

# **General Section of the Examination Regulations** **of the Osnabrück University of Applied Sciences**

## ***New announcement***

***the new version from 01 September 2015 with 1 amendment from 01 September 2017,***

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### **Section 1 Scope**

- (1) The General section of the exam regulations applies to all degree programs at the Osnabrück University of Applied Sciences in conjunction with the special section of the Examination Regulations of a specific degree program.
- (2) <sup>1</sup>Examinations consist of module examinations. <sup>2</sup>Examinations which must be passed prior to the awarding of a university degree, consist of study-accompanying module examinations and a final written paper, usually with a colloquium.
- (3) The special sections of the Examination Regulations contain degree program-specific regulations, in particular the standard period of study, the university degree to be awarded, the provisional admission to the module examinations of higher semesters of study, additional graded exams as well as the admission to the final written paper and the varying time period required to complete it.
- (4) <sup>1</sup>The Osnabrück University of Applied Sciences ensures that the standard period of study can be adhered to through its courses offering and the Study Regulations. <sup>2</sup>A part-time degree program is possible, as far as the special section of the Examination Regulations provides for this.
- (5) <sup>1</sup>The structure and content of the degree programs is set down binding in a study regulation. <sup>2</sup>In the Study Regulations, the designation, the number of graded examinations, the available graded examinations, the semester position and the credit points are set down for one module. <sup>3</sup>In addition, a description of the module is created in a database. <sup>4</sup>This module description is to be made accessible to students in a suitable form. <sup>5</sup>The publication of the module descriptions is done by the Academic Dean. <sup>6</sup>If multiple graded examinations are available, the examiners shall decide no later than 4 weeks after the start of lectures. <sup>7</sup>The graded examination is to be made known to students in a suitable form. <sup>8</sup>With multiple graded examinations, the weighting of the parts of a modular examination is to be made known at the same time per module.

### **Section 2 Purpose of the examinations:**

- (1) <sup>1</sup>The Bachelor's examination forms the first professional qualifying degree of a corresponding degree program. <sup>2</sup>With this, it can be determined whether or not students have acquired the necessary subject-related knowledge in order to meet the professional and personal requirements arising in later professional practice and conform to changes in the professional world.
- (2) <sup>1</sup>Building on a first professional qualifying degree, the master's examination is the professional qualifying degree of a corresponding degree program. <sup>2</sup>Through this, it is determined whether or not students have acquired the necessary subject-related knowledge to work independently and scientifically and be able to apply scientific knowledge, as well as to recognize its importance to society and the professional practice.

### **Section 3 Credit points**

<sup>1</sup>Degree programs consist of modules that are assigned to the ECTS model, which correspond to the workload of the students to acquire and deepen the competencies assigned to the module. <sup>2</sup>One credit point represents a student workload of 25-30 hours. <sup>3</sup>The total student effort for the teaching material of a semester is usually 30 credit points in full-time study. <sup>4</sup>The special sections of the Examination Regulation may, in justified cases, determine reductions thereof - in particular in the case of part-time study and extra-occupational studies. <sup>5</sup>A module should comprise at least five credit points, or a multiple of five credit points, and usually includes a module examination. <sup>6</sup>In the

final semester, other regulations may apply, which are regulated in special sections of the Examination Regulations or in the Study Regulations.

#### **Section 4 Module examinations**

- (1) Module examinations consist of one or more graded examinations in an examination subject or multidisciplinary examination area.
- (2) <sup>1</sup>The task/focus for the graded examination is determined by the examiners. <sup>2</sup>If the examiners cannot agree, the Academic Dean decides the task/focus.
- (3) <sup>1</sup>Appropriate types of graded examinations may be approved in the form of group work. <sup>2</sup>The group should usually not include more than three persons. <sup>3</sup>The contribution of the individual to be evaluated as a graded examination must meet the requirements placed on the examination as well as an individual graded examination based on the specification of the sections, page numbers or other objective criteria in a clearly definable and assessable manner. <sup>4</sup>The decision on the nature of the graded examination is decided by the examiners.

#### **Section 4a Preservation of equal opportunities**

- (1) <sup>1</sup>If the student makes a credible case that he or she is unable to complete studies or graded examinations in whole or in part in the prescribed form or in the specified time due to a disability or chronic illness, the Academic Dean shall approve the request upon application to provide equivalent services in a different manner as required, or to perform time-dependent services within a reasonable period of time. <sup>2</sup>The submission of appropriate supporting documents may be required for the purpose of credibility. <sup>3</sup>The application must be submitted before the expiry of an examination registration period for the services concerned, otherwise at least one month before the start of the service provision.
- (2) <sup>1</sup>If the student makes a credible case that he or she is not able to complete studies or graded examinations in whole or in part in the form or in the prescribed time due to familial obligations, the Academic Dean shall, upon request, approve suitable compensatory measures. <sup>2</sup>The submission of appropriate supporting documents may be required for the purpose of credibility. <sup>3</sup>The application must be submitted before the expiry of an examination registration period for the services concerned, otherwise at least one month before the start of the service provision.

#### **Section 5 Written graded examinations**

- (1) A written exam requires that a given task is completed using the usual methods of the subject in a limited time, with predetermined tools and under supervision.
- (2) <sup>1</sup>A written graded examination may also be done in electronic form or in a multiple choice process. <sup>2</sup>An "e-(written) exam" is a graded examination whose preparation, execution and evaluation is computer-assisted. <sup>3</sup>Before the graded examination, students are given the opportunity to familiarize themselves with the electronic examination system. <sup>4</sup>Data protection regulations must be complied with. <sup>5</sup>All data must be clearly and permanently assigned to the examinee. <sup>6</sup>The access must be ensured. <sup>7</sup>The task, sample solution, evaluation scheme, results and the minutes are to be kept according to the instructions for retention periods of examination-related writing goods.
- (3) <sup>1</sup>If a written graded examination similar to a written exercise is carried out wholly or with a proportion of more than 50% of the total grade of the graded examination by way of the single or multiple-answer multiple choice tasks, it is considered a multiple choice written examination. <sup>2</sup>It is to be recorded in the annexes of the Study Regulations as a graded examination. <sup>3</sup>The following provisions shall apply:
  - a) <sup>4</sup>The examinee must indicate which of the responses provided for the multiple choice tasks he or she holds for correct or incorrect when completing the tasks in writing or in text form according to the multiple choice procedure (multiple choice tasks). <sup>5</sup>With a multiple choice task, at least four response options are to be specified, whereby in the single-answer multiple choice process, the examinee must select one appropriate response. In multiple-answer multiple choice tasks, several appropriate answers are to be selected.
  - b) <sup>6</sup>The multiple choice tasks must be geared to the knowledge required for the specific subject area and enable reliable single performance results.

- c) <sup>7</sup>At least two persons with the right to review the examination create the multiple choice tasks. They select the examination material, work out the questions, determine how the questions are to be weighted and what answer or answers are recognized as correct prior to the examination. <sup>8</sup>They set the number of maximum possible points for each examination task. <sup>9</sup>A multiple choice task may not be graded lower than 0 rated points, i.e. No minus or penalty points may be awarded for the individual tasks.
- d) <sup>10</sup>Before ascertaining the individual results, the authorized examiner must verify whether they comply with the requirements referred to in point (b). The verification shall be carried out, in particular, by the detection of conspicuous error clusters by comparing the selected response(s) with a comparison of the graded examination results of other examinees. <sup>11</sup>If this review reveals that individual multiple choice tasks are erroneous, they are not to be taken into account when determining the individual results. <sup>12</sup>When evaluating the written multiple choice tasks according to e) and f), the reduced number of multiple choice tasks must be assumed. <sup>13</sup>The reduction in the number of multiple choice tasks must not have an adverse effect on an examinee.
- e) <sup>14</sup>The number of points which can be earned in total is the yardstick for the passing of a graded examination which is carried out entirely using the multiple choice procedure. The determination is made by the examiner before the start of the examination. <sup>15</sup>The graded examination is passed when the examinee has achieved at least 60% of the total possible points. Taking into account, if applicable, the weighting factors as defined in (c), or where the number of points achieved by the examinee is not more than 20% below the average grade of the examinees who took in the examination. <sup>16</sup>By way of derogation from sentence 1, different percentages may be set as requirements for the passing in the special sections of the Examination Regulations.
- f) <sup>17</sup>The individual examination performance is to be assessed as follows:  
If the examinee has reached the minimum number of points to be earned for the passing of the individual examination performance according to e), the grade is
- "Very good" (1.0), if he has achieved at least 85 percent,
  - "Very good" (1.3), if he has achieved at least 75 but less than 85 percent,
  - "Good" (1.7), if he has achieved at least 67 but less than 75 percent,
  - "Good" (2.0), if he has achieved at least 59 but less than 67 percent,
  - "Good" (2.3), if he has achieved at least 50 but less than 59 percent,
  - "Satisfactory" (2.7), if he has achieved at least 42 but less than 50 percent,
  - "Satisfactory" (3.0), if he has achieved at least 34 but less than 42 percent,
  - "Satisfactory" (3.3), if he has achieved at least 25 but less than 34 percent,
  - "Sufficient" (3.7), if he has achieved at least 12, but less than 25 percent,
  - "Sufficient" (4.0), if he has achieved none or less than 12 percent of the additional points.
- Other percentages may be set out in the special sections of the Examination Regulations. <sup>18</sup>If a candidate does not reach the minimum number required by e), the grade is "insufficient" (5.0).
- g) <sup>19</sup>The result of individual examination performance is determined by the authorized examiner and communicated to the examinee specifying the grade, the passing cutoffs, the number of total points achieved and the number of points obtained by the examinee and the average performance of all examinees under e) designated as a reference group.
- h) <sup>20</sup>In the case of a graded examination which consists partially of multiple choice questions, the total score of the graded examination is calculated from the weighted arithmetic mean of the examination part completed in the multiple choice procedure and the grade of the remaining part of the examination determined in accordance with Section 16 (2) and (3). <sup>21</sup>Both scores are included in the overall score with their previously defined proportion; Passing is governed by Section 17 (1).

(4) <sup>1</sup>A term paper/written assignment is the independent processing of a task within a limited period of time from the context of a course/seminar. <sup>2</sup>It must be submitted in written and electronic form

and explained by the examinee on request. <sup>3</sup>The submission in electronic form is used for electronic verifiability to protect against plagiarism.

- (5) <sup>1</sup>A written work sample is a written article on a specific task. <sup>2</sup>It also includes, in particular, text forms which are not to be classified as a written composition of a lecture or term paper/written assignment (for example, press texts, essays).
- (6) <sup>1</sup>A written case study is a comprehensive, multi-perspective description of a situation or problem of a person, group or institution in text form. <sup>2</sup>In the course of a case study, one's own work should be planned, implemented, if applicable, and evaluated. <sup>3</sup>These include: diagnostic assessment, discussion of alternative actions, identification of efficacy factors, assessment of future development (prognosis) and development of interventions.
- (7) <sup>1</sup>A written field/experience report should show in text form that the students can combine study and field practice by means of didactic-methodological guidance and help to make the experience in the practical study units usable for the teaching. <sup>2</sup>It also includes, as a general rule, an assessment of the relevant preparatory literature, the description of the location where the internship was completed, and a description of the tasks performed during the internship.
- (8) <sup>1</sup>A written project report is the coherent textual representation of the problems, the problem analysis and the result of a project and the applied working methods. <sup>2</sup>The project report is to be explained using professional methods of visualization. <sup>3</sup>Cooperation in the project can be included in the evaluation.
- (9) <sup>1</sup>A learning diary contains a certain number of learning diary entries to be done in writing regularly. <sup>2</sup>These elements are either a series of term papers/written assignments or several written field/experience reports. <sup>3</sup>Each of the entries in a learning diary is based on the same central questions, which are used, in particular, to reflect on the content of the course or the internship, its context as well as the learning process. <sup>4</sup>The evaluation results from an overall point scheme, whereby each learning diary entry is assigned the same maximum number of points to be achieved. <sup>5</sup>For passing, a predefined number of learning diary entries is to be completed where the sum of the maximum individual evaluations that can be achieved corresponds to the maximum number of overall points to be achieved. <sup>6</sup>In addition, there is a pre-defined maximum number of possible learning diary entries, which goes beyond the minimum number of learning diary entries to be provided. <sup>7</sup>If more than the minimum number is provided, the learning diary entries with the highest attained points go into the overall rating. <sup>8</sup>The number of maximum and minimum learning diary entries to be provided as well as the central questions will be announced at the beginning of the course. <sup>9</sup>For the grading of the graded learning diary examination, Section 17 Para. 1 applies. <sup>10</sup>Section 18 applies to the repeat options of a graded learning diary examination and Section 10 for such a non-graded learning diary examination. It is not permissible to repeat individual elements.

### **Section 6 Oral graded examinations**

- (1) <sup>1</sup>The oral examination covers a period of typically 20-30 minutes per examinee and is conducted as an individual examination. <sup>2</sup>It can be simultaneously conducted in groups of up to three students. <sup>3</sup>The essential objects of the examination and the assessment of the performance have to be recorded in a log. <sup>4</sup>It is to be signed by the persons involved in the examination in accordance with Section 16. <sup>5</sup>The task of the oral examination can be announced up to one week prior to the examination date. <sup>6</sup>Students who wish to undergo the same examination in the near future, as well as other members of the university, who can assert a legitimate interest, must be admitted as listeners, unless there is no university interest. <sup>7</sup>This does not extend to the consultation and notification of the examination results to the students. <sup>8</sup> At the request of a examinee, the listeners are to be excluded.
- (2) An oral paper/report is an oral lecture followed by a discussion about an independent written analysis of a problem from the interrelations of the course with the inclusion and evaluation of relevant literature.
- (3) A presentation is the oral representation of a work result using professional methods of the media representation.
- (4) <sup>1</sup>An oral case study is a comprehensive, multi-perspective description of a situation or problem of a person, group or institution. <sup>2</sup>In the course of a case study, one's own work should be planned, implemented, if applicable, and evaluated. <sup>3</sup>These include: diagnostic assessment, discussion of alternative actions, identification of efficacy factors, assessment of future development (prognosis) and development of interventions.

- (5) <sup>1</sup>An oral field/experience report should show that the students can combine study and field practice by means of didactic-methodological guidance and help to make the experience in the practical study units usable for the teaching. <sup>2</sup>It also includes, as a general rule, an assessment of the relevant preparatory literature, the description of the location where the internship was completed, and a description of the tasks performed during the internship.
- (6) <sup>1</sup>An oral project report is the coherent representation of the problems, the problem analysis and the result of a project and the applied working methods. <sup>2</sup>The project report is to be explained using professional methods of visualization. <sup>3</sup>Cooperation in the project can be included in the evaluation.

### **Section 7 Practical graded examinations**

- (1) An experimental paper focuses on the theoretical preparation, the structure and performance of an experiment and the written and/or oral presentation of the work steps, the trial process and the results of the experiment and its critical appraisal.
- (2) <sup>1</sup>A written project report is the coherent medial representation of the problems, the problem analysis and the result of a project and the applied working methods. <sup>2</sup>The project report is to be explained using professional methods of visualization. <sup>3</sup>Cooperation in the project can be included in the evaluation. <sup>4</sup>Sentence 1-3 shall apply mutatis mutandis for the creation of a computer program.
- (3) <sup>1</sup>The demonstration teaching is used in determining whether the examinee in a position is to give lessons independently. <sup>2</sup>It consists of the teaching concept, the implementation of the lesson/teaching and subsequent reflection in discussion.
- (4) The artistic examination is used for the detection of artistic ability, the interpretation ability, the sense of style and design capacity.
- (5) <sup>1</sup>A practical work sample is the execution of a practical activity or several practical activities to one or more successive tasks in a situation which is similar to a real one. <sup>2</sup>The practical work sample is assessed per task by means of a list of criteria. <sup>3</sup>The assessment results from an overall point scheme, whereby each task is assigned the a certain maximum number of points to be achieved.
- (6) <sup>1</sup>A medial work sample is a medial available result to a specific task. <sup>2</sup>It also includes, in particular, media files, which are not classified as a digital version of a written or oral test performance (e.g., film, video, audio, photo).

### **Section 7a Other graded examinations**

- (1) <sup>1</sup>A portfolio graded examination includes a combination of two or more elements which usually consist of different graded examinations defined in this regulation and/or in the special sections of the established Examination Regulations. <sup>2</sup>All elements of the portfolio graded examination are to be included in the annexes to the Study Regulations. <sup>3</sup>The assessment of a portfolio graded examination results from an overall point scheme, whereby a specific maximum number of points to be reached is assigned to each individual element. <sup>4</sup>The annexes to the Study Regulations may stipulate that one or more elements may be additionally offered, with the student being free to participate in the additional offer or offers; then the offer with the highest number of points reached is entered into the assessment. <sup>5</sup>If the portfolio graded examination comprises two or more different elements with the same maximum number of points to be achieved, the annexes to the Study Regulations may also provide that a number of those elements that have the highest number of points at the start of the course are entered into the overall assessment. <sup>6</sup>For the grading of the portfolio graded examination, Section 17 Para. 1 applies. <sup>7</sup>Section 18 applies to the repeat options of a graded portfolio graded examination and Section 10 for such a non-graded portfolio graded examination. It is not permissible to repeat individual elements.
- (2) <sup>1</sup>Regular attendance is given, if the examinee was present at least 80% of the time of the event. <sup>2</sup>In the event of an excused absence according to Section 15 Paragraph 2 Sentence 1 to 4, the attempt is considered to be "did not appear".

### **Section 8 Other graded examinations**

The special sections of the Examination Regulations may provide for more types of graded and non-graded examinations.

### **Section 9 Bachelor's thesis and colloquium**

- (1) <sup>1</sup>The final written thesis at the end of the degree program is intended to show that the student is able to independently process a problem from the subject area of the respective degree program on a scientific basis within a given period of time. <sup>2</sup>The nature and task of the Bachelor's thesis must comply with the purpose of the testing and the processing time. <sup>3</sup>The thesis can be done as a group project. <sup>4</sup>Section 4 Para. 3 shall apply mutatis mutandis. <sup>5</sup>The thesis is to be submitted in the German language in written and electronic form; a different language can be selected with the consent of the examiners. <sup>6</sup>Section 5 Para. 4 Sentence 3 shall apply mutatis mutandis. <sup>7</sup> In addition to the written thesis, the content is to be summarized in German and English in the scope of approximately half a DIN-A 4 page.
- (2) <sup>1</sup>The topic of the thesis can be nominated by every professor at the Osnabrück University of Applied Sciences. <sup>2</sup>It can also be nominated by other examiners according to Section 24 if at least one examiner is a professor of the Osnabrück University of Applied Sciences. <sup>3</sup>Examinees have an opportunity to comment before the nomination of the topic. <sup>4</sup>The topic of the thesis is set by the Academic Dean. <sup>5</sup>During the writing of the thesis, the students are supported by the examiners.
- (3) <sup>1</sup>The processing time is 12 weeks, for Master's degree programs, five months, insofar as the special sections of the Examination Regulations do not rule otherwise. <sup>2</sup>The beginning and end of the time needed for the thesis is communicated after registration by the Registrar's Office. <sup>3</sup>The Academic Dean may establish an up to 12 week longer time for the thesis completion usually before the start of the time set for the thesis if it is shown by the submission of a thesis and time plan that the workload envisaged according to the special section of the Examination Regulations for the Bachelor's thesis is complied with. <sup>4</sup>In some cases he or she can extend the time needed to complete the thesis by up to four weeks by making a justified request if the examinee is not responsible for the delay.
- (4) <sup>1</sup>The beginning of the time needed for the writing of the thesis and the time of the submission of the thesis are to be recorded. <sup>2</sup>The topic of the thesis can only be returned once within the first four weeks of the time for writing the thesis. <sup>3</sup>When submitting the thesis, the student has to insure in writing that the thesis has been carried out independently and in the case of group work, the corresponding labeled part of the thesis, without unauthorized third-party assistance.
- (5) <sup>1</sup>A supplementary colloquium can take place. <sup>2</sup>It is to be carried out within 6 weeks after submission of the thesis.
- (6) In the colloquium, the student has the ability to demonstrate on the basis of an analysis of the thesis, the student has the ability to demonstrate the capability to tackle cross-disciplinary and problem-related questions independently from a scientific point of view.
- (7) <sup>1</sup>The colloquium is carried out jointly by at least two examiners as an individual or group examination. <sup>2</sup>The presiding examiner shall chair. <sup>3</sup>The duration of the colloquium is generally 15 - 45 minutes for each examinee. <sup>4</sup>A colloquium may also be carried out, in particular,
  - (a) with the participation of an external examiner according to Section 24 Para, 2 Sentence 5 and/or external observers or
  - (b) in the case where the person to be examined is living abroad at the time of the examination, using a suitable system by means of image and sound transmission, provided that the person to be examined - in the case of group examinations, the persons to be examined, agree(s) to this procedure; at the non-local location of the person to be examined, a neutral observer is to be appointed by the university to be involved in order to ensure the proper conducting of the examination. <sup>5</sup>Persons under a) and b) are entitled to apply; the decision is made by the Academic Dean. <sup>6</sup> Section 6 Para. 1 shall generally apply mutatis mutandis.
- (8) Section 16 Para. 2 to 4 shall apply mutatis mutandis to the overall assessment.

### **Section 10 Non-graded examinations**

- (1) <sup>1</sup>As a rule, non-graded examinations are conducted during semesters on a complementary basis in conjunction with lectures. <sup>2</sup> They are only assessed with "passed" or "failed". <sup>3</sup>If non-graded examinations are failed, they can be repeated. <sup>4</sup>The special sections of the Examination Regulations may limit the number of repetitions to no less than two. <sup>5</sup> Sections 5 to 8 shall apply mutatis mutandis to the selection of the graded examinations to be provided. <sup>6</sup>The special sections of the Examination Regulations may determine that the passing of non-graded examinations is a prerequisite for participation in one or more module-final graded examinations.

### **Section 11 Recognition and crediting of study and graded examinations**

- (1) <sup>1</sup>Studies and graded examinations acquired at a German university are credited for the same or related courses at the Osnabrück University of Applied Sciences. <sup>2</sup>Studies and graded examinations acquired at a university in Germany from other degree programs, as well as at state or state-recognized universities of cooperative education, shall be recognized upon application if no significant differences in the acquired competences can be demonstrated.
- <sup>3</sup>Recognition may be subject to an adjustment measure.
- (2) <sup>1</sup>Studies and graded examinations acquired at a foreign university are recognized in accordance with the provisions of Para. 1 Sentences 2 and 3. <sup>2</sup>The university observes national and international agreements, in particular the Convention on the Recognition of Qualifications in Higher Education in the European Region of 11 April 1997 (BGBl 2007 II Pg. 712).
- (3) Recognition of studies and graded examinations acquired at universities in Germany and abroad in accordance with Para. 1 Sentences 2 - 4 and Para. 2 may be contractually agreed upon by a student agreement (learning agreement) prior to the examination.
- (4) Vocationally acquired competences shall be recognized as part of a degree program in accordance with the provisions of Para. 1 Sentences 2 and 3, up to a maximum of 50%.
- (5) <sup>1</sup>The crediting is based on modules. <sup>2</sup>Grades from credited studies or graded examinations are accepted and included in the calculation of the overall grade if the grading systems are comparable, otherwise as "Passed". <sup>3</sup>As long as agreements with foreign universities exist, a conversion is also permitted. <sup>4</sup>The crediting shall be indicated in the certificate.
- (6) <sup>1</sup>The Academic Dean makes decisions on recognition and crediting. <sup>2</sup>The crediting of studies and graded examinations within the university system in accordance with Paragraphs 1 and 2, which were submitted before the beginning of the degree program, must be applied for in the first semester after enrollment. <sup>3</sup>The application for the crediting of competences acquired outside the higher education system in accordance with Paragraph 4 must take place no later than the end of the previous semester, in which the student wants to pass the appropriate module examination. <sup>4</sup>For crediting for module examinations of the 1st specialized semester of a particular degree program, the appropriate applications must be made no later than the beginning of the examination registration period.
- (7) Details on operational principles and procedures for recognition and crediting are laid down in a guideline.

## **Section 12 Registration for graded examinations, data processing**

- (1) <sup>1</sup>The students have to register for each graded examination performance of a module examination within the period specified by the Academic Dean. <sup>2</sup>In special sections of the Examination Regulations, deviating regulations can be made in special cases.
- (2) Within the scope of the examination procedure, the data collected according to the valid matriculation regulations is used and, in particular, the following data is additionally collected and stored:
1. Already completed graded examination,
  2. Verification of internships,
  3. Number of examination attempts and the results,
  4. Type, subject, date and result of examinations,
  5. Proof of extension of time limit to the passing of the examination,
  6. Examination subjects
  7. University degree pursued,
  8. Examiners
  9. BAföG [(German) Federal Law on Support in Education] receipt, student aid number,
  10. Examination results
  11. Evidence and reasons for missed examinations and cancellations.
- (3) <sup>1</sup>The University confirms registrations in a timely manner. <sup>2</sup>On the first attempt of a written examination, The non-participation shall be considered as the withdrawal of the registration. <sup>3</sup>A registration for a first attempt for a different examination can be withdrawn in writing or by mail up to 2 working days before the start of the graded examination. <sup>4</sup>After expiry of the withdrawal periods, the registrations become binding. <sup>5</sup>Completed graded examinations without registration or admission are not assessed.

- (4) <sup>1</sup>The special sections of the Examination Regulations govern the areas of concentration, subject, study and major areas. <sup>2</sup>You can rule out an exchange.

### **Section 13 Admission to the module examinations**

- (1) <sup>1</sup>Module examinations are open to those students who are enrolled in the relevant degree program and are not on leave and have not lost the right to take examinations. <sup>2</sup>The possibility of external examinations based on a regulation remains unaffected. <sup>3</sup>In addition, students are eligible to take examinations who are on leave due to an semester abroad. <sup>4</sup>As a rule, students who have earned at least 40 credits during the first year of studies in a Bachelor's degree program are admitted to module examinations of the third or higher semester under the prerequisites of sentence 1. <sup>5</sup>The special sections of the Examination Regulations may determine the passing of certain modules or a different number of acquired credit points for additional admission requirements for admission to module examinations based thereon..
- (2) <sup>1</sup>The special sections of the Examination Regulations can regulate under which prerequisites and for which time period examinees can be admitted to module examinations under conditions deviating from Para. 1 Sentences 4 and 5. <sup>2</sup>In exceptional cases, Academic Deans may allow students to deviate from the provisions of the General section and the special sections of the Examination Regulations for module examinations if special reasons for the delay in the degree program are substantiated and a proper course of studies is to be expected when the student's performance level has been reached again.

### **Section 14 Admission to the thesis and the colloquium (Bachelor's thesis, Master's thesis)**

The thesis, which concludes the course, is approved without prejudice to deviating regulations of the special sections of the Examination Regulations, to those who were enrolled in a degree program at the Osnabrück University of Applied Sciences at least the last semester before the thesis registration, who passed the examinations of the first year of study and earned at least three quarters of the credit points in the Bachelor's degree programs.

### **Section 15 Failure, withdrawal, deception, breach of regulations**

- (1) A graded examination is assessed as "Failed" if the examinee withdraws from the examination less than two working days prior to the day of an examination or in the case of a written examination, after the start of the examination, withdraws from the examination (Section 12 Para. 3) or fails to submit the examination by the submission deadline without good reason or does not repeat a graded examination in a timely manner without due cause.
- (2) <sup>1</sup>The grounds relied on for withdrawal, failure to appear or non-submission must be communicated immediately to the university in writing and be credible. <sup>2</sup>The reasons for this are, in particular, the student's own illness, the statutory maternity leave periods, as well as the acutely necessary care of a close dependent person in need of care. <sup>3</sup>Illness is to be verified to the Registrar's Office by submitting a medical certificate stating the probable duration of the illness in which the non-attendance for the examination is certified. <sup>4</sup>The Registrar's Office may be required to submit an appropriate medical certificate in the case of an examination repetition. <sup>5</sup>If a valid reason is given, the admission is valid for the next examination date, in which the graded examination can be taken. <sup>6</sup>The extension of the stipulated time needed to complete the thesis beyond the provisions of Section 9 Para. 3 Sentence 4 is likewise permissible by means of immediate written notice of valid reasons. <sup>7</sup>The decision on this is made by the Academic Dean. <sup>8</sup>It is in effect in the case of illness for the foreseeable duration of the disease, otherwise for the duration of the reason, but in total at most twice the regular established time for completing the thesis. <sup>9</sup>If the reason continues beyond that, a new topic will be issued. <sup>10</sup>The decisions regarding the completion of the thesis must be communicated to the examinee in writing by the Registrar's Office.
- (3) <sup>1</sup>If the examinee attempts to influence the result of a graded examination for their own or a third party's advantage, by deception, use of non-approved aids, or even subsequent influence on an examiner, the respective graded examination is assessed as "insufficient" or "failed". <sup>2</sup>The examinee is to be heard by the Academic Dean. <sup>3</sup>In serious or repeat cases, the Academic Dean may, in agreement with another Academic Dean, assess the thesis as a "Definite fail". <sup>4</sup>Sentence 2 shall apply mutatis mutandis. <sup>5</sup>If an agreement cannot be reached, the responsible vice president decides. <sup>6</sup>The attempt to cheat/deception shall be recorded on the examination log; unauthorized aids must be secured.



- (4) <sup>1</sup>Students who are in breach of the provisions of this Examination Regulation or the General Regulation may be excluded from the continuation of the graded examination in question by the respective supervisor. <sup>2</sup>Paragraph 3 shall apply mutatis mutandis to the assessments of graded examinations taken up to the suspension.

### **Section 16 Assessment of graded examination**

- (1) <sup>1</sup>Examinations accompanying a degree program are usually assessed by an examiner. <sup>2</sup>Oral examinations and demonstration lessons may take place with at least two examiners deviating from sentence 1. <sup>3</sup>If they take place with one examiner, an observer must be consulted. <sup>4</sup>The last possible repeat examinations may take place with at least two examiners deviating from sentence 1. <sup>5</sup>Written examination are generally to be assessed within four weeks after submission.

- (2) <sup>1</sup>The following grades shall be used for evaluating the performance:

Grade	Definition	English Designation	Definition
1.0; 1.3	Very good	Excellent	Particularly outstanding performance
1.7; 2.0; 2.3	Good	Good	Performance significantly above the average
2.7; 3.0; 3.3	Satisfactory	Satisfactory	Performance which is average in every respect
3.7; 4.0	Sufficient	Pass	Performance which despite its shortcomings, still meets the minimum requirements
5.0	Insufficient	Failed	Performance which due to its substantial shortcomings no longer meets the requirements.

<sup>2</sup>If a graded examination is assessed by more than one person, the grade for the graded examination is calculated using the average of individual scores set by the examiners.

- (3) <sup>1</sup>The grade is:

Very good with an average up to 1.50  
 Good with an average above 1.50 to 2.50  
 Satisfactory with an average above 2.50 to 3.50  
 Sufficient with an average above 3.50 to 4.00  
 Insufficient with an average above 4.00

<sup>2</sup>Only the first two decimal places after the decimal point are taken into account in the calculation of the average values, all other decimal place shall be deleted without rounding.

- (4) The relevant considerations of the assessment decision are documented in an appropriate manner and included in the examination documents.

### **Section 16 a Test management system**

- (1) The students use online access to the electronic examination management system, which electronically manages the examination data, the registration and deregistration of module examinations and the announcement of the assessment of examination decisions on their own responsibility. The responsible Academic Dean may adopt detailed rules for the implementation of the procedure.
- (2) Students are required to regularly check the accuracy of their online account as far as possible; transmission errors are to be reported immediately.

### **Section 17 Passing, failing of the graded examinations and module examination**

- (1) The examination is passed if it is graded with at least "Sufficient".
- (2) <sup>1</sup>The module examination is passed if the assessment of the graded examination is at least "Sufficient", in the case of module examinations consisting of several graded examinations, the assessments of the individual graded examinations must be at least "Sufficient" and non-graded examinations must be passed. <sup>2</sup>Section 16 Para. 3 shall apply mutatis mutandis.

### **Section 18 Repeating an examination**

- (1) <sup>1</sup>Graded examinations may be repeated twice if they are not passed or considered "Failed". <sup>2</sup>A

repetition of examinations which belong to compulsory modules must be taken at the latest within t  
the failed

attempt; in the case of internships, mobility windows and studying abroad, during the examination p  
The Academic Dean decides individually upon suspensions of this repetition period. <sup>3</sup>The compulsory  
registration is to be suspended for an examination period If students submit a corresponding  
application in the semester due to the non-offer of the course for preparation of the examination. <sup>4</sup>s  
mutandis to the second repetition of examinations which are compulsory

elective modules. <sup>5</sup>The first repetition of a written examination is to be done as an oral exam at the i  
provided that examiners do not object. <sup>6</sup>The second repetition of a written examination according to  
according to Section 7a is to be taken as an oral examination if the examinee so requests, provided t  
to the maximum points to be achieved, the main part of this examination consists of graded examin  
Section 5 Para. 1 to 3. <sup>7</sup>The applications pursuant to sentences 3, 5 and 6

- (2) <sup>1</sup>Unsuccessful attempts at examinations, which have been undertaken in the same or related  
degree program course or module, are credited with the possibility of repetition in other courses  
at the Osnabrück University of Applied Sciences. <sup>2</sup>Unsuccessful attempts undertaken at a  
university in the European Higher Education Area in the same or comparable degree program to  
take an examination are also based on the repetitive possibilities.
- (3) <sup>1</sup>The thesis may be repeated once. <sup>2</sup>In the event of repetition, registration must be done within  
three months after the announcement of the examination results. <sup>3</sup>The return of the topic in  
accordance with Section 9 Para. 4 Sentence 2 is only permissible in this case if the student has not  
already made use of this possibility.
- (4) The repetition of a passed examination is excluded.

### **Section 19 Acquisition of credit points, module grades**

- (1) The credit points of a module are acquired when the examination assigned to the module have been  
passed.
- (2) <sup>1</sup>The module grade is calculated from the average of the assessments of the individual graded  
examinations. <sup>2</sup>The special sections of the Examination Regulations can provide for special  
weightings of individual examinations. <sup>3</sup>Section 16 Para. 3 shall apply mutatis mutandis.

### **Section 20 Passing, failure of the final exam**

- (1) The Bachelor's and Master's examination consists of the compulsory modules and compulsory  
elective modules accompanying the degree program in accordance with the special sections of the  
Examination Regulations and the Study Regulations as well as a thesis in accordance with Section 9.
- (2) The final examination is definitely failed if a module examination is assessed with 'insufficient' or  
deemed to be assessed and there is no longer the possibility of a repeat.
- (3) <sup>1</sup>The overall grade for the final examination is the average of the assessments of the modules  
weighted according to the respective scope of credit points. <sup>2</sup>Modules in which no graded  
examinations are to be taken are not included in the calculation. <sup>3</sup>The special sections of the  
Examination Regulations can provide for other weightings.

### **Section 21 Invalidity of final examinations**

- (1) If a deception/cheating is discovered in an examination after the certificate has been awarded, the  
university concerned may, within five years after the completion of the last examination (date on  
the certificate), change the grades affected or declare an non-graded examination as "Failed" after  
a hearing of the examinee by the responsible Academic Dean.
- (2) <sup>1</sup>The inaccurate certificate is to be collected and be replaced by an accurate certificate or one  
according to Section 25 Paragraph 5. <sup>2</sup>With the inaccurate certificate, the diploma for the awarding  
of the university degree must also be collected if the final examination was declared "Failed" due  
to the deception. <sup>3</sup>If the requirements for admission to an examination have not been fulfilled,  
without any intent to deceive on the part of the examinee, this deficiency will be ignored if the  
examinee passes the exam. <sup>4</sup>If the admission is obtained wrongly, the Academic Dean decides on  
the revocation of unlawful administrative acts in compliance with legal requirements.

### **Section 22 Inspection of files**

<sup>1</sup>On request, within one year after the passing or failure of examination, examinees are granted an inspection of their papers, the appraisals, and the examination protocols. <sup>2</sup>The copying of examination documents is only possible at the own expense of the examinee and with the approval of the examiner.

### **Section 23 individual decisions, objection proceedings**

- (1) <sup>1</sup>Negative decisions and other onerous administrative acts, which are made according to this Examination Regulation, are to give reasons in writing, include a right of appeal and to announce administrative procedure Act (VwVfG) in accordance with the Section 41. <sup>2</sup>Objections can be made against these decisions within one month after receipt of the decision pursuant to Sections 68 et seq. of the Administrative Procedure Code.
- (2) <sup>1</sup>The objection is to be submitted to the Registrar's Office. <sup>2</sup>The decision on this is made by the responsible Academic Dean. <sup>3</sup>In the event that the objection is directed against an assessment of an examiner, the responsible Academic Dean shall decide after review pursuant to Paragraphs 3, 4 and 5.
- (3) <sup>1</sup>If the student, in his or her written objection, concretely and substantively submits substantiated objections to the examination-specific evaluations and professional evaluations of an examiner, The Academic Dean decides to review this objection of this examiner. <sup>2</sup>If the examiner changes the assessment according to the application, the Academic Dean redresses the objection. <sup>3</sup>On the other hand, the Academic Dean decides, on the basis of the statement of the examiner, if
1. the examination procedure has not been properly carried out,
  2. the assessment proceeded on the basis of an incorrect fact,
  3. general assessment principles have not been complied with,
  4. a reasonable, and coherently justified solution with weighted arguments; or
  5. the examiners have been guided by misunderstandings.
- <sup>4</sup>The same applies if the objection is directed against the assessment by multiple examiners.
- (4) <sup>1</sup>Examinations shall be reassessed by other examiners who have not previously been consulted,
- the competent Academic Dean has found an infringement pursuant to Para. 3 Sentence 3; and
  - there is reason to be concerned that the examiner will not change the assessment without prejudice to the legal opinion of the Academic Dean.
- <sup>2</sup>If the graded examination does not allow a reevaluation, the examination is repeated.
- (5) <sup>1</sup>If, in the case of an objection to the overall assessment, the assessments to be graded by two examiners are at least two full grade levels apart, that is more than 5 grade levels according to Section 16 Paragraph 3, without identifying an assessment error according to Para. 1 Sentence 3, an independent third-party assessment by a person who has not previously been involved with the administering of the examination will be appointed by the Academic Dean. <sup>2</sup>For grade assessment, Section 16 Para. 2.

### **Section 24 Examiners**

- (1) <sup>1</sup>The Dean or Studies appoints the examiners and assessors as well as observers and ensures that the names of examiners are disclosed to the students in a timely manner. <sup>2</sup>As far as examinations are given directly in connection with course content, the examination-authorized professor is an examiner with no special appointment if the Academic Dean does make any other regulations.
- <sup>3</sup>This also applies if examinations are performed in connection with such courses, which are supervised by several professors.
- (2) <sup>1</sup>Performance in an examination may only be assessed by persons having a qualification which is at least the same as, or equivalent to, the qualification established by the said examination. <sup>2</sup>Only such members and affiliates of the Osnabrück University of Applied Sciences or of the universities cooperating with it may be appointed as examiners, who are authorized to work independently in the relevant examination subject. <sup>3</sup>To the extent that there is a requirement for this, this also applies if the authorization to independent teaching was granted only for a sub-area of the examination subject. <sup>4</sup>In accordance with the requirements and the specific nature of the examination subjects, in which independent professors are not active, these professors may also be appointed as examiners. <sup>5</sup>With written papers for completion of the degree program, suitable persons who are

not members or affiliates of the Osnabrück University of Applied Sciences may be appointed as examiners. Sentence 1 applies.

- (3) <sup>1</sup>Students may propose examiners for oral examinations according to Section 6 Para. 1 of this regulation and for the final written examination for completion of the degree program according to Section 9. <sup>2</sup>The proposal shall be complied with as long as there are no valid reasons or an unacceptable burden on the nominee(s).
- (4) Examiners who are not members of the public service are obliged to maintain secrecy.

### **Section 25 Certificates and documents**

- (1) <sup>1</sup>passed the final examination is to issue a certificate immediately. <sup>2</sup> The certificate shows the degree program, the completed modules and graded examinations for the compulsory and elective modules and their assessment, subject and evaluation of the thesis concluding the study, as well as the overall score. <sup>3</sup>The special sections of the Examination Regulations may provide that the modules that are related thematically to the representation in the certificate are summarized by recalculating the grade according to Section 16.
- (2) <sup>1</sup>Students with a total grade of 1.30 and higher are awarded the overall assessment "With distinction". <sup>2</sup>The overall assessment is to be noted on the certificate and in the awarded university diploma.
- (3) <sup>1</sup>Failing the final examination of the compulsory elective modules that are required to be passed are considered as additional modules. In this case, students can choose which of the compulsory elective modules should be taken into account when calculating the overall grade. <sup>2</sup>Compulsory elective modules (supplementary modules) which are passed but not considered are shown in an annex to the certificate with their examination results, but they are not considered when determining the overall grade. <sup>3</sup>The special sections of the Examination Regulations can limit the number of additional modules and provide for the awarding of a special certificate.
- (4) In addition to the diploma, graduates will receive a Diploma Supplement in the English and German language.
- (5) <sup>1</sup>Students who leave the university or change their degree program will receive a certificate showing the acquired credits and corresponding modules, the respective module type and module identification, the module level, the final grade according to the grading system of the Osnabrück University of Applied Sciences and the relative grade or achieved graded examination and their assessment as well as a recognized university degree.  
The relative grade is determined and reported based on the following parameters:  
The calculation basis is a comparison group of no less than 50 examination results. For modules accompanying the course, the last six semesters plus the current semester are included in the comparison group; In the thesis module (thesis, if applicable with colloquium), the final six semesters without the current semester are included in the comparison group. An indication of the relative note is omitted if the comparison group thus determined comprises less than 50 examination results. For transcripts, only full percentages are given; all decimal places are deleted without rounding. Percentage values less than 1 per cent are marked with the designation "less than 1%".
- (6) The University Steering Committee shall determine the details of the textual and graphical design of the documents and certificates, the Diploma Supplement and the performance overview.
- (7) <sup>1</sup>Documents on university degrees are to be signed by the management of the faculty, grade certificates by the Academic Dean, other documents by the Academic Dean or an appointed person and to be affixed with the seal of the university. <sup>2</sup>The date specified on the certificate is the day on which the last graded examination was taken.

### **Section 26 Effective Date**

<sup>1</sup>These Examination Regulations will enter into effect after publication by the Osnabrück University of Applied Sciences from 01 September 2017. <sup>2</sup>At the same time, the General Section of the Examination Regulations of 20 June 2013 (new publication with effect from 01 September 2013) will cease to have effect.