substituted. This shall also apply to degree certificates signifying the completion of a degree programme within the meaning of Sentence 1.

(2) Prior periods of study or previous examinations are not considered significantly different if they share the same learning outcome as their counterparts in the respective degree programme at Rhine-Waal University of Applied Sciences to a large degree. Equivalency shall not be established by schematic comparison, but rather by overall consideration, evaluation according to the European Transfer and Accumulation System (ECTS) and comparison of the knowledge and skills being tested. If significant differences are discovered in prior periods of study or previous examinations at foreign universities, the equivalency agreements of the Standing Conference of the Ministers of Education and Cultural Affairs and the University Rectors' Conference as well as relevant agreements with partner universities (if applicable), shall be taken into consideration. In all other cases of doubt regarding equivalency, the Central Office for Foreign Education and the International Office may be consulted.

(3) Other skills and qualifications can also be credited upon request and on the basis of submitted documentation, provided said skills and qualifications are equivalent in terms of level and content to the examinations being substituted. Recognition of skills and qualifications acquired outside of higher education is subject to applicable agreements of the Standing Conference of the Ministers of Education and Cultural Affairs, as amended. Additional information on both the process and criteria for credit transfer can be found in the PO's.

(4) Students are obligated to submit all necessary documentation for credit transfer requests to the Examination Board. Documents must clearly state the completed period(s) of study and any examinations or other skills and qualifications for which credit is requested. Credit transfer requests for prior periods of study and examinations must generally include the relevant examination regulations, module descriptions and a transcript of records or equivalent. Credit transfer requests should be submitted within one year of enrolment at Rhine-Waal University of Applied Sciences.

(5) If a credit transfer request is approved, the marks for any recognised prior learning – provided marks were awarded and the grading system is compatible – shall also be transferred and included in the student's current GPA. If no mark was awarded or the grading system is incompatible, but it is possible to surmise a mark based on specific evidence or indications, then a mark shall be awarded according to the scale in Section 11 (3) and the credit transfer process shall proceed otherwise according to Sentence 1. If the grading

systems are incompatible and there is a lack of evidence indicating a specific mark, then the examination in question shall be credited without a mark and not included in GPA calculations. Transferred credits shall be documented in the final grade certificate (Section 27 (1)).

(5a) On the basis of credit transfers in accordance with Paragraph (1), the Rhine-Waal University of Applied Sciences can and, upon request of the student, must place said student in a higher semester to be determined by dividing the sum of credits for the degree programme by the number of approved transfer credits. If the first decimal place is less than five, the total number of semesters will be rounded down, otherwise it will be rounded up.

(6) Intentionally omitted.

(7) The Examination Board is responsible for all decisions relating to credit transfers. In cases of doubt, authorised examiners within the meaning of Section 8 (1) may be consulted.

(8) In the event that a credit transfer request within the meaning of Paragraph (1) is denied, the requesting student may request a review of the decision by the Executive Board. The Executive Board shall provide a recommendation on how to proceed with the disputed transfer request.

Section 10 Placement examination

(1) Applicants who have acquired the skills and knowledge needed for university, but by means other than previous study experience, are eligible to sit for a placement examination that, depending on the results, will allow them to commence their studies in a correspondingly advanced semester, provided this does not clash with any applicable regulations for the allocation of places at German universities.

(2) Depending on the results of the placement examination, the applicant may be partially or fully exempted from certain courses and their corresponding examination or certificate requirements. The applicant shall be notified of this decision.

(3) The type, form and scope of the placement examination are regulated by the Placement Examination Regulations of Rhine-Waal University of Applied Sciences.

Section 11 Evaluation of examinations

(1) Examinations are evaluated in a differentiated manner by marks. Marks are awarded by the responsible examiner.

(2) If multiple examiners are involved in an examination, then they shall jointly evaluate all examination parts unless otherwise specified below. If the examiners disagree on the assessment, the final mark shall be determined by averaging the two individual scores.

(3) The following assessment scale shall be used for examinations:

1 = Very Good	=	Excellent
2 = Good	=	Well above average
3 = Satisfactory	=	Average
4 = Sufficient	=	Meets all requirements despite shortcomings
5 = Failed	=	Does not meet requirements due to significant shortcomings

Marks can be raised or lowered by 0.3 points for more precise assessment; 0.7, 4.3, 4.7 and 5.3 are not valid marks.

(4) The following ranges shall apply to the aforementioned assessment scale:

1.0 – 1.5	=	Very Good
1.6 – 2.5	=	Good
2.6 – 3.5	=	Satisfactory
3.6 – 4.0	=	Sufficient
4.1 – 5.0	=	Failed

Only the first decimal place shall be taken into account; all other decimal places are dropped without rounding.

(5) A mark of “Sufficient” (4.0) or better is passing.

(6) For modules consisting of multiple examinations the overall mark shall be calculated by averaging the scores earned for the individual examinations. The marks shall be weighted according to their credit values.

(7) Students shall be informed of the results of written examinations (Section 17) within six weeks of the end of the corresponding examination phase. Students shall be informed of the results of assignments, term papers or projects (Section 19) within six weeks of submission. Notification by electronic means, public display or other automated notification

process is sufficient. Students bear partial responsibility for automated notification processes at the University. Accordingly, students are obliged to check their HSRW email accounts and access the HIS portal regularly. Students shall be informed of the results of their thesis within eight weeks of submission. The results of oral examinations are disclosed immediately after their conclusion.

(8) The final cumulative mark for the master's examination is supplemented by an ECTS grade, which is based on the ECTS grading scale of the European Commission and provides a relative performance assessment in addition to an absolute assessment. The ECTS grade puts a student's academic performance in relation to that of other graduates in the degree programme. Accordingly, graduates who are among the:

top 10% of their class will receive the grade:	"A";
the next best 25% will receive the grade:	"B";
the next best 30% will receive the grade:	"C";
the next best 25% will receive the grade:	"D";
and the remaining 10% will receive the grade:	"E".

Section 12

Repeated examination attempts

- (1) Course examinations can be repeated two additional times. The thesis and the colloquium can be repeated once each. The PO's may contain deviating provisions.
- (2) Passed examinations cannot be repeated for a better mark.
- (3) Intentionally omitted.
- (4) Intentionally omitted.
- (5) Intentionally omitted.

Section 13

Withdrawal, examination offences, breach of regulations

- (1) An examination shall be assessed as "Failed" (5.0) if a student is registered for it but fails to appear without good reason, or if a student withdraws from an examination in-progress without good reason, or if a student does not complete an examination before the prescribed deadline. Sentence 1 shall also apply to cases in which a student does not submit the thesis or an examination in the form of an assignment, term paper or project before the deadline without good reason.

(2) The Examination Board must be notified immediately and in writing of any mitigating circumstances for missing an examination, withdrawing from an examination in-progress or failing to submit an examination before the deadline, and credible evidence must also be provided. In cases of illness, a medical certificate explicitly confirming the student's inability to sit for an examination is sufficient. If there is sufficient factual evidence indicating that a student is able to sit for an examination or if additional proof otherwise appears to be necessary, the University is entitled to demand a medical certificate from a medical doctor of its own choosing and at its own expense; the University must suggest multiple medical doctors for the student to choose from. Requests to obtain certificates, evidence or expert reports from the competent public health authority shall not be undertaken. If the Examination Board recognises the mitigating circumstances provided, then the student shall be notified that he or she may apply for admission to the same examination again without penalty. Should a child in a student's legal custody fall ill, the student must submit proof of illness and of the fact that alternative care arrangements were not possible. Sentences 1 and 5 shall apply accordingly.

(3) If a student attempts to alter the results of an examination through deception or use of prohibited materials, then the examination shall be assessed as "Failed" (5.0). A student who disrupts the due and orderly conduct of an examination can be excluded from that examination, usually after a warning from the examiner or invigilator; in this case the excluded student shall receive the mark "Failed" (5.0) for the examination attempt. The reasons for exclusion shall be put on official record. Students excluded from an examination may appeal the decision to the Examination Board.

(4) In the event of repeated or unusually serious examination offences, the bachelor's or master's examination may be declared definitively and irreversibly failed. The Examination Board is responsible for this decision. If a bachelor's or master's examination is declared definitively and irreversibly failed, the affected student shall be automatically exmatriculated from the degree programme.

(5) Intentionally violating any of the aforementioned provisions regarding examination offenses is considered a misdemeanour. Pursuant to the PO's, this misdemeanour may be punishable by a fine of up to EUR 50,000. The responsible administrative authority for the pursuit and enforcement of misdemeanours within the meaning of Sentence 1 is the Vice-President responsible for finance and personnel management or the Chancellor of Rhine-Waal University of Applied Sciences.

Section 14

Purpose, scope and types of examinations

- (1) The purpose of course examinations is to assess whether students have become proficient in the essential content and methodology of a specific subject area and are able to autonomously and correctly apply their acquired knowledge and skills.
- (2) Examination requirements are based on the contents of the related course.
- (3) Examinations are planned according to learning outcomes and usually take the form of written or electronic examinations (Sections 17, 17b), multiple choice examinations (Section 17a), oral examinations (Section 18) or assignments, term papers or projects (Section 19). A combination thereof is also possible with approval of the Examination Board. For periods abroad considered relevant to the degree programme, a written examination may be substituted for an oral examination with approval of the Examination Board.
- (4) The Examination Board will generally specify and notify students of the type of examination, as well as of the duration in the case of written examinations, before the start of the corresponding course in consultation with the examiner(s), and in a uniform and binding manner for all participating students. Notification by public display, electronic means or other automated process within the meaning of Section 11 (7) Sentences 4 and 5 is sufficient.

Section 15

Requirements for registering for examinations

- (1) Students may be admitted to course examinations if they:
 1. meet the relevant prerequisites for study in accordance with Section 4 and any prerequisites defined in the relevant PO, and
 2. are officially enrolled as students of Rhine-Waal University of Applied Sciences or as restricted students from another German university on the date of examination, and
 3. have not passed the examination previously in accordance with Section 12 (2).
- (2) In general, registration requests for course examinations must be submitted on time via the appropriate online means, or otherwise in writing to the chair of the Examination Board, before the deadline set by the Examination Board.
- (3) Requests must include supporting documents establishing that the prerequisites in Paragraph (1) have been met, provided these documents are not already on file.

- (4) Registration for a course examination shall be denied if:
- a) the prerequisites in Paragraph (1) have not been met, or
 - b) submitted documents are incomplete and missing documents were not submitted before the deadline set by the Examination Board, or
 - c) the student in question previously failed the final permissible attempt at a mandatory examination in the same degree programme, or the final permissible attempt at an examination that corresponds to the one being registered for in a related or comparable degree programme while in the territory of application of the Basic Law.
- (5) In cases of doubt, the Examination Board shall be responsible for deciding on registration requests for an examination. Notification by public display, electronic means or other automated process within the meaning of Section 11 (7) Sentences 4 and 5 is sufficient.
- (6) Students can submit a request to the chair of the Examination Board to withdraw from an examination, generally via the appropriate online means, otherwise in writing, no later than seven days before the examination without loss of an examination attempt.
- (7) Students must also meet the eligibility requirements in Paragraph (1) for certificates. Registration is not required in this case.
- (8) When registering for an examination in an elective subject, students must make a binding decision as to whether the examination should be considered credit bearing or non-credit bearing as defined by Section 31.
- (9) The PO's can stipulate that students must register for the first examination attempt for a course within three semesters of the semester in which that course is designated to occur in the relevant study and examination plan.

Section 16

Conduct of course examinations

- (1) Examination dates shall be set such that they do not require the cancellation of other courses.
- (2) Students shall be notified of the date and scope of written examinations (Section 17) in a timely manner, generally at least two weeks before the examination phase. Deviating

from Sentence 1, the Examination Board may shorten this notification period to nine days in justified cases. Notification by public display, electronic means or other automated process within the meaning of Section 11 (7) Sentences 4 and 5 is sufficient. In the case of the examinations defined by Sections 18 and 19, as well as combined examinations defined by Section 14 (3) Sentence 2, students shall be notified in a timely manner, generally at least two weeks before the examination date or, in the case of combined examinations, two weeks before the first examination.

(3) Students are obliged to present their student identification card as well as official photo identification upon request by the examiner or invigilator.

(4) For students with a disability within the meaning of Section 3 of the Disability Discrimination Act, Section 6 (4a) applies accordingly.

Section 17 **Written examinations**

(1) The purpose of written examinations is to assess whether students, given a limited amount of time and supporting materials, are able to identify and correctly solve problems in a particular subject area using methodology from the corresponding field. Written examinations may also be conducted in electronic or multiple choice formats. The PO's may explicitly exclude these types of examinations as well. Rules governing these types of examination are set forth in Sections 17a and 17b below.

(2) The time allotted for written examinations is based on the number of credits for the corresponding course.

(3) Written examinations are conducted under supervision. The examiner shall decide which materials, if any, are permitted for use.

(4) As a rule, the tasks in written examinations are defined by a single examiner. Where justified by subject matter, particularly when multiple disciplines are included in a single examination, multiple examiners may also define the tasks to be completed. In this case, examiners shall first jointly agree upon the weighting of the examination parts.

(5) If a student is repeating a previously failed written examination for the final permissible time according to German law, then this final attempt shall be evaluated by two knowledgeable examiners. In all other cases, evaluation by a single examiner is sufficient. In

those cases described in Paragraph (4) Sentence 2, each examiner shall evaluate, in general, only their respective parts of the examination; Sentence 1 remains unaffected.

Section 17a
Multiple choice examinations

(1) Multiple choice examinations are defined as any supervised examination composed of at least 50% written questions which must be completed by selecting the best possible answer from a group of predetermined answers.

(2) The examination questions must be geared towards the skills and qualifications taught in the corresponding module and ensure reliable results.

(3) The examination questions and the predetermined answers (tasks) are set by the examiners. Section 17 Paragraphs (4) and (5) shall apply accordingly. Before a multiple choice examination is offered, the examiners must first establish for the record the correct answers, the number of points awarded for a correct answer, the minimum mark needed to pass (pass mark) and the grading scheme mapping marks to grades used for assessment. Tasks must be worded such that each predetermined answer can itself be answered with “correct”/“incorrect” or “yes”/“no”. Deductions for unanswered questions or incorrect answers are not permitted.

(4) Should it be determined that the average mark for a group of students falls below the predetermined pass mark, then a new pass mark shall be set. Accordingly, students will pass the examination if their mark is within 15% of the average group mark. The grading scheme shall be adjusted to this new pass mark without alteration to the underlying ratios.

(5) Evaluated examinations must contain the following:

1. the number of possible points and the number of points achieved by the student, both for each task as well as in total;
2. the pass mark;
3. the grading scheme;
4. the student’s grade for the examination.

(6) When evaluating the examinations for a group, examiners shall remain alert for signs of tasks with a higher rate of incorrect responses in comparison to other tasks. If it is determined after the fact that certain tasks or predetermined answers are flawed, the corresponding tasks shall be nullified. The total number of tasks on the examination shall be

reduced accordingly; examinations shall then be marked according to the adjusted number of tasks and possible points. Reductions in the number of examination tasks shall not have a detrimental effect on students.

Section 17b **Electronic examinations**

(1) An electronic examination is defined as any examination which is developed, implemented and evaluated (excluding open-ended questions) by computer-aided processes. Electronic examinations are permitted insofar as they are suitable for assessing whether students have become proficient in the essential content and methodology of a specific subject area and are able to apply their acquired knowledge and skills; where necessary, electronic examinations can be supplemented with additional examinations in different formats.

(2) Electronic examinations must be conducted in the presence of a knowledgeable person (minute-taker). The minute-taker shall record the minutes of the examination and must note, at a minimum, the names of the minute-taker and students participating in the examination, the starting and ending times of the examination and, where applicable, any incidents or noteworthy occurrences. It must be ensured that all electronically gathered data is clearly and permanently assigned to the corresponding student. In accordance with Section 32, students are entitled to view both their electronic examination as well as their corresponding results. The examination tasks, as well as the accompanying answer sheet, grading scheme, students' individual results and the minutes shall be archived in accordance with legal requirements.

(3) Students shall be given an opportunity to familiarise themselves with the examination conditions and testing system prior to commencing the examination.

Section 18 **Oral examinations**

(1) Oral examinations are usually conducted before a single examiner in the presence of a knowledgeable observer or before a panel of examiners as an individual examination or a group examination. Where an observer is present, he or she has the right to be heard before a mark is determined. In the case of a panel of examiners, the examiners shall jointly evaluate the examination performance.

(2) The length of oral examinations is defined by the PO's. In the case of group examinations, the length of the examination shall be adjusted with respect to individual examinations.

(3) A record shall be kept of the main topics and the results of an oral examination, including, in particular, the essential facts used to determine the mark.

(4) Students intending to sit for the same oral examination at a future date are permitted to attend the examination of others, provided sufficient space is available and students being tested voice no objections. Observing students are not permitted to be present for post-examination discussions or when the mark is disclosed.

Section 19 **Assignments, term papers, projects**

(1) Examinations in the form of assignments, term papers or projects involve tasks that are delimited by subject matter and taken directly from the theoretical and practical context of the tested area. They may be supplemented with a presentation and/or a technical follow-up discussion. The examination can be conducted as a group examination if each student's individual contribution is sufficiently recognisable and verifiable as such. Topic and task must be set such that it is feasible to complete before the prescribed deadline.

(2) An assignment, term paper or project generally must be completed within a single semester. Additional information can be found in the PO's.

(3) The chair of the Examination Board or the assigning examiner shall notify students of the task, deadline, submission format and submission method for an assignment, term paper or project in writing, via public display or by electronic means.

(4) Section 17 (5) applies accordingly.

(5) Upon submission of an assignment, term paper or project, every student must confirm in writing that all work – or, in the case of group work, his or her appropriately marked individual contribution – was produced independently and made no use of any resources or sources other than those clearly cited, with quotations duly marked as such.

Section 20

Certificates

- (1) The purpose of certificates is to attest, in particular, the successful completion of exercises, practical courses or seminars. Certificates are awarded to students who have demonstrated the ability to apply their acquired knowledge and skills and their proficiency in the use of subject-specific methods. Certificates are issued by the instructor responsible for the corresponding course.
- (2) Testing for certificates is not standardised and is not subject to prior registration or admission procedures.
- (3) Various documents can serve as proof of completion for certificate requirements, for example experiment records, written analyses of findings, calculations, programming exercises, constructs, design concepts and sketches, oral presentations and technical discussions.
- (4) Certificates are pass/fail and may be repeated an unlimited number of times.

Section 21

Practical semester

- (1) The purpose of the practical semester within the meaning of Section 5 (3) is to expose students to realistic career paths at companies or organisations in their field of study through clearly defined areas of responsibility and practical contribution. In particular, the practical semester should provide students with the opportunity to apply the knowledge and skills acquired over the course of their studies, to evaluate and reflect upon their practical experiences and to utilise these experiences for the subsequent final phase of their studies.
- (2) Students must acquire at least 90 CP before applying for permission to begin the practical semester.
- (3) The Examination Board is responsible for approving requests to begin the practical semester as well as proposed internships.
- (4) If a student can provide proof of multiple failed attempts to secure an internship, then his or her faculty is obliged to actively support the continued search. If the faculty is unable to help the student secure an internship despite all reasonable efforts, then the student may undertake an applied research project at the University in place of an external internship. Regulations governing internships shall apply analogously to this applied research project.

The PO's may exclude the option of an applied research project in place of an internship as well as the faculty's obligation of support in securing an internship.

(5) For the practical semester, students shall be assigned a mentoring professor or lecturer by the Examination Board. Where possible, the Examination Board shall respect a student's suggestion for a mentoring professor. After the conclusion of the internship students must compose a written report on their experiences. The PO's of the individual degree programmes can stipulate different or additional requirements to those in Sentence 3.

(6) The mentoring professor or lecturer will recognise the successful completion of the practical semester via an attestation if he or she is confident that the student's tasks and responsibilities during the internship accurately reflected the purpose of the practical semester and were accomplished to a satisfactory degree; this decision shall take into consideration the certificate from the internship provider as well as the student's report.

(7) If the mentoring professor or lecturer deems the practical semester unsuccessful, then it may be repeated, in its entirety, up to two additional times. Students may also opt for a study abroad semester in place of a practical semester.

(8) 30 credit points shall be awarded for the successful completion of the practical semester.

(9) The practical semester can be cancelled once without giving reasons and without penalty, but only within the first four weeks.

Section 22

Study abroad semester

(1) Students may undertake a semester of study at a university outside of Germany in place of a practical semester. The study abroad semester serves in particular:

- to deepen, broaden and assess students' the theoretical and practical knowledge within the meaning of Section 3 and to promote the completion of courses in specific subject areas and their accompanying examinations for credit;
- to promote intercultural skills and a global mindset, particularly in the sense of working effectively with teachers and students of other nationalities and cultural backgrounds, as well to successfully adapt and thrive in an unfamiliar educational system; and

- to improve students' proficiency in the language of the host country.

(2) Section 21 (3) shall apply accordingly to requests to undertake a study abroad semester. In addition, students must prove that they have secured a slot at a suitable university abroad. There is no entitlement to be assigned said slot.

(3) The Examination Board, in conjunction with the faculty's international coordinator, is responsible for determining the suitability of a proposed semester abroad with respect to the goals listed in Paragraph (1) Sentence 2.

(4) Section 21 (5) Sentences 1 and 2 shall apply accordingly with respect to the mentoring professor or lecturer for a semester abroad. After the conclusion of the study abroad semester, students must compose a written report on their experiences, taking into consideration the goals listed in Paragraph (1) Sentence 2, and give an oral presentation on said report.

(5) The mentoring professor or lecturer will recognise the successful completion of the semester abroad via an attestation if he or she is confident that the goals listed in Paragraph (1) Sentence (2) were successfully achieved and the student can provide proof that he or she obtained at least 15 ECTS credits during the semester abroad. The PO's can require a higher number of ECTS credits in deviation to Sentence 1.

(6) If the mentoring professor or lecturer deems the study abroad semester unsuccessful, then it may be repeated, in its entirety, up to two additional times. Students may also opt for a practical semester in place of a study abroad semester.

(7) 30 credit points shall be awarded for the successful completion of the study abroad semester.

(8) The PO's may exclude the option of a study abroad semester for technical and/or subject-related reasons.

(9) The study abroad semester can be cancelled once without giving reasons and without penalty, but only within the first four weeks.

Section 23

Thesis

(1) The purpose of the bachelor's thesis is to assess whether students, given a limited period of time, can use applied research methodology to independently develop a practically-oriented research project in their subject area that incorporates both specialist particulars as well as larger interdisciplinary contexts. The thesis is usually an independent scientific enquiry into the assigned topic with a comprehensive description and explanation of the findings. Where suitable with respect to the field of study, the thesis may also take the form of a term paper focused on relevant technical literature. Additional information can be found in the PO's.

(2) The purpose of the master's thesis is to assess whether students, given a limited period of time, can use applied research methodology to independently develop a practice-oriented, scholarly work in their field. Students must demonstrate via the thesis that they have systematically and methodically studied the assigned subject area, that they developed a solution using abstract, analytical thinking that went beyond isolated cases and that they duly examined both the technical minutiae and larger interdisciplinary contexts of the assigned task. The thesis is usually an independent scientific enquiry into the assigned topic with a comprehensive description and explanation of the findings.

(3) The thesis topic can be supervised by any professor authorised to act as an examiner in accordance with Section 8 (1). At the request of the student, the Examination Board can appoint other teachers to the role of main thesis supervisor. The thesis can be completed at an extramural company or institution, provided a sufficient level of supervision is assured and subject to Examination Board approval. Students shall be given the opportunity to suggest possible topics for their thesis.

(4) The chair of the Examination Board shall ensure that students are assigned a thesis topic in a timely manner after submission of the corresponding request form.

(5) The thesis can also be permitted in the form of group work if each student's individual contribution meets the requirements in Paragraph (1) and is clearly distinguishable and thus assessable due to clear delimitation by section, page numbers or other criteria which ensure the clear delimitation of individual contributions.

(6) Additional information on the scope and format of the thesis can be found in the PO's.

Section 24

Admission to the thesis

- (1) Students are eligible to request admission to the thesis if they:
1. meet the general prerequisites for study outlined in Section 4 for bachelor's degree programmes or Section 4a for master's degree programmes as well as any additional requirements arising from the relevant PO, and
 2. are officially enrolled as students in the corresponding degree programme or as restricted students from another German university in accordance with Section 52 (2) HG NRW at Rhine-Waal University of Applied Sciences for the duration of the thesis, and
 3. have acquired the minimum number of credits required by the relevant PO.
- (2) The request form must be submitted to the chair of the Examination Board via the appropriate online means before the deadline set by the Examination Board. A declaration of previous thesis attempts must be attached to this form. Furthermore, the form must clearly indicate the name of the examiner who is prepared to assign the topic and supervise.
- (3) Students may withdraw their request without penalty via the appropriate online method before a decision has been made.
- (4) The chair of the Examination Board or, in cases of doubt, the Examination Board shall rule on requests for admission to the thesis. Requests shall be denied if:
- a) the prerequisites listed in Paragraph (1) have not been met, or
 - b) documents are missing or incomplete, or
 - c) the student in question has previously failed the final permissible attempt at a mandatory examination in the same degree programme, or the final permissible attempt at a thesis in a related or comparable degree programme while in the territory of application of the Basic Law.

Section 25

Assignment of the thesis topic, time to complete

- (1) The master's thesis is formally assigned by the chair of the Examination Board. The date of assignment is defined as the day on which the chair notifies the student of the topic set by the supervisor in writing or electronically; this date shall be put on official record.

(2) The allotted time to complete the bachelor's thesis is three months (measured from date of assignment to submission deadline). Deviating rules for part-time students can be found in the PO's. The bachelor's thesis may not be submitted in the first eight weeks after the date of assignment. The allotted time to complete the master's thesis (also measured from date of assignment to submission deadline) is regulated by the PO's. The PO's may prohibit the submission of the thesis before a certain period of time has elapsed. The topic and task of the thesis must be set such that it is feasible to complete the thesis within the prescribed time period. In exceptional cases, the chair of the Examination Board can grant a deadline extension of up to four weeks on the basis of a duly-justified request submitted before the original deadline. The supervisor shall be consulted with regard to this request.

(3) Students may request a different thesis topic without giving reasons, but only once and only within the first four weeks after the date of assignment. Requests from students on their second thesis attempt shall be denied if a new topic was requested on the first attempt.

(4) In the case of students with a disability within the meaning of Section 3 of the Disability Discrimination Act, Section 6 (4a) shall apply accordingly.

Section 26

Submission and evaluation of the thesis

(1) The thesis must be submitted on time and as two hard copies, in a format specified by the chair of the Examination Board, to the responsible office. An electronic copy of the thesis must be submitted as well. This electronic copy must be submitted by automated means using the corresponding online services provided by Rhine-Waal University of Applied Sciences. The date of submission shall be put on official record; for submissions by post, the postmarked date is considered the date of submission. When submitting a thesis, students must confirm in writing that all work or, in the case of group work, the student's appropriately marked individual contribution, was produced independently and made no use of resources or sources other than those clearly cited, with quotations duly marked as such.

(2) Notwithstanding Paragraph (1), if it is somehow impractical or infeasible to submit two hard copies, a more suitable form of documentation for the thesis and/or individual media may be submitted with the approval of the chair of the Examination Board.

(3) The thesis shall be evaluated by two examiners. One of the examiners shall be the student's supervisor. If the supervisor is an honorary professor or a lecturer, then the second examiner must be a professor in the relevant faculty. If the marks awarded by the examiners

are not identical, but the difference is less than 2.0, then the final mark shall be calculated by averaging the two values. If the difference is greater than or equal to 2.0, then a third examiner shall be appointed by the Examination Board. In this case, the final mark shall be determined by averaging the best two out of the three marks. In this case, however, a final grade of “Sufficient” (4.0) or better cannot be awarded unless at least two of the three marks were “Sufficient” (4.0) or better. All marks shall be justified in writing.

(4) Additional regulations on the awarding of credits for the thesis can be found in the PO's.

(5) Section 11 applies accordingly to the evaluation of the thesis.

Section 27 Colloquium

(1) The colloquium is an oral defence (*viva voce*) of the thesis and is graded separately. The colloquium should be held no later than two months after submission of the thesis. Its purpose is to assess whether a student is able to orally express the findings of the thesis and their interrelatedness to concepts and ideas both inside and outside of the subject area, to independently justify these findings and to accurately assess their practical significance. The discussion is intended to be a treatment of the thesis topic. The colloquium may be conducted in a language other than the official language of instruction of the degree programme with approval from the Examination Board. Colloquia cannot be conducted in a language other than German or English.

(2) Students are eligible for admission to the colloquium if they:

1. meet the general prerequisites for study outlined in Section 4 for bachelor's degree programmes or Section 4a for master's degree programmes, as well as any additional requirements arising from the relevant PO, and
2. are officially enrolled as students in the corresponding degree programme or as restricted students from another German university in accordance with Section 52 (2) HG NRW at Rhine-Waal University of Applied Sciences at the time of the colloquium, and
3. have acquired the minimum number of credits required by the relevant PO.

(3) The request for admission to the colloquium must be submitted to the chair of the Examination Board. A declaration of previous colloquium attempts must be attached to this

form. Students may also submit a request for admission to the colloquium when requesting admission to the thesis; in this case, the application shall be approved when the prerequisites in Paragraph (2) are met. Section 24 (4) shall apply accordingly to approval or rejection of requests for admission to the colloquium.

(4) The colloquium is conducted and evaluated by the examiners of the thesis. In those cases defined in Section 26 (3) Sentence 5, the colloquium shall be conducted and evaluated by the two examiners whose marks were ultimately used to calculate the final mark for the thesis. The colloquium is approximately 45 minutes in length. The provisions governing oral examinations (Section 18) shall apply accordingly to all other matters relating to the colloquium.

(5) In the case of students with a disability within the meaning of Section 3 of the Disability Discrimination Act, Section 6 (4a) shall apply accordingly.

(6) Additional regulations on the awarding of credits for the colloquium can be found in the PO's.

Section 28

Passing the bachelor's or master's examination

(1) The bachelor's examination is successfully completed when a student has acquired 210 credits. The master's examination is successfully completed when a student has acquired 90 credits.

(2) The bachelor's or master's examination is failed when the final permissible attempt at a course examination, the thesis or the colloquium are evaluated as "Failed" (5.0) or otherwise considered to be evaluated as such. The affected student shall receive a written declaration notifying him or her of the failed bachelor's or master's examination or the irretrievable loss of the right to sit for additional examination attempts pursuant to Section 12 (1) and explaining available legal recourse. The chair of the Examination Board can issue, on request, a leaving certificate containing all successfully completed course examinations and their marks as well as the missing requirements needed to pass the bachelor's or master's examination. The leaving certificate must clearly indicate that the student has definitively and irrevocably failed the bachelor's or master's examination or lost his or her right to sit for additional examinations as per Section 12 (1).

Section 29

Final grade certificate, final mark, diploma supplement

(1) Students shall be promptly issued a final grade certificate upon passing the bachelor's or master's examination, where possible no later than four weeks after the colloquium. This certificate is a record of all completed modules and their marks, the completed practical or study abroad semester, the thesis topic, its mark and examiners, the mark for the colloquium and the overall cumulative mark for the bachelor's or master's examination. If credits were transferred in accordance with Section 9, then their origin shall also be noted on this certificate.

(2) The cumulative mark for the bachelor's or master's examination is equal to the average of the marks listed in Paragraph (1) Sentence 2 set against the grading scale defined in Section 11 (4). For bachelor's degree programmes, the marks are weighted as follows:

- Average of marks earned in course-based modules, with each mark weighted by the credit point value of its module: = 80%
- Mark for the thesis: = 15%
- Mark for the colloquium: = 5%

For master's degree programmes, the marks are weighted as follows:

- Average of marks earned in course-based modules, with each mark weighted by the credit point value of its module: = 65%
- Mark for the thesis: = 30%
- Mark for the colloquium: = 5%

(2a) A document indicating the ECTS grade achieved with accompanying explanation shall be attached to the final grade certificate.

(3) The certificate shall be signed by the chair of the Examination Board and affixed with the seal of Rhine-Waal University of Applied Sciences. It shall also indicate the date of the colloquium.

(4) In addition to the final grade certificate, each graduate shall receive a Diploma Supplement and a transcript of records, issued in German and English. The Diploma Supplement shall be affixed with the official seal of Rhine-Waal University of Applied Sciences.

(5) Students who withdraw from University before completing the bachelor's or master's examination may apply for a certificate that contains all examinations completed in the degree programme prior to deregistration. Paragraph (3) Sentence 1 shall apply accordingly.

Section 30 Degree certificate

(1) A degree certificate shall be issued together with the final grade certificate and bearing the same date of issue. The degree certificate is a ceremonial confirmation that the bachelor's or master's degree defined by Section 3 (4) has been conferred. The degree certificate shall also be issued in English.

(2) The degree certificate shall be signed by the dean and the chair of the Examination Board of the student's faculty and affixed with the official seal of Rhine-Waal University of Applied Sciences.

Section 31 Additional examinations

Students may sit for examinations in modules and courses which are not compulsory for their degree programme. The results of these examinations shall be noted on the final grade certificate or the leaving certificate upon request, but will not affect the final mark.

Section 32 Viewing of examinations

(1) Following the conclusion of the bachelor's or master's examination, students may request an opportunity to view their marked written examinations, the corresponding evaluations from the examiners and any minutes recorded during said examinations.

(2) Students must submit a request to view examination documents to the chair of the Examination Board no later than one month after the date of issue of the final grade certificate, leaving certificate or declaration of a failed bachelor's or master's examination. Section 32 of the Administrative Procedures Act NRW shall govern the right of students to submit requests after expiry of this deadline. The chair of the Examination Board shall arrange the time and place for viewing.

(3) Students may request to view the documentation of a course examination once the examination in question has been completed. Requests must be submitted no later than one

month after the announcement of the examination results. Paragraph (2) shall otherwise apply accordingly.

Section 33 **Nullification of examinations**

(1) If a student has cheated on one or more examinations and it first comes to light after the final grade certificate, the leaving certificate or the declaration defined by Section 28 (2) Sentence 3 has been issued, then the Examination Board shall be entitled to amend the marks for the examinations in question retroactively and to declare the bachelor's or master's examination, in part or in whole, as "Failed" (5.0).

(2) If the prerequisites for admission to an examination were not met and it can be shown that this was not the result of deliberate deception by the student and this error first comes to light after the final grade certificate, the leaving certificate or the declaration defined by Section 28 (2) Sentence 3 has been issued, then said error shall be remedied by the fact that the examination was successfully passed. If the student used deliberate deception to gain wrongful entry to an examination, then the Examination Board shall decide upon subsequent legal consequences in accordance with the Administrative Procedures Act NRW.

(3) The incorrect final grade certificate, leaving certificate, bachelor's or master's degree certificate or declaration as defined by Section 28 (2) Sentence 3 shall be revoked and, where appropriate, reissued after correction. Decisions relating to Paragraph (1) or Paragraph (2) Sentence 2 are subject to a statute of limitations of five years after the date of issue of the final grade certificate, leaving certificate or declaration defined by Section 28 (2) Sentence 3.

Section 34 **Entry into force**

These General Examination Regulations shall enter into force on 1 March 2018, at the latest on the day after their publication in the Official Notices of Rhine-Waal University of Applied Sciences.

Issued on the basis of the resolution of the Senate of Rhine-Waal University of Applied Sciences of 31 January 2018.

Notice: This regulatory document entered into force in its present form on 1 March 2018.