

Official Notices

Hamm-Lippstadt University of Applied Sciences

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No. 18

General Examination Regulations for the Bachelor's Study Programs at Hamm-Lippstadt University of Applied Sciences dated June 2, 2010 in the Version Amended on June 18, 2018

Based on Section 2(4) and Section 64(1) of the Act on the Higher Education Institutions of the State of North Rhine-Westphalia (Higher Education Act – HG) dated September 16, 2014 (GV. NRW. p. 547), Hamm-Lippstadt University of Applied Sciences has issued the following amendment to the General Examination Regulations:

Section 1 Scope of the General Examination Regulations

These General Examination Regulations apply to the Bachelor's study programs at Hamm-Lippstadt University of Applied Sciences.

The General Examination Regulations shall not apply to the degree programs, for which their own autonomous examination regulations have been issued in the pilot project. This must be pointed out in the corresponding examination regulations.

Section 2 Examination Regulations, Module Descriptions

(1) In accordance with these General Examination Regulations, study-program examination regulations are to be written for each degree program. Pursuant to Section 64(2) HG, these govern specifically:

1. the study objective and the purpose of the examinations,
2. the standard study period, the scope of the modules to be completed successfully and, as appropriate, the time by which the examinations must be taken,
3. the prerequisites for admission to the examinations, to the exchange and internship semester integrated in the degree program as well as to other practical vocational study phases,
4. the examination requirements, specifically, the examination elements and their weighting,
5. the university degree to be conferred based on the examinations passed,
6. the study progress based on a study plan as an appendix.

(2) The module descriptions (including learning outcomes, contents, scope, teaching formats, details on form, type and scope of the examinations) shall be documented electronically in the module manual. Responsibility for completeness of the curricular requirements and of the module descriptions shall lie with the Dean pursuant to Section 27(1) HG.

(3) If examination regulations are amended and only apply to students who will be taking up their studies in the future, then previously enrolled students shall end their studies in accordance with the study-program examination regulations applicable to them, unless the new study-program examination regulations allows the change and the students request application of the new study-program examination regulations. The request for application of these examination regulations is irrevocable. After one-and-a-half times the standard study period of a degree program has elapsed since entry into force of the amended study-program examination regulations, the previously enrolled students shall switch to most current study-program examination regulations of their degree program. Their entitlement to end their course of studies in accordance with the regulations originally applicable to them shall expire.

Section 3 Modules

(1) Degree programs consist of modules. Modules are thematically related and chronologically coordinated, self-contained, verifiable, autonomous qualification units

assigned with credits points that usually summarize the subject matter of several areas. They can be composed of various teaching formats. As a general rule, a module consists of several parts (e.g., lecture, practice course and project) in the area of on-campus courses at the University of Applied Sciences. Modules that can be completed in the area of job-related practice usually comprise practical assignments that can be conducted within or outside of the University. A module and all its components should take place in one semester. Exceptions hereto must be approved by the Examination Board. Modules are completed when a passing grade is earned in the module examination, upon the basis of which grades and credit points are issued.

(2) A module may consist of submodules. Submodules are thematically related and chronologically coordinated, self-contained and delineable subunits of a module and must be identified as such in the module manual.

(3) Based on the respective study-program examination regulations, Hamm-Lippstadt University of Applied Sciences shall create a module manual, which provides information concerning the components, scope, contents, objectives and any submodules of all modules and concerning the prerequisite knowledge. Furthermore, the module manual contains a study plan for the degree program. The module manual shall be adopted by the department council before the start of each academic year. It shall be published immediately after its adoption and is deemed binding for a year (September to August).

Section 4 Examinations

(1) A module concludes with an examination. A module examination and/or a submodule examination can consist of a single final examination or several module sub-examinations during the examination period of the semester pursuant to Section 10(3) or of several module sub-examinations given at different times during the semester.

(2) As a general rule, the module examination shall take place in the same semester as the module. In every case, the module sub-examinations must be assessable as individual achievements. The respective module manual governs the examination types and modalities of all final module examinations and module sub-examinations as well as the weighting of module sub-examinations for computing the module grade. The weighting of submodules within a module are stipulated in the respective study-program examination regulations.

(3) The Bachelor's examination shall consist of the module examinations required for the respective program and the Bachelor's thesis.

(4) The subject matter assigned to the modules shall be the object of the module examinations.

(5) The assessment of a module shall be notified to the students at the latest six weeks after completion of the examination period pursuant to Section 10(3). The assessment of a module, the last module sub-examination or final examination of which takes place outside of the examination period, must be announced at the latest six weeks after the last examination. The announcement shall be posted in the electronic Campus Management System, giving due consideration to the legal provisions of data protection.

Section 5 Examination Types

(1) Examinations are differentiated into:

a) Tests

A written examination takes between one and four clock hours. Tests pursuant to Paragraph 1 a) and b) can written or carried out on an electronic input

device. An electronic examination is an examination, the creation, conduct and evaluation of which is computer-assisted.

b) Multiple-choice tests

Tests can be conducted entirely or in part as multiple-choice tests. The examiner shall establish prior to the examination date which answers are correct and which modalities shall apply to the awarding of points. If the written examination contains a not minimal portion consisting of tasks based on a multiple-choice procedure, the weighting of the individual parts must be established.

The corrections can be made with an optical mark reader. In all other respects, Paragraph 1a) shall apply *mutatis mutandis*.

c) Oral examinations

They will be administered as group examinations or individual examinations before one or more examiners or in the presence of an expert observer (Paragraph 12). In the case of an examination by one or more examiners, each candidate shall generally be tested in a subject-related manner by only one examiner in the same time sections per time section. Before establishing the grade pursuant to Section 16, the other examiners and/or co-examiners shall be heard. The duration of oral examinations shall be at least 15 minutes and not more than 45 minutes per candidate. Its duration shall be oriented along the underlying workload put in by the student. The essential subjects of the examination and the results of the oral examination shall be taken down for the record. The candidate shall be informed of the results of the examination immediately after its conclusion. Students intending to take the same examination at a later examination date, shall be permitted to attend – provided that sufficient space is available – unless a candidate or the examiner object. The permission does not extend to the consultation and announcement of the examination outcome.

d) Term papers

A term paper constitutes the student's independent processing of a predefined topic or problem. These specifically include researching data and materials, the structuring of contents, the creation of an outline and the writing of a manuscript in accordance with the conventions of scientific and scholarly work.

e) Other examination types

Instead of a graded test, an examination may consist of an oral examination or term paper as well as of a practice course, project work, a presentation or of a combination of the aforementioned examination types. In the practice course, project planning and presentation, the candidate must demonstrate that they grasp the correlations within the respective examination subject and are able to perform assignments independently and in adherence to deadlines. Further examination types may be permitted by the Examination Board.

- (2) Various formats are envisioned for examinations and their retaking.
- (3) The examination types under Section 5(1), with the exception of examination types "tests," "multiple-choice tests" and "oral examinations," are also permissible in the form of group work as long as the contribution of each individual to be assessed as an examination is clearly distinguishable and evaluable by indicating the sections, page numbers, work sections or other objective criteria enabling a clear contributory delineation and the requirements concerning examination type are satisfied.
- (4) If the candidate can demonstrate by way of medical certificate or other credible means that they are not able to take the examination in its intended form, either in part

or in full, due to a long-lasting illness or a permanent disability, then the Examination Board chairperson shall ensure that the candidate is given the opportunity within the examination period to take an examination in another form that is as most equivalent as possible.

Section 6 Application for Modules and Examinations

- (1) Students are required to actively register for participation in or the retaking of a mandatory module or mandatory elective module. Registration for a module is concurrent with registration for the corresponding module examination. A candidate can register for a repeat examination irrespective of whether they took part in the regular examination date or not.
- (2) As a general rule, candidates can register for a module examination, be it a first-time examination or a repeat examination, in the stipulated periods, i.e., for summer semester and for winter semester within two weeks before and two weeks after the start of official lectures. The provisions of the internship regulations shall govern registration for internship and exchange semesters. The provisions of the internship regulations shall govern registration for internship and exchange semesters.
- (3) The rights of students who are on an official leave of absence are governed by Section 48(5) HG.
- (4) Candidates may withdraw their registration for a module or submodule up to at the latest one week before start of the examination period pursuant to Section 10(3) without providing a reason.

Section 7 Credit Points

- (1) Credit points under the European Credit Transfer System (ECTS) are used for the weighting, counting and recognition of examinations. One credit point under the provisions of these General Examination Regulations is the equivalent of one point within the meaning of the ECTS. In terms of workload, one credit point is equivalent to an average of 30 clock hours. Credit points are awarded as soon as a module examination and/or the Bachelor's thesis has been graded with sufficient (4.0) or better.
- (2) In every module, the module coordinator shall ensure that the module comprising an average workload of 30 clock hours per credit point can be completed successfully in the module examination assigned to it. Per semester, the workload in full-time studies should amount to a maximum of 900 hours with an average weekly workload of a maximum of 39 hours in the lecture and lecture-free period.
- (3) The Campus Office keeps a credit point account for each candidate admitted to the Bachelor's examination. Once all examinations in a module have been corrected, an announcement will be made about the status of the grades earned in the examinations. Candidates can view their electronic transcript of records at any time.

Section 8

Recognition and Limitations of Credit Points

- (1) Once a module is successfully completed and graded with at least sufficient (4.0), the student will be credited with the credit points for this module. No credit points are awarded for module sub-examinations.
- (2) Credit points can only be earned in module examinations if the study plan lists the module as an integral part of the corresponding Bachelor's study program.
- (3) As soon as the maximum number of credit points is achieved in the respective Bachelor's examination, the study plan does not allow further credit points to be earned in the modules to be completed.

Section 9 Repeat Examinations

- (1) If a module examination is evaluated with a grade worse than sufficient (4.0), then
 - a. the same module with its associated module examination can be repeated twice. If a module is graded as worse than sufficient (4.0) for the third time, then there is opportunity to pass the module concerned in an oral follow-up test. In the course of the study, this opportunity may be taken two times at maximum. Reference shall be made to the transitional provisions in Section 29(1).
 - b. Within the scope of the given elective options (mandatory elective modules), the candidate can sign up for an alternative module. This opportunity shall only be granted in case there is still no definitively failed module pursuant to a).
- (5) It is not permissible to retake or subsequently improve a passed module and/or submodule examination.
- (6) If a module and/or submodule examination is graded with at least sufficient (4.0), individual module sub-examinations may neither be repeated nor subsequently improved. If, in such a case, a module sub-examination is graded worse than sufficient (4.0), then this can be compensated for by weighted inclusion of all individual grades in the module and/or in the submodule when computing the module grade/submodule grade. If a module examination is graded as worse than sufficient (4.0), then passed submodule examinations within the meaning of Section 3(2) shall count towards the repeat examination as long as credit recognition is possible depending on the type and composition of the repeat examination. Section 5(3) shall remain unaffected thereby.
- (7) If the candidate cannot participate in a module and/or module sub-examination due to illness or for other good cause, then
 - a. the candidate may submit a request to withdraw from the module with the Campus Office. Then, registration for the module is deemed as not having been carried out. With regard to previously completed module sub-examinations, Section 9(3) shall apply mutatis mutandis.
 - b. in consultation with the faculty member responsible for teaching, the Examination Board organized a one-off opportunity to complete the module. In particular, this opportunity should be arranged when the candidate has already earned half or more of the credit points required in the module. The weights of the module sub-examinations should also be considered.

Otherwise, this module examination and/or module sub-examination will be graded "Failed" (6.0) and this module sub-examination grade will be included in the computation of the module final grade.

Section 10 Examination Dates

- (1) Module examinations will be administered within the study program. A module examination with all its assigned sub-examinations shall be offered in the same semester in which the module is held. If the module is not re-offered in the subsequent semester, repeat examination shall be offered in the regular examination

period pursuant to Paragraph 3. A candidate can registration for a repeat examination irrespective of whether they took part in the regular module examination or not. If the module is re-offered in the subsequent semesters, then the regular module examination taking place is deemed a repeat examination.

- (2) If a module or submodule is held as an internship, repeat examinations shall only take place in that semester in which the internship is also offered.
- (3) The last three weeks of the lecture period of a semester are deemed the examination period of that semester. The module final examinations, in particular, should take place in this time period.
- (4) If the student demonstrates that the repeat examination is the last examination before completion of their studies, then they may request an opportunity to repeat the examination within eight weeks.

Section 11 Examination Board

- (1) The Senate forms an Examination Board for all Bachelor's and Master's study programs. The Examination Board is responsible for
 - a. the organization and proctoring of examinations,
 - b. Compliance with these examination regulations and the procedural rules adopted for the adherence to the conduct of examinations,
 - c. decisions on appeals against decisions made in examination procedure,
 - d. the writing of an annual report on the development of examinations and study periods for submission to the Senate,
 - e. further duties expressly assigned to the Examination Board by virtue of these regulations.
- (2) Moreover, the Examination Board makes suggestions for reforming the examination regulations and promulgates the distribution of the grades. The Examination Board may assign the performance of its duties in standard cases to the chairperson; this shall not apply to the decision on objections and the report to the Senate. The chairperson reports to the Examination Board on the decisions made solely by the chairperson.
- (3) The Examination Board shall be composed of a chairperson, deputy chairperson and nine additional members. The Senate shall elect the chairperson, the deputy chairperson and five additional members from the group of lecturers, two members from the group of research assistants and two members from the group of students separated according to groups. Accordingly, representatives shall be elected for the members of the Examination Board with the exception of the chairperson and deputy chairperson. The term of office of the members from the group of lecturers and research assistants is four years; the term of office of the students is two years. Re-election is permitted. The departments should have equal representation on the Examination Board. In its inaugural session, the Examination Board shall elect from the group of lecturers for each location a general manager, who assumes the duties of the chairperson in accordance with instructions. The Examination Board's rules of procedure shall stipulate the details on the scope of duties and the election.

- (4) The Examination Board is public authority within the meaning of administrative procedural and administrative process law.
- (5) The Examination Board shall constitute a quorum, when, in addition to the chairperson or deputy chairperson and one other lecturer, at least two further members with voting rights are present. The Examination Board shall decide by a simple majority vote. In case of equal vote, the vote of the chairperson shall prevail. Neither student members of the Examination Boards, nor members from the scientific staff shall participate in votes on pedagogic-scientific decisions, particularly decisions concerning the recognition or assessment of study and examination results or the appointment of examiners and observers; these limitations shall be without prejudice to their right to participate in deliberations.
At Examination Board meetings, one member of the Campus Office shall take part in an advisory capacity.
- (6) The Examination Board is convened by the chairperson. It shall also be convened when requested by a minimum of four members.
- (7) As a general rule, the meetings of the Examination Board shall not be public. The members of the Examination Board, its deputy, the examiners and co-examiners are subject to official secrecy. If they are not employed in the public sector, the chairperson of the Examination Board shall swear them to secrecy.
- (8) The members of the Examination Board have the right to observe the examinations while they are being taken.

Section 12 Examiners and Co-examiners

- (1) The Examination Board shall appoint the examiners and co-examiners. They can delegate the appointment to the chairperson. Persons may only be appointed as examiners and co-examiners who have successfully completed the same or a related degree program at a university or hold a similar degree pursuant to Section 65 HG.
In justified cases, the Examination Board may also appoint external individuals as second examiners for a Bachelor's thesis, provided that these external individuals have successfully completed the pertinent or a related program at a university or hold a comparable degree and have experience in professional practice and provided their appointment is necessary and appropriate to achieve the purpose of the examination.
- (2) The examiners shall be independent in exercising their examination duties.
- (3) The Examination Board chairperson shall ensure that the candidate is notified of the names of the examiners in a timely manner, usually four, but at least two weeks prior to the date of the respective examination. This notification shall be posted on the University's electronic Campus Management System and/or issued in writing.

Section 13

Recognition of Study Periods, Coursework and Examinations, Admission to Higher Study Semesters

With respect to the recognition of examinations, reference is made to the recognition regulations governing Bachelor's and Master's study programs at Hamm-Lippstadt University of Applied Sciences in their currently amended version.

Section 14

Absence, Withdrawal, Cheating, Breach of Regulations

- (1) Notwithstanding withdrawals pursuant to Section 9(4), an examination shall be graded as "Failed" (6.0) if the candidate fails to appear for an examination date without a valid reason or if they withdraw from an examination after it has started without any valid reason. The same applies if a grade in a written examination is not earned within the prescribed processing period.
- (2) The reasons justifying an absence or withdrawal during the week prior to the respective examination date or after the examination has started must be notified to the Examination Board without delay, but at the latest five workdays after the respective examination date. This request must be submitted in writing or by email and credibly substantiated. In the event of illness, the candidate must present a doctor's certificate attesting to examination inability at the latest on the day of the examination containing the particulars that the Examination Board requires to determine the candidate's inability to take the examination. If the Examination Board does not accept the reasons, the candidate will be notified thereof in writing.
- (3) If the candidate attempts to influence the outcome of their examination by cheating attempts, e.g., by using unauthorized auxiliary materials, or commits an administrative offense, the affected examination shall be deemed graded as "Failed" (6.0). If a candidate is determined to be cheating by the respective examiners or supervising proctor, this shall be taken down for the record. A candidate 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" (6.0). The reasons for the exclusion will be taken down for the record. In egregious cases, the Examination Board may exclude the candidate from taking further examinations.
- (4) Within of 14 days, the candidate may demand that decisions made in accordance with Paragraph 3 are reviewed by the Examination Board. Incriminating decisions taken by the Examination Board must be communicated in writing to the candidate without delay, substantiated and include information on legal remedies. Prior to the decision, the candidate shall be given the opportunity to a legal hearing.

Section 15 Protective Regulations

- (1) Upon request by a female candidate, the maternity leave deadlines as stipulated in the respectively applicable German Maternity Leave Act (MSchG) are to be considered accordingly. The required proof must be attached to the request. The maternity leave deadlines interrupt any deadline pursuant to these General Examination Regulations; the duration of maternity leave shall not be calculated into the deadline.
- (2) Upon request, the deadlines for parental leave shall similarly be considered in accordance with the provisions of the respectively applicable law governing child benefits and parental leave (BErzGG). At the latest four weeks before the time they intend to enter into parental leave, the candidate must submit a written notification to the Examination Board of the time period or periods during which they intend to claim their rights to parental leave, including the required proof.

The respective Examination Board shall examine whether the statutory prerequisites have been met that would trigger an employee's entitlement to parental leave pursuant to BErzGG and notify the candidate of outcome as well as of any newly fixed examination deadlines without delay. The processing deadline for the Bachelor's thesis pursuant to Section 18(6) cannot be interrupted by parental leave. The assigned thesis shall be deemed as not having been awarded. After the period of parental leave has elapsed, the candidate shall be given a new topic upon request.

- (3) The Examination Board shall rule on disadvantage compensation for students with a disability and a chronic illness and consider leaves of absence for providing care to persons within the meaning of Section 48(5) Sentence 5 HG.

Section 16

Assessment of Examinations and Computing Grades

- (1) The grades for the examinations shall be established by the respective examiners.

When assessing grades, 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 = Insufficient = performance does not fulfill the requirements because of substantial deficiencies;
- 6 = Failed (not sufficient) = performance does not fulfill the requirements in any respect.

For more differentiated grading, intermediate values can be formed by lowering or raising individual grades by 0.3. The grades 0.7 and 4.3 are thereby excluded. This results in the following range of grades: 1.0; 1.3; 1.7; 2.0; 2.3; 2.7; 3.0; 3.3; 3.7; 4.0; 5.0; 6.0.

If a grade for a module is computed as a weighted mean from grades from graded submodules, then the weightings are to be taken from the respective module manual. In this case, when computing the grade for a module from the result of the weighted average, only the first decimal place shall be taken into account; all other decimal places are dropped without rounding. If the mean of the examination results weighted in this way produces at least 4.1 and less than 5.6, then it shall be rounded down to the grade 5.0. If the mean of the examination results weighted in this way produces at least 5.6, then it shall be rounded up to the grade 6.0. In this case, this results in the range of grades: 1.0; 1.1; 3.9; 4.0; 5.0; 6.0.

The overall grade of the Bachelor's diploma certificate is computed as a weighted mean of the Bachelor's grades. When computing the overall grade for a module from the result of the weighted average, only the first decimal place shall be taken into account; all other decimal places are dropped without rounding.

In the case of multiple-choice examinations, the following must be indicated when determining the result: Passing limits, points earned, percentage of the points exceeding the passing limit and/or percentage of the points earned in relation to the passing limit.

- (2) The following grade designations shall apply for grade values computed pursuant to Paragraph 1, in words:
- for an average up to 1.5 = Very good;
 - for an average > 1.5 up to 2.5 = Good;
 - for an average > 2.5 up to 3.5 = Satisfactory;
 - for an average > 3.5 to 4.0 = Sufficient;
 - for an average > 4.0 to 5.5 = Insufficient;
 - for an average > 5.5 = Failed.

- (3) In derogation from Paragraph 1 and 2, the practice courses completed within the submodules (lab, learning technical skills, etc.) can also be graded as "Passed" or "Failed." A prerequisite for the option to use this assessment is the practice course's allocation to a module which contains additional examination components to be graded pursuant to Paragraph 1 and 2. If a submodule is graded "Passed" or "Failed," the grade earned in examinations from that submodule shall not be considered in the computation of the overall grade. However, the relevant sub-examinations must be passed in order to pass the module.
- (4) The overall grade on the Bachelor's examination is computed from the weighted mean of the grades earned in the module examinations for the successfully completed modules plus the Bachelor's thesis. The weighting is based on the credit points assigned to the modules and the Bachelor's thesis. The modules assigned to the first and the second semester in accordance with the study plan in the Appendix to the study-program examination regulations shall only be weighted with half of their credit points. The Bachelor's thesis shall be weighted with 1.5-times its credit points. Paragraph 2 shall apply *mutatis mutandis*. The internship and/or exchange semester shall be weighted with one-third of its credit points. A derogation from the weighting pursuant to Paragraph 4 Sentence 6 is possible in the respective study-program examination regulations.

Section 17 Admission to the Bachelor's Examination

- (1) Candidates are only eligible for admission to the Bachelor's examination if they are enrolled in the corresponding Bachelor's study program at Hamm-Lippstadt University of Applied Sciences or pursuant to Section 52(2) HG are admitted as restricted students and hold a general higher education entrance qualification (general or subject-related), a qualification for a university of applied sciences, a diploma recognized as equivalent on the basis of a legal regulation or by the relevant state authority or has passed an aptitude test pursuant to Section 49(10) HG or fulfills the prerequisites for the vocationally qualified.
- (2) Admission to the examination is nullified with immediate effect if the student is exmatriculated pursuant to Section 6(3 c) of the enrollment regulations. Any previously taken, but not yet corrected examinations shall not be graded from that time onward. Despite this, registration for the examination shall be deemed to have been undertaken.
- (3) The ordinance for the vocationally qualified (Vocational Education University Entrance Regulation, BBHZVO) shall apply to the admission requirements for the vocationally qualified (Section 49(6) HG) in its respectively valid version. The University of Applied Sciences regulates all further details about the admission to a technically equivalent program, about the entrance examination procedure, the content of the entrance examination and the trial period of study by regulations.
- (4) Enrollment in the degree program is concurrent with admission to the Bachelor's examination and thereby to the module examinations.
- (5) Enrollment should be accompanied by a declaration stating whether the candidate has previously failed or definitively failed any examinations in the corresponding Bachelor's study program or in any other degree program.
- (6) The Examination Board controlling the prerequisites of Paragraphs 1, 2 and 4 or its chairperson shall decide on admission pursuant to Section 12.
- (7) The admission must be rejected when
- a. the candidate has definitively failed an examination in one of the degree programs offered at Hamm-Lippstadt University of Applied Sciences,

- b. the candidate has definitively failed an examination in the corresponding Bachelor's study program or in a related Bachelor's degree or diploma program at a university in Germany,
- c. the candidate is already taking a comparable examination in the same or a related degree program at another university or
- d. the prerequisites stipulated in Paragraph 1 have not been met or the documents are incomplete.

Section 18 Bachelor's Thesis

- (1) The Bachelor's thesis represents an examination the purpose of which is to show that the candidate is capable of undertaking systematic inquiry into a field or in the subject of their degree program independently using scientific methods within a predefined deadline. The Bachelor's thesis may be written in German or English. The Bachelor's thesis is also permissible in the form of group work as long as the contribution of each individual to be assessed as an examination is clearly distinguishable and evaluable by indicating the sections, page numbers, sections or other objective criteria enabling a clear contributory delineation and the requirements pursuant to Sentence 1.
- (2) The Bachelor's thesis shall comprise a written part and an oral part.
- (3) Pursuant to Section 12(1), Bachelor's theses can be handed out, supervised and reviewed by one of the examiners involved in the degree program. If the written Bachelor's thesis is to be conducted at an institution outside of the University of Applied Sciences, this requires the approval of the thesis supervisor. The respective Examination Board chairperson shall issue the thesis topic. The examiner tasked with supervision shall make the relevant specifications. The candidate shall be given the opportunity to submit proposals for their Bachelor's thesis topic that do not constitute any claim thereto.
- (4) Upon request, the Examination Board chairperson shall ensure that a candidate receives a topic for their Bachelor's thesis in a timely manner.
- (5) The time the topic is issued shall be taken down for the record at the Campus Office.
- (6) To allow completion of the Bachelor's thesis within the module, the processing period in all Bachelor's study programs shall be six months. The topic and assignments must be designed in such way that the Bachelor's thesis can be completed within the planned deadline. A topic may be abandoned only once and only within the first two weeks of the processing period. The processing period shall restart with the award of the new topic. As an exception, the Examination Board can grant an up to three-week extension of the processing period in response to a justified, one-off request provided the responsible supervisor pursuant to Paragraph 3 approves.
- (7) The oral part of Bachelor's thesis is governed by the module manual. The module manual specifically provides information about the exact structure of the oral part of the Bachelor's thesis. The oral part shall be concluded within four weeks after completion of the four-month processing period.
- (8) When handing in their written thesis, the candidate shall include a written statement certifying that they have prepared their work – if group work was involved, this refers to the correspondingly labeled portion of the work – on their own and did not use any sources or auxiliary

materials other than those stated, and that they have clearly cited all quotes as well. Reference is hereby made to Section 63(5) HG (Cheating Attempt).

- (9) The written thesis may not, not even partially, have been written for another examination in the same or in another degree program.

Section 19

Acceptance, Assessment and Repeat of the Bachelor's Thesis

- (1) The written thesis in bound form must be submitted in triplicate to the Campus Office. The date the thesis was turned into must be taken down for the record. If the thesis is sent by post, the time of mail delivery (postmark) shall be authoritative. If the Bachelor's thesis is not submitted within the deadline, it will be graded as failed (6.0) pursuant to Section 16(1) Sentence 2.
- (2) The written thesis must be reviewed and assessed by the thesis supervisor.
- (3) Paragraph 2 shall apply accordingly to the oral part.
- (4) The two parts of the Bachelor's thesis must each be passed separately. If the oral part is failed, it can be repeated. The overall grade of the Bachelor's thesis is computed from the weighted mean of the written and oral parts. The written part has a weighting of 8 and the oral part a weighting of 2. The overall grade of the Bachelor's thesis shall be announced to the candidate after conclusion of both parts (written and oral) and at the latest eight weeks following conclusion of the last part of the thesis.
- (5) If part of the Bachelor's thesis is failed and no further repeat opportunities are available in the oral part, the Bachelor's thesis shall be deemed failed. A Bachelor's thesis that has been failed can be repeated a maximum of one time. The Bachelor's thesis can therefore only be repeated as an overall achievement (written and oral part). For the repetition, the candidate may propose a different examiner. If a student is repeating the Bachelor's thesis, it is only permissible to return the topic of the Bachelor's thesis within the deadline stipulated in Section 18(6) as long as they had not taken advantage of the return opportunity during the first attempt. If part of the Bachelor's thesis is not passed due to cheating (e.g., evidence of plagiarism), then no repeat opportunities are available and the Bachelor's thesis shall be deemed definitively failed.

Section 20 Additional Modules

- (1) In addition to the modules completed in accordance with the study plan, the candidate may take examinations in additional modules. Additional modules may especially be any not yet selected module of the degree program. The corresponding provisions of these examination regulations shall apply to examinations in the additional modules.
- (2) At the candidate's request, the grade earned in the add-on module shall be included in the diploma certificate, but not considered in the computation of the overall grade.

Section 21 Completion of Bachelor's Examination

- (1) The Bachelor's examination shall be deemed passed as soon as the candidate has earned the total number of credit points stipulated by the respective study-program examination regulations for module examinations within the scope of the prevailing study-progress planning and for the Bachelor's thesis.

- (2) The Bachelor's examination is deemed definitively failed when
 - a. module examination has been graded worse than sufficient (4.0) and can no longer be repeated,
 - b. the Bachelor's thesis has been graded or was deemed to have been graded for a second time as worse than sufficient (4.0).
- (3) If the Bachelor's examination is deemed definitively failed, the Examination Board chairperson shall issue a written notice thereof to the candidate. This notice must include instructions on legal remedies.
- (4) If the Bachelor's examination is deemed definitively failed, students may request confirmation of their overall grades earned in examinations.

Section 22 Bachelor's Diploma Certificate and Diploma Supplement

- (1) If the candidate passes the Bachelor's examination, they receive a diploma certificate with the result. The diploma certificate contains a list of the modules where the credit points were earned. Furthermore, the diploma certificate shall contain the corresponding module grade and the overall grade of the Bachelor's examination. The diploma certificate shall additionally include the standard study period and the topic of the Bachelor's thesis with its grade. At the candidate's request, corresponding information about any add-on modules and the duration of the overall studies required to complete the Bachelor's examination may be entered on the diploma certificate.
- (2) The diploma certificate shall bear the date of the day on which the last examination grade was earned. The certificate is signed by the Examination Board Chairperson. A diploma supplement is issued as an appendix to the diploma certificate. The diploma supplement describes the completed degree program and the position of Hamm-Lippstadt University of Applied Sciences in Germany's higher education institutional landscape.

Section 23 Bachelor's Degree Certificate

Concurrently with the diploma certificate, the candidate will be handed over the Bachelor's degree certificate containing the date of the diploma certificate. Said degree certificate shall certify conferral of the Bachelor's degree.

The Bachelor's degree certificate shall be signed by of the Examination Board chairperson and affixed with the state coat of arms and the small official seal of Hamm-Lippstadt University of Applied Sciences.

Section 24 Studies Organization

Hamm-Lippstadt University of Applied Sciences undertakes to enable smoothly running study progress so that students can complete their studies within the standard study period. For this purpose, the University of Applied Sciences ensures reasonable support of its students in the organization of their studies. In particular, this can be provided by program-specific student counseling.

Section 25 Family-friendly University of Applied Sciences

Within the limits of its possibilities, Hamm-Lippstadt University of Applied Sciences undertakes to provide special support to parents of minor children in organizing their studies and examinations. The duty of support is also given in the case of students, who have assumed sole responsibility for the care of close family members (first-degree relatives). In mutual agreement with the responsible teaching staff, the Examination Board may grant one-off exemptions from progress in a module and module examination. This particularly applies to modules and examinations with high attendance times on location at the University. Hereby, consideration shall be given to the age of the child and/or the state of the relative's illness and the respective care circumstances. The students must present corresponding proof thereof.

Section 26 Invalidity of the Bachelor's Examination

- (1) If the candidate cheats on an examination and this is not discovered until after the candidate receives their final diploma certificate, the Examination Board may retroactively correct the grades earned in examinations the candidate cheated on, correct them accordingly or declare the examination to have been failed in whole or in part.
- (2) If the prerequisites for admission to an examination were not fulfilled without the candidate having the intention to conceal this and if this fact does not become known until after the final transcript has been handed over, said deficiency shall be remedied by the candidate passing the examination. If the candidate obtained the admission illegitimately with intent, the Examination Board decides in compliance with the Administrative Procedures Act of the State of North Rhine-Westphalia.
- (3) Prior to the decision, the party concerned shall be given the opportunity to make express their opinion.
- (4) The incorrect diploma certificate is to be recalled and a new one issued as appropriate. A decision in accordance with Paragraph 1 and Paragraph 2 Sentence 2 is excluded once a period of five years has elapsed since the examination certificate was issued.
- (5) If the Bachelor's examination has been deemed failed in total, the Bachelor's degree shall be revoked and the Bachelor's degree certificate confiscated.

Section 27 Revocation of the Bachelor's Degree

The Bachelor's degree shall be revoked if it becomes subsequently established that it was acquired by cheating, or if essential prerequisites for its award were found to have been erroneously accepted as being fulfilled. The Senate shall rule on the revocation.

Section 28 Inspection of Examination Records

Upon request, the candidate shall be granted permission to inspect their written examination theses, the related review by the examiners and the examination records at the latest up to within one month after the announcement of the results of the respective examinations. The chairperson of the Examination Board shall determine the time and place of the inspection; they may delegate this duty to the Dean pursuant to Section 27 HG.

Section 29 Transitional Provisions, Entry into Force and Publication

- (1) Section 9(1 a) Sentences 2, 3 and 4 of these General Examination Regulations shall only apply to those students who started their studies at Hamm-Lippstadt University of Applied Sciences prior to winter semester 2018/2019 and become invalid after February 29, 2024. Section 9(1a) Sentences 2 and 3 shall not apply to students who started their studies at the university from winter semester 2018/2019 onward.
- (2) This amendment to the General Examination Regulations enters into force after their publication in the Official Notices of Hamm-Lippstadt University of Applied Sciences.

Issued based on the resolution of the Senate on June 18, 2018.

Hamm, June 26, 2018

Signed Prof. Dr. Klaus Zeppenfeld
President of Hamm-Lippstadt University of Applied Sciences