

Englischsprachige Übersetzung des  
Allgemeinen Teils der Masterprüfungsordnung  
der  
Technischen Hochschule Ostwestfalen-Lippe  
vom 25. Juli 2019

# **General Section of the Master's Examination Regulations of the OWL University of Applied Sciences and Arts**

On the basis of § 2 para. 4 and § 64 para. 1 of the Law governing the Universities of the Federal State of North Rhine-Westphalia (the University Law – UL) from 16 September 2014 (GV. NRW. p. 543), last amended by the Law from 17 October 2017 (GV.NRW. p. 806), the OWL University of Applied Sciences and Arts has issued the following charter:

## **Table of contents**

### **I. General information**

- § 1 Area of application
- § 2 Purpose of the academic programme, purpose of the examination, academic degree
- § 3 General requirement for study, entrance restrictions
- § 4 Standard period of study, instruction and examination language, places of study
- § 5 Course form and content
- § 6 Module structure and credit point system
- § 7 Examination board
- § 8 Examiners and observers
- § 9 Recognition of examination results and placement into higher academic semesters
- § 10 Assessment of examination performance, credits and ECTS credits
- § 11 Unexcused absence, withdrawal, deception and breaches of regulations

### **II. Examinations completed during the course of study**

- § 12 Objective, form and scope of examinations completed during the course of study
- § 13 Admission to examinations completed during studies
- § 14 Conducting of examinations completed during studies
- § 15 Students in special family situations
- § 16 Students with disabilities or chronic illnesses

### **III. Master's examination, additional modules**

- § 17 Master's thesis
- § 18 Admission to Master's thesis
- § 19 Assignment and completion of the Master's thesis
- § 20 Submission and assessment of the Master's thesis
- § 21 Colloquium
- § 22 Result of the Master's examination
- § 23 Diploma, overall grade, Master's degree certificate
- § 24 Diploma Supplement and Transcript of Records
- § 25 Additional modules

### **IV. Final provisions**

- § 26 Invalidity of the Master's examination, withdrawal of the Master's degree
- § 27 Access to examination documents
- § 28 Entry into force, publication, transitional arrangement

# **General Section of the Master's Examination Regulations of the OWL University of Applied Sciences and Arts**

## **I. General information**

### **§ 1**

#### **Area of application**

- (1) This General Section applies for the Master's degree programme of the OWL University of Applied Sciences and Arts. It contains the general rules of procedure and general information regarding the planning of studies. The University issues special degree programme examination regulations on the basis of this General Section. The General Section of the Examination Regulations and the special section of a degree programme examination regulation together constitute the examination regulation of the respective degree programme.
- (2) Regulations may be stipulated for cooperative or dual degree programmes that deviate from those of the General Section.
- (3) The degree programme examination regulations especially govern:
  - Special admission requirements
  - The degree to be awarded
  - The standard period of study and scope of the required modular programme
  - The form, number, scope, and weighting of examinations completed during the course of study
  - Requirements for admission to the examinations completed during the course of study and the thesis, as well as the requirements for semesters abroad and internships integrated into the degree programme
  - The number of and requirements for repetitions of examinations

### **§ 2**

#### **Purpose of the academic programme, purpose of the examination, academic degree**

- (1) The purpose of the academic programme, taking into consideration the general study objectives (§ 58 UL), is to provide students with an extensive, application-oriented education on the basis of scientific knowledge with individual focal areas of specialisation that enable to

the students to gain technical competence, cultivate a sense of awareness and develop the ability to think independently. The academic programme is intended to prepare students for the Master's examination.

- (2) The Master's examination constitutes the professionally and research-qualifying degree of the Master's degree programme. Its purpose is to assess whether the students have acquired the in-depth specialist knowledge necessary for the transition to professional practice, whether they have an overview of the connections of their subject and whether they have the ability to work independently and successfully according to scientific principles and methods.
- (3) The Master's degree is awarded on the basis of the Master's examination passed in a Master's degree programme. For the programme-specific degree, please refer to the corresponding degree programme examination regulation.

### **§ 3**

#### **General requirement for study, entrance restrictions**

- (1) For the Master's degree programmes, proof of a first professionally qualifying university degree at least at the Bachelor level is required as a requirement for admission to the programme. Further information as well as the further requirements can be found in the degree programme examination regulations.
- (2) Applicants who did not acquire their university entrance qualification at a German-speaking institution must furnish proof of sufficient knowledge of the German language (at least level B 2 as defined by the Common European Framework of Reference for Languages) in the form prescribed by the International Office of the OWL University of Applied Sciences and Arts.
- (3) If an applicant definitively fails an examination in a degree programme at the OWL University of Applied Sciences and Arts because the last repeat examination in a module was graded as "insufficient" or is deemed as having been graded as "insufficient", enrolment in another degree programme at this university must be denied if the module concerned has the same module number in both programmes and is a compulsory module in the chosen programme. This applies accordingly if a candidate definitively fails an examination in a degree programme at the OWL University of Applied Sciences and Arts or another university in the area of application of the German Basic Law if the module concerned is a compulsory module in the chosen programme and both programmes exhibit significant content overlap.

- (4) The satisfaction of the requirements of para. 1 and 2 is verified by the Registration Office, those of para. 3 by the examination board of the chosen degree programme.

#### **§ 4**

##### **Standard period of study, instruction and examination language, places of study**

- (1) The standard period of study of a full-time Master's degree programme is at least two and at most four semesters.
- (2) The respective degree programme examination regulation can stipulate that a programme may also be completed on a part-time basis. Moreover, it is also possible for students to structure the course of their part-time studies on their own responsibility, especially in the case of special familial obligations. In this case, the departments prepare recommendations for organising the scheduling of the programme.
- (3) The language of instruction and examination is German. The respective degree programme examination regulation can stipulate another language of instruction and examination and require proof of certain language skills accordingly. In this case, no higher level in another language may be required than level B 2 as defined by the Common European Framework of Reference for Languages
- (4) Should any courses take place outside of the OWL University of Applied Sciences and Arts, the course locations must be announced at least 4 weeks prior to the commencement of the course.

#### **§ 5**

##### **Course form and content**

- (1) Courses are offered as compulsory or elective modules by the departments, if applicable in cooperation with the Institute for Science in Dialogue (IWD) of the OWL University of Applied Sciences and Arts. The elective subjects offered are specified and announced by the Dean every semester. If less than four students register for an elective module, the elective module may be cancelled by the Dean.

Courses may be conducted using various teaching forms. The following forms of courses are especially possible:

Lectures used to introduce students to the module and the systematic transfer of knowledge in the form of oral presentations.

#### Seminar-based instruction

This type of instruction is for working through course content in the framework of its field of instruction and application by integrating lectures with examples that deepen the understanding of the content. Seminar-based instruction is largely held over the course of a semester. The instructors present and develop the subject matter in consideration of the student participation they elicit.

Projects are used for problem-oriented instruction and learning in which students preferably work in groups to address questions independently or with the aid of an instructor.

Tutorials deepen the understanding of material by means of example applications.

Internships allow the consolidation of basic knowledge by carrying out assignments typical to the degree programme.

Seminars are used for independent work on, discussion and presentation of subject-specific questions on the part of the students (individual or group work) under the guidance of an instructor.

Excursions supplement the remaining courses and aid in the illustration of course content and in internationalisation. They may be conducted in the form of single-day or multiple-day excursions.

#### Pre- and post-seminar for internship semesters

are used to prepare students for and reflect on an internship semester. Under the guidance of an instructor, students use presentations to report about their internship semester and share their experiences.

#### Online courses

all format types in which digital or electronic media are used to conduct the course, for presenting and distributing course material, or for supporting human communication. These may be implemented in part (blended learning) or completely as online formats.

- (2) The content of and skills to be acquired from the courses are based on the module descriptions announced by the respective department.

## **§ 6**

### **Module structure and credit point system**

- (1) The academic programme is modularised. Modules combine subject matter into thematically and temporally defined and self-contained units that are examinable and assigned with credits (CR) according to the European Credit Transfer System (ECTS). They span one semester, and in exceptional cases multiple semesters.
- (2) For each module, the corresponding credits are awarded after the successful completion of an examination and the examination marks are reported. The number of credits that can be earned in the individual modules is announced in the respective degree programme examination regulation and in the module handbook.
- (3) Credits are calculated according to the estimated amount of work required of the students. A single credit is based on about 25 - 30 hours of work. The estimated average workload amounts to 1,800 hours per academic year. Students are generally expected to earn 60 credits per academic year, i.e. 30 per semester.

## **§ 7**

### **Examination board**

- (1) For the organisation of the examinations and the responsibilities assigned by this General Section and the respective degree programme examination regulation, the responsible department shall form an examination board. The examination board is elected separately by the faculty council according to status groups. An examination board comprises a chairperson, a deputy chairperson and three other members. The chairperson, deputy chairperson and one member are elected from the group of professors, another member is elected from the group of academic employees that have at least taken the corresponding Master's examination or a comparable examination, and a final member is elected from the student group. Personal deputies are also elected on the same basis for the members of the examination board with the exception of the chairperson and the deputy chairperson. The departments may otherwise stipulate in the degree programme examination regulation that a further member with a deputy must be elected from the professor group and yet another

member with a deputy elected from the student group. The student members are appointed for one year, the other members for four years. Members may be re-elected.

- (2) The examination board constitutes an authority as defined by administrative procedural law.
- (3) The examination board sees to it that the provisions of the General Section of the Master's Examination Regulations and the degree programme examination regulation are complied with and ensures that the examinations are conducted properly. It is especially responsible for deciding on objections to decisions made during the examination procedure. The examination board reports at least once per year to the department about the development of examinations and study periods. The report must be disclosed by the university in a suitable manner. The examination board provides suggestions for reforming the degree programme examination regulation and the curriculum. The respective examination board may delegate the responsibilities assigned to it in this General Section of the Examination Regulations and in the degree programme examination regulations to the chairperson of the examination board with the exception of deciding about objections. The responsibilities to be delegated must be specifically designated in the delegation resolution.
- (4) The examination board constitutes a quorum if at least one further member with voting power is present in addition to the chairperson or his/her deputy and a further professor. The examination board decides by a simple majority vote. In case of a tie vote, the chairperson has the casting vote. The student members of the examination board contribute to pedagogical/scientific decisions, especially to the calculation or other assessment of academic achievements and examination results, as well as in the appointment of examiners and observers, but do not have voting power. The student members of the examination board do not take part in deliberations and decision-making processes concerning matters pertaining to the determination of examination questions.
- (5) The members of the examination board have the right to attend the examinations. Exceptions to this are student members who wish to take the same examination on the same day.
- (6) The meetings of the examination board are not public. The members of the examination board and their deputies are obligated to maintain professional confidentiality. Members who are not civil servants are sworn to secrecy by the chairperson of the examination board.
- (7) The candidate must be informed of any negative decisions made by the examination board or its chairperson immediately in writing, including the reasons for the decisions. The candidate is to be given the right to be heard beforehand. The validity of § 2 para. 3 no. 3 of the

Administrative Procedure Act for the Federal State of North Rhine-Westphalia, especially concerning the exception to consultation and the obligation to state reasons when giving scientific or artistic assessments, remains unaffected.

## **§ 8**

### **Examiners and observers**

- (1) The examination board appoints the examiners and the observers. Persons appointed as examiners must have at least taken the corresponding Master's examination or have a comparable qualification (university degree with DQR 7) and, unless compelling reasons demand an exception, have practised freelance teaching activities in the subject area of the examination; if multiple examiners must be appointed, at least one of them should have taught in the relevant examination subject. Persons appointed as observers must have at least taken the corresponding Master's examination or have a comparable qualification (university degree with DQR 7).
- (2) The examiners exercise their examination activities independently.
- (3) The examination board sees to it that the examination duties are distributed among the examiners as evenly as possible.
- (4) The chairperson of the examination board ensures that the candidates are notified of the names of the examiners at least two weeks before the date of the respective examination.
- (5) § 7 para. 6 sentences 2 and 3 apply accordingly for the examiners and the observers.

## **§ 9**

### **Recognition of examination results and placement into higher academic semesters**

- (1) Examination results obtained in degree programmes at other German state or state-recognised universities, German state or state-recognised universities of cooperative education, or at foreign state or state-recognised universities are recognised upon request as long as there is no significant difference concerning the skills acquired to the achievements that are being replaced.

- (2) Upon request, other knowledge and qualifications can be recognised on the basis of submitted documents if this knowledge and these qualifications are equivalent in terms of content and level to the examination performances that they are to replace.
- (3) The examination board decides on recognition as defined in paragraphs 1 and 2, in cases of doubt after consulting the examiners responsible for the modules.
- (4) It is the responsibility of the requesting person to provide the required information concerning the achievement to be recognised. The documents must contain evidence supporting the statements made about the obtained examination performances and other knowledge and qualifications to be recognised. When transferring credits, the relevant degree programme examination regulation, the respective module description and the individual Transcript of Records or comparable document must be submitted, as well as a Learning Agreement if available. It is the responsibility of the examination board to prove that an application as per paragraphs 1 and 2 do not meet the recognition requirements.
- (5) Decisions as defined in paragraphs 1 and 2 must be made at the latest within 8 weeks after the submission of all application documents by the examination board.
- (6) On the basis of recognition as defined in paragraph 1, the university can and, if an application has been made, must place the applicant into an academic semester whose number results from the amount of ECTS credits acquired through the recognition in proportion to the overall number of the ECTS credits that can potentially be acquired in the respective degree programme. If the digit after the decimal point is less than five, the result is rounded down to the nearest whole semester. Otherwise the number is rounded up. The examination board is responsible for placement into a higher academic semester. In case of doubt, the examination board makes a decision after consulting the examiners responsible for the modules.
- (7) If academic and examination performances are recognised and transferred, the grades – assuming that the grade systems are comparable – must be carried over and used for the calculation of the overall grade. If the grade systems are not comparable, the note "passed" is carried over.
- (8) If the recognition of the achievements is declined, a decision must be issued concerning this including the reasons behind it.
- (9) If students switch from one degree programme of the OWL University of Applied Sciences and Arts to another degree programme of this university or if students pursue studies in an

additional degree programme, the examination performances earned in modules of the previous degree programme are transferred to and recognised as examination performances in the new degree programme if the modules of the previous and the new degree programme have the same module numbers; this also applies for examination performances in additional modules. In case of failed attempts, the number of opportunities to retake examinations allowed per module is reduced by the number of failed attempts as per the degree programme examination regulation.

- (10) If students matriculated in a degree programme at the OWL University of Applied Sciences and Arts attempt an examination in a module that constitutes part of two degree programmes at the OWL University of Applied Sciences and Arts and this module has the same module number according to the respective degree programme examination regulation, the examination performance earned in such a module is transferred to the other degree programme. Examination attempts, including failed ones, are counted towards the remaining number of opportunities to retake examinations in the scope of both degree programmes; this also applies to examination performances in additional modules.
- (11) Examination results and their credits may only be recognised once within a degree programme.

## **§ 10**

### **Assessment of examination performance, credits and ECTS credits**

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

1.0	=	very good	=	an outstanding performance;
2.0	=	good	=	a performance which lies substantially above average requirements;
3.0	=	satisfactory	=	a performance which fulfils average requirements;
4.0	=	sufficient	=	a performance which, despite deficiencies, still meets the requirements;
5.0	=	insufficient	=	a performance which, due to considerable deficiencies, does not meet the requirements.

For more detailed assessment of examination results by the individual examiners, the intermediate values 1.3; 1.7; 2.3; 2.7; 3.3 and 3.7 may be used.

- (2) A module examination is passed when it has been at least graded as "sufficient" (4.0).
- (3) If multiple examiners take part in an examination, they jointly evaluate the entire examination performance unless otherwise stipulated in the degree programme examination regulations. If the examiners do not agree in their assessment, the grade is calculated as the arithmetic mean of the individual valuations.
- (4) If an examination performance is for a repeat examination for which no compensation is provided for if definitively failed, this examination performance must be evaluated by at least two examiners. Paragraph 3 applies accordingly.  
If one examiner gives a grade of at least sufficient and the other examiner gives a grade of insufficient, and the arithmetic mean is formed with the result that the exam is considered failed, a third examiner is appointed by the examination board. In the case of an oral examination, the examination shall 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 results from the arithmetic mean of the two better individual valuations of the three examiners. The examination performance can only be assessed as sufficient or better if at least two of the grades are sufficient or better.
- (5) When calculating module grades and the overall grade, only the first decimal place after the point is taken into account; all other decimal places are dropped without being rounded.
- (6) When grades are calculated from intermediate values, a mathematical value  

up to 1.5	results in a	"very good"
over 1.5 to 2.5	results in a	"good"
over 2.5 to 3.5	results in a	"satisfactory"
over 3.5 to 4.0	results in a	"sufficient"
over 4.0	results in a	"insufficient"
- (7) The degree programme examination regulations may stipulate that, in individual modules, the examination performance will only be assessed as "passed" or "insufficient" (5.0). If the examination is taken before several examiners, it is only passed in this case if the majority of the evaluations are "passed", otherwise the module grade is "insufficient" (5.0).
- (8) Students must be informed of the assessment of examinations completed during the course

of study and of the Master's thesis at the latest after six weeks; if this deadline is exceeded, the examination board may be called in.

- (9) Credits (CR) shall be awarded in accordance with the degree programme examination regulations for each examination completed during the course of study which is evaluated as at least "sufficient" or "passed" in accordance with paragraph 7.

## **§ 11**

### **Unexcused absence, withdrawal, deception and breaches of regulations**

- (1) An examination is graded as "failed" (5.0), if the student fails to appear for an examination without any valid reasons, or if the student withdraws from the examination after it has started without any valid reasons. The same applies if an examination is not taken within the specified time.
- (2) Valid reasons for an effective withdrawal include, for example, an inability to take an examination due to illness, the claiming of protection periods in accordance with the Maternity Protection Act or the Parental Allowance and Leave Act (BEEG) or, in urgent cases, the care of the spouse, registered partner, direct relative or first-degree in-law if in need of care or support. In addition, any other family emergency situation or an important family appointment within the meaning of § 15 (3) may be considered as a valid reason.
- (3) Withdrawal from an examination must be declared to the examination board in writing immediately after the valid reason has become known, generally within three working days. The reasons stated for withdrawal or absence must also be submitted to the examination board in writing and must be rendered plausible.
- A doctor's certificate confirming the inability to take an examination is sufficient proof of the inability to take an examination due to illness unless there are sufficient factual indications that render the ability to take an examination probable or make another proof appear to be appropriate. If such indications exist, the examination board is entitled to demand, at its own expense, a doctor's certificate from a medical examiner of the university; the student must be able to choose between several medical examiners.
- If the reasons are recognised by the examination board, the examination in the module concerned is deemed not to have been taken.

- (4) If the submission deadline of an examination is not met for a valid reason, the responsible examination board may, upon request, extend the submission deadline by the period during which the valid reason applies; the possibility of withdrawal remains unaffected by this.
- 5) If the student attempts to influence an examination performance by deception, e.g. by using unauthorised aids, the examination performance in question is deemed to be "insufficient" (5.0). The determination of the attempted deception shall be made and put on record by the respective examiner or supervisor. A candidate who interferes with the proper examination procedure may, as a rule after a warning, be excluded from continuing the examination by the examiner or supervisor in question; in this case, the examination performance in question is evaluated as "insufficient" (5.0); the reasons for the exclusion must be put on record. In serious cases, the examination board may exclude students from further examinations. This shall apply accordingly to cases where the act of deception was not established until after the examination had been completed. In serious cases, the examination board may exclude students from further examinations. Within 14 days after notification, the student may request that decisions pursuant to sentences 1 and 3 be reviewed by the examination board.
- (6) Anyone who deliberately violates a provision of the General Section of the Master's Examination Regulations or the relevant degree programme examination regulations concerning deception in examination performance is committing an administrative offence. The administrative offence can be punished with a fine of up to € 50,000. The competent administrative authority for prosecuting and punishing this administrative offence shall be the Chancellor. In the event of multiple or other serious attempts at deception, the student may also be exmatriculated.
- (7) Students must be informed of negative decisions made by the examination board immediately and in writing, including the reasons for the decision and information on legal remedies.

## II.

### **Examinations completed during the course of study**

#### **§ 12**

#### **Objective, form and scope of examinations completed during the course of study**

- (1) Examinations completed during the course of study should determine whether the person to be examined has mastered the content and methods of the respective module in the essential contexts and can apply the acquired skills independently.
- (2) A module examination is an examination performance in a compulsory or elective module. The examination requirements shall be based on the skills of the course to be acquired that are intended for the module concerned.
- (3) The forms of examinations completed during the course of study are laid down in the degree programme examination regulations. It is also possible to combine two forms of examination, in which case the examination material is divided; addition or duplication is not permitted. The combined forms of examination are each assessed as a unit.
- (4) Examinations can also be completed in the form of group work if the contribution of the individual student to be assessed as an examination performance is clearly distinguishable and assessable on the basis of objective criteria and if this student fulfils any additional requirements laid down in the respective degree programme examination regulations.
- (5) The form and scope of an examination performance are determined by the examination board in consultation with the examiners and are binding for all candidates of the respective examination and announced at the latest at the beginning of the course by means of a notice or on the Internet. This also applies to further details concerning the procedure as well as to ensuring the individual authorship of the examination performance. In the case of written examinations, the instructor may require written assurance from the students that they have written the paper independently – or, in the case of a group paper, the part of the paper identified accordingly – and have not used any sources other than those indicated.

## § 13

### Admission to examinations completed during studies

- (1) Only students who are enrolled in the respective degree programme a student according to § 48 UL or are admitted as a visiting student according to § 52 UL can be admitted to an examination accompanying their studies at the OWL University of Applied Sciences and Arts and those
  1. who fulfil the special requirement for study required by the respective degree programme examination regulations (if applicable),
  2. who have fulfilled the admission requirements specified in the respective degree programme examination regulations for the respective examination to be completed during the course of study or fulfils them by a date set by the examination board.
- (2) Specialisations, fields of study and elective modules may be changed; this also applies if a student definitively fails the specialisation, field of study or elective module or is deemed as having definitively failed the specialisation, field of study or elective module. Changes as defined in sentence 1 are only allowed until admission to the colloquium.
- (3) The application for admission must be submitted by the deadline set by the examination board via the online examination administration system HIS/QIS (examination registration) used at OWL University of Applied Sciences and Arts. If registration is not offered via HIS/QIS, a written application may also be submitted to the chairperson of the examination board. The application should be submitted simultaneously for all examinations during the course of study that the student wishes to take within the same examination period.
- (4) The following documents be included with the application or be submitted by a deadline set by the examination board unless already submitted beforehand:
  1. proof of the fulfilment of the admission requirements referred to in paragraph 1 and, in case of a special study requirement according to paragraph 1 no. 2, the corresponding proof as required by the respective degree programme examination regulations,
  2. a declaration concerning previous attempts to take corresponding examinations and previous attempts to take a final examination in the same degree programme,
  3. a statement as to whether oral examinations will result in an objection to the admission of listeners.

If it is not possible for students to include a document required by sentence 1 in the stipulated manner, the examination board may permit proof to be furnished in another manner.

- (5) The application for admission to an examination during the course of study can be withdrawn via the online examination administration system HIS/QIS or in writing to the chairperson of 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 an examination completed during the course of study takes place outside of an examination period, sentence 1 shall apply accordingly.
- (6) The examination board decides as to admission.
- (7) Admission shall be refused if
  - a.) the requirements referred to in paragraph 1 are not fulfilled or
  - b.) the documents are incomplete and are not included by the deadline set by the selection board, or
  - c.) the student definitively failed a corresponding examination in a module at the OWL University of Applied Sciences and Arts with the same module number and this module is a compulsory subject in a degree programme at the OWL University of Applied Sciences and Arts or the student definitively failed the Master's examination in the same course of study at a university of applied sciences in the area of application of German Basic Law.

Otherwise, admission may only be refused if the student has lost his or her entitlement to take an examination in the same degree programme within the area of application of German Basic Law by missing a repeat examination deadline.

## **§ 14**

### **Conducting of examinations completed during studies**

- (1) Examinations completed during the course of study take place outside of the courses unless the respective degree programme examination regulations contain a deviating regulation within the examination forms specified therein. The examination board shall determine the examination periods and announce them in due time.
- (2) The examination board will set the dates for the examinations and announce them in due time – normally at least two weeks before the examination in question.
- (3) At the request of the examiners or supervisors, the candidate must identify himself or herself

with an official identity document. The examination board may also decide that the student ID card and/or a printout of the examination registration form via HIS/POS must be presented prior to the examination.

## **§ 15**

### **Students in special family situations**

- (1) For students to whom the protective provisions of the Maternity Protection Act and the Parental Allowance and Parental Leave Act (BEEG) apply, the examination board shall determine the examination conditions laid down in this General Section of the Master's Examination Regulations upon request by the student, taking into account the individual case.
- (2) For students who care for or support their spouse, registered partner or direct relative or first-degree in-law, if this person is in need of care or support, the examination board shall set the deadlines and dates laid down in this General Section of the Master's Examination Regulations at the request of the student, taking into account the lost time caused by this care and the individual case.
- (3) Paragraphs 1 and 2 shall apply accordingly to students who find themselves in another family emergency situation, such as illness of a child or relatives who cannot remain alone in the specific situation or who have to keep an important family appointment, such as medical appointments for a child who cannot keep these alone. The definition of family used when determining a family emergency or an important family appointment is based on an understanding of a family as a social network of people who support each other in a binding and lasting way.
- (4) In cases of doubt, the chairperson of the examination board may demand evidence in the cases referred to in paragraphs 1 to 3.

## **§ 16**

### **Students with disabilities or chronic illnesses**

- (1) If the student, by means of a doctor's certificate or in any other way, provides credible evidence that he or she is unable to take an examination in full or in part in the prescribed form due to permanent disability or chronic illness, the chairperson of the examination board may permit the provision of aids, the extension of the examination period or the taking of equivalent examinations in another form. She or he must ensure that the examination conditions

are designed to compensate as far as possible for disadvantages suffered by severely disabled persons and persons treated as such (§ 2 paras. 2 and 3 of German Social Code (SGB) IX as amended).

- (2) In cases of doubt, the chairperson of the examination board may demand evidence in the cases referred to in paragraph 1. With the consent of the student, the special needs officer for students with chronic illnesses may be consulted.

### **III. Master's examination, additional subjects**

#### **§ 17**

#### **Master's thesis**

- (1) The Master's thesis should show that the student is capable of independently completing and documenting a task from his/her subject area within a prescribed period of time according to the requirements of the degree programme, both in its technical details and in interdisciplinary contexts and according to scientific, practical and, if applicable, creative methods. The scope of the Master's thesis is laid down in the respective examination regulations.
- (2) The Master's thesis is supervised by an authorised examiner appointed by the examination board in accordance with § 8 para. 1 in conjunction with § 20 para. 2. The students shall be given the opportunity to make suggestions for the topic of the Master's thesis.
- (3) Upon request, the chairperson of the examination board shall ensure that a candidate receives a topic for the Master's thesis in good time.
- (4) The Master's thesis can also be admitted in the form of a group thesis. In this case, the work of the individual must be clearly distinguishable and assessable and meet the requirements of paragraph 1 as an examination performance according to objective criteria.

## **§ 18**

### **Admission to Master's thesis**

- (1) Only students who are enrolled at the OWL University of Applied Sciences and Arts or who are admitted as a visiting student according to § 52 para. 2 UL and who have demonstrated their fulfilment of the requirements according to the respective degree programme examination regulations can be admitted to the Master's thesis.
- (2) The application for admission must be addressed in writing to the chairperson of the examination board. The application shall be accompanied by the following documents unless already submitted:
  1. proof of the fulfilment of the requirements for admission referred to in paragraph 1,
  2. a declaration regarding previous attempts to complete a Master's thesis and to take the Master's examination in the same degree programme at a university of applied sciences.

The application should be accompanied by a declaration as to which examiner is prepared to assign and supervise the Master's thesis.

- (3) The application for admission may be withdrawn in writing until the decision on the application has been announced without counting it towards the number of possible examination attempts.
- (4) The examination board decides as to admission. Admission shall be refused if
  - a) the requirements referred to in paragraph 1 are not fulfilled or
  - b) documentation is not complete, or
  - c) one of the examinations referred to in paragraph 2 no. 2 was definitively failed.

Otherwise, admission may only be refused if the student has lost his or her entitlement to take an examination in the same degree programme within the area of application of German Basic Law by missing a repeat examination deadline.

## **§ 19**

### **Assignment and completion of the Master's thesis**

- (1) The topic of the Master's thesis is set by the person supervising the thesis in consultation with the person to be examined. The task is assigned by the chairperson of the examination

board. The date of assignment shall be the day on which the person to be examined is notified of the task. The date must be put on record.

- (2) The time granted to complete the Master's thesis is laid down in the respective degree programme examination regulations. The supervisor must limit the topic, task and scope of the Master's thesis in such a way that the candidate is able to complete the thesis within the given period. In the event of illness, the chairperson of the examination board may extend the time granted for completion by the time of the demonstrated incapacity to take an examination due to illness at the justified request of the student submitted before the deadline. In the event of other justified exceptions, the chairperson of the examination board may extend the time granted for completion by a maximum of four weeks at the justified request of the student submitted before the deadline. The supervisor shall be consulted concerning the applications referred to in sentences 3 and 4.
- (3) The topic of the Master's thesis can only be rejected once within the first three weeks of the time granted for completion without providing reasons. In the case of the repetition of a Master's thesis that has not been adequately evaluated, the student may only reject the topic if he or she did not make use of this option when writing his or her first Master's thesis.
- (4) §§ 15 and 16 apply accordingly.

## **§ 20**

### **Submission and assessment of the Master's thesis**

- (1) The Master's thesis must be submitted in due time to the chairperson of the examination board or to an office designated by him or her. Master's theses in written form must be submitted in duplicate. The date of submission must be put on record. If the thesis is delivered by post or a comparable commercial delivery service, the time of delivery to the post office or the delivery service (postmark) is decisive. When submitting the Master's thesis, the student must give written assurance that the thesis – or, in the case of a group thesis, the part of the thesis identified accordingly – has been independently written and that no sources and aids have been used other than those indicated and marked in quotations. If the Master's thesis is not submitted on time, it shall be deemed to be assessed as "insufficient" (5.0) pursuant to § 11 para. 1 sentence 2.
- (2) The Master's thesis is to be examined and assessed by two examiners. One of the examiners should have supervised the Master's thesis. The two examiners are appointed by the examination board. At least one of the examiners must belong to the group of full-time professors

who teach in the degree programme. The individual assessment shall be made in accordance with § 10 (1) and justified in writing. The grade of the Master's thesis is formed from the arithmetic mean of the individual assessments, provided that the difference does not exceed 2.0. If the difference is more than 2.0, the examination board shall appoint a third examiner to assess the Master's thesis. In this case, the grade of the Master's thesis is formed from the arithmetic mean of the two better grades. However, the Master's thesis can only be assessed as "sufficient" or better if at least two grades are "sufficient" or better.

- (3) The credits earned by passing the Master's thesis can be found in the respective degree programme examination regulations.

## **§ 21**

### **Colloquium**

- (1) A colloquium can supplement the Master's thesis and is to be evaluated independently. It serves to determine whether the person to be examined is capable of orally presenting and independently justifying the findings of the Master's thesis, its technical foundations, its interdisciplinary connections and its connections to other fields and of assessing their practical importance. The methodological approach to the topic of the Master's thesis should also be discussed with the person to be examined.
- (2) The student can only be admitted to the colloquium if
  1. all examinations completed during the respective degree programme have been passed in accordance with the respective degree programme examination regulation and
  2. the Master's thesis has been at least assessed as "sufficient" and
  3. any other necessary further requirements have been met in accordance with the respective degree programme examination regulations.

The application for admission must be addressed to the chairperson of the examination board. The application must be accompanied by proof of the fulfilment of the admission requirements referred to in sentence 1 unless already submitted to the examination board. It must also include a declaration regarding previous attempts to pass corresponding examinations and any objections to the admission of listeners. The student can also apply for admission to the colloquium when registering for the Master's thesis; in this case, admission to the colloquium will take place as soon as all the necessary evidence and documents have been submitted to the examination board. Otherwise, § 18 para. 4 shall apply accordingly for the admission of the student to and the refusal to admit the student to the colloquium.

- (3) The colloquium is conducted in the form of an oral examination and is jointly held and evaluated by the examiners appointed for the Master's thesis. In the case of § 20 para. 2 sentence 6, the colloquium shall be held by the examiners from whose individual assessments the grade of the Master's thesis was formed. The duration of the colloquium is stipulated in the respective degree programme examination regulations.
- (4) By passing the colloquium, the student earns credits in accordance with the respective degree programme examination regulations.
- (5) Contrary to §§ 20 para. 2 and 21 para. 3, the degree programme examination regulations may stipulate that the Master's thesis and the colloquium must be assessed jointly as one examination.

## **§ 22**

### **Result of the Master's examination**

- (1) The Master's examination is passed if all examinations prescribed for the respective degree programme, the Master's thesis and the colloquium have at least been assessed as sufficient and all required credits have been earned.
- (2) The Master's examination is not passed if one of the examination achievements referred to in paragraph 1 has been definitively assessed as "insufficient" or is deemed to be definitively assessed as "insufficient" and it is no longer possible according to the respective degree programme examination regulations to change an elective module or to change to another specialisation or to another field of study.
- (3) A decision is issued on the Master's examination that has not been passed, which must be accompanied by information on legal remedies. As a result of failing the Master's examination, the student must be exmatriculated in accordance with § 51 para. 1 no. 3 UL. Upon request, the chairperson of the examination board will issue a certificate after exmatriculation containing the examination results, their grades and the credits acquired, as well as the examination achievements still missing for the Master's examination. The certificate must state that the student has definitively failed the Master's examination. Upon request, the chairperson of the examination board will issue a certificate containing only the examination results, their grades and the credits acquired.

## § 23

### **Diploma, overall grade, Master's degree certificate**

- (1) A diploma for the Master's examination passed will be issued immediately, if possible within six weeks of the last examination. The diploma contains the grades of all examinations completed during the course of study, the topic and grade of the Master's thesis, the grade of the colloquium and the overall grade of the Master's examination. The grade must be indicated in words and – followed after it in brackets – in numbers with one decimal place after the point. The chosen degree programme, a chosen specialisation or specialisations, an (optional) internship semester or a study semester abroad must be indicated. The number of credits earned with the examination must be stated after each examination; this also applies to an internship semester or study semester abroad. The total number of credits earned through the above-mentioned examinations as well as through an internship semester or study semester abroad must be specified. Examinations that have been credited must be identified as such.
- (2) The overall grade of the final examination is formed from the arithmetic mean of the grades of the examinations complete during the course of study, the Master's thesis and the colloquium weighted according to credits in accordance with § 10 paras. 5 and 6. In the case of ungraded examinations, the note "passed" must be included. In this case, the examination result will not be included in the overall grade.
- (3) The certificate must be signed by the chairperson of the examination board and bear the date of the day on which the last examination was completed. The diploma is always handed over to the student. The certificate is sent by post at the request of the student.
- (4) At the latest three months after the last examination has been completed, the degree certificate with the date of the certificate and the details of the degree programme is handed over to the students. The certificate is sent by post at the request of the student. The certificate certifies the awarding of the academic degree in accordance with the respective degree programme examination regulations. An English translation of the certificate is enclosed.
- (5) The certificate is signed by the president and the chairperson of the examination board and sealed with the embossed seal of the OWL University of Applied Sciences and Arts.

## § 24

### **Diploma Supplement and Transcript of Records**

- (1) Along with the certificate documenting the passed Master's examination, a Diploma Supplement with a Transcript of Records is handed over to the graduate. At the request of the student, the Diploma Supplement and the Transcript of Records are sent by mail.
- (2) The Diploma Supplement is issued in English and German and contains information on the degree programme, its requirements and contents, the grading system and the type of degree; it is supplemented by information about the university and the German system of higher education. It also contains an ECTS grading table (grading scale). The ECTS grading table provides information on the statistical distribution of the grades awarded to students in a programme over a reference period of two years. The reference period comprises the four semesters preceding the degree. If a new degree programme cannot draw on four previous semesters, the ECTS grading table is not listed.
- (3) The Transcript of Records contains an enumeration of the modules completed by means of examination achievements by which credits are acquired. These credits are reported.

## § 25

### **Additional modules**

- (1) The student may take an examination in modules other than those prescribed (additional modules). The results of the examinations in these modules as well as the number of credits earned as a result are included in the diploma on request, but are not 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 elective examination subjects of other degree programmes at the OWL University of Applied Sciences and Arts in which the student is not enrolled and which have no equivalent in the curriculum of the chosen degree programme.
- (3) Admission requirements for additional examinations in accordance with paragraph 2 are proof of participation in courses, the credits earned and examinations passed that constitute admission requirements for the desired examination in accordance with the examination regulations for the other degree programme in question, insofar as these provide direct basic knowledge for the desired examination; if examinations passed in accordance with these

requirements cannot be proven, comparable examinations must be proven with regard to the required basic knowledge.

- (4) The application for admission to an additional examination as referred to in paragraph 2 shall be addressed to the examination board of the other degree programme in question. The student must submit the documents required for admission. The examination board of the other degree programme in question decides on admission in agreement with the examination board for the degree programme 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 an elective module catalogue within the scope of the respective degree programme and completes it by means of examinations. The examinations taken first shall be regarded as examinations in compulsory modules unless the student has decided otherwise before the first examination attempt or in an admissible manner at a later date. If the required number of credits has been achieved in a compulsory module catalogue, further modules from this catalogue in which credits are earned are regarded as additional modules; this applies accordingly to modules from a specialisation catalogue or modules of a field of study. § 13 para. 2 remains unaffected.
- (6) The examination board of the respective degree programme decides about subjects outside of the range of compulsory and elective examinations of the degree programmes of the OWL University of Applied Sciences and Arts in which additional examinations can be taken. Admission is also granted by this examination board.
- (7) § 9 paras. 8 to 11 remains unaffected.

#### **IV. Invalidity of examinations, withdrawal of the Master's degree, access to examination documents**

##### **§ 26**

#### **Invalidity of the Master's examination, withdrawal of the Master's degree**

- (1) If the student has cheated on an examination and this is not discovered until after the diploma has been issued, the examination board may subsequently correct the grades for the

examinations which the student cheated on accordingly and may declare the examination to be partially or completely failed.

- (2) If the requirements for admission to the examination were not fulfilled, but without any intent on the student's part to deceive, and this is not discovered until after the diploma has been issued, the passed examination will be considered compensation for this shortcoming. If the person to be examined intentionally wrongfully obtained the admission, the examination board shall decide on the legal consequences in accordance with the Administrative Procedure Act for the Federal State of North Rhine-Westphalia.
- (3) Before a decision is made, the person concerned must be given the opportunity to make a statement.
- (4) The incorrect examination certificate shall be confiscated and, if applicable, a new examination certificate issued. A decision according to paragraph 1 and paragraph 2 sentence 2 is excluded after a period of five years after the issue of the examination certificate.
- (5) If the examination as a whole has been declared as failed, the Master's degree must be withdrawn and the Master's degree certificate confiscated.

## **§ 27**

### **Access to examination documents**

After the announcement of an examination result, students will be granted access to the respective examination documents relating to them upon request within three months. The examiner determines the place and time of the inspection of the documents, which must be supervised.

## **§ 28**

### **Entry into force, publication, transitional arrangement**

- (1) This charter is published in the announcement bulletin of the OWL University of Applied Sciences and Arts. It enters into force one day after its publication.
- (2) It shall apply to future degree programme examination regulations from the date on which the respective degree programmes examination regulations enter into force. The Master's

examination regulations of the respective degree programmes apply unchanged until the adoption of the degree programme examination regulations.

Issued on the basis of the resolution of the Senate of the OWL University of Applied Sciences and Arts of 3 July 2019.

Lemgo, 25 July 2019

The President  
of the OWL University of Applied Sciences and Arts

Prof. Dr. Jürgen Krahl