

Announcement Sheet (*Verkündungsblatt*) of the Technische Hochschule Ostwestfalen-Lippe

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Announcement of the Revised Version of the
General Part of the Bachelor's and Master's
Examination Regulations of the
Technische Hochschule Ostwestfalen-Lippe
(ATPO)

of January 24, 2024

*“This is an English translation.
The German version is legally binding.”*

**Announcement of the Revised Version of the General part of
the Bachelor's and Master's Examination Regulations of the
Technische Hochschule Ostwestfalen-Lippe (ATPO)**

of January 24, 2024

The wording of the General Part of the Bachelor's and Master's Examination Regulations at the Technische Hochschule Ostwestfalen-Lippe (ATPO) as of January 24, 2024 is herewith announced, as it results from

- the General Part of the Bachelor's and Master's Examination Regulations of July 2, 2021 (Announcement Sheet 2021/No. 22) and
- the statutes for amendment of the Revised Version of the General Part of the Bachelor's and Master's Examination Regulations of the Technische Hochschule Ostwestfalen-Lippe as of January 22, 2024 (Announcement Sheet of Technische Hochschule Ostwestfalen-Lippe 2024/No. 01).

Lemgo, January 24, 2024

The President
of the Technische Hochschule Ostwestfalen-Lippe

Prof. Dr. Jürgen Krahel

Note:

After one year from the announcement of these regulations, violations of procedural or formal requirements of the Higher Education Act or the regulatory or other law of the university can only be asserted under the conditions of § 12 (5) No. 1 to No. 4 of the North Rhine-Westphalia University Act. Otherwise, such a complaint is excluded.

**General Part of the Bachelor's and Master's Examination
Regulations of the Technische Hochschule Ostwestfalen-Lippe
(ATPO)**

as amended by the announcement

of January 24, 2024

The Technische Hochschule Ostwestfalen-Lippe has issued the following statutes on the basis of Section 2 (4) and Section 64 (1) of the North Rhine-Westphalia Higher Education Act (Hochschulgesetz – HG) of September 16, 2014 (GV. NRW p. 543), last amended by the Act of June 30, 2022 (GV.NRW. S 780b):

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**General Part of the Bachelor's and Master's Examination
Regulations of the Technische Hochschule Ostwestfalen-Lippe
(ATPO)**

I. General Information

§ 1

Scope

- (1) This General Part applies to the Bachelor's and Master's degree programs at the Technische Hochschule Ostwestfalen-Lippe. It contains the general procedural regulations as well as general information on study planning. On the basis of this General Part, the university issues degree program examination regulations. The General Part and the individual program examination regulations together form the examination regulations for the respective degree program.
- (2) Deviating regulations from the General Part may be made for cooperative or dual study programs.
- (3) The degree program examination regulations regulate in particular:
 - special admission requirements
 - degree to be awarded
 - standard period of study and scope of the modules to be successfully completed
 - admission requirements to the module examinations, to the Bachelor's and Master's thesis and to the semester abroad or practical phases integrated into the degree program.
- (4) The degree program examination regulations may specify and supplement the provisions of this General Part. Deviating or contradictory regulations are not permitted. In cases of doubt, the provisions of the General Part shall take precedence.

§ 2

Objective of the Degree Program, Purpose of the Examination, Academic Degree

- (1) The degree program is intended to provide students with a broad-based, application-oriented education based on scientific knowledge with individual subject focal points that enable them to develop professional competence, problem awareness and independent judgment in

accordance with the general study objectives (§ 58 HG). The Bachelor's degree program should prepare students for the Bachelor's examination; the Master's degree program should prepare students for the Master's examination.

- (2) The Bachelor's examination forms the first professional qualification of the degree program. The Bachelor's examination is intended to determine whether students have mastered the application-related fundamentals of the subject area, have acquired methodological competence and initial qualifications related to the professional field and are prepared for an early transition into professional practice. In the Bachelor's degree program, the corresponding Bachelor's degree is awarded on the basis of the passed Bachelor's examination as the first professionally qualifying degree. The program-specific Bachelor's degree can be found in the relevant degree program examination regulations.
- (3) The Master's examination forms the professional and research qualification of the Master's degree program. It is intended to determine whether students have acquired the in-depth specialist knowledge necessary for the transition to professional practice, whether they have an overview of the interrelationships of their subject and whether they have the ability to work independently and successfully according to scientific principles and methods. The corresponding Master's degree is awarded on the basis of passing the Master's examination in a Master's degree program. The program-specific degree can be found in the relevant program examination regulations.

§ 3

General Admission Requirements, Access Barrier

- (1) The general requirements for admission to a Bachelor's degree program is a higher education entrance qualification (*Fachhochschulreife*) or a previous qualification recognized as at least equivalent (qualification according to § 49 HG). This general requirement can be replaced by university admission in accordance with the regulations for conducting the entrance examination for professionally qualified applicants for the degree programs at the Technische Hochschule Ostwestfalen-Lippe. Further study requirements are regulated by the degree program examination regulations of the departments.
- (2) In the Master's degree programs, proof of a first professionally qualifying university degree at least at Bachelor's level is required as a prerequisite for admission to the program. Further details on this and the other requirements can be found in the degree program examination regulations.

- (3) Applicants who have not obtained their study qualification at a German-speaking institution must provide proof of the German language skills required for their degree program. In German-language degree programs, proof of at least level C 1 according to the Common European Framework of Reference for Languages must be provided, e.g. in the following form:

- Goethe C1
- Telc C1 University
- DSH-2
- TestDAF 16 points (at least three points in the individual parts of the exam)
- ÖSDC C1.

In degree programs that are not offered exclusively in German (e.g. mixed-language or bilingual degree programs), the level of German language proficiency required and to be demonstrated is specified in the respective degree program examination regulations.

- (4) If applicants have definitively failed an examination in a degree program at Technische Hochschule Ostwestfalen-Lippe because the last repeat attempt in a module was assessed as “Failure” or is deemed to have been assessed as “Failure”, enrolment in another degree program at this university is to be refused if the module in question has the same module number in both degree programs and is a compulsory module in the desired degree program. This applies accordingly if a candidate has definitively failed an examination in a degree program at the Technische Hochschule Ostwestfalen-Lippe or another university within the scope of the Basic Law, provided that the module in question is a compulsory module in the intended degree program and both degree programs have a considerable proximity in terms of content.
- (5) The requirements of para. 1 to 3 are checked by the Enrollment Office, para. 4 by the Examination Board of the intended degree program.

§ 4

Contract with a Company for dual Degree Programs

- (1) As a special prerequisite for admission to a dual degree program, proof of a contract for a recognized occupation requiring formal training or in-house training/practical experience with a company suitable in terms of its professional orientation or proof of a contract for practical work with a company suitable in terms of its professional orientation is required. If the training contract or the employment contract is not continued, the students continue their studies as non-dual; this does not apply in the event of an interruption or change of contract.

- (2) The university shall conclude a cooperation agreement with the respective company on joint training in the dual degree program.
- (3) Otherwise, the provisions of the respective degree program examination regulations apply.

§ 5

Standard Period of Study, Language of Instruction and Examination, Study Locations

- (1) The standard period of study for a full-time Bachelor's degree program is a minimum of six and a maximum of eight semesters. A minimum of 180 and a maximum of 240 credits are obtained.
- (2) The standard period of study for a full-time Master's degree program is a minimum of two and a maximum of four semesters. A minimum of 60 and a maximum of 120 credits are obtained. With the Master's degree, a total of 300 credits must be acquired, including the first professionally qualifying university degree and, if applicable, further results.
- (3) The respective degree program examination regulations may stipulate that it is also possible to study part-time. This may deviate from the standard period of study in accordance with paragraphs 1 and 2.
- (4) In addition, a degree program can also be completed part-time on the student's own responsibility, particularly in the case of special family commitments. In this case, the departments shall draw up recommendations for the timing of the program of study.
- (5) The language of instruction and examination is German. The respective degree program examination regulations may stipulate a different teaching and examination language and require proof of corresponding language proficiency. In a Bachelor's degree program, no more than level B 2 according to the Common European Framework of Reference for Languages may be required. In Master's degree courses, the higher language level C 1 may be required.
- (6) If programs take place outside the Technische Hochschule Ostwestfalen-Lippe, the program locations must be announced in good time, at least 4 weeks before the start of the program.

§ 6

Forms and Contents of the Courses

- (1) Courses are offered as compulsory modules or compulsory elective modules by the departments and the Institute for Scientific Dialog (IWD) of the Technische Hochschule Ostwestfalen-Lippe. The range of compulsory elective modules is determined and announced by the Dean each semester. If fewer than four students register for a compulsory elective module, the Dean may cancel the compulsory elective module.

Courses can be taught in various forms. In particular, the following forms of courses are possible:

- Lectures: serve as an introduction to the module and the systematic transfer of knowledge in the form of lectures.
 - Seminar-style teaching: development of teaching content in the context of its teaching and application area by closely linking the lecture with its exemplary in-depth study. This largely takes place during the semester. Lecturers impart and develop the subject matter, taking into account the participation of the students they have arranged.
 - Projects: are used for problem-oriented teaching and learning, in which students preferably work in groups to develop a problem independently and/or under the guidance of lecturers.
 - Exercises: deepen the subject matter using exemplary applications.
 - Practical work: enable students to deepen their basic knowledge by working on typical tasks of the degree program.
 - Seminars: serve the independent development, discussion and presentation of subject-specific questions by the students (individual or group contributions) under the guidance of a teacher.
 - Excursions: complement the other courses and serve to illustrate course content as well as internationalization. They can take the form of one-day or multi-day excursions.
 - Pre- and post-seminar for the practical semester: serves to prepare for and reflect on a practical semester. Under the direction of the responsible teacher, students report on their internship semester in a presentation and share their experiences.
- (2) The content and the skills to be acquired in the courses are set out in the module descriptions published by the department.

§ 7

Module Structure and Credit Point System

- (1) The degree program is modularized. Modules combine subject areas into thematically and chronologically rounded, self-contained units that can be assessed with credits (CR) in accordance with the European Credit Transfer System (ECTS). They extend over one semester, in exceptional cases over several semesters.
- (2) For each module, the corresponding credits are awarded after passing the examination and the examination grades achieved are shown. The number of credits that can be earned in the individual modules is announced in the respective degree program examination regulations as well as in the module handbook.
- (3) Credits are calculated according to the expected workload of the students. A workload of 30 hours is assumed for the acquisition of one credit. An average workload of 1,800 hours per academic year is assumed. As a rule, 60 credits are to be earned per academic year, i.e. 30 credits per semester.

§ 8

Examination Board

- (1) The responsible department shall form an Examination Board for the organization of examinations and the tasks assigned by this General Part and the respective degree program examination regulations. The Examination Board is elected by the department council separately according to status groups. An examination board consists of the chair, deputy chair and three other members. The chair, deputy chair and one further member are elected from the group of professors, one member is elected from the group of academic staff and one member is elected from the group of students. Accordingly, personal representatives are elected for the members of the examination board, with the exception of the chair and deputy chair. The departments may stipulate in the degree program examination regulations that a further member with deputy is elected from the group of professors and a further member with deputy from the group of students. The term of office of the student members is one year, that of the other members four years. Re-election is permitted
- (2) The Examination Board is an authority within the meaning of administrative procedure and administrative procedural law.

- (3) The Examination Board ensures that the provisions of the General Part of the Bachelor's examination regulations and the degree program examination regulations are complied with and ensures that the examinations are conducted properly. In particular, it is responsible for deciding on appeals against decisions made in examination procedures. The Examination Board reports to the department at least once a year on the development of examinations and study periods. The report is to be published by the university in an appropriate manner. The Examination Board makes suggestions for the reform of the course examination regulations and the curriculum. The respective Examination Board may transfer the tasks assigned to it in this general section of the Bachelor's and Master's examination regulations and in the degree program examination regulations to the chair of the Examination Board, with the exception of decisions on appeals. The tasks to be transferred are to be specified in the transfer resolution.
- (4) The Examination Board has a quorum if, in addition to the chair or his or her deputy and one further professor, at least one further member with voting power is present. The Examination Board passes resolutions by simple majority. In the event of a tie, the chair has the casting vote. The student members of the Examination Board are not entitled to vote on pedagogical and academic decisions, in particular on the recognition or other assessment of study and examination achievements and the appointment of examiners and assessors. The student members of the Examination Board do not take part in discussions and resolutions on matters relating to the setting of examination tasks or their own examinations.
- (5) The members of the Examination Board have the right to be present during examinations. This does not apply to student members who wish to take the same examination on the same day.
- (6) The meetings of the Examination Board are closed to public. The members of the Examination Board and their deputies are subject to official secrecy. If they are not in public service, they must be bound to confidentiality by the chair of the Examination Board.

Meetings of the Examination Board may be held in electronic communication without the physical presence of the members. Meetings in a hybrid form of physical presence and electronic communication are also possible (hybrid meeting). Resolutions can be passed by electronic communication or by circulation procedure. In the case of hybrid meetings, resolutions can be passed in a hybrid form of physical and electronic communication. The decision on the form of the meeting and the form of the resolution is made by the chairperson.

- (7) Incriminating decisions by the Examination Board or its chair are communicated to the candidate in writing without delay and the reasons given. The candidate must be given the opportunity to be heard beforehand. Section 2 para. 3 no. 3 of the Administrative Procedure Act for the State of North Rhine-Westphalia, in particular regarding the exception to the hearing and obligation to give reasons in the case of assessments of an academic or artistic nature, remains unaffected.

§ 9

Examiners and Assessors

- (1) The Examination Board appoints the examiners and assessors. Only those who have at least taken the corresponding Bachelor's resp. Master's examination or have a comparable qualification (DQR 6 resp. DQR 7 by graduation/through degree) and, providing there are no compelling reasons for a departure from this requirement, have carried out independent teaching work in the subject area to which the examination relates may be appointed as examiners; if several examiners are to be appointed, at least one must have taught the examination subject in question. Sentence 2 applies accordingly to the qualification of the assessor (expert assessor).
- (2) Examiners are independent in their conduct of examinations.
- (3) The Examination Board ensures that the examination obligations are distributed as equally as possible amongst the examiners.
- (4) The chair of the Examination Board shall ensure that the names of the examiners are made known to the candidate at least two weeks before the date of the respective examination.
- (5) § 8 (6) Sentences 2 and 3 shall apply accordingly to examiners and assessors.

§ 10

Recognition of Examinations and Assignment to a Higher Semester

- (1) Credits and examinations obtained in degree programs at other state or state-recognized higher education institutions, at state or state-recognized academies of vocational training or in degree programs at foreign state or state-recognized higher education institutions are recognized, if the acquired competences do not differ significantly from the performances that are replaced.

- (2) On application, other knowledge and qualifications may be recognized on the basis of documents presented, provided that such knowledge and qualifications are equivalent in content and quality to the examinations they are intended to replace. Such knowledge and qualifications can be recognized up to half of the ECTS credit points stipulated for the respective degree program; the examination board of the respective degree program is responsible for the recognition.
- (3) The Examination Board decides on recognition in accordance with paragraphs 1 and 2, in cases of doubt after consulting the examiners responsible for the modules.
- (4) It is the responsibility of the applicant to provide necessary information about the credits that are to be recognized. The documents must contain information about the credits obtained and examinations passed and about the other knowledge and skills gained that are to be recognized. In the event of the recognition of credits from degree programs, as a rule the Examination Regulations of the degree program together with a description of the module and the individual Transcript of Records or a comparable document shall be presented. The Examination Board is responsible for proving that an application referred to in Paragraph 1 and 2 does not meet the requirements for recognition.
- (5) Decisions in accordance with paragraphs 1 and 2 shall be taken by the Examination Board no later than 8 weeks after submission of the complete application documents.
- (6) On the basis of a recognition in accordance with paragraph 1 the university can and upon application the University must classify the applicant in a semester whose number depends on the extent of ECTS credits gained through recognition in relation to the total number of ECTS credits achievable in the respective degree program. If the decimal place is less than five, it is rounded off to whole semesters; otherwise, it is rounded up. The Examination Board is responsible for the classification in a higher semester. In case of doubt, the Examination Board decides after consultation of the examiner who is responsible for the subjects.
- (7) If credits and examinations are recognized, the grades – where the grade systems are comparable – should be adopted and included in the calculation of the final grade. Where grade systems are not comparable, the grade “pass” shall be recorded.
- (8) If the recognition of credits is rejected, a substantiated decision must be given.
- (9) If students change from one to another degree program at Technische Hochschule Ostwestfalen-Lippe, or if students additionally take up studies in another degree program, examinations in modules of the previous degree program are transferred as examinations to

the new degree program if the modules of the previous and the new degree program have the same module numbers; this also applies to examinations in additional modules. In the event of failed attempts, the number of repeat attempts permitted per module is reduced by the number of failed attempts.

- (10) If students who are enrolled in a degree program at the Technische Hochschule Ostwestfalen-Lippe attempt an examination in a module that is part of two degree programs at the Technische Hochschule Ostwestfalen-Lippe and this module has the same module number according to the respective degree program Examination Regulations, the examinations achieved in such a module is transferred to the respective other degree program. Examination attempts, including failed attempts, are counted towards the remaining number of repeat attempts within both degree programs; this also applies to examinations in additional modules.
- (11) Examinations and their credits can only be recognized once within a degree program.

§ 11

Assessment of Examinations, Credits and ECTS Credits

- (1) The grades for individual examinations are set by the respective examiners. The following grades should be used for grading:

1,0	=	very good	=	an outstanding performance;
2,0	=	good	=	a performance considerably higher than average requirements;
3,0	=	satisfactory	=	a performance corresponding to average requirements;
4,0	=	sufficient	=	a performance which still satisfies the requirements despite deficiencies;
5,0	=	fail	=	a performance which falls short of the requirements due to serious deficiencies.

The intermediate values 1.3, 1.7, 2.3, 2.7, 3.3 and 3.7 may be used to differentiate between examination performances.

- (2) An examination has been passed if the module grade is at least “sufficient” (4.0).

- (3) If several examiners are involved in an examination, they shall jointly assess the overall examination performance, unless otherwise determined in this General Part of the Examination Regulations or in the respective degree program examinations regulations. If the assessment cannot be agreed upon, the grade is derived from the arithmetic mean of the individual assessments.
- (4) In the event of a final failure of an examination which is a repeat examination with no possibility of compensation, it must be assessed by at least two examiners. Paragraph 3 applies accordingly. If one examiner assigns a grade of at least sufficient and the other examiner assigns a grade of failure and the arithmetic mean is calculated with the result that the examination is deemed to have been failed, a third examiner is appointed by the Examination Board. In the case of oral examination, the examination must be repeated with the participation of a third examiner. The grade is then determined by mutual agreement between the three examiners. If no agreement can be reached, the grade is calculated from the arithmetic mean of the two better individual assessments of the three examiners. The examination can only be assessed as sufficient or better if at least two of the grades are sufficient or better.
- (5) When the module grades and the final grade are derived, only one decimal place is taken into consideration; all other decimal places are dropped without rounding.
- (6) Where grades are derived from intermediate values, the following arithmetical values shall result in the following grades
- | | | |
|--------------------|-----------|----------------|
| up to 1.5 | the grade | "very good" |
| over 1.5 up to 2.5 | the grade | "good" |
| over 2.5 up to 3.5 | the grade | "satisfactory" |
| over 3.5 up to 4.0 | the grade | "sufficient" |
| over 4.0 | the grade | "fail". |
- (7) The degree program examination regulations may stipulate that in individual modules the examination performance may only be assessed as "pass" or "failure" (5.0). If the examination is taken in front of several examiners, it is only passed if the majority of the assessments are "passed", otherwise the module grade is "fail" (5.0).
- (8) Students should be informed of the assessment of module examinations and the Bachelor's thesis no later than six weeks after the announced submission date of the respective examination; if the deadline is exceeded, the Examination Board may be involved.

- (9) Credits (CR) are awarded, according to the degree program examination regulations for each module examination, as being at least “sufficient” or “pass” in accordance with paragraph 7.

§ 12

Examination Structure and Deadlines

- (1) The Bachelor's degree program is completed with the Bachelor's examination, the Master's degree program is completed with the Master's examination. The respective final examination is divided into the module examinations and a final examination part, which consists of a Bachelor's thesis and, if applicable, a colloquium in the Bachelor's degree program or a Master's thesis and, if applicable, a colloquium in the Master's degree program. The degree program examination regulations stipulate this in more detail.
- (2) The degree program and the examination procedure should be designed in such a way that the degree program, including the final examination, can be completed within the standard period of study. For this purpose, the examinee should be informed in good time about the type and number of examinations to be taken, as well as the dates on which they are to be taken and the date of issue and submission of the final thesis.

§ 13

Retaking Examinations

- (1) Examinations which have been assessed as at least “sufficient” cannot be retaken.
- (2) Module examinations which have not been passed or are deemed to have not been passed may be retaken not more than three times. The respective degree program examination regulations can regulate differently that examinations may be repeated indefinitely.
- (3) A final thesis that has not been passed or deemed to have not been passed may be repeated once. This also applies to the thesis colloquium.

§ 14

Absence, Withdrawal, Academic Dishonesty, Breach of Regulations

- (1) An examination is deemed to have been assessed as “failure” (5.0) if the examinee misses an examination without good reason or if he or she withdraws from an examination without good reason after the examination has begun. The same applies if an examination is not finished within the allotted time.
- (2) An important reason is in particular an illness-related inability to take part in an examination, the use of protection periods according to the regulations of the Maternity Protection Act (*Mutterschutzgesetz*) or according to the Parental Allowance and Parental Leave Act (*Bundeselterngeld- und Elternzeitgesetz – BEEG*) or in urgent cases the care of the spouse, the registered partner, a relative in straight line or a first-degree relative-in-law, if he or she is in need of care or assistance. A valid reason beyond that is another family emergency situation or an important family appointment within the meaning of Section 18 (3).
- (3) Withdrawal from an examination must be declared in writing to the Examination Board immediately after the valid reason becomes known, usually within three working days. The reasons given for the withdrawal or absence must be notified to the Examination Board in writing and show credibility.

Proof of illness-related inability to take part in an examination must be provided in the form of a medical certificate confirming the incapacity to take the examination, which must be submitted to the examination office no later than the third working day after the examination. If there are indications that make it likely that a student is fit to take an examination or that other evidence is appropriate, the Examination Board is entitled to request a medical certificate from a university medical consultant (*Vertrauensärztin or Vertrauensarzt*) at its own expense; students must be able to choose between several medical consultants.

If the reasons are recognized by the Examination Board, the examination in the module concerned is deemed not to have been taken.
- (4) If the deadline for submission of an examination is not met for a valid reason, the relevant Examination Board may, upon application, extend the total deadline for submission by the period of time during which the valid reason exists; the possibility of withdrawal from the examination remains unaffected from this.
- (5) If students attempt to influence an examination through deception, i.e. using unauthorized aids, the examination in question will be deemed to have been assessed as “failure” (5.0). The determination of attempted cheating is made by the respective examiners or

examination supervisors and recorded in the files. An examinee who disrupts the orderly conduct of the examination may be excluded from further participation in the examination by the respective examiner or supervisor, generally after prior warning; in this case the examination in question is deemed to have been assessed as “failure” (5.0); the reasons for the exclusion must be recorded on file. In serious cases, the Examination Board may exclude students from taking further examinations. This applies accordingly to cases in which the act of cheating was only discovered after the examination was completed. Students may request that decisions in accordance with sentences 1 and 3 be reviewed by the Examination Board within 14 days of notification.

- (6) Anyone who intentionally violates a regulation of the General Part or the degree program examination regulations concerning cheating in examinations is committing an administrative offense. The administrative offense can be punished with a fine of up to EUR 50,000. The administrative authority responsible for prosecuting and punishing this administrative offense is the Chancellor. In the event of multiple or other serious attempts at cheating, students may also be exmatriculated.
- (7) Students must be notified immediately in writing of any incriminating decisions made by the Examination Board, stating the reasons and providing information on rights of appeal.

II

Module Examinations

§ 15

Objective and Scope of Module Examinations

- (1) Module examinations are intended to establish whether the person to be examined has mastered the essential aspects of the content and methods of the examination module and can apply the acquired knowledge and skills independently.
- (2) A module examination is an examination in a compulsory or compulsory elective module. The examination requirements are to be geared towards the competencies to be acquired in the course, intended for the module in question.
- (3) Examination forms can also be used in combination, the examination material is divided, adding or doubling is not permitted. The combined examination forms are each assessed as a unit.

- (4) Examinations may also be taken in the form of group work if the contribution of the individual student to be assessed as an examination is clearly distinguishable and assessable on the basis of objective criteria and meets any additional requirements set out in the respective degree program examination regulations.
- (5) The form and scope of an examination, if the examination within a module consists of a combination of different examination forms, the weighting of the individual examination parts in relation to each other, are determined in the module handbook and are bindingly determined by the Examination Board in consultation with the examiners no later than four weeks before the examination period for all examinees of the respective examination. The decision of the Examination Board must be announced to the students immediately.
- (6) Further details on the procedure and on ensuring individual authorship of the examination will be announced by the examiners. In the case of written examinations, the examiners may request a written assurance from the students that they have written the work – in the case of group work, the correspondingly marked part of the work – independently and have not used any sources other than those specified.

§ 16

Admission to Module Examinations

- (1) Students may only be admitted to a module examination at the Technische Hochschule Ostwestfalen-Lippe if they are enrolled in the respective degree program as a student in accordance with Section 48 HG or are admitted as a cross-registered student in accordance with Section 52 HG and who
 - 1. fulfill the special study prerequisite required in accordance with the respective degree program examination regulations (if applicable),
 - 2. has fulfilled the admission requirements for the respective module examination specified in the degree program examination regulations or has fulfilled them by a date set by the Examination Board.
- (2) Admission to an examination can be made dependent on active participation in the respective course. Active participation is demonstrated by the completion of coursework (e.g. minutes, report, composition, short presentation). The coursework ensures that students are actively involved in the respective course and that they participate adequately in the subject. The form and scope of the coursework are set out in the module handbook and are determined by the Examination Board in consultation with the examiners. They are announced to the students at the latest at the beginning of the course and are binding for

all examinees of the respective examination. The lecturers are responsible for determining whether the coursework has been completed. Coursework that has not been completed can be repeated as often as required.

- (3) Admission to an examination may be exempted from an attendance requirement for courses as a prerequisite for participation in the relevant degree program examination regulations if the learning objective set out in the module handbook cannot be achieved without the active participation of students in the course and no milder means of achieving this learning objective are available. This can, for example, relate to courses with a predominantly discursive character (e.g. subject-specific language courses) as well as, for example, laboratory practical works, excursions, colloquia, projects and practical exercises.

The respective lecturer may not impose compulsory attendance, with the exception of cases in which the degree program examination regulations stipulate compulsory attendance for the course in question. Attendance times are not credited towards course hours for the same course in subsequent semesters.

Students who do not fulfill the attendance requirement are excluded from participating in the module examination associated with the course; in this case, any examination registration already made will be withdrawn by the Examination Board. Further details on fulfilling the attendance requirement are regulated by the respective degree program examination regulations.

- (4) Majors, fields of study and compulsory elective modules can be changed; this also applies if a major field of study, a field of study or a compulsory elective module has been definitively failed or is deemed to have been definitively failed. Notwithstanding this, a specialization cannot be changed if proof of the required aptitude must be provided for admission to a particular specialization in accordance with the degree program examination regulations and this could not be established for another specialization of the degree program. Changes in accordance with sentence 1 are only permitted until admission to the thesis colloquium.
- (5) Applications for admission must be submitted via the campus management system used at the Technische Hochschule Ostwestfalen-Lippe by the deadline set by the Examination Board. If registration via the campus management system is not offered, a written application can also be submitted to the chair of the Examination Board. The application should be submitted at the same time for all module examinations that the student wishes to take within the same examination period.

- (6) Unless previously submitted, the following documents shall be appended to the application or shall be handed in at a later date decided upon by the Examination Board:
1. evidence concerning the admission requirements referred to in paragraph 1, in the case of a special study requirement according to paragraph 1 no. 2 the corresponding proof according to the respective degree program examination regulations,
 2. a statement concerning previous attempts to take corresponding examinations as well as previous attempts to take a final examination in the same degree program,
 3. a statement concerning whether, in the case of oral examinations, the admission of listeners is opposed.

If it is not possible for students to append a document required in accordance with sentence 1 in the manner envisaged, the Examination Board may allow the evidence to be presented in some other way.

- (7) Applications for admission to module examinations can be withdrawn via the campus management system or in writing to the chair of the Examination Board by the deadline set by the Examination Board no later than the seventh day before the first examination day of the respective examination period without counting towards the number of possible examination attempts. If a module examination takes place outside of an examination period, sentence 1 applies accordingly.
- (8) The Examination Board decides on admission.
- (9) Admission shall be refused if
- a) the requirements referred to in paragraphs 1 and 2 are not fulfilled or
 - b) the documents are incomplete and have not been supplemented by the date set by the Examination Board or
 - c) the students have definitively failed a corresponding examination in a module at the Technische Hochschule Ostwestfalen-Lippe with the same module number and have definitively failed this module as a compulsory module in a degree program at the Technische Hochschule Ostwestfalen-Lippe or have definitively failed the Bachelor's or Master's examination in the same degree program at a university of applied sciences within the remit of the German Constitution.

Otherwise, admission may only be refused if, within the remit of the German Constitution, the students have lost their entitlement to an examination in the same degree program through missing a deadline for retaking it.

§ 16 a

Additional Compulsory Elective Modules

- (1) The degree program examination regulations can stipulate that the Examination Board may, at the request of the examinee, allow modules outside the respective degree program examination regulations as supplementary compulsory elective modules in addition to the defined degree program-specific compulsory elective modules.
- (2) Modules from the modules offered by the Technische Hochschule Ostwestfalen-Lippe or other universities can be selected as additional compulsory elective modules, provided that the following provisions have been made within the degree program examination regulations.
- (3) Admissions to an additional compulsory elective module requires in particular that:
 1. The degree program examination regulations must specify the maximum number of additional compulsory elective modules permitted within the degree program. The respective catalog of compulsory elective modules must specify the number and credits of the additional compulsory elective modules contained therein.
 2. It must be a module in accordance with the examination regulations of a degree program for which credits are awarded.
 3. It must be a module that meaningfully complements or rounds off the modules in the compulsory elective module catalog or the degree program.
 4. The content of the module must not correspond to any compulsory module or compulsory elective module of the study program of the respective version of the degree program, including the chosen specialization, if applicable.

The student must submit the documents required for the findings of the Examination Board. For admission to examinations from other degree programs at the Technische Hochschule Ostwestfalen-Lippe, the conditions regulated there apply.

§ 17

Conducting Module Examinations

- (1) Module examinations are held out of class, unless specific provision is made for this in the types of examination laid down in these examination regulations. The Examination Board sets the examination periods and announce them in good time.
- (2) The Examination Board shall set the dates of the examinations and announce them beforehand in good time – generally at least two weeks before the first day of the respective examination period – unless the types of examination are stipulated otherwise in these statutes.

- (3) At the request of the examiners or supervisors, the person to be examined must present an official photo ID or student ID and provide proof of current enrollment. The Examination Board may also stipulate that a printout of the examination registration via the campus management system must be submitted before the examination.
- (4) If electronic aids are not expressly permitted by the examiner, they may not be used during the examinations and must be kept away from the work table. Violations will be assessed as an attempt to cheat.

§ 18

Students in Special Family Situations

- (1) For students who are subject to the protective provisions of the Maternity Protection Act (*Mutterschutzgesetz*) and the Parental Allowance and Parental Leave Act (BEEG), the Examination Board determines the examination conditions regulated in this General Part of the Bachelor's and Master's examination regulations at the student's request, taking into account the individual case.
- (2) For students who care for or provide care for their spouse, registered partner or a person related by blood or marriage in the first degree if the latter are in need of care or provision, the Examination Board shall determine the deadlines and dates regulated in this General Part of the Bachelor's and Master's Examination Regulations at the request of the student, taking into account the time lost due to this care and taking into account the individual case.
- (3) Paragraphs 1 and 2 apply accordingly to students who find themselves in another family emergency situation, such as the illness of a child or relative who cannot remain alone in the specific situation, or who have to attend an important family appointment, such as a doctor's appointment for a child, which they cannot attend alone. When determining a family emergency situation or an important family appointment, a concept of family is used which understands family to be the social network of people who are committed to each other on a long-term basis.
- (4) In cases of doubt, the chair of the Examination Board may request evidence in the cases referred to in paragraphs 1 to 3.

§ 19

Students with a Disability or Chronic Illness

- (1) If students provide a medical certificate or otherwise substantiate that they are unable to take an examination in full or in part in the intended form due to a permanent disability or chronic illness, the chair of the Examination Board may allow the use of aids, extend the completion time or provide equivalent examination services in a different form. The chair of the Examination Board must ensure that the examination conditions are designed in such a way as to compensate for any disadvantages for severely disabled persons and persons of equal status (Section 2 (2) and (3) SGB IX, as amended)
- (2) In cases of doubt, the chair of the Examination Board may request evidence in the cases of paragraph 1. With the consent of the student, the representative for the interests of students with chronic illnesses may be consulted.

§ 20

Written Examination and E-Examination

- (1) The examination consists of a written examination with a processing time of at least 40 minutes to two hours (120 minutes), in special exceptional cases approved by the Examination Board up to a maximum of four hours. A written examination takes place under supervision. The examiner decides on the allowance of aids.
- (2) Examinations can also be carried out in multimedia-supported form ("E-Examinations"). They consist in particular of free text tasks, fill-in-the-blank texts and/or assignment tasks. However, they can also consist of a task formulated in writing for which a result, a computer program or a plan is to be produced. In these cases, the result, the computer program or the plan must be saved on a data carrier specified by the examiner and/or as a file on a path and computer specified by the examiner. The examinee must record in writing his or her personal details, the full file names, file sizes, date and time of the storage that is binding for the assessment.

Before carrying out multimedia-supported examinations, it must be ensured that the electronic data can be clearly identified and uniquely and permanently assigned to the examinees.

- (3) The examination tasks of a written examination and e-examinations are usually set by only one examiner. In technically justified cases, in particular if several subject areas are examined together in a module examination, the examination task may also be set by several examiners. In this case, the examiners shall jointly determine the weighting of the parts of the examination task in advance.
- (4) Written examinations and e-examinations are assessed by the examiner(s).
- (5) If a part of the examination also contains multiple-choice tasks, the examination as a whole will be assessed in accordance with Section 20a (4) to (8). The other paragraphs of Section 20a apply accordingly to the multiple-choice portion.
- (6) Written examinations and e-examinations can also be offered online outside the university premises under remote supervision. There is no legal entitlement to take a written examination or e-examination outside the university. The examination tasks are processed by creating a local file on the student's digital device (e.g. computer, notebook, tablet) or by entering and saving data directly in the examination portal; a combination of both input methods is permitted. The solution to the examination tasks is submitted immediately after the end of the processing time in the portal by uploading the results file or by saving and sending entries for assessment.
- The examination tasks can also be made available to the examination participant for download (screen view or printout).
- The examiner can specify that solutions are to be handwritten and converted into a results file by scanning or photographing.
- The examiner can specify a suitable file format to be generated for this purpose.
- (7) If a locally created results file is to be uploaded to the examination portal, the examiner may set an appropriate upload time for saving, scanning and converting it into an admissible file format if necessary, as well as for transferring the results file to the examination portal, which must be communicated to the candidates before the start of the examination.
- The examination begins with the download or digital transmission of the examination documents. The system time of the teaching or examination portal is decisive for the end of the examination.
- (8) Video supervision may only be carried out by university staff and lecturers of the Technische Hochschule Ostwestfalen-Lippe. A maximum of as many students may be assigned to supervise an examination as the number of simultaneously visible windows that can be displayed on one screen, so that simultaneous supervision can be guaranteed. This may mean that several video conference rooms have to be opened for an examination.

- (9) At the examiner's request, the person to be examined must confirm their identity by showing their student ID or an official photo ID. He or she must also declare or show that there are no aids or other persons in the room before the start of the examination.
- (10) Technical problems must be reported to the examination supervisor immediately. In the event of short-term disruptions, the examination time may be extended accordingly. If the disruption cannot be rectified in the short term, withdrawal from the examination is permitted.
- (11) The examination supervisor shall prepare a record of the course of the examination which shall contain at least his or her name, the names of the persons to be examined, the beginning and end of the examination and any special incidents.

§ 20a

Examination Using Multiple-Choice

- (1) Examinations can also take the form of an “answer-choice procedure” (multiple choice). In an examination using the “answer-choice procedure”, the examinees have to solve questions by stating the answer or the answers that they consider to be correct from a catalog of given answer options.
- (2) The examination questions and the possible answers (examination tasks) are determined by at least two examiners. It must also be recorded in writing which answer options are recognized as correct answers, how many points can be achieved for each examination question and how many points can be achieved overall.
- (3) With the task, the examinees must be informed of the modalities for awarding points, the total number of points that can be achieved and the number of points that can be achieved for each task.
- (4) The examination is passed if the examinee has achieved 50 % of the maximum number of points (absolute passing limit) or if the score of an examinee is not more than 15 % below the average score of the examinees in the reference group (relative passing limit). The respective reference group is made up of the examinees who take part in the specific examination; if the examination is carried out jointly for examinees from several degree programs, the corresponding examinees from different degree programs together form the reference group. The relative passing limit is only to be taken into account if it is below the absolute passing limit.

- (5) The performances are to be assessed as follows: If the examinee has achieved the minimum number of points required to pass the examination in accordance with para. 4, the grade is as follows:
- 1.0 if he/she also has at least 90 %
 - 1.3 if he/she also has at least 80 but less than 90 %
 - 1.7 if he/she also has at least 70 but less than 80 %
 - 2.0 if he/she also has at least 60 but less than 70 %
 - 2.3 if he/she also has at least 50 but less than 60 %
 - 2.7 if he/she also has at least 40 but less than 50 %
 - 3.0 if he/she also has at least 30 but less than 40 %
 - 3.3 if he/she also has at least 20 but less than 30 %
 - 3.7 if he/she also has at least 10 but less than 20 %
 - 4.0 if he/she has none or less than 10%
- of the possible points above the minimum score.
- (6) As part of the determination of the examination results in accordance with para. 4 and the performance evaluation in accordance with para. 5, non-integer values are rounded in favor of the examinee.
- (7) When determining the result, the following must be stated
- 1. the total number of points achievable and the number of points achieved by the examinee,
 - 2. the minimum number of points required to achieve the absolute passing mark as well as the average number of points of the reference group and the number of points required to achieve the relative passing mark,
 - 3. in the case of passing, the percentage by which the points achieved exceed the minimum number of points,
 - 4. the grade achieved by the examinee.
- (8) When determining the examination results, the examiners must pay attention to whether the accumulation of incorrect answers to certain examination questions gives rise to evidence that the examination task was formulated incorrectly. If, after the examination has been carried out, it turns out that individual examination questions or answer options are incorrect, the examination tasks in question are deemed not to have been given. The overall achievable number of points is reduced accordingly; the reduced total number of points is to be used as a basis when determining the examination results. The Examination Board must be informed. It can check the assessment procedure and make a binding determination that individual examination tasks are considered to have been set or not to be set. The reduced number of tasks/total points must not be to the disadvantage of the examinee.

- (9) The answer-choice procedure may also be carried out in a multimedia-supported form („E-Multiple-Choice“).
- (10) Otherwise, § 20 shall apply accordingly.

§ 20 b

Open Book Examination

- (1) An examination can also be provided in electronic or electronically supported form as an online-based open book examination, possibly with a processing time of a few days or hours; the processing time should not be less than 60 minutes. An open book examination is an examination that students take individually and independently without the need to be present at the university. It takes place in text form or in written form transmitted by telecommunication.
- (2) The examination is carried out via the technical systems approved by the university, e.g. via the online examination platform. In principle, all aids are permitted unless the examiner restricts the permitted aids. The permitted or non-permitted aids must be announced in due time before the examination. The usual citation rules must be observed when working on the examination. Failure to cite properly will result in an accusation of academic dishonesty and the corresponding legal consequences in accordance with § 14 of these regulations.
- (3) The identity of the examination candidate must be verified. As a rule, the examination tasks are issued in the examination portal. The examiner will provide further details on the issuing, processing and submission of the examination tasks.
- (4) Upon submission, the student must confirm in writing or in electronic or electronically supported form that he or she has prepared his or her online-based open book examination independently and without unauthorized external assistance and that he or she has not used any sources or aids other than those specified and indicated in the case of quotations.
- (5) In the event of a technical malfunction on the part of the person to be examined after the start of the examination, the examiner and the responsible examination office must be informed immediately. Upon application by the student to the Examination Board, withdrawal from the examination is possible; in this case, the examination attempt is deemed not to have been taken.

§ 21

Oral Examination

- (1) Oral examinations are generally held before an examiner in the presence of an expert assessor or before several examiners in the form of group or individual examinations. As a matter of principle, each examinee will be tested in each area by only one examiner. Oral examinations shall last 15 to 45 minutes per examinee. The exact duration of the examination for an examination period is determined at the latest when the examination schedule is announced. In the case of a group examination, the duration of the examination is extended according to the number of examinees. The expert assessors do not have the right to ask questions during the examination. The examiner shall consult the assessor before determining the grade and, where there are several examiners, they must consult each other.
- (2) The main subject matters and results of the examination, in particular the facts forming the relevant criteria for the grading, shall be recorded in a report. The result of the examination shall be made known to the examinee following the oral examination.
- (3) Students intending to take the same examination during a later examination period shall be allowed to attend as listeners if space permits, unless an examinee has opposed to this when registering for the examination. Permission to attend does not extend to the discussions and announcement of the examination result.
- (4) Oral examinations may be conducted with the aid of electronic means of communication (video and audio connection, e.g. video conferencing). The technical systems approved by the Presidential Board must be used. There is no legal entitlement to take an oral examination outside the university.

At the request of the examiner, the person to be examined must confirm his or her identity by showing the student ID card or an official photo ID. Before the start of the examination, the student must declare or show that there are no other persons in the room. He or she must also declare or show that there are no aids in the immediate proximity.
- (5) Examiners should interrupt the examination in the event of reasonable suspicion of cheating and hear the student out. Students must be given the opportunity to refute the suspicion of cheating by allowing the room to be checked for other persons or unauthorized aids by directing the camera appropriately. The suspicion of cheating and the further procedure must be documented in the examination record.

- (6) All examination participants are obliged to report any technical malfunctions that occur and to rectify them as quickly as possible. The test is interrupted for the duration of a disruption; the type and duration of the disruption are noted in the examination record. In the event of a temporary interruption, the test should be continued after the end of the disruption. In the event of prolonged or multiple malfunctions, the test should be aborted. If the examination is interrupted, the examination is deemed not to have been taken unless the student is responsible for the disruption. The decision to continue or terminate the examination is made by the examiner.
- (7) Recording or transmission of the oral examination to third parties, even in excerpts, is prohibited for all examination participants; however, the examiner is permitted to provide visual documentation (e.g. screenshot) of answers to examination questions given in text or written form during the oral examination (e.g. hand sketches, text contributions in the chat, solutions to arithmetic problems, selection from several possible answers using the voting function). If the examiner prepares corresponding visual documentation, he or she must ensure that neither the image of the person to be examined nor other personal data outside of the textual or written answers are documented in the environment of the person to be examined. The visual documentation must be deleted once the purpose for which it was created no longer applies.

§ 22

Presentation

- (1) In the examination type “Presentation”, an assignment from the area of the module in question is to be worked on without assistance, solution and results are to be presented orally. The processing period is a minimum of four to a maximum of 26 weeks. The duration of the presentation is determined by the Examination Board, taking into account the upper limit of 45 minutes per examinee. During the presentation, the examiner(s) may only ask comprehension questions about the solution and results.
- (2) Presentation types of examination can also take place in class. The Examination Board shall lay down further details, in particular application deadlines.
- (3) The assignment shall be handed out to the candidates in written form (document) or per E-Mail by the responsible teacher
- (4) Otherwise, § 20 shall apply accordingly.

- (5) Presentations are usually given as a single examination in front of an audience and in front of an examiner in the presence of an expert assessor or several examiners. The presentation is assessed including the answers to comprehension questions. Before determining the grade, the examiner must hear the assessor; several examiners must hear each other.
- (6) The main subjects and results of the presentation, in particular the facts relevant to the grading, must be recorded in a report. The result of the examination must be announced to the candidate following the presentation.
- (7) Students who have been admitted for the same examination period for the same examination module are admitted as listeners without the possibility of exclusion by the examinee. Students who wish to take the same examination in a later examination period will be admitted as listeners in accordance with the spatial conditions, unless an examinee has objected when registering for the examination. The admissions do not extend to the consultation and the announcement of the examination result.
- (8) In justified cases (e.g. during a stay abroad, absence due to internship/practical semester, family situation), presentations can also be held as a video conference via the Internet without the presence of the participants at the TH OWL. The technical systems approved by the Presidential Board must be used. At the request of the examiners, the candidate must confirm his/her identity by showing his/her student ID card or an official photo ID.

§ 23

Composition

- (1) In the examination type “composition”, an assignment from the area of the module in question is to be worked on without assistance.

Depending on the task, the following work results are to be produced, for example:

- a student research project,
- a composition of a written or programming nature,
- a graphic design,
- a graphic representation,
- a workpiece or a model,
- animations and 3D constructions,
- artistic works with interactive elements,
- artistic drafts or designs,
- models,

- interfaces,
- programming work,
- videos and sound files,
- conceptual compositions on the planning and realization of projects,
- scientific compositions,
- film productions and documentaries,
- media campaigns,
- other media products.

Combinations are permitted. The assignment should contain information on the scope of the composition. The minimum processing time is four to a maximum of 26 weeks.

- (2) The examiner determines the deadline for the assignment, the work result to be produced and the place where the composition is to be submitted and informs the students and the Examination Board of this in good time beforehand. Examinees must be informed of the assignment in writing (as a document) or by e-mail. Examinations with the examination type "composition" can take place within the courses. The day on which the assignment is issued is deemed to be the day of the examination within the meaning of Section 16 (6) (start of examination).
- (3) The composition must be submitted to the office indicated in the written assignment by the specified deadline at the latest. The time of submission must be recorded by the relevant examiner; if the work is delivered by post or by a comparable commercial delivery service, the time of delivery to the post office or delivery service shall be decisive. When submitting the written paper, the examinee must confirm in writing that he/she has prepared his/her work independently and has not used any sources or aids other than those specified and indicated in the case of quotations. If the written paper is not handed in on time, it will be graded as "failure" (5.0). The composition can be submitted electronically. It can be uploaded via the learning platform. When submitting via the learning platform, an additional assurance must be submitted to the chair of the Examination Board that the work – in the case of group work, its appropriately marked part of the work – was written independently and that no sources other than those specified were used and that it has not yet been submitted in the same or a similar form for any examination.

§ 24

Semester-long Assignments

- (1) Semester-long assignments (also portfolio examinations) are issued by the examiner throughout the semester. This is a holistic type of examination in which written, oral and practical examination types are generally used. Subject and methodological skills as well as social and personal skills can be assessed.
- (2) The conditions (e.g. number of assignment parts, completion time) for successful completion of the assignment are announced and documented in the introductory course of the module. The assignments are allocated in the first classes when each student receives an individual assignment. If all students work on the same assignment, it is sufficient to communicate the requirements and deadlines at the introductory event.

§ 25

Practical Semester or Semester Abroad

- (1) A degree program may also include a practical semester. The respective degree program examination regulations regulate the details, such as the scope, time of implementation within the degree program and the credits to be earned.
- (2) The practical semester is intended to introduce students to professional activities through specific tasks and practical work in companies or other professional institutions. In particular, it should serve to apply the knowledge and skills acquired during previous studies and to reflect on and evaluate the experience gained during practical work.
- (3) If proof of module examinations is required for admission to the practical semester, this is regulated by the respective degree examination regulations.
- (4) The Examination Board decides on admission to the practical semester and the approval of the respective practical semester place.
- (5) During the practical semester, the student's work is accompanied by a responsible member of the professorial staff or a lecturer from the respective faculty.
- (6) Successful participation in the practical semester is confirmed by the supervising professor or lecturer if he or she has determined, taking into account the certificate from the training position and a report to be prepared by the student, that the student has satisfactorily completed the assigned work during the practical semester and was deployed appropriately.

- (7) Practical semester regulations may regulate further details of the practical semester.
- (8) If specified in the degree program examination regulations, students may complete a semester abroad as an alternative to the practical semester. Paragraph 1 sentence 2 applies accordingly. The semester abroad should help students to expand their foreign language and intercultural skills in addition to their academic and technical skills.
- (9) The regulations of the foreign higher education institution shall apply to the courses and examinations to be taken at the foreign university. The examination regulations of the foreign university shall apply to the examination bodies of the foreign university.
- (10) The provisions in paragraphs 3, 4 and 5 of this regulation apply accordingly to the semester abroad.
- (11) Successful completion of the study semester abroad is confirmed by the supervising professor once the foreign university has provided proof of the study visit.

III. Final Examination, Additional Modules

§ 26

(Bachelor / Master) Thesis

- (1) The aim of the thesis (Bachelor's or Master's thesis) is to demonstrate that students are capable within a prescribed period of time in accordance with the requirements of the degree program of independently working on and documenting a task from their subject area, both in its subject-specific details and in interdisciplinary contexts, using scientific, practical and, if applicable, creative methods. The scope of the final thesis is regulated in the respective degree program examination regulations.
- (2) The final thesis shall be supervised by an authorized examiner appointed by the Examination Board in accordance with § 9 Para. 1 in conjunction with Section 29 (2) of the Examination Board. Students should be given the opportunity to put forward proposals for the topic of the thesis.
- (3) On application, the chair of the Examination Board ensures that an examinee receives a topic for the final thesis in good time.
- (4) The final thesis may also be admitted in the form of a group thesis. In this case, the work of the individual must be clearly distinguishable and assessable as an examination performance according to objective criteria and fulfill the requirements according to paragraph 1.

§ 27

Admission to the (Bachelor / Master) Thesis

- (1) Only students who are enrolled at the Technische Hochschule Ostwestfalen-Lippe or have been admitted as a secondary student in accordance with Section 52 (2) HG and have provided evidence of the prerequisites required in accordance with the respective degree program examination regulations may be admitted to the final thesis.
- (2) The application for admission must be submitted in writing to the chair of the Examination Board. The following documents shall be appended to the application, unless they are already available:
 1. evidence concerning the admission requirements referred to in paragraph 1,
 2. a statement concerning previous attempts to complete a thesis and to take the Bachelor's examination in the same degree program at a university of applied sciences.The application should be accompanied by a declaration stating which examiner is prepared to issue and supervise the thesis.
- (3) The application for admission may be withdrawn in writing without being counted towards the number of possible examination attempts until the decision on the application is announced.
- (4) The Examination Board decides on admission. Admission is to be refused if
 - a) the requirements specified in paragraph 1 are not fulfilled or
 - b) the documents are incomplete or
 - c) one of the examinations listed in paragraph 2 no. 2 has definitively been failed.

Otherwise, admission may only be refused if, within the remit of the Basic Law, the student has lost his or her entitlement to take examinations in the same degree program by missing a deadline for retaking it.

§ 28

Issue and Preparation of the (Bachelor / Master) Thesis

- (1) The topic of the thesis is set by the person supervising the thesis in consultation with the person to be examined. The assignment is issued by the chair of the Examination Board. The date of issue is the day on which the person to be examined is notified of the assignment. The date must be recorded.

- (2) The processing time for the final thesis is regulated by the respective degree program examination regulations. The topic, assignment and scope of the thesis is to be limited by the supervisor in such a way that the deadline for completion can be met. In the event of illness, the chair of the Examination Board may extend the processing time by the period of proven incapacity to take the examination due to illness after receiving a justified application from the student before the expiry of the deadline. In other justified exceptional cases, the chair of the Examination Board may extend the processing time by a maximum of three weeks upon a justified request from the student submitted before the deadline. The supervisor should be consulted on the applications according to sentences 3 and 4.
- (3) The topic of the thesis can only be returned once within the first three weeks of the completion period without specifying any reason. In the case of repeating a thesis that has not been graded sufficiently, the return is only permitted if the student has not made any use of this option when writing their first thesis.
- (4) §§ 18 and 19 apply accordingly.

§ 29

Submission and Assessment of the (Bachelor / Master) Thesis

- (1) The thesis is to be submitted within the specified time to the chair of the Examination Board or an office designated by the Board. Final theses in written form must be submitted in duplicate. The date of submission must be recorded. If the work is delivered by post or a comparable commercial delivery service, the time of delivery to the post office or delivery service (postmark) is decisive. Upon submission of the thesis, students must confirm in writing that the thesis – in the case of a group thesis, the part of the thesis marked accordingly – was written independently and that no sources and aids other than those specified and indicated in the case of citations were used. If the thesis is not submitted within the specified time, it is deemed to have been assessed as “failure” (5.0) in accordance with Section 14 (1) sentence 2.
- (2) The final thesis is to be assessed and evaluated by two examiners. One of the examiners should have supervised the thesis. The two examiners shall be appointed by the Examination Board. At least one of the examiners must be a full-time university lecturer who teaches in the degree program or subject area. The individual assessment is to be carried out in accordance with § 11 para. 1 and substantiated in writing. The grade for the final thesis is derived from the arithmetic mean of the individual assessments, provided the difference does not exceed 2.0. If the difference is more than 2.0, the Examination Board will appoint

a third examiner to assess the thesis. In this case, the grade is calculated from the arithmetic mean of the two better grades. However, the final thesis can only be assessed as "sufficient" or higher if at least two grades are "sufficient" or higher.

- (3) The credits earned by passing the final thesis can be found in the respective degree program examination regulations.

§ 30

Colloquium

- (1) A colloquium can supplement the final thesis and is to be assessed either independently or jointly. It serves to determine whether the person to be examined is able to orally describe and, without assistance, to justify the results of the final thesis, the principles on which it is based, its interdisciplinary framework and its extra-disciplinary ramifications and to assess its practical significance. In doing so, the processing of the topic of the thesis should also be discussed with the person to be examined.
- (2) Students can only be admitted to the colloquium if
 - 1. all module examinations of the respective degree program have been passed in accordance with the respective degree program examination regulations and
 - 2. the final thesis has been graded at least "sufficient" and
 - 3. if applicable, further prerequisites required in accordance with the respective degree program examination regulations have been fulfilled.

The application for admission must be addressed to the chair of the Examination Board. The application must be accompanied by evidence of the admission requirements specified in sentence 1, unless they are already available to the Examination Board. Furthermore, a declaration of previous attempts to take corresponding examinations and whether the admission of listeners is opposed must be enclosed. Students can also apply for admission to the colloquium when registering for the final thesis; in this case, admission to the colloquium will be granted as soon as the Examination Board has received all the necessary evidence and documents. Section 27 (4) applies accordingly to admission and refusal of admission to the colloquium.

- (3) The colloquium is conducted as an oral examination and is jointly conducted and assessed by the examiners specified for the thesis. In the event of § 28 para. 2 sentence 6, the colloquium is conducted by the examiners whose individual assessment was used to determine the grade of the final thesis. The duration of the colloquium is regulated by the respective degree program examination regulations.

- (4) Passing the colloquium earns credits in accordance with the respective degree program examination regulations.
- (5) Colloquia can also be held as video conferences via the Internet without the presence of the participants at the TH OWL. Section 21 (4) applies accordingly.

§ 31

Result of the Final Examination

- (1) The final examination has been passed if all module examinations required for the respective degree program, the final thesis and the colloquium have been assessed as at least sufficient and all required credits have been achieved.
- (2) The final examination has not been passed if one of the examinations mentioned in paragraph 1 has finally been assessed as “failure” or is finally deemed “failure” and it is no longer possible to change a compulsory elective module or to another major or another field of study in accordance with the respective degree program examination regulations.
- (3) A notification of the failed final examination shall be issued, which will include information on legal remedies. As a result of the failed final examination, de-registration must be pronounced in accordance with § 51 para. 1 no. 3 HG. Upon request, the chair of the Examination Board will issue a certificate after de-registration, which contains the modules completed through module examinations, their grading and the credits earned as well as the modules still missing for the final examination. For the compulsory elective module area, the missing credits are issued. The certificate must state that the student has definitively failed the final examination. Upon request, the chair of the Examination Board will issue a certificate that only contains the modules completed through examinations, their grading and the credits earned.

§ 32

Certificate, Final Grade, Diploma

- (1) A certificate of successful completion of the Bachelor's or Master's examination is issued immediately, if possible, within six weeks of the last examination. The certificate contains the grades of all modules taken in the module examinations, the topic and grade of the final thesis, the grade of the colloquium and the overall grade of the Bachelor's or Master's examination. The grade must be stated in words and – in brackets afterwards – in figures to

one decimal place. The chosen degree program, a chosen specialization or specializations, an (optional) practical semester or a semester abroad must be indicated. The number of credits earned through examinations must be indicated after each module; this applies accordingly to a practical semester or semester abroad. The total number of credits earned through the above-mentioned modules as well as through a practical semester or semester abroad must be indicated. Accredited modules must be marked as such.

- (2) The overall grade of the final examination is derived from the arithmetic mean of the grades weighted by credits for the module examinations, the final thesis and the colloquium in accordance with Section 11 (5) and (6). In the case of ungraded examinations, the grade "passed" must be included. In this case, the examination performance is not included in the overall grade.
- (3) The certificate is to be signed by the chair of the Examination Board and bears the date of the day on which the last examination was completed. The certificate is generally handed out in person. Upon the student's request, the certificate will be sent.
- (4) No later than three months after the last examination has been completed, students will be issued with the diploma including the date of the certificate and the specification of the degree program. The certificate will be sent at the student's request. The certificate certifies the award of the academic degree in accordance with the respective degree program examination regulations. An English translation of the certificate will be attached.
- (5) The certificate is signed by the President and the chair of the Examination Board and sealed with the embossed seal of the Technische Hochschule Ostwestfalen-Lippe.

§ 33

Diploma Supplement and Transcript of Records

- (1) A Diploma Supplement with a Transcript of Records is issued to graduates together with the certificate of successful completion of the final examination. Upon the student's request, the Diploma Supplement and the Transcript of Records will be sent.
- (2) The Diploma Supplement is issued in English and German and contains details on the degree program, its requirements and content, the grading system and the type of degree; it is supplemented by information about the university and the German study system. It also contains an ECTS grading table (overview of grades). The ECTS grading table provides information about the statistical distribution of grades achieved by students on a degree

program within a reference period of two years. The reference period is the four semesters preceding the graduation. If it is not yet possible to refer to four previous semesters for a new degree program, the ECTS grading table is not listed.

- (3) The Transcript of Records contains an enumeration of the modules completed through examinations, in which credits are acquired. These credits are disclosed.

§ 34

Additional Modules

- (1) Students may take examinations in modules other than those specified (additional modules). The modules completed through these additional examinations will be included in the certificate as additional modules with the grade and the number of credits earned upon request, but will not be taken into account when determining the overall grade and total number of credits.
- (2) Examinations in additional modules (additional examinations) can be taken in all compulsory and compulsory elective modules from other degree programs of the Technische Hochschule Ostwestfalen-Lippe which have no equivalent in the range of subjects offered in the chosen degree program including the chosen specialization, if applicable.
- (3) Admission requirements for additional examinations in accordance with paragraph 2 are evidence of participation in courses, proof of academic achievement and passed examinations which are admission requirements for the desired examination in accordance with the examination regulations for the respective other degree program, insofar as these convey direct basic knowledge for the desired examination; if it is not possible to provide evidence of examinations passed as required, comparable examinations must be proven with regard to the necessary basic knowledge.
- (4) The application for admission to an additional examination in accordance with paragraph 2 is to be submitted to the Examination Board of the respective other degree program. Students must submit the documents required for admission. The Examination Board of the respective other degree program shall decide on admission in agreement with the Examination Board of the degree program in which the student is enrolled. Admission can only be granted within the scope of available capacities and possibilities. There is no legal entitlement to admission.

- (5) An examination in additional modules also applies if the student selects more than the required number from a compulsory elective module catalog within the framework of the respective degree program and completes them through examinations. The examinations taken first are deemed to be examinations in compulsory elective modules, unless the student has decided otherwise before the respective first examination attempt or in a permissible manner at a later point in time. If the required number of credits has been achieved in a compulsory elective module catalog, further modules from this catalog in which credits are earned are considered additional modules; this applies accordingly to modules from a specialization catalog or for modules in a field of study. Section 16 (3) remains unaffected.
- (6) The Examination Board for the respective degree program decides on modules outside the range of compulsory and compulsory elective module examinations offered by the degree programs of the Technische Hochschule Ostwestfalen-Lippe in which additional examinations can be taken. Admission is also granted by the same Examination Board.
- (7) Section 10 (8) to (11) remains unaffected.

IV. Non-Validity of Examinations, Revocation of the Final Degree, Inspection of the Examination Documents

§ 35

Non-Validity of the Final Examination, Revocation of the Final Degree

- (1) If students have cheated in an examination and this fact only becomes known after the certificate has been issued, the Examination Board may subsequently correct the grades for those examinations in which the person being examined has cheated and declare the examination wholly or partially failed.
- (2) If the requirements for admission to an examination were not fulfilled, without the student having intended to deceive about this and this fact only becomes known after the certificate has been issued, this deficiency is remedied by passing the examination. If the person to be examined has wrongly obtained admission by intent, the Examination Board shall decide on the legal consequences in accordance with the Act on Administrative Procedures for the Federal State of North Rhine-Westphalia.

- (3) Before a decision is taken, the person concerned is to be given the opportunity to make a statement.
- (4) The incorrect examination certificate shall be withdrawn and a new one issued if necessary. The incorrect examination certificate shall be withdrawn and a new one issued if necessary. No decision pursuant to paragraph 1 and paragraph 2 sentence 2 may be made after a period of five years has elapsed following the issue of the examination certificate.
- (5) If the examination has been declared to have been failed overall, the degree shall be revoked and the diploma withdrawn.

§ 36

Inspection of the Examination Documents

After the announcement of an examination result, students are granted access to the respective examination documents concerning them within three months upon request. The respective examiners shall determine the place and time of the inspection to be supervised and shall permit a faithful reproduction.

§ 37*

Entry into Force, Publication, Transitional Provisions

* The regulations for the entry into force, publication and transitional provisions of the General Part of the Bachelor's and Master's Examination Regulations of July 2, 2021 (Announcement Sheet, 2021/No. 22) result from this statute (ibidem § 37).

The regulations on the entry into force and publication of the statutes amending the General Part of the Bachelor's and Master's Examination Regulations at the Technische Hochschule Ostwestfalen-Lippe (ATPO) of January 22, 2024 (Announcement Sheet of the Technische Hochschule Ostwestfalen-Lippe 2024/No. 01) result from this statute (ibidem Article II).