

**General Examination Regulations
for Bachelor and Master Programmes
of Dortmund University of Applied Sciences and Arts (Fachhochschule Dortmund)**

As of 7th January 2019

Whilst every effort has been made to ensure the above information is an accurate translation of the General Examination Regulations for the Bachelor and Master Programmes of Dortmund University of Applied Sciences and Arts (Fachhochschule Dortmund) - Official Notes – Public Announcement, Volume 40, no. 3, 11.01.2019 - , Fachhochschule Dortmund accepts no legal liability for its contents and reserves the right to make alterations and amendments if and when required.

**General Examination Regulations
for Bachelor and Master Programmes
at Dortmund University of Applied Sciences and Arts (Fachhochschule Dortmund)**

As of 7th January, 2019

In accordance with § 2 subsection 4 clause 1 and § 22 subsection 1 no. 3 of the „Gesetz über die Hochschulen des Landes Nordrhein-Westfalen“ (North-Rhine Westfalian University Act, abbreviated: HG) of 31st October 2006 (Law and Ordinance Gazette NRW. p. 474), last amended by article 6 of the Act dated 28th May 2013 (Law and Ordinance Gazette NRW. p. 272), the University of Applied Sciences and Arts Dortmund (Fachhochschule Dortmund), has issued the following General Examination Regulations:

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I. General Regulations

§ 1

Scope of Application of the General Examination Regulations, Study Programme Examination Regulations

- (1) These General Examination Regulations apply to the Bachelor and Master study programmes of Dortmund University of Applied Sciences and Arts (Fachhochschule Dortmund).
- (2) For the individual study programmes, Programme Examination Regulations must be adopted in compliance with these General Examination Regulations. In particular, they are to regulate, in accordance with § 64 subsection 2 HG NRW (Higher Education Act North Rhine-Westphalia):
 1. the aim of the study programme
 2. the degree to be awarded,
 3. the normal course duration in accordance with § 61 HG NRW and the dates for admission to the respective study programmes,
 4. the examining bodies,
 5. the special entry requirements,
 6. the number of modules,
 7. the contents, the qualification objectives, the teaching methods, the participation requirements, the workload and the duration of module examinations ,
 8. the requirements for the semesters abroad, practical semesters or other work experience study phases integrated in the study programme,
 9. form, number, type, and scope of examinations and the requirements for participation in examinations,
 10. the number and requirements for the retaking of examinations,
 11. the course of studies in the form of a course schedule, as an attachment to the respective Examination Regulations.
- (3) The Programme Examination Regulations specify the regulations of these General Examination Regulations. They can establish complementary or alternative regulations provided that these do not contradict the General Examination Regulations.
- (4) Should new Programme Examination Regulations for a study programme be passed, the previous Programme Examination Regulations continue to apply for students already enrolled. They expire no earlier than three semesters after the normal course duration of the first-year students last enrolled in the study programme has ended.
- (5) Discontinuing study programmes will be processed in accordance with the “General Regulations of the discontinuation of study programmes at the Fachhochschule Dortmund”.
- (6) For study programmes provided in cooperation with other universities, or as part of dual tertiary education or within the framework of a franchising construction according to §66, sub. 6 HG NRW, the regulations of these General Examination Regulations apply unless alternative regulations are necessary due to the cooperation.

§ 2

Objective of the Study Programme, Bachelor’s and Master’s Degree

- (1) Teaching and studying impart the required subject-specific knowledge, skills and methods of the respective study programme to the students, taking into account the

requirements and changes in the professional world as well as cross-disciplinary aspects, so that students are enabled to perform academic or artistic design work, to apply scientific knowledge and methods in a professional context, to critically assess scientific findings and to act responsibly.

- (2) The Bachelor degree's examination represents the first professional academic degree in the course of studies. With the passing of a Master's degree examination a further academic qualification is obtained.
- (3) The Bachelor's and the Master's degree examination respectively consist of the module examinations of the course of studies, possible semesters abroad and/or practical semesters and a final thesis as well as a colloquium.
- (4) The university awards a Bachelor's or a Master's degree based on the Bachelor's or Master's degree examination in accordance with subsection 3. Further details regarding the degree are set out in the respective Examination Regulations.

§ 3

Modular Structure and Credit Point System based on the European Credit Transfer and Accumulation System

- (1) The study programme is organised in modules. Modules combine fields of teaching and studies into thematically co-ordinated, self-contained units, carrying ECTS credits. They serve the acquisition of competences in the course of studies and define what students should know, understand and/or be able to demonstrate after completing the module. As a rule modules comprise a number of lectures, coordinated according to subject and chronology. The modules usually span one semester, in exceptional cases two semesters. The modules including the number of hours, the total number of ECTS credits and their distribution over the semesters are defined in the course schedule which must be attached to the Programme Examination Regulations. The contents and descriptions of the modules as well as the accompanying lectures are documented in the respective module handbook of the individual study programmes. The module handbooks must be updated in case of changes and are published on the internet. The faculties are responsible for the documentation and archiving of the versions of the respective module handbooks.
- (2) Programme Examination Regulations can subdivide the modules into compulsory modules and compulsory elective modules. Compulsory modules are necessary components of the Bachelor or Master examinations and cannot, in contrast with compulsory elective modules, which allow for a selection of modules from a given catalogue, be substituted by other modules.
- (3) In general, modules are completed with a single graded examination, covering the entire module, for which ECTS credits are awarded upon successful completion. Upon successful completion of the examination, the corresponding ECTS credits are documented and reported separately from the examination results achieved. The number of ECTS credits is allocated in accordance with the workload for the respective study course including the examination. The workload comprises the attendance of courses (lectures, tutorials, seminars, work placements etc.), their preparation and follow-up work, as well as preparation for, and the participation in the examinations, including possible practical semesters and the Bachelor or Master Thesis.
- (4) In general, full-time study programmes are awarded with 60 ECTS credits per year, i.e. 30 ECTS credits per study semester. A workload of 25 up to maximum 30 hours in attendance-time and self-study is assumed equivalent to one ECTS credit, so that the workload in full-time programmes amounts to a total of 750 to 900 hours in term time

and time between terms. In general, 30 hours (workload) are necessary to acquire one ECTS credit. Alternative regulations are set out in the respective Examination Regulations.

- (5) Subject to an alternative regulation in an Examination Regulation, Master students participating in the Ruhr Master School (RMS) can, within the defined capacity limits, complete examinations in selected compulsory elective modules at participating universities. The scope of the corresponding examinations, which are not achieved within the primary study programme, can amount up to 16 ECTS credits in total, including the RMS compulsory elective modules offered by the Dortmund University of Applied Sciences and Arts (Fachhochschule Dortmund). The participating Universities define within a catalogue the cross-university range of courses, as well as the entry requirements of the compulsory elective modules for the respective study programme and publish the information on the web presence of the RMS. RMS modules will be disclosed at a suitable section in the final documents according to § 35.

§ 3a **Normal Course Duration**

The normal course duration of full-time study programmes concluding with a Bachelor's degree is at least 6 semester and 8 semester at the most (180, 210, 240 ECTS credits). In full-time study programmes concluding with a Master's degree, the normal course duration is at least 2 semester and 4 semester at the most (60, 90, 120 ECTS credits). The normal course duration of consecutive full-time study programmes is in total 10 semester at the most. The normal course duration of dual study programmes, part-time study programmes as well as programmes with other forms of study is increased accordingly. The respective Programme Examination Regulation defines the normal course duration in semester and the ECTS credits, which can be acquired in total.

§ 4 **Entry Requirements**

- (1) Entry requirements for Bachelor courses are the higher education entrance qualifications for "Fachhochschule" (German University of Applied Sciences) or equivalent qualifications. For the admission of vocationally qualified applicants who have not obtained the entry qualification for studying at a University of Applied Sciences, the "Regulation for the Admission of Vocationally Education Qualified Applicants" in conjunction with the "Regulation for the Admission of Vocationally Qualified Applicants" of Dortmund University of Applied Sciences and Arts (Fachhochschule Dortmund), applies.
- (2) In addition, the respective Programme Examination Requirements of a Bachelor programme may demand proof of practical work experience (work placement) and/or records of study programme-related previous education and/or of design-related/artistic or other aptitudes. As a rule, at least half of the required work placement period must be completed before commencing studies and documented upon enrolment. As a rule the remaining period of the work placement must be documented by the end of the third study semester. The duration of this practical work does not count towards the standard time to degree. Relevant verified educational and professional activities are taken into account with regard to the work placement.
- (3) The regulation of "Zulassung ausländischer und staatenloser Studienbewerberinnen und Studienbewerber an der Fachhochschule Dortmund" (Entry Regulations for Foreign and Stateless Students to Dortmund University of Applied Sciences and Arts) stipulates

details of the admission procedure as well as of the evidence of proficiency in the German language as a prerequisite for enrolment in the course of study.

- (4) The programme examination regulations can determine that for a course of study, which is held in a foreign language, evidence of proficiency in the respective language must be proven.
- (5) The prerequisite for entering a Master's degree programme is a first academic degree in the required field of applied sciences. Relevant are in addition to the normal course duration the acquired ECTS credits. For Master's degree programmes awarding
 - a) 120 ECTS credits, a first academic degree comprising a minimum of 180 ECTS credits;
 - b) 90 ECTS credits, a first academic degree comprising a minimum of 210 ECTS credits;
 - c) 60 ECTS credits, a first academic degree comprising a minimum of 240 ECTS credits;is necessary.

Further entry requirements can be defined in the respective programme examination regulations. Besides regulations on the acquisition of missing ECTS credits to meet the entry requirements can be included. Degrees for which the allocation of credit points is not based on the European Credit Transfer and Accumulation System must be converted accordingly.

§ 5 Student Advisory Services

- (1) General student advisory services are provided by Dortmund University of Applied Sciences and Arts (Fachhochschule Dortmund). These extend from questions pertaining to aptitude to study, as well as advice on studying options, content of studies, structure of studies and study requirements. In situations of study-related, personal difficulties it also comprises psychological counselling. The working area "barrier-free studying" is a core area of the General student advisory services.
- (2) Programme-related student advisory services are the responsibility of the university faculty. They support the students in particular in matters pertaining to the organization of their studies and studying techniques.
- (3) Consulting the student advisory services is especially recommended
 - for programme orientation/ choice of study programme;
 - in case of a study complicating disability/ chronic disease
 - at the beginning of the course of study;
 - when changing the study programme or the university;
 - when examinations have been failed;
 - when studies are interrupted;
 - before discontinuing the course of study.

§ 6 Examination Board

- (1) The respective Examination Boards are responsible for the organisation of the examinations and any further tasks assigned by these General Examination Regulations or any Programme Examination Regulations. The responsibility of the Dean in accordance with § 27 sub. 1 clause 2 HG remains unaffected. The Examination Board is an examination body of Dortmund University of Applied Sciences and Arts (Fachhochschule Dortmund). The Examination Board can establish its own rules of

procedure.

As a rule, the Examination Board includes

1. a professor acting as the chairperson;
2. a professor acting as deputy;
3. two other persons from the circle of professors;
4. a member of the group of academic staff (§ 11 sub. 1 no. 2 HG);
5. two students.

The Programme Examination Regulations can determine a different composition, provided half or more of the members of the Examination Board belong to the circle of professors.

The members of the Examination Board are elected by the Faculty Council of the respective faculty. For cross-faculty and cooperative study programmes special rules must be established in the respective Programme Examination Regulations on how the Examination Board is to be constituted involving all participating faculties. Deputies are elected for the members of the Examination Board mentioned under clause 5 nos. 3 to 5.

The terms of office of the members of the Examination Board and their deputies is two years in accordance with clause 5 nos. 1 to 4; the term of office of the student members and their deputies one year. Re-election is permissible. Members and deputies must belong to the respective faculty. Exceptions regarding the affiliation to the department are permissible. These must be set out in the Program Examination Regulations. If a new member has not been appointed when a term of office ends, the previous member continues to exercise their function. At the invitation of the chairperson, guests, who are also subject to secrecy, can participate in the deliberations and decisions of the Examination Board. Guests are entitled to talk, they are not entitled to propose or vote.

- (2) The Examination Board takes care that the provisions of the examination regulations are observed and ensures that examinations are duly held in an orderly manner. It is primarily responsible for rulings on objections against decisions made in examination procedures.

The Examination Board reports to the Faculty Council on its own initiative or on request. The Examination Board can delegate its tasks for all standard matters to the chairperson; this does not apply to decisions on objections and the report to the faculty. Nor can its tasks be delegated if the study programme in question is a cooperative study programme.

- (3) A quorum of at least three persons of those stated under subsection 1 clause 5 nos. 1 to 3 and of at least two persons of those stated under subsection 1 clause 5 nos. 4 and 5 is required for voting. In case that a Program Examination Regulation defines a different composition of the Examination Board than stated in subsection 1, the Examination Board is allowed to make a modified regulation regarding the quorum by the rules of procedure or by resolution, considering the majority of the professors. In case a member of the Examination Board is permanently unable to attend, meaning for expectedly at least two meetings and no deputy is available, the absence has no impacts on the quorum. The Examination Board decides by simple majority vote. In the event of a tie, the chairperson casts the deciding vote. If the chairperson does not attend the meeting, the deputy chairperson casts the deciding vote in the event of a tie. The student members of the Examination Board do not participate in deliberations and decisions in matters affecting their own examination. In this case, the quorum of the Examination Board continues to exist.
- (4) The members of the Examination Board are entitled to be present when examinations are held, with the exception of student members who have to undergo the same

examination within the same examination period.

- (5) The meetings of the Examination Board are non-public. The members of the Examination Board and their deputies are subject to official secrecy. If they are not public employees, the chairperson must ensure that they are sworn to maintain confidentiality. Examination Board chairpersons of other Examination Boards of Dortmund University of Applied Sciences and Arts (Fachhochschule Dortmund) can be invited to attend the meetings for individual items on the agenda as guests, without the right to vote. The same applies to employees of the Office for Student Affairs and the Senate Representative for students with disabilities/chronic diseases.
- (6) Candidates must be informed immediately and in written form of any decisions by the Examination Board or its chairperson, which are detrimental to them. Any such decisions must be justified and accompanied by information about the candidate's statutory rights. The candidate must be given the opportunity, beforehand, to comment on any facts which are significant for the decision unless this has already occurred in a reasoned submission. § 2 sub. 3 no. 3 of the Administrative Procedure Act (Verwaltungsverfahrensgesetz, VwVfG) of the State of North Rhine-Westphalia, in particular on the exception from the obligation to be heard and to state reasons in the assessment of a scientific, academic or artistic nature, remains unaffected.

§ 7

Examiners, Observers

- (1) For the conduct of the examinations, examiners (first and second examiner) and observers are appointed by resolution by the Examination Board. The appointment as examiner is restricted to persons who
 1. themselves have obtained the qualification to be assessed by the examination or an equivalent qualification
 2. provided there are no compelling reasons for a deviation, have performed relevant, independent teaching activities in the section of the course of study the examination relates to.

A first examiner needs not to be appointed, if the Program Examination Regulation determines, that the professor teaching the respective module is responsible and conducts the final module examination. It is mandatory, that the Examination Board appoints the second examiner. In the event that more than one examiner needs to be appointed, at least one examiner must have taught in the corresponding module. Clause 4 no. 1 applies accordingly for observers (competent observers). As a rule, at least one examiner or one observer is a member of the academic teaching staff in one of the faculties involved in the study programme. In exceptional cases, deviations from the last-mentioned requirement are permissible. The examiners are not bound by official directives in their function as examiners.

- (2) The Examination Board ensures that the examination duties are assigned as equally as possible to the examiners.
- (3) § 6 subsection 5 clauses 2 and 3 apply accordingly to the examiners and the observers.
- (4) The chairperson of the Examination Board ensures that the candidate is notified of the examiners' names in time. As a rule, a candidate is notified at least two weeks before the examination or upon receiving of the Bachelor or Master Thesis assignment. The notification is made in writing or by electronic display.

§ 8

Transfer of Credits and Recognition of Examination Results

- (1) Examination results awarded in the same study programme at German state or state-recognized universities, professional academies, or awarded in study programmes in foreign states or state-recognized universities, are recognised on application, provided there are no substantial differences between the competences awarded and those they replace. The same applies to degrees awarded on completion of the study programmes under 1. Clauses 1 and 2 apply accordingly in case of a transfer from one study programme at Fachhochschule Dortmund to another. Failed attempts are not taken into account in case of a transfer according to clauses 1 to 3, with the exception of transfers from one study programme at Fachhochschule Dortmund to another, where the only difference between the curricula is a semester abroad or a practical semester, as well as for study programmes, with the same curriculum, offered in full-time and part-time. In these cases the failed attempts and the examination results awarded are recognized *ex officio*.
- (2) During the application procedure, the applicant is obliged to present the necessary information concerning the examination results to be recognized. Examination results can only be recognized, if the same examination result in the same study programme at FH Dortmund has not been achieved successfully. It is not possible to achieve higher grades by recognition of examinations, which have been already passed at FH Dortmund.
Examination results will be recognized, as long as there is a valid attempt for an examination left. The examination relationship begins with the admission to the examination. It exists between the examinee and the university. It ends by withdrawal, failing or passing an examination. An examination relationship refers to the particular attempt of a module examination. Recognition of examination results is not possible, while an examination relationship exists.
- (3) The burden of proof for non-recognition of examination results according to subsection 1, lies with the Examination Board of the respective faculty. Before the assessment, those faculty members who are qualified must be heard. Clauses 1 and 2 apply respectively in case of an assessment according to subsections 6 and 7.
- (4) Decisions on recognition according to subsection 1 are pronounced within a reasonable period of time, generally no later than 6 weeks after the application.
- (5) In case the recognition applied for according to subsection 1 is denied, the applicant can request a review of the decision by the rectorate; the rectorate advises the Examination Board in question on the subsequent handling of the application.
- (6) Applicants who are entitled to start their studies in a higher semester based on an entrance qualification test in accordance with § 49 sub. 11 HG will be credited *ex officio* with the skills and qualifications ascertained in the qualification test in their degree and examination results (please refer to the Entrance Qualification Test Regulation at Dortmund University of Applied Science in the current amendment).
- (7) Further skills and qualifications can be recognized on application if these skills and qualifications are equivalent in content and degree to the examination results which they are meant to replace. Skills and qualifications of this nature can be recognized for half of the required ECTS credits in the respective study programme; in these matters the Examination Board of the respective study programme decides.
- (8) In case credit points are transferred or examination results recognised, the grades – in so far as the grading systems are comparable – are transferred and included in the calculation of the overall grade. If achievements at another university and/or another study programme have only been graded and recorded as “passed”, this record is not

replaced by a grade. The transfer will be indicated in the certificate. If incomparable grading systems apply, the annotation “passed” will be used. The recognition will be noted down in the Transcript of Records (§ 35) and the Certificate.

- (9) Based on the recognition according to sub. 1 the University may and upon a student request must decide on the appropriate semester of study, which results from the amount of ECTS credits recognized in relation to the overall ECTS credits acquirable in the respective study program. Is the decimal smaller than 5, it will be rounded down to a full semester, otherwise it will be rounded up (§ 63 a sub. 4 HG).

§ 9 Assessment of Examinations

- (1) In case of passing, examinations must be credited with the intended number of ECTS credits. The examinations must be assessed by means of grades in a differentiated manner by the respective examiners and announced via the Online-Portal used by Dortmund University of Applied Sciences and Arts (FH Dortmund) as an administrative act. They can alternatively be assessed as “passed” or “failed” if this is provided in the Programme Examination Regulations.

- (2) The following grades are to be used for the assessment of examinations:

Mark	Assessment	Explanation
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1	very good	an outstanding performance
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2	good	a performance which significantly exceeds average standards
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3	satisfactory	a performance which meets average standards
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4	sufficient	a performance which still meets the standard despite its deficiencies
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5	inadequate	a performance which does no longer meet the standard due to considerable deficiencies
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For a further differentiation of the assessment, grade markings increased or decreased by 0.3 will be assigned. The grades “0.7”, “4.3”, “4.7”, and “5.3” are excluded. Program Examination Regulations can authorise the grade “4.3”, to enable a grade improvement to “4.0”. If necessary, appropriate regulations must be provided in the respective Examination Regulations. The pass mark remains “4.0”.

- (3) If more than one examiner is appointed for one examination, they must assess the examination together unless special provisions stipulate otherwise. If the assessments are not consistent, the grade results from the arithmetic average of the individual assessments. Only the first decimal is relevant for the determination of the average; all other decimals are disregarded without rounding.

(4) For the calculation of the weighted average of all graded module examinations/ partial module examinations, the weighing is generally proportional to the ECTS credits assigned to the module.

(5) If a grade is calculated from the weighted average of weighted or unweighted individual grades, only the first decimal is relevant for the determination of the average for the result; all other decimals are disregarded without rounding.

The assessment of the grade thus determined is as follows:

up to 1.5	“very good”
above 1.5 to 2.5	“good”
above 2.5 to 3.5	“satisfactory”
above 3.5 to 4.0	“sufficient”
above 4.0	“inadequate”

§ 10

Retaking Examinations, Compensation

- (1) The Bachelor or Master examination may be retaken in those parts in which it has not been passed or is considered not to have been passed. Retaking passed parts of the Bachelor or Master examination is inadmissible.
- (2) Module examinations may be retaken twice. If a module examination consists of several partial examinations, the partial examinations which were not passed may be retaken twice. If the module examination or partial examination in a module consists of assignments during the course of the semester and an examination completing the semester in accordance with § 20 sub. 3, clause 2, assignments already executed in this module during the course of the semester are rendered invalid if the examination completing the semester is failed. In cases where the competences acquired after performing the assignments during the course of the semester are neither included in the examination completing the module, nor offered during the following semester, the results of the assignments during the course of the semester remain valid, if the examination completing the semester is retaken by the end of the following semester at the latest. The Examination Board of the faculty rules in these matters (cf. § 20 sub. 2 cl. 3).
- (3) Upon request, an examinee is granted twice per study programme a fourth and final examination attempt. Accordingly, twice per study programme a further examination attempt is granted, if the Programme Examination Regulation stipulates a higher number than three examination attempts. The registration for the additional attempt requires a request to the Examination Board within one month after notification of the last regular examination result; in case of the supplementary test according to § 9 sub. 2 after conclusion of the supplementary test procedure. The additional examination attempt must be completed at the next possible examination date, otherwise it will be forfeited except for a justified withdrawal according to § 11 sub.2.
- (4) The Bachelor and Master Thesis and the accompanying Colloquium may each be retaken once. If the colloquium was failed, the examinee needs to register again within one year. In the case of omission, the right to examination becomes invalid and the examination is definitively failed, except the examinee is not responsible for the failure to register. The Examination Board undertakes the necessary determination.
- (5) In case one module examination belonging to a compulsory elective module from the catalogue of compulsory elective modules is finally graded “inadequate”, this may be compensated by passing another module examination from the catalogue. The Programme Examination Regulations may provide further compensation options or reduce them.
- (6) In case a candidate can definitively not be admitted to a scheduled examination or in case he/she did not pass a scheduled examination in the final attempt, taking into account subsection 4, the student is ex-matriculated.
- (7) The respective Program Examination Regulation can differ from and amend § 10 sub. 2 to 5, in particular a higher number of examination attempts (§ 21 sub. 1 no. 2) and a

different examination method can be permitted.

§ 11

Absence, Withdrawal, Fraudulent Behaviour, Breach of Regulations

- (1) An examination is considered as having been graded “inadequate” (5.0), if the candidate
 - a) fails to attend the examination without good reason, or
 - b) without good reason withdraws from the examination after it has commenced, or
 - c) fails to complete a written examination within the given time limit.Clause 1 letter a) is not applied if the candidate gives due notice of his/her withdrawal. The Programme Examination Regulations may provide alternative provisions for clause 1 letter a).
- (2) The reasons for the withdrawal or failure to attend must be submitted to the Examination Board in writing without delay, within one week after the respective date of the examination at the latest, and must be plausible. In the case of illness, a doctor's certificate must be presented, attesting the inability to participate in the examination according to § 63 sub. 7 HG. The certificate must be issued on the date of the examination. Exceptions to this only result from the impossibility for the examinee to submit such a certificate due to the illness. Clauses 1 and 2 also apply if the candidate is prevented from attending the respective examination due to unavoidable events relating to his/her care of duty (acute illness of his/her own child or care for a relative as defined by § 21 sub. 1 number 1, clause 3, second half of the sentence). In accordance with the law for the protection of mothers at work, in training and during studies (MuSchG) is the presentation of the maternity log sufficient to proof the inability to participate in the examination within the maternity protection period. The Office for Student Affairs is responsible for the receipt and handling of any such certificates. The decision of the Examination Board will be communicated to the candidate electronically via the Online-Portal used by Dortmund University of Applied Sciences and Arts (Fachhochschule Dortmund), or in writing. Clauses 1 and 2 also apply if the candidate does not hand in the test performance (e.g. thesis, written composition, presentation and so on) in time.
- (3) Should a candidate try to influence the result of his/her examination by fraudulent behaviour, the respective examination is graded “inadequate” (5.0). The attempt to deceive must be documented by the respective examiners or invigilators. In case of a grave attempt at deception or of a repeated violation in accordance with clause 1, the Examination Board can exclude the candidate from attending further examinations or submitting further study assignments.
- (4) In addition, regulatory offence procedures under § 63 sub. 5 HG can be initiated. An exception can be made in case of minor infringements. The regulatory offence can be penalised with a fine in accordance with § 63 sub. 5 HG. In case of repeated or otherwise serious attempts at deception, the candidate can be ex-matriculated. The responsible authority for prosecuting and penalising regulatory offences is the Chancellor of Dortmund University of Applied Sciences and Arts (Fachhochschule Dortmund).
- (5) A candidate disrupting the orderly course of an examination can be excluded from continuing the examination by the respective examiner or invigilator, as a rule after being cautioned. In this case, the examination is graded “inadequate” (5.0). The grounds for the exclusion must be documented.
- (6) The candidate can apply to the Examination Board for a review of decisions made in

accordance with subsection 3, clause 1 and subsection 5, clause 1, in writing within 14 days after the respective date of the examination. The candidate must be informed immediately and in written form of any decisions of the Examination Board or its chairperson which are detrimental to the candidate. Any such decisions must be substantiated and accompanied by information about the candidate's statutory rights.

- (7) If, according to § 11 sub. 2 good reasons for failure to attend or withdrawal are approved after the beginning of an examination, partial examinations already taken in this module cease to be valid by the end of the following semester. As far as the good reason continues to exist in the following semester, this period extends in case of a renewed recognition as defined under § 11 sub. 2 in each case for a maximum of one semester.

§ 12

Invalidity of Examinations

- (1) If an attempt at deception is not detected until after the examination procedure, or after the degree certificate has been issued, the Examination Board can correct the grades accordingly for those examination results obtained fraudulently by the candidate and declare the examination failed in total or in part. Grades based on the examination results can be revoked.
- (2) If the requirements for admission to an examination were not met, without the candidate having wanted to deceive, and if this fact becomes known only after the Bachelor or Master certificate was issued, this defect is remedied by the candidate's passing of the examination. Should the candidate have wrongly obtained the admission with intent, the Examination Board decides on the legal consequences, in compliance with the Administrative Procedure Act for the state of North Rhine-Westphalia.
- (3) The incorrect certificate must be retracted and re-issued if applicable. A decision in accordance with subsection 1 and subsection 2, clause 2 is excluded after a period of seven years after the Bachelor or Master certificate has been issued.

§ 13

Access to Examination Documents

- (1) After completion of the examination procedure, the candidate is permitted access to his or her written examinations, the expert reports of the examiners and the examination records of the oral examinations, on request.
- (2) The candidate must apply to the chairperson of the Examination Board for access within one month after the examination certificate has been handed out or after the candidate has been notified of the failed Bachelor or Master examination. § 32 of the Administrative Procedure Act for the state of North Rhine-Westphalia on restitutio in integrum applies accordingly. The chairperson decides on the place and time of the access as well as the person in whose presence access is granted.
- (3) On request, access to the examination documents relating to a module examination can be granted to the candidate immediately after the examination completing the module has been taken.

§ 14

Appeal Procedure

The Examination Board decides on appeal procedures against the assessment of an examination in accordance with § 68 of the Administrative Procedure Act, § 110 sub. 2 no. 2 Law on the Judicial System of the state of North Rhine-Westphalia, based on a statements to be obtained from the persons involved in the assessment.

§ 15

Retention Periods for Examination Documents

Written examinations, examination verification reports, examination records and other examination documents of individual examinations must be retained for two years, thesis (Bachelor-/ Master Thesis) must be retained for seven years from the announcement of the examination results in accordance with § 28. In case of appeal or proceedings in contentious administrative matters with regard to the results, this period begins with the day the examination decision has become valid. Examination files of the graduates containing Master data, performance records, essential information and expert reports on the final thesis (Bachelor-/ Master Thesis) or on the colloquium as well as the essential documents of the graduation, must be retained for 50 years from the beginning of the final examination in accordance with § 35 sub. 4.

II. Mentoring, Student Monitoring, Modules Requiring Intensive Support

§ 16

Mentoring and Student Monitoring in Bachelor Programmes

- (1) From the first semester, student mentoring organised by the respective faculty is provided in Bachelor programmes. Mentors can be full-time teachers and/or members of the academic staff. In mentoring sessions matters relating to the choice of study programmes, the organization of studies, students' individual time and learning planning, handling difficult situations and the preparation for work placements. The mentoring sessions are documented.

Mentoring can be included in the curriculum by means of relevant provisions in the Programme Examination Regulations and it can carry ECTS-credits.

In addition, it is possible to integrate mentoring into existing modules by means of relevant provisions in the Programme Examination Regulations. In this context, the participation in the mentoring programme can be made a prerequisite for admission to examinations in the corresponding module; in this case § 21, subsection 2, letter c) of these Regulations apply. Other forms for the implementation of mentoring are left to the faculties.

- (2) In the second to third semester of Bachelor programmes, consultations on students' current status of studies are held, which provide programme-related advice on the course of studies thus far, and on problems encountered including their solutions, which may be arrived at by participating in further counselling programmes. Regarding the possibilities of the faculties to integrate the consultations on students' current status of studies into the study programme, clauses 4 to 8 of subsection 1 apply accordingly.
- (3) In addition, the International Office holds individual, personal integration talks with all international students at the start of their third semester. In these talks the respective

status of studies is discussed. Additionally, social counselling is provided to address personal problems (e.g. with authorities or financial issues). Proof of participation in these consultations is a prerequisite for funding from Dortmund University of Applied Sciences and Arts (Fachhochschule Dortmund).

§ 17

Bachelor Programme Modules Requiring Intensive Support

In case modules in the Bachelor programmes require particularly intensive support, they are identified as such in the Programme Examination Regulations. Within these modules additional offers are created in existing or accompanying courses which are preceded, in part, by placement tests in order to establish a differentiated course offer. Details are stipulated by the Programme Examination Regulations.

III. Special Programme Contents

§ 18

Key Qualifications

Within the curricula of all Bachelor programmes there are modules which are completely or partly dedicated to the development of key qualifications. An equivalent regulation can exist for Master Programmes. In case a student has participated in an offer on key competences provided by the Career Service, this can be recognised, on application, based on relevant equivalence lists provided by the faculty.

§ 19

Semesters Abroad, Work Placement in Germany and Abroad, Practical Semesters

- (1) The curricula of the Bachelor programmes must be designed in such a way as to allow for mobility windows for the following activities:
 - semesters abroad,
 - work placements in Germany or abroad or
 - practical semesters in Germany or abroad.
- (2) Details are formulated in the Programme Examination Regulations. In particular, they must regulate the following for obligatory semesters abroad, work placements and practical semesters:
 - the ECTS credits awarded for these,
 - the respective possible period of time,
 - the proof of skills in the respective national language or of English language skills,
 - the requirements for admission; for semesters abroad at least the conclusion of a Learning Agreement,
 - the recognition procedure for the student's further studies.

IV. Examination Elements of the Module Examinations

§ 20 Objective and Form

- (1) A module examination is an examination in a compulsory or compulsory elective module. In exceptional and justified cases it can be subdivided into a number of partial examinations (partial module examinations), in each of which knowledge on individual courses of the module is assessed. The module examination serves to ascertain whether the candidate has mastered the contents and methods of the module in its fundamental contexts and whether he/she is able to apply the acquired knowledge and skills without assistance. If a module examination consists of partial examinations, the duration of all partial examinations cannot, as a rule, exceed the duration intended for the module examination. If modules comprise of partial module examinations, already passed partial module examinations do not expire. In addition to an examination, a module comprises of at least one form of teaching.
- (2) The form, extent and requirements of the examinations must follow the content of the modules. As a rule, a minimum of two months before an examination is due, the Examination Board takes binding decisions on the persons examining and, in consultation with these, the form of the examination, the examination modalities (duration) and, if the examination within one module consists of more than one individual assignments or a combination of different forms of examination, the weighting of the individual parts of the examination to each other. In addition, it identifies in consultation with the examiners the modules in which the examination results during the course of the semester will remain valid for the repeated examination completing the semester, if the respective module examination is failed (see § 10 sub. 2, clause 5).
- (3) Admissible forms of examination for module examinations are foremost written examinations, including multiple-choice examinations (§ 23), or project-related work with documentation and presentation with an oral examination (§ 24), oral examinations (§ 25), assignment papers and seminar presentations (§ 26). The Examination Regulations of the degree programmes may provide for other forms of examination.
- (4) A module examination is considered passed if it has been graded at least “sufficient” (4.0) or “passed”. If a module examination consists of several partial examinations, it is considered passed if each partial examination has been graded at least “sufficient” (4.0) or “passed”. The grade of the module examination is calculated from the weighted arithmetic average of the grades of the individual partial examinations. If the individual partial examinations are graded with different ECTS-credits, is the grade of the module examination usually formed by weighting of the ECTS-credits. The applicable Programme Examination Regulations define the weighting of the partial examinations according to the ECTS-credits. If a module examination is passed, the allocated ECTS-credits are also considered obtained.
- (5) A module examination or partial examination can be performed in whole or in parts during the course of the semester. In these cases the module examination (partial performance) is considered passed if the parts of the module examination overall have been graded at least “sufficient” (4.0) or “passed” according to the weighting of the individual parts defined by the Examination Board.
- (6) In all forms of examination, examinations in which failing would result in the definitive failing of a module apart from the possibility of the compensation of examination results in accordance with § 9 sub. 5 -- must be assessed by two examiners.

§ 21

Admission to the Module Examinations

- (1) Admission to a module examination is only possible for students who
 1. are enrolled in a study programme at Dortmund University of Applied Sciences and Arts (Fachhochschule Dortmund), in which the module examination will be held or who are admitted as cross-registered students and who are not on leave. Students on leave may be admitted to retake a failed module examination. In addition, students on leave can be admitted to a first attempt at an examination if the leave was granted for childcare as specified in § 25 sub. 5 of the Federal Education and Trainings Assistance Act (Bundesausbildungsförderungsgesetz), or to care for spouses, common law spouses, or direct -line relatives, or first-degree in-laws.
 2. not yet have definitively failed the same module or partial module in the chosen study programme, or in a study programme according to §8, subsection 1, clause 5 at Dortmund University of Applied Sciences and Arts (Fachhochschule Dortmund).
- (2) The Programme Examination Regulations can impose additional conditions on the admission to the examination of a module, in particular the following prerequisites:
 - a) successful completion of another module or other modules and/or
 - b) regular attendance of lectures of a module or
 - c) active participation in lectures of a module or
 - d) the attempt in an examination of another module or other modules

An obligation to attend lectures of a module regularly according to clause 1 letter b) can only be stipulated in lectures such as excursions, language courses, work placements, exercises or similar types of lectures. In these cases the examination regulations of the degree programme can only stipulate regular attendance of the lectures of a module if, due to the nature of the lecture and its intended learning objective, the attendance is intended to support the learning objective or required to achieve it, and if the learning objective cannot be achieved in another way, such as self-study. Active participation in lectures of a module according to clause 1 letter c) is also complied with in case of irregular attendance or a single attendance of the respective lecture. Active participation is documented by the assignments during the course of the semester. The respective lectures must be listed in the examination regulations of the degree programme or their attachments. The necessity of compulsory attendance must be substantiated in the module descriptions. These also define the details of the organisation of compulsory attendance; § 22 sub. 5 (compensation for disadvantages) applies accordingly. Attendance is documented by means of an attendance record kept by the lecturers involved.

- (3) The application for admission must be submitted by the date set by the Examination Board via the Online Portal in use at Dortmund University of Applied Sciences and Arts (Fachhochschule Dortmund). Instead of a registration via the Online Portal in use at Dortmund University of Applied Sciences and Arts (Fachhochschule Dortmund) the application can also be submitted in writing to the chairperson of the Examination Board. The application can be made for several module examinations at the same time if these module examinations are planned to be held within the same examination period, or if the intended examination dates are at the beginning of the following semester at the latest. If in one module the module examination or partial examination consists of a number of assignments in accordance with § 20 sub. 3, clause 2, the application for admission must only be made for the last assignment of the module in

accordance with clause 1. If this application is not made, the examinations already taken in this module in the course of this semester cease to be valid after the end of the examinations of the following semester at the latest. The Programme Examination Regulations may allow for stricter provisions.

- (4) The chairperson of the Examination Board decides on the admission, in case of doubt the Examination Board decides. As a rule, the decision on the admission is announced two weeks before the examination date, either electronically or via written notice.
- (5) Admission must be denied in case
 - a) the prerequisites stated in subsection 1 are not met or
 - b) the candidate has failed the same or a similar examination in Germany in the respective study programme or the final examination in the respective study programme for the final time. The Programme Examination Regulations may extend this to examinations in related or equivalent study programmes.
- (6) Via the Online-Portal in use at Dortmund University of Applied Sciences and Arts (Fachhochschule Dortmund), the student can withdraw from module or partial module examinations until one week before the examination date at the latest without this examination then counting towards the possible attempts at the examination. The Programme Examination Regulations may allow for other periods. Instead of a withdrawal via the Online-Portal in use at Dortmund University of Applied Sciences and Arts (Fachhochschule Dortmund) the application can also be submitted in writing to the Examination Board.

If individual pieces of work within a module have already been submitted during the course of the semester in accordance with § 20 sub. 5, clause 1, these cease to be valid due to the withdrawal by the end of the examinations of the following semester at the latest. The Programme Examination Regulations can specify stricter provisions.

§ 22 Conduct of Examinations

- (1) The examinations requirements and procedures must be organized in such a way as to allow for the final examination to be taken within the normal course duration.
- (2) The examinations must be organized in such a way that no courses need to be cancelled due to their scheduling. The examinations must be held within the examination periods announced by the Examination Board at the beginning of the semester or towards the end of the previous semester. As a rule examinations are held in German. In foreign-language degree programmes examinations are generally held in the respective foreign language. The Examination Board decides on exceptions.
- (3) The students are notified of the respective examination dates in time, as a rule two weeks before the beginning of the respective examination period, either electronically or by written notice.
- (4) The candidate must provide proof of identify towards the examiner or invigilator by showing an official identity document or the "FH Card", as well as a current Certificate of Enrolment.
- (5) If the candidate can credibly demonstrate, by means of a medical certificate or in a different way, that he/she is not able to sit the whole or part of the examination in its intended form on account of an enduring or permanent disability or chronic disorder, the chairperson of the Examination Board must, on request, grant the student the possibility to complete an equivalent examination in an alternative form or length of time. The Examination Board must ensure that the examination conditions compensate any disadvantage for people with disabilities or chronic disorders as far as possible.

In case of doubt, the chairperson of the Examination Board may request further evidence. Further details are laid down in a guideline on disadvantage compensation based on a guideline issued by the rector's office.

- (6) For all assignments produced without supervision, in particular for the thesis, project work, presentations and written assignments, a written statement must be provided stating that the student has produced the assignment independently and without inadmissible help from others and that no other than the stated sources and aids were used and that all citations are declared.
- (7) Pregnant women during the maternity protection period can, according to § 3 sub. 3 of the "Mutterschutzgesetz", voluntarily sit an examination. An appropriate waiver must be submitted to the Examination Board. In case of the participation of a pregnant or nursing woman the type of examination, examination requirements and other examination conditions, need to be organised in conformity with maternity protection regulations. Unreasonable burden for pregnant or nursing students or their children need to be prevented and an endangerment must be excluded. Disadvantages for pregnant or nursing students during their studies should be prevented or compensated. Students, who cannot sit examinations due to the maternity protection period can request an equivalent replacement or a new examination date according to § 22 sub. 5 clause 1 sub-clause 5. The examination date must be scheduled immediately to minimise a delay of the course of study and to avoid any other disadvantage for the mother.

§ 23

Written Examinations

- (1) In written examinations, students are expected to demonstrate, within a limited time frame and by using limited resources, their ability to detect and solve problematic issues from the respective modules correctly, using standard methods applied in their field of study.
- (2) Written examinations are invigilated. The examiner decides on the admission of aids. The student will be informed of the admissible aids in time before the examination, either electronically or via written notice.
- (3) As a rule, the examination assignments of a written examination are set by a single examiner. In cases justified by the subject matter, especially if a number of subject areas are being examined comprehensively in one module examination, the examination assignment can also be set by more than one examiner. In such cases, the examiners cooperate in advance to define the weighting of the proportion of the maximum number of points; notwithstanding the proportions and their weighting, each examiner assesses the entire written examination. Alternatively, owing to the special nature of a subject, the Examination Board may stipulate that each examiner only awards points for the part of the written examination which corresponds to their subject matter. If clauses 2 and 3 apply, the grade is agreed jointly by the examiners, based on the number of points achieved.
- (4) As a rule, a written examination is assessed by one examiner, unless §20 sub. 5 applies.
- (5) The assessment of the written examinations is announced at the latest six weeks after the examination, either electronically or via written notice.
- (6) Written examinations can be held, in full or in part, in the form of multiple choice tests. In these, candidates must answer questions asked in written or electronic form by marking the appropriate answers from a catalogue of possible answers, under

invigilation.

- (7) When using multiple choice tests, the examination assignments must be developed by two examiners. Examiners and second examiners stipulated in accordance with § 20 sub. 6, cooperate in setting the examination questions in the multiple choice test, the possible alternative answers and the assessment scheme. The assessment of correctly answered examination questions may not be worse because other questions were answered incorrectly, instead of not answered at all. The multiple choice examination questions must be targeted at the knowledge and qualifications taught in the respective module and permit reliable examination results. They must be phrased understandably and unambiguously. The correct solutions must be recorded in writing or electronically. A sample solution must be provided.
- (8) The allocation of minus points is excluded for multiple choice examinations. The assessment of a multiple choice examination must contain the following details:
 1. the maximum number of points achievable and the number of points actually achieved by the candidate;
 2. the required minimum number of points (pass mark).
- (9) When assessing multiple choice assignments, remarks and comments discussing the questions and questioning the answer alternatives, or stating that these are partly right and partly wrong, will, as a general rule, not be taken into consideration. Notes, drafts or intermediate calculations which are entered into the assignment or are submitted as part of the solution will not be taken into consideration.
- (10) When assessing the multiple choice examinations of all candidates, examiners must pay special attention to indications, such as high frequencies of incorrect answers to certain examination questions, that assignments may have been incorrectly phrased. Should it become evident after the examination has been conducted, that individual questions or answer alternatives were incorrect, the affected examination questions are considered as not having been set. The number of examination assignments is reduced accordingly; the assessment must then be based on the reduced number of assignments. The reduction of examination assignments must not be to the candidates' disadvantage.
- (11) For the assessment of the candidates' solutions to multiple choice assignments the use of appropriate soft- or hardware is admissible. Only solutions unambiguously marked in the provided spaces will be assessed.
- (12) At the students' review of their examinations a sample solution for the multiple choice assignments and the assessment scheme must be provided.
- (13) The Programme Examination Regulations of the study programme can stipulate further limitations and additions for the conduct of a multiple choice examination.
- (14) Upon written application by students registered for the examination by the end of the registration period, a written examination can be conducted anonymised. Before the examination in question, each participant receives an identification number valid only once, which serves for his/her identification. It must be ensured that the allocation of the identification numbers to the individual students will be kept secret until the announcement of the results. An application must be submitted to the Examination Board within the registration period; the board then decides on the application.
- (15) Written examinations can be carried out completely or partially electronically. Organizationally they are linked to the conduction of written examinations and are held and supervised in presence. The processing of the tasks of the examination through the examinee, as well as the automatic or automated grading takes place at electronic devices. Disadvantages for the examinee due to technical problems must be excluded.

Prior to the conduction of e-assignments, it must be ensured that the electronic data is clearly identifiable as well as can distinctively and permanently be allocated to the examinee. The examination must be carried out in presence of a supervisor.

§ 24

Examinations of Project-related Assignments

- (1) In project-related assignments, students are expected to demonstrate, within a limited time frame, their ability to detect and solve problematic issues from the respective module, using standard methods applied in the field of study.
- (2) The tasks of project-related assignments are set and assessed by an examiner in accordance with § 7 sub. 1 clause 4. The oral examination by way of a presentation is held and assessed by the examiner, involving an expert observer (§ 7 sub. 1 clause 4), who also assesses the project-related assignment.

In cases justified by their subject matter, especially if a number of subject areas are being examined comprehensively in one module examination, the examination assignment can also be set by more than one examiner. In this case, the examiners cooperate in advance to define the weighting of the proportion of the maximum number of points; notwithstanding the proportions and their weighting, each examiner assesses the entire project-related assignment. Alternatively, owing to the special nature of a subject, the Examination Board may stipulate that each examiner only awards points for the part of the written examination which corresponds to their subject matter. If clauses 3 and 4 apply, the grade is agreed jointly by the examiners, based on the achieved number of points. The processing time is oriented at the allocated ECTS.

- (3) The candidate must be informed of the assessment of the project-related assignment immediately after the related oral examination.

§ 25

Oral Examinations

- (1) As a rule, oral examinations are held by one examiner in the presence of an expert observer (§ 7 sub. 1 clauses 3 and 4) or by a number of examiners (examination by a panel of examiners) as a group examination or an individual examination; in case § 20 sub. 5 applies, always as a group examination. In principle, each candidate is always examined by a single examiner in an examination subject. Before the grade is determined, the examiner must hear the observers or the other examiners. The observers do not have the right to ask questions. In cases justified by their subject matter, especially if a number of subject areas are being examined comprehensively in one module examination, the examination can also be held by more than one examiner. Each examiner will only examine their own subject area. In such cases, the examiners cooperate to define the weighting of the proportions before the examination begins;
§ 23 sub. 3, clause 4 applies accordingly for the assessment and the passing of the examination. Oral examinations can be a part of an electronic assessment in the sense of § 23 sub. 15, as well as contain practical elements.
- (2) In justified exceptional cases, oral examinations can be held as video conference examinations. The chairperson of the Examination Board decides upon such exceptional cases. The candidate must be present in the same room as an examiner or an invigilator appointed by the Examination Board. The examiners must ensure that this type of examination does not allow for any additional possibilities for fraudulent

behaviour. The examination record retains the type and procedure of the examination.

- (3) The main subjects and results of the examination, in particular the decisive facts for grading, must be recorded by the observer in the examination documentation. The candidate must be informed of the results of the examination promptly.
- (4) Students who wish to submit to the same examination in a later examination period will be admitted as audience members if the local circumstances permit, unless a candidate has objected on registering for the examination, or in case an examiner has objected. The admission does not include the consultation and the announcement of the result of the examination.

§ 26

Assignment Papers and Seminar Presentations

- (1) Assignment papers and seminar presentations (presentations based on a written draft) are intended to demonstrate the candidate's ability to accomplish an assignment independently within a given period of time, applying scientific and subject-related practical methods; this is done either in writing or by means of other media or, in case of a seminar presentation, orally. The subject and the scope are defined by the examiner. If several seminar presentations of the same examination take place within an examination period, the examiner can determine, that the participation in the examination includes the regular attendance at the other seminar presentations. If the candidate has credibly demonstrated to be unable to finish the assignment or presentation for health reasons within the allocated time, the submission date for the assignment may be changed. The candidate must be informed of the assessment six weeks after the submission date agreed at the latest.
- (2) Assignment papers and seminar presentations are assessed by one examiner, unless § 20 sub. 6 applies.
- (3) The relevant facts for the assessment of the presentation must be documented.
- (4) Assignment papers and seminar presentations can also be submitted as a group assignment, if the contribution of the individual candidates can be clearly identified and assessed based on unambiguous, objective differentiation criteria.

§ 27

Bonus Points for Assignments during the Course of a Semester

- (1) The assessment of a module examination can be improved on by means of assessable assignments supplied during the course of a semester, in so far as this provision exists for a course. The assessment points achieved in the examination are increased by the assessment points achieved for assignments during the course of the semester and the increased number of points is included in the assessment. A maximum of one sixth of the total assessment points may be achieved by means of bonus points (assignments during the course of the semester) in consideration of sub. 2. The assessment points gained from work during the course of a semester can only be credited until the beginning of the examination period of the following semester. The Examination Board, in consultation with the examiners, bindingly defines the manner and scope of assignments during the course of the semester at the beginning of each semester. Assignments delivered during the course of a semester do not constitute assignments as defined by § 21 sub. 2, clause 1, letter b) or c). For this reason student attendance is not obligatory.

- (2) Achievement of higher module grades (“bonus points”) is possible through active participation in practice groups, practical courses, project assignments or presentations or through the processing of written assignments, among other things.

V. Thesis (Bachelor-/ Master Thesis)

§ 28

Thesis (Bachelor- / Master Thesis)

- (1) The thesis (Bachelor or Master Thesis) is intended to show that the candidate is qualified to work independently on an assignment within his/her subject area both in subject-specific detail and in cross-disciplinary contexts, using scientific and standard methods from his/her field of study within a limited time frame.
- (2) For the thesis the candidate can suggest an examiner as well as the topic to the Examination Board. If possible, the candidate’s suggestions are to be taken into account.
- (3) The thesis is supervised by an examiner appointed by the Examination Board in accordance with § 7 sub. 1, and belonging to the academic teaching staff. Upon the candidate’s application, the Examination Board may also appoint an honorary professor or a contract lecturer as the supervisor in accordance with § 7 sub. 1, if it is evident that the planned topic of the final Thesis cannot be supervised by a member of the academic staff specialized in the subject.
- (4) With the consent of the chairperson of the Examination Board, the thesis can be performed in an institution outside Dortmund University of Applied Sciences and Arts (Fachhochschule Dortmund), if it can be supervised adequately.
- (5) The thesis may also be submitted by a group, if the contribution of the individual candidates can be clearly identified and assessed based on unambiguous, objective differentiation criteria and provided it meets the requirements in accordance with subsection 1.

§ 29

Admission to the Thesis

- (1) Upon application, admission to the thesis can be granted to candidates who have passed the required examinations contained in the respective Programme Examination Regulations.
- (2) The application for admission must be submitted in writing or in electronic form and must be addressed to the chairperson of the Examination Board. The application must include the following documents unless they have previously been presented:
1. evidence of the fulfilment of the admission requirements stated in the respective Programme Examination Regulations;
 2. a declaration whether the candidate has not or definitely not passed a thesis or the final examination in the same or a comparable study programme before.
- A statement must be included indicating which examiner is willing to supervise the thesis. If the candidate does not suggest a topic, the chairperson of the Examination Board ensures that the candidate is given a topic.
- (3) Until the decision of the application for admission is announced, the application may

be revoked in writing without counting towards the number of possible attempts at the examination.

- (4) The chairperson of the Examination Board decides on the admission and in cases of doubt the Examination Board. Admission must be denied if
 - a) the requirements in accordance with subsection 1 are not met, or
 - b) the documents in accordance with subsection 2 are incomplete, or
 - c) in the same study programme in Germany a corresponding thesis of the candidate, taking into account the possibility to retake the examination, has been graded “inadequate” (5.0) or the candidate has definitely not passed the thesis.
- (5) The candidate will receive a confirmation of the admission electronically via the Online Portal used by the Dortmund University of Applied Sciences and Arts (FH Dortmund) or in writing.

§ 30

Assignment and Execution of the Thesis

- (1) The topic of the thesis is set by the supervisor (§ 28 sub. 3). The topic of the thesis is assigned by the chairperson of the Examination Board. The date of issue of the assignment of the topic must be documented. If the candidate does not accept the topic within three months after the date of issue of the assignment set by the Examination Board, the candidate has forfeited the topic.
- (2) As a rule, the candidate is given between ten and twelve weeks to work on the Bachelor Thesis if he/she works on it full-time without interruption. For a Master Thesis, this time amounts to a minimum of twelve and a maximum of 26 weeks. Details are laid down in the respective Programme Examination Regulations. The Program Examination Regulations can define longer periods to work on the thesis for extra-occupational and part-time programs. If the time to work on the thesis takes place during the maternity protection period the deadline for submission will be extended accordingly. During the nursing period the time to work on the thesis will be extended by one quarter according to the Mutterschutzgesetz (MuSchG) § 7 sub. 2.
- (3) The specific amount of time for the execution of the thesis is determined by the chairperson of the Examination Board at the suggestion of the supervisor of the thesis. The candidate is notified of this timeframe in writing upon the assignment of the topic.
- (4) In exceptional circumstances, the chairperson of the Examination Board can extend this period once, by up to four weeks upon a justified, written application submitted before the expiry of the period. The supervisor must be heard with regard to the application. In addition, the deadline for the submission of the thesis may be changed in case of the candidate’s inability to work on the thesis due to ill health, if adequately documented. The topic of the thesis may only be returned once and only within the first four weeks of execution without statement of reasons. If the examination is re-taken in accordance with § 10 sub. 4, return of the topic is only admissible if the candidate has not made use of this possibility when working on his/her first final Thesis.
- (5) In case of a prolonged or permanent physical disability or chronic disorder of the candidate, § 22 sub. 4 applies accordingly.

§ 31

Submission of the Thesis

- (1) The thesis must be submitted on suitable media within the time limit. The time of submission must be recorded; if the thesis is delivered by post, the time of posting is decisive. If the thesis is not submitted within the time limit, it is considered to have been assessed “inadequate” (5.0) in accordance with § 11 sub.1, letter c.
- (2) Upon submission of the thesis the candidate must confirm in writing that he/she has executed the thesis independently – in case of group work his/her part of the thesis, indicated accordingly – and that he/she has used no other than the stated sources and aids, and has duly declared all citations.
- (3) A summary of the main contents and results of the thesis (abstract) can be required by the respective Programme Examination Regulations.

§ 32

Colloquium

- (1) The Colloquium complements the thesis. It serves to establish whether the candidate is able to orally present and independently substantiate the results of the thesis, its subject-related and methodical principles, its cross-disciplinary correlations and its wider references, and to assess their practical significance. It should include a discussion concerning the execution of the thesis with the candidate. The Programme Examination Regulations define whether the colloquium and the thesis constitute two independent assignments or are regarded as a single entity.
- (2) The candidate can only be admitted to the colloquium if
 1. evidence of the requirements stated in § 29 sub. 1 for the admission to the thesis has been submitted;
 2. all module examinations have been passed; Programme Examination Regulations can define alternative or additional regulations regarding the necessary examinations;
 3. in case
 - a) the thesis and colloquium were assessed individually, the thesis was graded at least “sufficient” (4.0);
 - b) the calculation of the overall grade, comprising the result of the thesis and weighting in accordance with § 33 sub. 1 clause 2, in conjunction with the respective Programme Examination Regulations, establishes that the overall grade “sufficient” (4.0) can be achieved by the colloquium.

The application for admission must be addressed to the chairperson of the Examination Board. The application must include documentation of the requirements stated in clause 1 unless they have already been presented to the Examination Board. In addition, a statement about previous attempts at the colloquium must be submitted as well as a statement whether the candidate objects to the admission of an audience. The candidate can already apply for admission to the colloquium upon registering for the thesis (§ 29 subs. 1 and 2); in this case the admission to the colloquium is effected as soon as all required evidence and documents are available to the Examination Board. For the admission to the colloquium and its refusal § 29 sub. 4 applies in all other respects.

- (3) The colloquium is held as an oral examination, in which the candidate must provide a comprehensive oral presentation on the contents and results of the thesis. For this presentation the customary presentation media may be used. The colloquium is held by both examiners appointed for the thesis unless a third examiner has been appointed

by the Examination Board in accordance with § 33 sub. 3.

The colloquium usually takes thirty minutes. The respective Programme Examination Regulations may specify this in more detail. For the rest, the applicable regulations for oral module examinations apply for the conduct of the colloquium, with all examiners having the right to ask questions and the result being announced immediately after the end of the examination.

§ 33

Assessment of the Thesis and the Colloquium

- (1) In accordance with the provisions of the Programme Examination Regulations, the thesis and the colloquium are assessed jointly, by calculating an overall grade or as independent assignments with individual grades. If the thesis and the colloquium are considered as a joint assignment, the Programme Examination Regulations must specify the proportionate weighting of the thesis and colloquium in percent in order to calculate the overall grade. If the candidate is not admitted to the colloquium in accordance with § 32 sub. 2, clause 3b, the thesis with the associated colloquium is considered to be graded “inadequate” (5.0).
- (2) The thesis and the colloquium must be assessed by two examiners. One of the examiners must be the supervisor of the thesis. The second examiner is appointed by the Examination Board; if § 28 sub. 3, clause 2 applies (honorary professor, contract lecturer), the second examiner must be a professor.
- (3) If the examiners do not agree in their assessment, the overall grade or the individual grades of the thesis and colloquium are calculated from the arithmetic average of the individual assessments in accordance with § 9 sub. 4. If the difference in the assessment of the thesis is 2.0 or higher, or if this is foreseeable if an overall grade is calculated, the Examination Board must appoint a third examiner; for the assessment and the subsequent procedure the following applies:
 - a) If individual grades for thesis and colloquium are calculated, the grade for the thesis results from the arithmetic average of the two better individual grades. However, the thesis can only be graded “sufficient” or better if at least two of the grades are “sufficient” (4.0) or better. The colloquium is held by the examiners whose individual assessments were used to calculate the grade for the thesis.
 - b) If an overall grade is calculated for the thesis and the colloquium, the overall grade results from the arithmetic average of the two better individual grades. However, the thesis can only be graded “sufficient” or better if at least two of the grades are “sufficient” (4.0) or better.
- (4) All assessments must be substantiated in writing. In case of a separate assessment of the thesis, the candidate will be notified whether it has been assessed as “passed” eight weeks after submission of the thesis at the latest. For the thesis and the colloquium ECTS credits are awarded in accordance with the respective Programme Examination Regulations.

VI. Final Examination, Certificates, Records

§ 34

Result of the Final Examination

- (1) The final examination is passed, if all required module examinations in accordance with § 20, the thesis and the colloquium in accordance with § 32, have been graded at least “sufficient” (4.0) or “passed”.
- (2) The final examination is not passed if one of the assignments indicated in subsection 1 is definitively graded “inadequate” (5.0) or “failed”, or is considered graded accordingly and compensation in accordance with § 10 sub. 5 is not possible. A notification of the failed final examination is issued, which includes information about the candidate’s statutory rights.
- (3) If the candidate takes more than the prescribed number of examinations in the compulsory elective modules, the examinations with the best assessments are considered for the grade for this module, unless the candidate communicates, in writing, to the Examination Board his/her wish for a different order, when applying to be admitted to the colloquium at the latest. The modules not considered can be included in the certificate in accordance with § 35.

§ 35

Certificate, Records, Overall Grade, Diploma Supplement, Transcript of Records

- (1) A certificate confirming the passed final examination is issued immediately, if possible within four weeks after the last examination. The certificate includes details on the study programme, the names of the modules and their grades or the pass-mark, the topic and the grade of the thesis with the colloquium as well as the overall grade of the final examination. The certificate also lists the ECTS credits obtained. Assignments , that were recognised, will be indicated on the certificate.
- (2) The overall grade of the final examination is calculated from the weighted average of the individual grades indicated in Section I, in accordance with § 9 sub. 4. The respective Programme Examination Regulations determine the weighting of the individual grades.
- (3) The overall grade based on the ECTS Grade or the ECTS Grading Table will be calculated in addition to the overall grade following the German grading system. The ECTS Grade will be specified in the certificate in accordance with sub. 1 and in the Diploma Supplement in accordance with sub. 5. In order to determine the ECTS grades the following allocations are to be used:
 - Grade A: the top 10 % examinees,
 - Grade B: the following 25 %,
 - Grade C: the following 30 %,
 - Grade D: the following 25 %,
 - Grade E: the remaining 10 %.

The calculations will be carried out if at least 50 graduates in a Bachelor program and at least 30 graduates in a Master program are available.

The reference period for a cohort, meaning the number of graduate cohorts that are taken into account for the calculation of the ECTS Grades, contains no more than five years.

- (4) The certificate is signed by the chairperson of the Examination Board. The certificate can be signed representatively by the deputy of the chairperson of the Examination Board or a designated person from the Examination Board. It bears the date on which the last examination was passed.
- (5) In addition, a Diploma Supplement according to § 66 sub. 3 HG bearing the date of the certificate will be issued. The Diploma Supplement contains additional information on the study programme, the qualifications obtained with the degree as well as the university awarding the degree and is signed by the chairperson of the Examination Board. The Diploma Supplement can be signed representatively by the deputy of the chairperson of the Examination Board or a designated person of the Examination Board.
- (6) Additionally, a Transcript of Records in English on all study achievements and assignments completed is issued. The Transcript of Records includes the names of the modules and their duration in semesters as well as the grades and ECTS credits.
- (7) For a definitively failed final examination a written certificate including a Transcript of Records will be issued, within which the final failure of the final examination with the grade 5,0 will be disclosed.

§ 36 Additional Modules

The candidate can undertake module examinations in more than the modules prescribed and, upon application (parallel studies), in modules of other study programmes at Dortmund University of Applied Sciences and Arts (Fachhochschule Dortmund) (additional modules). Upon application, the result of these module examinations is included separately in the certificate but is not included in the calculation of the overall grade.

§ 37 Bachelor's and Master's Certificate

- (1) Based on the passed final examination the candidate receives a degree certificate (Bachelor's or Master's Certificate). This certifies that the Bachelor's degree or Master's degree has been awarded in accordance with § 2 sub. 4.
- (2) The degree certificate bears the date of the certificate (§ 35 sub. 4). It states the study programme and the degree. The degree certificate is signed by the rector of Dortmund University of Applied Sciences and Arts (Fachhochschule Dortmund), and is sealed with the seal of University of Applied Sciences and Arts Dortmund (Fachhochschule Dortmund).

VII. Final Provisions

§ 38

Entry into Force*, Publication, Transitional Periods

- (1) These statutes are published in the Official Notes – Official Journal – of Dortmund University of Applied Sciences and Arts (Fachhochschule Dortmund). They enter into force with their publication in the Official Notes.
- (2) Programme examination regulations existing at the date of entry into force must be replaced by regulations in accordance with § 1 sub. 2. They are – unless new regulations have already entered into force – annulled as part of the reaccreditation process of the respective study programme.
- (3) § 10 sub. 3 enters only into force, if the respective Programme Examination Regulation enters into force or is amended after the date of entry into force of the General Examination Regulation present.

* This regulation refers to the entry into force of the General Examination Regulations in the original version of 20th August 2013. The dates of entry into force of the amendments result from the new publication in the preceding paragraph the amendment order referred to above. The present notice contains the version of the Framework Examination Regulations in force on 7th January 2019.