

# **Official Notices**

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

This English translation is offered for information purposes only. In the event of any discrepancy or doubt in interpretation, the original German texts published in the Official Notices of Hamm-Lippstadt University of Applied Sciences take precedence. Only the original German texts are considered legally binding.

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.

# Legal Notice

of Hamm-Lippstadt University of Applied Sciences – Official Notices

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No. 20

## 6. Regulation Governing Amendments to the General Examination Regulations for the Master's Study Programs of Hamm-Lippstadt University of Applied Sciences Dated November 26, 2012

Based on Section 2(4) in conjunction with Section 63a(7) of the Act on the Higher Education Institutions of the State of North Rhine-Westphalia (Higher Education Act – HG) dated September 16, 2014 (GV. NW 2014 p. 547), last amended by Article 1 of the Act on Digital Progress in Higher Education in the face of the experience with the COVID pandemic as well as on operations in the higher education sector in the event of an epidemic or disaster, dated November 3, 2021 (GV. NRW. p. 1180), Hamm-Lippstadt University of Applied Sciences has issued the following amendment to the General Examination Regulations for the Master's study programs at Hamm-Lippstadt University of Applied Sciences:

### Article 1 Amendments

- 1) In Section 2(2) Sentence 1, the word "electronic" will be stricken.
- 2) Section 2(2) Sentence 2 will be amended as follows:  
The words "the [German gendered articles] Dean pursuant to Section 27(1) HG." will be replaced by the words "the [German gendered articles] Head of Department."
- 3) In Section 3(3) Sentence 2, the German term "Studienplan" ("study plan") will be replaced by the German term "Modulplan" ("study plan").
- 4) In Section 4, a new Paragraph 6 will be added, worded as follows:  
"(6) Tests shall be carried out in accordance with the procedural guidelines for conducting tests at Hamm-Lippstadt University of Applied Sciences issued by the Examination Board."
- 5) In Section 4(5) Sentence 3, the word "electronic" will be stricken.
- 6) In Section 5(4) Sentence 1, the words "by way of an application for disadvantage compensation" will be added after the word "candidate."
- 7) In Section 5(4), the following Sentences 2 and 3 will be added after Sentence 1:  
"For timely processing, the request must be submitted to the Examination Board early, but by the end of the registration period (Section 6(2)) for the upcoming semester examinations at the latest. Requests received after the end of the registration period will be rejected insofar as exclusively submitted for the ongoing semester."
- 8) In Section 6(1) Sentence 1, the words "to the module examinations" will be added after the words "an active notification."
- 9) In Section 6(2), a new Sentence 2, worded as follows, will be added after Sentence 1:  
"The candidate must register for the Master's thesis separately, at the latest by the beginning of the processing period, using a form available in the Campus Office that should be filled out, signed and forwarded to the Campus Office either as a hard copy or by email."

- 10) Section 7(3) will be amended as follows:

The word "electronically" will be replaced by the words "accessible in the Campus Management System."

- 11) Section 9 (1a) will be replaced by the following wording:

"a) the same module with its associated module examination [can be] repeated twice. In order to take a failed module examination for a repeated time, the candidate is required to re-register for the module. If a module is graded for the third time as worse than "not sufficient" (4.0), the module is deemed definitively failed and cannot be repeated again."

- 12) In Section 11(8), the word "of the" after the word "conduct" will be replaced by the word "of."

- 13) In Section 12(2) 3, the word "electronic" will be stricken.

- 14) In Section 14(2) Sentence 1 will be replaced by the following new Sentence 1:

"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 in the form of a request including the supporting documents. This request must be submitted without delay in writing or by email and credibly substantiated."

- 15) In Section 16, the new Paragraph 5, worded as follows, will be added:

"(5) Where several examiners are appointed for an examination, they will grade the examination mutually unless there are special provisions stipulating otherwise. <sup>2</sup>If no unanimous evaluation can be reached, the grade will be computed as the arithmetical mean of the individual assessments. <sup>3</sup>The result of averaging will only account for the first decimal place, all other places shall be deleted without rounding up or down."

- 16) In Section 17(4), new Sentence 2, worded as follows, will be added after Sentence 1:

"Admission is implied concurrently upon approval of the Bachelor's thesis topic and appointment of the first and second examiners."

- 17) In Section 18(8) 1, the words "written" and "in writing" will be stricken.

- 18) Section 19(1) will be replaced by the following new wording:

"The thesis must be delivered to the Campus Office in written or digital form. If the thesis is submitted in written form, then triplicate copies must be handed into the Campus Office in bound form. For digital submission, the thesis must be sent as a PDF file to the Campus Office by email."

The declaration in accordance with Section 18(8) of these regulations must be attached to the thesis as an appendix and submitted therewith in the submission form stipulated in Paragraph 1 Sentence 1.

If the thesis is submitted in both written and digital form, then the digital form constitutes the legally binding form that will be subjected to assessment.

The date and time of submission must be taken down for the record in the Campus Office. If the thesis is sent by post, the time of mail delivery (postmark) shall be authoritative. If the thesis is received by email, the time of delivery to the inbox shall be authoritative.

If the Master's thesis is not submitted within the deadline, it will be graded as failed (6.0) pursuant to Section 16(1) Sentence 2."

- 19) Section 19(2) will be replaced by the following new wording:

"The written thesis must be reviewed and assessed by the first and second examiners."

- 20) In Section 19, a new Paragraph 3a), worded as follows, will be added after Paragraph 3:

"(3a) Section 16(6) applies mutatis mutandis."

- 21) In Section 22 Sentence 4, the words "and the duration of studies required until completion of the Master's examination" will be stricken.

- 22) In Section 28 Sentence 2, the words "to the Dean pursuant to Section 27 HG" will be replaced with the words "to the Head of Department."

## **Article 2**

### **Entry into Force, Note Pursuant to Section 12(5)**

- 1) This amendment to the General Examination Regulations enters into force on the day after its publication and will be published in the Official Notices of Hamm-Lippstadt University of Applied Sciences.
- 2) It is hereby pointed out that pursuant to Section 12(5) of the Act on the Higher Education Institutions of the State of North Rhine-Westphalia (Higher Education Act – HG) any claims arising from an infringement of procedural or formal requirements of this law or of the regulatory law or of any other autonomous law of the higher education institution may no longer be claimed upon expiration of one year after publication of this notice, unless
  - a) the regulations have not been properly published,
  - b) the Presidential Committee had previously raised an objection to the resolution of the body that decreed the regulation,
  - c) the formal or procedural deficiency was reported to the university beforehand indicating the violated legal provision and the fact giving rise to the deficiency, or
  - d) in the public announcement of the regulations, no reference was made to the legal consequence of the exclusion of complaints.

Issued by resolution of the Senate of Hamm-Lippstadt University of Applied Sciences dated May 2, 2022.

Hamm, May 24, 2022

Signed Prof. Kira Kastell, Dr.Eng.  
President of Hamm-Lippstadt University of Applied Sciences