

# **Official Notices**

## **Hamm-Lippstadt University of Applied Sciences**

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New regulations and amendments to existing regulations are published in the Official Notices of Hamm-Lippstadt University of Applied Sciences before they are enacted. Original, German-language documents published in the Official Notices are considered legally binding.

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# Legal Notice

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Page 3

No. 2

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## **Regulations for Conducting the Entrance Examination for Vocationally Qualified Applicants as well as for Conducting the Trial Period of Study**

### **– Entrance Examination Regulations –**

Based on Section 2(4) in conjunction with Section 49(6) of the Act on the Higher Education Institutions of the State of North Rhine-Westphalia (Higher Education Act – HG) dated October 31, 2006 (GV. NRW. (Law and Ordinance Gazette of the Land North Rhine-Westphalia) 2006 p. 474), last amended by Article 2 of the Act to Expand the Higher Education Institution for Health Care Professions in North Rhine-Westphalia dated October 8, 2009 (GV. NRW. 2009, p. 516), and the Ordinance for University Admission for the Vocationally Qualified (Regulations on Admission to Higher Education for the Vocationally Qualified, BBHZVO) dated March 8, 2010 (GV. NRW. 2010 p. 155), Hamm-Lippstadt University of Applied Sciences has issued the following regulations pursuant to Article 1 Part 1 Section 2(2) of the Higher Education Institution Expansion Act dated April 21, 2009 (GV. NRW. 2009, p. 255):

### **Part 1: Conducting the Entrance Examination for Vocationally Qualified Applicants**

#### **Section 1 Purpose of the Entrance Examination**

- (1) The entrance examination establishes whether the applicant fulfills the technical and methodological prerequisites for the studies of the aspired for degree program at a university of applied sciences.
- (2) Subject to the stipulations of admission to studies pursuant to Paragraph 4, a passed entrance examination entitles the applicant to take up the course of studies in the first study semester of that degree program which the applicant stated in their application for admission to the entrance examination.
- (3) The studies for which the entrance examination was taken is not limited to one of the programs technically corresponding to the professional education or the professional employment or the work in raising a child or caring for family members.
- (4) A passed entrance examination does not establish admission to studies. For this purpose, a separate application for admission must be submitted.
- (5) If proof of a particular program-related educational background, artistic or other aptitude or practical employment must additionally be provided for study in the aspired for program (Section 49(5) HG), then this requirement must be fulfilled alongside the requirement to pass the entrance examination.

#### **Section 2 Participation**

Pursuant to Section 4 of the Regulations on Admission to Higher Education for the Vocationally Qualified in the version amended on March 8, 2010, applicants may take an entrance examination if they fulfill the following prerequisites:

1. a diploma earned pursuant to the Vocational Training Act or Crafts Code or any other professional training governed by federal or state laws lasting at least two years and
2. a subsequently undertaken professional employment lasting at least three years, even in a profession not technically corresponding to the professional training; for scholarship recipients of federal upgrading scholarship programs two years are sufficient. The independent running of a family household with primary responsibility and the raising of a minor child within the meaning of Section 25(5) of the Federal Education and Training Assistance Act (BafoeG) or caring for a family member within the meaning of Section 16(5) of Volume Ten of the Social Insurance Code (SGB) – Social Administrative Procedure and Social Data Protection count as equivalents to professional employment. The corresponding proportion of an at least half-time part-time employment or the assumption of the duties set down in Sentence 2 must be recognized as professional employment.

#### **Section 3 Examination Progress and Forms, Examination Contents, Examination Date and Place**

- (1) As a general rule, the entrance examination consists of three examination components similar for all applicants aimed to verify their general competences in the subjects of German, English and mathematics as well as a degree-specific oral examination part (sub-examinations).
- (2) Proof of the examination components to verify the general competences in the subjects German, English and mathematics must be demonstrated by a passing grade on these examinations offered in a centralized test procedure by the higher education institutions of the State of North Rhine-Westphalia.
- (3) In accordance with provisions set forth by the responsible Examination Board, program-specific questions may be added to the examination part on competences in the subject of mathematics. In agreement with the higher education institutions, the examiners of the commissioned organizations determine the corresponding examination questions.

- (4) The examination part to verify the applicant's general competences in English can also be demonstrated by a passing grade on a language test at level B1 of the Common European Framework of Reference for Languages pursuant to Appendix A. At the time the application is submitted, the test result must not be more than two years old. The language test comprises written and oral components, depending on the test supplier.
- (5) The student who does not earn at least the grade "Sufficient" (4.0) (cf. Section 8) in each of the three sub-examinations in German, English and mathematics to verify their general competences shall not be admitted to the oral examination.

#### **Section 4 Centralized Examination in the Subjects German, English and Mathematics**

- (1) The examination in German, English and mathematics will be administered in writing, under supervision and using authorized auxiliary materials. The candidate shall demonstrate that they fulfill the technical and methodological prerequisites for studying in their aspired for degree program.
- (2) The examiner decides which auxiliary materials may be used during the written work. A list of authorized auxiliary materials shall be announced together with the notification of the examination date and place.
- (3) For the subjects of German and English, the examinations each take 90 minutes and for the subject of mathematics, 60 minutes. If degree-specific questions are added to the examination part on the subject of mathematics pursuant to Section 3(3), then its duration is extended by 30 minutes.

#### **Section 5 Degree-specific Oral Examination**

- (1) The oral examination shall be administered before two examiners at the respective university. The Examination Board shall appoint the examiners. It shall also determine which technical areas will be covered on the oral examination. The candidate shall demonstrate that they have the necessary study subject-related knowledge as well as is reproducibly and critically motivated for the aspired for program.
- (2) The examiners decide which auxiliary materials may be used. A list of authorized auxiliary materials shall be announced together with the notification of the examination date and place.
- (3) In the first part of the examination, the candidate gives a free lecture presenting their motivation for the aspired for degree program. In the second part, an examination interview follows that verifies the candidate's technical and methodological

knowledge and skills based on the predefined examination topic. The oral examination will take not less than 30 and not more than 45 minutes.

- (4) The essential questions and the results of the examination interview shall be taken down for the record that shall be signed by the examiners. After the examination interview, the assessment shall be announced to the candidate.

#### **Section 6 Retaking an Exam**

- (1) If the candidate failed the examination, it can be repeated. The number of attempts allowed for retaking the entire examination is not limited.
- (2) The retaking of examinations shall be possible at the next regular examination date on which the examination is offered for that degree program.
- (3) Where examination components were passed, then the candidate can request to have them count for the repeat examination. Recognition is only possible, when the repeat examination was taken one year after the first examination attempt at the latest.

#### **Section 7 Examination Board and Examiners**

- (1) The entrance examination shall be given in accordance with these regulations under the responsibility of the Examination Board. It decides on the outcome of the examination.
- (2) The Examination Board shall commission qualified examiners of the cooperating organization to give the centralized sub-examinations in German, English and mathematics pursuant to Section 3(2).
- (3) The Examination Board appoints the examiners for the degree-specific oral examination. Every oral sub-examination shall be given by two examiners.
- (4) Professors, honorary professors, specially tasked teaching staff and visiting lecturers shall be authorized to administer the degree-specific oral examination components.
- (5) The Examination Board shall determine the technical areas of the degree-specific oral examination and announce them to the applicants in a timely manner with the invitation of the examination date. It coordinates the examinations and informs the applicants in a timely manner about the planned examination dates and places.

#### **Section 8 Assessment**

- (1) The assessment of examinations shall be differentiated into grades. The grades awarded for individual examinations are determined by the respective examiner. The assessment of the examination part pursuant to Section 3(4) shall be undertaken in accordance with Appendix A.

- (2) If several examiners are involved in an examination, they shall mutually assess the overall examination. If no unanimous evaluation can be reached, the grade will be computed as the arithmetical mean of the individual assessments.
- (3) When evaluating examinations, the following grading scale shall be applied:
- 1 = Excellent = outstanding performance;
  - 2 = Good = well above average performance;
  - 3 = Satisfactory = average performance;
  - 4 = Sufficient = performance fulfills the requirements despite deficiencies;
  - 5 = Failed (not sufficient) = performance does not fulfill the requirements because of substantial deficiencies.
- For further differentiation of the assessment, grades reduced or increased by 0.3 may be used; the grades 0.7, 4.3, 4.7 and 5.3 may not be awarded. Examinations are deemed passed if a grade of "Sufficient" (4.0) or better was awarded.
- (4) When computing grades from individual assessments, only the first decimal place shall be taken into account; all other decimal places are dropped without rounding.

#### **Section 9 Absence, Withdrawal, Cheating**

- (1) An examination shall be evaluated as "Failed" (5.0) if the candidate fails to appear on the examination date or withdraws from the examination after the start of the examination.
- (2) If the examinee attempts to influence the outcome of their examination by cheating, e.g., by using unauthorized auxiliary materials, the affected examination shall be deemed graded as "Failed" (5.0). Any attempted cheating must be taken down for the record by the respective examiner or supervising proctor. An examinee who disrupts the orderly conduct of an examination can be excluded from continuing said examination, usually after first receiving a warning from the proctor responsible for the examination or supervision; in this case the examination concerned shall be deemed to be graded as "Failed" (5.0). The reasons for the exclusion will be taken down for the record.

#### **Section 10 Result and Certificate**

- (1) A sub-examination (Section 3(1)) is deemed passed if it has been graded with at least "Sufficient" (4.0). The entrance examination is deemed to have been passed once all sub-examinations are passed.

- (2) A certificate on the passed entrance examination will be issued in accordance with the Appendix. The diploma certificate contains the grades awarded on the sub-examinations pursuant to Section 8 as well as the overall grade pursuant to Paragraph 3. The diploma certificate shall bear the date of the day on which the last examination grade was earned. It shall bear the signature of the chairperson of the responsible Examination Board and shall be affixed with the seal of Hamm-Lippstadt University of Applied Sciences.
- (3) The overall grade on the examination (average grade) shall be computed from the non-weighted arithmetic mean of the grades earned in the four sub-examinations. The rules set down in Section 8(4) apply accordingly.
- (4) If the examination was failed or deemed to be failed, then the Examination Board chairperson shall issue to the candidate a written notice thereof that points out the existing opportunities for re-sitting. This notice must include instructions on legal remedies.

#### **Section 11 Inspection**

Following the conclusion of the examination procedure, the candidate may be granted permission to inspect their written theses and the minutes of the oral examination by submitting a request within one year.

#### **Section 12 Data Protection**

The University collects from applicants the data required to conduct the entrance examination on the basis of these regulations. Furthermore, the University obtains written consent from the applicants permitting the forwarding of these data to the university conducting the centralized examination (Section 3(2)). Subject to this consent, the University is entitled based on this data usage agreement to transmit the data to the executing university. On the basis of this agreement, the executing university is entitled to use the data to execute the examination procedure. The cooperating organization shall receive exclusively pseudonymized data from the universities. In all other respects, the provisions of the data protection laws of North Rhine-Westphalia (NRW) are to be observed.

**Part 2:  
Conducting the Trial Period of Study****Section 13 Trial Period of Study**

- (1) Pursuant to Section 4(1) of the Regulations on Admission to Higher Education for the Vocationally Qualified (BBHZVO) dated March 8, 2010, the applicants may also undertake a trial period of study in study programs with unrestricted admission.
- (2) Persons who are admitted to a university study program pursuant to Sections 2 and 3 BBHZVO dated March 8, 2010 may undertake a trial period of study the outcome of which they decide themselves.
- (3) The trial period of study is not limited to one of the programs technically corresponding to the professional education or the professional employment or the work in raising a child or caring for family members.

**Section 14 Success and Duration of the Trial Period of Study**

- (1) The successful trial period of study shall entitle the student to continue their course of studies in a program-related manner in the respective degree program at Hamm-Lippstadt University of Applied Sciences. The trial period of study is deemed successful for those students who have undertaken a course of studies not technically corresponding to the professional training or professional employment, if they can prove they have earned at least 20 credit points in Bachelor's study programs per trial semester. At the end of the trial period of study, proof must be provided of the grades or credit points earned.
- (2) The trial period of study shall last two semesters and is orientated along the rules set forth in the General Examination Regulations and the respective study-program examination regulations for the corresponding study semester. For students who meet the circumstances within the meaning of Section 8(3) of the Tuition Fees and University Charges Act (StBAG), the duration of the trial period of study shall be extended accordingly by the time period covering this circumstance.
- (3) In all other respects, the trial period of study shall be governed by the general rules of the Higher Education Act and the study regulations of Hamm-Lippstadt University of Applied Sciences. Specifically, students studying on a trial basis under the provisions of Section 48 HG shall be enrolled for one or several study programs at Hamm-Lippstadt University of Applied Sciences.
- (4) After expiration of the trial period of study, the entitlement of students studying on a trial basis to participate in the examinations required by the examination regulations shall expire as such, in the event that their studies cannot be continued.

**Part 3: Changing Universities, Entry into Force****Section 15 Changing Universities**

- (1) It is permissible for persons qualified pursuant to Section 2 of the Regulations on Admission to Higher Education for the Vocationally Qualified (BBHZVO) dated March 8, 2010 to change universities. The same applies to the continuation of studies in the same or in a related program for persons within the meaning of Section 3 BBHZVO who have worked in a job in their training profession or in a technical profession corresponding to that training, and who also aspire to a technically equivalent study program; this also applies to the students who have completed the trial period of study pursuant to Sections 13 and 14.
- (2) Within the first four semesters of their studies, it is permissible for students pursuant to Section 1 (Entrance Examination) to change universities and to continue their course of studies in the same or in a subject-related program without having to retake the entrance examination of the enrolling university as long as at least 20 credit points per semester were earned in the Bachelor's study programs.
- (3) For students who meet the circumstances within the meaning of Section 8(3) of the Tuition Fees and University Charges Act (StBAG), the duration of the trial period of study shall be extended accordingly by the time period covering this circumstance. If these credit points have been earned pursuant to Paragraph 3 Sentence 1 within the first two semesters of studies, it is permissible to later change universities to continue the course of studies in the same or in a subject-related program.
- (4) Hamm-Lippstadt University of Applied Sciences shall issue a transcript certifying the credit points earned.
- (5) Students who have undertaken their studies in a different federal state than in the vocationally qualified may continue their studies in the same or in a subject-related degree program at Hamm-Lippstadt University of Applied Sciences as long as the university de-enrolling them certifies that they studied successfully for one year. It is also permissible for the students to continue their studies at Hamm-Lippstadt University of Applied Sciences as long as the students would have also been permitted to study at a North Rhine-Westphalian university and the conditions of Paragraph 1 or 2 would be present in the case of a change of universities within North Rhine-Westphalia.

**Section 16 Entry into Force, Publication**

These General Examination Regulations enter into force on the day after their publication and will be published in the Official Notices of Hamm-Lippstadt University of Applied Sciences.

Issued on March 28, 2011 based on the resolution of the President dated March 16, 2011.

Signed Prof. Dr. Klaus Zeppenfeld  
President

Appendix A

Test Procedures	TOEFL (ibt)	TOEIC Test of English for International Communication	Cambridge Certificates	telc (The European Language Certificates)
Min. score / grade	57	550	PET/FCE (Preliminary English Test/First Certificate English)	01
For Information: Threshold to B2 and/or maximum test result	87	785	100% (passed with 70%)	100% (passed with more than 60%)
Grade 1.0	84-86	758-784	97-100%	90.00-100.00% = <b>1.0</b> 80.00-89.90% = <b>2.0</b> 70.00-79.90% = <b>3.0</b> 60.00-69.90% = <b>4.0</b>
Grade 1.3	81-83	735-757	94-96%	
Grade 1.7	78-80	712-734	91-93%	
Grade 2.0	75-77	589-711	88-90%	
Grade 2.3	72-74	666-688	85-87%	
Grade 2.7	69-71	643-665	82-84%	
Grade 3.0	66-68	620-642	79-81%	
Grade 3.3	63-65	597-619	76-78%	
Grade 3.7	60-62	574-596	73-75%	
Grade 4.0	57-59	550-573	70-72%	

A passing grade on a language test taken on a higher level than B1 of the Common European Framework of Reference (CEFR) shall be graded as "Excellent" (1.0).