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Statutes for the Organization of Examinations in Times of the Corona Pandemic  
at Ostwestfalen-Lippe University of Applied Sciences and Arts  
(Corona Statutes TH OWL)

of 24 April 2020

**Please note:** This is an unauthorized translation for information purposes.  
The only binding version is the original German text!

**Statutes for the Organization of Examinations in Times of the Corona Pandemic  
at Ostwestfalen-Lippe University of Applied Sciences and Arts  
(Corona Statutes TH OWL)**

**of 24 April 2020**

On the basis of

- § 2 (4) and § 64 (1) of the Higher Education Act of North Rhine-Westphalia (Hochschulgesetz – HG) of 16 September 2014 (GV. NRW, page 543), last updated on the basis of the Higher Education Act of 12 July 2019 (GV.NRW.2019, page 377),
- the Law for Consistent and Solidarity-Driven Handling of the COVID-19 Pandemic of 14 April 2020 (GV.NRW. 2020, page 217b) and
- the Corona Epidemic University Ordinance of 15 April 2020 (GV.NRW. 2020, page 298),

Ostwestfalen-Lippe University of Applied Sciences and Arts has issued the following statutes:

**Summary of Contents**

§ 1	Scope
§ 2	Decision-Making Authority
§ 3	Requirement of Approval
§ 4	Postponed Examinations
§ 5	Registration for Examinations
§ 6	Written Examinations
§ 7	Oral Examinations / Colloquia
§ 8	Written Compositions
§ 9	Final Theses
§ 10	Entry into Force and Publication

**§ 1**

**Scope**

- (1) These statutes regulate the performance of examinations as of Summer Semester 2020 at Ostwestfalen-Lippe University of Applied Sciences and Arts and apply throughout the entire period of the corona pandemic. The regulations in these statutes take precedence over those of the respective examination regulations for a study program at Ostwestfalen-Lippe University of Applied Sciences and Arts. Unless otherwise decided in these statutes, the regulations of the respective examination regulations continue to apply.

- (2) Examinations that require a presence at Ostwestfalen-Lippe University of Applied Sciences and Arts and for which students have **already registered** shall be postponed. In order to enable students to progress in their studies, these examinations may be replaced by other types of examinations under the conditions of the following regulations. In these cases, it is of no relevance whether it is a repeat examination.
- (3) Examinations that require a presence at Ostwestfalen-Lippe University of Applied Sciences and Arts and **for which registration is due as of Summer Semester 2020**, shall not be postponed. In order to enable students to progress in their studies, these examinations may be replaced by other types of examinations under the conditions of the following regulations. In these cases, it is of no relevance whether it is a repeat examination.
- (4) The following applies to other types of examinations:
  - Written examinations may be substituted by written work carried out in the domestic area (e. g. compositions, protocols). Alternatively, oral examinations via distance communication or a combination of a composition and an oral examination may be carried out.
  - Oral examinations and colloquia may be substituted by written work carried out in the domestic area. Alternatively, an oral examination or a colloquium may be carried out via distance communication or as a combination of a composition and an oral examination carried out via distance communication.
  - In the case of examination types that consist of a written and an oral part, the oral part may be carried out via distance communication or it may be dispensed in favor of an additional written task. §§ 6 to 9 apply accordingly.
- (5) If other types of examinations are offered, the processing time and duration of the examinations must be specified and announced.
- (6) The regulations regarding the number of examination attempts for the respective degree programs are suspended.
- (7) Admission requirements for examinations may be suspended. This may only be applied to the entire examination cohort.
- (8) The maximum deadlines for the announcement of examination results, which are regulated in the respective examination regulations, may be regulated differently.
- (9) It must be ensured that the alternative type of examination essentially examines the same competencies and that the workload remains unaltered.

## **§ 2**

### **Decision-Making Authority**

- (1) The Chair of the Examination Board decides after consultation of the examiners which alternative form of examination is offered for the respective module of a study program. If no agreement can be achieved, the Chair of the Examination Board decides after consultation of the Deanery. The same applies to the processing time and the duration of the examinations, the suspension of admission requirements for examinations as well as the announcement of examination results.
- (2) The decision of the Chair of the Examination Board shall be immediately forwarded to the students so that timely registration for the examination is possible.

## **§ 3**

### **Requirement of Approval**

A prior written approval (via email or scan) of the examinee is required in cases in which the type of the examination is changed after registration. If there is no approval, the examination will be rescheduled in the original form for a later date.

## **§ 4**

### **Postponed Examinations**

- (1) Students who have registered for an examination that has been postponed to another date will automatically remain registered for the next scheduled examination date.
- (2) Withdrawal is possible in accordance with the applicable examination regulations.

## **§ 5**

### **Registration for Examinations**

Registrations for examinations that in accordance with the examination regulations are carried out in written form in the Examination Office, are alternatively carried out in electronic form. If there is a need to sign relevant documents (e. g. in the case of the permission required for the topic of the thesis), the signed documents may first be scanned or photographed and sent in advance by email to avoid an interruption of the examination process. Original documents must be submitted in person or by post as soon as possible.

## **§ 6**

### **Written Examinations**

- (1) Written exams may be converted into an examination type in accordance with § 1 (4).
- (2) The performance of an e-examination is permitted under the following conditions:
  - a. As an open book examination (all aids are allowed)
  - b. Using supportive structures provided by third parties (external providers) to ensure the identity of the examinee.

## **§ 7**

### **Oral Examinations/Colloquia**

- (1) Oral examinations and colloquia may be converted into a written composition or a written composition with an oral examination or an oral examination via distance communication.
- (2) An examination may also be conducted as a video conference via the Internet without the presence of the parties involved at Ostwestfalen-Lippe University of Applied Sciences and Arts. In this case the following must be taken into account:
  - The Presidential Board decides which technical systems are used to carry out the examinations; care must be taken to ensure that the system is sufficiently stable.
  - At the request of the examiner, the examinee must prove his/her identity by showing an identification card. Moreover, the examinee must explain or show prior to the starting of the examination that there are neither aids nor other persons present in the room.
  - The examinee must be allowed to withdraw from the examination even during the examination if technical problems occur. The examinee must report these problems immediately even if the quality is merely limited. At the end of the examination, the examinee must declare that the technical processing of the examination has worked without restrictions.

## **§ 8**

### **Written Compositions**

- (1) The following applies to all module examinations in the form of written compositions that are already registered and currently in progress:

As long as the students' access to the facilities relevant for taking the examination (especially libraries, laboratories etc.) is not guaranteed, the Chair of the Examination Board may grant an extension of the processing time in accordance with the duration of the closure of the relevant facility. In his/her area of responsibility the Chair of the Examination Board decides on the maximum deadlines that are in such a case set anew for the individual examinations and communicates them to the students immediately in electronic form.
- (2) The Chair of the Examination Board evaluates at the request of the student on a case-to-case basis whether factors that are influenced by the corona pandemic may be accepted as valid reasons (e. g. laboratory access or lacking research opportunities) for a withdrawal.

- (3) Irrespective of other regulations that may exist, the Chair of the Examination Board may decide that the submission of compositions written in the domestic area in digital form is sufficient to keep the deadline.

## § 9

### Final Theses

- (1) The following applies to all theses that are already registered and currently in progress:  
As long as the students' access to the facilities relevant for taking the examination (especially libraries, laboratories etc.) is not guaranteed, the Chair of the Examination Board may grant an extension of the processing time in accordance with the duration of the closure of the relevant facility. In his/her area of responsibility the Chair of the Examination Board decides on the maximum deadlines that are in such a case set anew for the individual examinations and communicates them to the students immediately in electronic form.
- (2) The Chair of the Examination Board evaluates at the request of the student on a case-to-case basis whether factors that are influenced by the corona pandemic may be accepted as valid reasons (see above) for a withdrawal.
- (3) In particular exceptional cases causally linked to the corona pandemic, the Dean may decide to regulate formal aspects settled for the final thesis in the Examination Regulations (e.g. the request for an experimental topic) differently after consultation of the Chair of the Examination Board.
- (4) The Chair of the Examination Board communicates to the examinees that final theses cannot currently be handed in personally to the Examination Office. There are two alternatives:
- The documents may be sent by post to the address of the Examination Office. In this case, the postmark is the relevant criterion for determining whether the thesis has been handed in in time.
  - The documents may be sent in digital form to the Examination Office. Crucial is their reception in the electronic mailbox of the Examination Office. In the course of the digital transmission of the final thesis, the examinee adds, in accordance with the corresponding examination regulations, a declaration in lieu of oath with his/her handwritten signature first in form of a scanned document. The examinee will submit the original as soon as possible in person or by post to the Examination Office.

## **§ 10**

### **Entry into Force and Publication**

- (1) These statutes come into force upon signature. These statutes will expire on 1 April 2021 (see 'Hochschul-VO').
- (2) They are published in the Official Journal of Ostwestfalen-Lippe University of Applied Sciences and Arts.

These statutes are issued upon decision of the Presidential Board of Ostwestfalen-Lippe University of Applied Sciences and Arts from 21 April 2020.

Lemgo, 24 April 2020

The President  
of Ostwestfalen-Lippe University of Applied Sciences and Arts  
(Prof. Dr. Jürgen Krahl)

#### Note:

After one year from the announcement of these statutes violations of procedural or formal requirements of the Higher Education Act or the regulatory or other law of the University can only be brought forward under the conditions of § 12 (5) 1-4 of the Higher Education Act of North Rhine-Westphalia. Otherwise, such a reprimand is excluded.