

Examination Regulations

for the Master programmes

at Technische Hochschule Georg Agricola
University of Applied Sciences

State-accredited private university of the
DMT Gesellschaft für Lehre und Bildung GmbH

as of 14th July 2020
in their version of 10th June 2021

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at Technische Hochschule Georg Agricola
state-accredited private university of the DMT
– hereinafter: THGA –
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Pursuant to section 2(4), section 22(1) numbers 3 and 64 in conjunction with section 72 of the North-Rhine Westphalian Act on Higher Education (*Gesetz über die Hochschulen des Landes Nordrhein-Westfalen*, hereinafter: HG) of 31st October 2006 in its version of 14th April 2020 (GV.NRW s 217b) THGA has determined the following examinations regulation by statute:

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Section 1 Applicability

- (1) These examination regulations are to administer examinations in the Master's programmes listed in the appendices of these regulations and contain all generic regulations of the examination procedure and general details on the scheduling and course of the study programmes. The appendices of the regulations are applicable to the specific master's programme and provide supplementary regulations which are specific to the individual programme and stipulate the content and structure of the programmes taking the development of specialised knowledge and university teaching as well the requirements of professional practice into account.
- (2) These examination regulations were written in German and have been translated into English for reference purposes. Where the German and the English versions deviate from each other, only the German version shall be binding.
- (3) These examination regulations are supplemented by the respective study regulations of the HG NRW and the admission regulations of THGA.

Section 2 Objectives of the programme, academic degree awarded

- (1) The Master's programme is an independent graduate course continuing from engineering programmes or similar where applicants have obtained either a Bachelor's degree or a *Diplom* degree.
- (2) Taking into account the general study objectives (section 58(1) of the HG), the programme leading to the Master's examination is designed to acquire advanced specialised and methodical knowledge across disciplines by being taught application-oriented topics on the basis of scientific findings. Taking into account the requirements and developments in the world of work, the programme shall also teach students the necessary specialised knowledge, skills and scientific findings in a way that will enable them to work in a properly academic manner and to critically classify scientific insights; to apply scientific and engineering principles independently and to develop practical solutions while acting responsibly. Moreover, the Master's programme is designed to provide students with the knowledge needed to master the changing professional requirements and to give them greater insight into the economic, technical and social context.
- (3) By passing all the module examinations, students will be awarded the university degree of a Master of Engineering (MEng) or of a Master of Science (MSc).
- (4) The awarding of the university degree Master of Science/Engineering means that students will have obtained another degree that qualifies them to exercise professional work. According to section 67(4) of the HG the Master's degree entitles them to apply for admission to doctoral/PhD-level studies in accordance with the respective regulations of such doctoral programmes.

Section 3 Admission requirements, selection procedure and criteria, conditional admission

- (1) The following students shall be able to enrol as full-time students or visiting students of the Master's programmes: students who have been awarded a Bachelor's degree or a *Diplom* degree in the fields of study programme or similar. Details of the prerequisites, the procedure and the responsibilities of the access and admission to each specific Master's programme are specified in the specific regulations for that respective Master's programme which are enclosed as appendices to these regulations.

- (2) The admission of students with disabilities is subject to the respective agreement based on the Convention of the United Nations on the Rights of Persons with Disabilities (German Federal Law Gazette BGBl II, 2008,14th19).
- (3) There is only a limited number of places for the individual Master's programmes at THGA. The minimum number of students and the exact number of places will be decided upon by the Steering Committee of the THGA for each semester.
- (4) If the number of qualified applicants exceeds the total number of study places available, the places will be awarded according to a selection procedure.

The selection procedure considers the application documents submitted by the candidates and, in individual cases, an interview with the applicant to be done by the admission and selection committee. The following criteria are assessed:

- a. previous academic education (type of degree, grade on final certificate), and
- b. practical experience related to the study programme.

Marks ranging from 1.0 to 5.0 will be awarded to criteria a. and b. weighting criterion a. at two thirds and criterion b. at one third against each other. For criterion a., the type of degree (type of university, study programme and level of degree) and the final cumulative grade achieved will be considered in particular. For criterion b., the duration and type of practical experience related to the study programme will be considered.

For each applicant, the marks of the assessment criteria a. and b. will be recorded on an assessment form; the total number of points is calculated as the arithmetic mean value of the individual marks.

The study places will be awarded according to the quota specified in section 3(1) and to students' ranking which is a result of the assessment carried out in compliance with section 3(5). If students have an identical ranking, there will be a draw.

For each study programme, additional selection criteria can be defined in the specific regulations of the individual master's programmes (see Appendices 1-6).

- (5) Admission to the individual Master's programme can be subject to the condition that certain knowledge needs to be evidenced latest when completing the programme. The type, scope and deadline for rendering the performance required are individually specified for each Master's programme case based on the study modules needed to be completed for the previous study degree and those needed to be completed for the intended degree.
- (6) Admission to the Master's programme has to be denied if the applicant has irreversibly failed a module examination of a comparable study programme at a university within the scope of jurisdiction of the German Constitution. However, admission may be granted if the failed module was not one of the compulsory examination components of the respective Master's programme. In the case of doubt the examination board is to decide whether an applicant will be denied admission on grounds of irreversibly failing an examination.

Section 4 Study advice

- (1) The department where the programme is placed is responsible for study advice during the course of the programme. This advice will be given by the study advisor of the department, appointed by the responsible vice president of the THGA, and is supposed to provide support and orientation to the students on how to enrol; how to structure their course; which methods to apply; which major to choose, and which compulsory optional fields and modules to select while ensuring that the principles of academic freedom shall be honoured.

- (2) Full-time students who have achieved less than 20 credit points by the end of the third semester as well as part-time students who have achieved less than 20 credit points by the end of the fourth semester will be offered compulsory study advice by the vice president in accordance with section 36 of the University Charter.

Section 5

Enrolment, standard programme duration, structure and scope (modules/credit points)

- (1) Generally, the Master's programmes shall commence in the winter semester. Nevertheless, students can also enrol for the course in the summer semester joining the ongoing programme. For each study programme, deviations can be defined in the specific regulations of the individual master's programmes (see Appendices 1-6).
- (2) The Master's programmes (both full-time and part-time) have a workload of 120 credit points each. For each study programme, deviations can be defined in the specific regulations of the individual master's programmes (see Appendices 1-6). The programmes are designed for the following standard study time:

Name of Master's programme	Academic degree	Standard study time full-time	Standard study-time part-time
Geo-Engineering and Post-Mining	Master of Engineering (M.Eng.)	-	6
Electrical Engineering and Information Technology	Master of Engineering (M.Eng.)	4	6
Mechanical Engineering	Master of Science (M.Sc.)	4	6
Mineral Resource and Process Engineering	Master of Science (M.Sc.)	4	6
Industrial Engineering with Business Studies	Master of Science (M.Sc.)	4	6
Operational Safety Management	Master of Science (M.Sc.)	-	3

- (3) For each study programme, deviations can be defined in the specific regulations of the individual master's programmes (see Appendices 1-6).
- (4) Exhaustive study advice supports the initial study period. To ensure the students' success the THGA shall ensure that – where possible – no teaching module shall contain knowledge requirements of content that will be taught at a later point of the study programme.
- (5) The programme comprises modules for which usually a total number of 120 credit points (CP) are awarded in compliance with the European Credit Transfer System (ECTS) to ensure the acknowledgement of study achievements. For each study programme, deviations can be defined in the specific regulations of the individual master's programmes (see Appendices 1-6). The descriptions of the modules and their respective credit points are provided in the specific regulations of the individual master's programmes (see Appendices 1-6).
- (6) The following modules are to be distinguished:
- Compulsory modules
 - Modules of a major to be defined
 - Compulsory optional modules
 - Additional modules

Compulsory modules, modules of a major and compulsory optional modules have to be completed by taking the examinations specified in the examination regulations and in the curriculum and examination schedules.

Additional modules as per § 10 Abs. 6 are voluntary modules and can be freely chosen from the courses offered at THGA.

- (7) On written request by the student, he or she will be permitted to once change the major chosen in their study programme (section 11) on the condition that he or she has not irreversibly failed an examination of one of the optional compulsory modules.
- (8) The following types of course are offered within the programme:
- lectures to systematically convey the basic knowledge and specialised knowledge and methods
 - exercises which serve to reinforce and consolidate the knowledge acquired in the lectures
 - seminaristic teaching to systematically teach the basic knowledge and specialised knowledge and methods in groups of up to 35 students; the small groups allow for more interaction and discussion than a lecture
 - practical exercises which serve to acquire skills and to reinforce specialised knowledge by studying examples and working in an experimental style on solutions under instruction and supervision
 - seminars which use discussions and term papers and presentations prepared by the students to reinforce and enhance their specialised knowledge, and
 - research-oriented self-study teaching modules where the students – under supervision – independently produce engineering works, and
 - excursions/study trips which provide a link between studies and the world of work.
- (9) Depending on the specific study programme, the courses of the study programme can be taken in either German, German and English or in English only. This is regulated in the specific regulations of the individual master's programmes.
- (10) Details of the structure and the prerequisites of each specific Master's programme are specified in the specific regulations for that respective Master's programme which are enclosed as appendices to these regulations.

Section 6 Examination board

- (1) An examination board is to be established to be in charge of the organisation of examinations and the arrangement of duties entrusted to it by these examination regulations. The responsibility of the vice president in charge shall remain unaffected in accordance with section 27 HG. The examination board is an authority as defined by the law on administrative procedures. It shall constitute of a maximum number of 13 people, of which:
- a) up to six members are to be selected from the pool of professors
 - b) up to three members are to be selected from the pool of research assistants and lecturers
 - c) up to three members are to be selected from the pool of students
 - d) up to one member is to be selected from the pool of technical and administrative staff.
- Should the total number of elected members not result in a majority of the members representing a. over the total of the members representing groups b. to d., the professorial members of the examination board shall in principle have a double-counting right to vote.
- (2) The members of the examination board shall be elected by the senate. When electing members, it has to be ensured that, as far as possible, the academic departments are represented in each of the groups of committee members according to paragraph 1, sentence 3 a. to c.. The members employed full-time at the THGA have tenure of four years, the student members one year. Re-election is permissible. If individual members retire, a by-election shall be held. Only members of the group according to para. 1 sentence 3 letter a. or d. can be elected as chairperson and up to two deputy chairpersons, in the case of letter d. only under the condition that the elected member has a special legal expertise (as a rule the qualification for the office of judge)

and is released from the obligation to follow instructions with regard to the exercise of the chairperson activity.

- (3) The election, needs to ensure that, as far as possible, the academic departments are represented in each group of committee members according to para.1 sentence 3 a. to c. The members employed full-time at THGA have tenure of four years, the student members have tenure of one year. Re-election is permissible. If individual members leave the board, a by-election shall be held. Only members of the group according to para. 1 sentence 3 a. or d. can be elected as chairperson and up to two deputy chairpersons, and in the case of d. only on the condition that the elected member has a special legal expertise (as a rule, the qualification for the office of judge) and is released from the obligation to follow instructions with regard to executing the duties of the chairperson.
- (4) Any further details of the election, the assignment of tasks as well as the procedures and decision-taking of the examination board are stipulated in the rules of procedure of the examination board enacted in consultation with the senate.
- (5) The examination board has to ensure that the examination regulations are complied with and that examinations are conducted properly. In particular, it is to rule on objections brought forward against decisions that were made in exam-related matters. Moreover, the board regularly reports to the vice president in charge and to the senate on developments related to examinations and gives advice on potential reforms of the curriculum, the study regulations and the examination regulations.
- (6) The members of the examination board have the right to be present during examinations. Exempt from this right are student members of the examination board who are to take the examination concerned during the same examination period.
- (7) The meetings of the examination board are not open to the public. The members of the examination board and their deputies are subject to obligation of secrecy. They are to be sworn to secrecy by the chairperson of the examination board. The examination board may invite guests to its meetings. Department 6 Mining and Energy of the Arnsberg District Government NRW is entitled to send a representative to the meetings of the examination board and to all examinations. The representative is authorised to inspect all examination procedures and to participate in all discussions and deliberations.
- (8) Incriminating decisions of the examination board or its chairperson are to be reported in writing to the affected student promptly stating the reasons for this decision and providing instructions on the right to appeal. Prior to any action, the affected student has to be granted the right to be heard. Section 2(3,3) of the North-Rhine Westphalian Administrative Procedure Act (*Verwaltungsverfahrensgesetz*) shall remain unaffected, particularly regarding the exemption from the obligation to state reasons and provide a hearing on evaluations of scientific and artistic nature.

Section 7

Examiners and co-examiners

- (1) The examination board is to appoint the examiners and co-examiners. The examination board is to ensure that examination duties are split as evenly as possible amongst the examiners.
- (2) The examining persons shall have held an independent teaching position in the subject to be examined. The persons teaching at the university are authorised to conduct university examination as are persons experienced in the professional practice and in the education of people where this is necessary or appropriate to achieve the objective of the examination. Examination achievements are to be evaluated only by persons who hold at least the qualification to be determined by the examination or an equivalent qualification. Where more than one examiner has to be appointed, at least one person shall have held a teaching position in the subject to be examined. Examiners are independent for examination purposes. Only such persons shall

be appointed as co-examiners who hold at least the qualification subject of this examination or an equivalent qualification.

- (3) Repeat examinations where failure cannot be compensated have to be evaluated by at least two examiners in compliance with section 2. The grade awarded if the marks of the two examiners are not identical is a result of the arithmetic mean of the individual marks. Sections 16(3) and 18(3) shall remain unaffected.
- (4) The chairperson of the examination board takes care that the names of the examiners will be made known to the examinees usually not later than two months prior to the examination. It is sufficient to post this information on the university bulletin board accessible by all students. Principally, it has to be assumed that those lecturers who are teaching or have taught the module or parts of the module according to the curriculum for a special group of participants will also be examiners. They shall be in charge of setting the tasks for written examinations and conducting oral examinations. The examination board shall decide whether an additional examiner needs to be appointed. After the examiners' names have been disclosed, a short-term change of examiners can only be done if compelling reasons are in place.

Section 8

Recognition of examinations and achievements

- (1) Examinations and achievements completed in the same or a comparable programme at other state-run and state-acknowledged universities; state-run or state-accredited colleges and vocational academies (*Berufsakademien*), as well state-run and state-acknowledged universities abroad are to be recognised upon written request to the examination board provided the competencies acquired are of no major difference to those that are to be substituted. The same applies to university degrees that are a completion of study programmes as defined in sentence 1. The acknowledgement according to sentence 1 and 2 serves the continuation of studies, the taking of examination, or the commencement of a further study programme.
- (2) Major differences can exist in particular when the competencies acquired do not meet the requirements of the respective Master's study programme. Here, no schematic comparison is to be done, but an overall inspection and assessment instead. The recognition of study times spent, and university examinations and achievements completed at a university outside the jurisdiction of the German constitution are subject to the equivalence agreements approved by the Conference of Ministers for Cultural Affairs and, in addition, the agreements entered into as part of the university partnership. In the case equivalence is doubted, the Central Office for Foreign Education may be heard.
- (3) A recognition of examinations or achievements from other study programmes at the THGA is subject of the conditions stipulated in paragraphs 1 and 2, accordingly. The recognition of advanced master modules of a Master's programme at THGA completed in a Bachelor's programme is governed by section 8a of the examination regulations for bachelor programmes and is carried out ex officio, both positively and negatively, after enrolment in the above-mentioned Master's programme.
- (4) If requested in writing, the examination board can decide on the recognition of any other knowledge and qualifications (section 63(2,3) HG) on the basis of submitted documents if such knowledge and qualifications are of the same content and quality as those they shall substitute. The total amount of such equivalent knowledge and qualifications is limited to 50% of all credit points intended for one major.
- (5) Study and examination achievements of young students obtained before commencing their studies will be recognised on written request according to section 48(6) HG.
- (6) The application for recognition of study and examination achievements must be submitted to the examination board. All achievements requested for recognition must be listed in a single

application; the application must be submitted to THGA by the end of the first completed semester at the latest. The student has to submit the documents which are required for the recognition in either German or English language. If documents are not available in German or English, a certified copy in one of the languages have to be submitted if required by the respective examination board. The documents have to contain the following: statements on the competencies acquired and, in this context, details of the failed examinations/modules or passed examinations/modules which are to be recognised. For the recognition of study times and achievements from study programmes usually the corresponding module descriptions and the transcript of records or similar have to be provided.

- (7) If examinations and achievements are recognised, the grades – if comparable grading systems exist – are to be adopted and considered for the overall mark. If there is no comparable grading system, the comment 'recognised' will be entered.
- (8) The examination board decides on the recognition according to sentences 1-6, generally after hearing the examiners in charge of the modules in question. The decision on the recognition shall be taken not later than two months after the required documents have been submitted completely. The recognition leads to the student being placed in that specialist programme semester which number results from the extent of the credit points acquired through the recognition in relation to the total extent of the credit points that can be acquired in the respective study programme.
- (9) The student shall be informed of the decision of not recognising study times spent at other universities in Germany or abroad as well as examinations and achievements or other knowledge and qualifications in writing. The statement must include a reason and instructions on the right to appeal.

Section 9 Evaluation of examinations and achievements

- (1) The grades of the examinations are decided by the individual examiners. The following marks can be awarded:

1 = excellent	= to excellent achievements;
2 = good	= to achievements well above the average requirements;
3 = satisfactory	= to achievements that meet the average requirements;
4 = sufficient/passed	= to achievements that meet the requirements despite their shortcomings;
5 = failed/not passed (n.b.)	= to achievements that do not meet the requirements due to substantial shortcomings.

Marks of examinations and achievements can be differentiated by interim values of 0.3 below or above the full grade to award a higher or lower mark. The grades 0.7, 4.3, 4.7 and 5.3 are excluded.

- (2) Calculated grades that differ from the grades listed above are to be determined as follows.

Figures		
– up to 1.5	equal the grade	'excellent',
– above 1.5 up to 2.5		equal the grade 'good',
– above 2.5 up to 3.5	equal the grade	'satisfactory'
– above 3.5 up to 4.0	equal the grade	'sufficient',
– above 4.0	equal the grade	'failed'.

When it comes to the calculation of grades for modules and the final cumulative grade, only the first decimal is to be factored in; all other decimals are to be dropped without rounding.

- (3) An examination is passed if the student's performance is at least evaluated as 'sufficient'. Once an examination has been passed, the examinee has to be awarded the credit points assigned to the examination in compliance with the specific regulations of the individual master's programmes (see Appendices 1-6).
- (4) If an examination consists of several parts, the overall grade for the module is derived from the weighted mean value of the assigned credit points for each individual assessment. If several examiners participate in an examination, the examiners are to jointly evaluate the examination. Should the evaluations differ from one another, the grade is to be determined by the arithmetic mean of the credit points assigned to each pertinent examination part.
- (5) If a module consists of several parts, the examination can be split into different partial examinations taking section 10(1) into account; the module examination is passed if student's performance in each of the partial examinations has been evaluated at least as 'sufficient'. The grade for the module is derived from the weighted mean value of the assigned credit points for each sub-module.

Section 10

Module examinations; additional modules, compensation for disadvantages

- (1) The modules are usually completed by taking module examinations. Deviations to this rule are possible in exceptional cases, in particular, if the intended objective of an appropriate examination load while ensuring competence-oriented examinations is achieved.
- (2) The module examinations are to determine whether students are proficient in the essential topics and methods taught in the modules, and whether they are capable of independently applying the knowledge and skills acquired. The students' results are to be evaluated using the objectives described in the individual module specifications.
- (3) Principally, the examinations of the different types of exams can be conducted in English or German according to section 12. After consultation with the examiners, the examination board is to determine the type and length of the individual module examinations at least two months prior to the examination period with the person responsible for the module as per section 7(4). If the examiners cannot agree on the form, an identical module will be examined. It will be ensured that all types of examination intended by the examination regulations and study regulations will be performed during the entire programme. The appointments are chosen in such a way that no lectures or courses need to be cancelled. For each examination, maximum two appointments shall be set for each semester. Where examinations are conducted in English, the examination shall determine this together with the announcement of the examination length and type.
- (4) Module examinations that relate to seminar-type courses and practical exercises can be done as a term paper; thus, the evaluation will be performed in part or in total continuously during the semester. Otherwise, the same regulations do apply as those for term papers according to section 12.
- (5) The rules mentioned above also apply to examination of partial modules.
- (6) Students may also choose take exams in modules offered by the THGA other than those required by their own application examination regulations (additional modules). Upon the student's written request, those examination results will not be included in the Master's certificate. The result of those examinations will not be considered for the overall grading of the Master's degree. Section 13(1) applies accordingly.
- (7) If the examinee – by submitting a medical certificate or in a different manner – substantiates that they are not capable of completely or partly taking the examination or assessment in its intended form due to a permanent disability, the examination board may allow the student to

take an equivalent examination in a different form. Such a request for compensation of disadvantages has to be submitted six weeks prior to the examination date. The examination board has to ensure that the design of the examination conditions compensates for any disadvantages persons with disabilities may have. In the case of doubt, the chairperson of the examination board may require further evidence from the examinee. The examiners have to be notified of the compensation for the disadvantages approved by the examination board immediately after the student's application to the examination.

- (8) Based on the regulations of the German Maternity Protection Act (MuSchG), the examination board, after being notified of the student's pregnancy and upon request by the student, shall examine and determine whether and how pregnant or breastfeeding students can acquire the knowledge and skills taught in courses from which they are excluded or in which they are unable to participate due to taking maternity leave by other means (known as 'equivalent performance'). The same applies to their participation in an examination that is not possible due to such circumstances. However, there is no legal entitlement to the provision of a special course or a particular form of examination. In principle, no more than 50% of the courses of a particular form of course can be replaced by equivalent performance.
- (9) When taking a module examination, the examinees have to prove their identity upon the examiner's or the invigilator's request by providing the following: either an official document in Roman letters and a photograph of the holder or the student's matriculation card; if such evidence cannot be presented, the student has to be expelled from the examination.

Section 11

Admission to and application for examinations

- (1) Students may only be admitted to an examination if they are enrolled at the THGA as current students or if they are admitted as visiting students. Students are to apply for the admission to examinations at the examination board within the registration period stipulated by the examination board. The application is usually done via the electronic registration/deregistration process. Deviations may result from the specific regulations for a respective Master's programme which are enclosed as appendices to these regulations. Admission to a module examination is to be decided by the examination board which also determined the deadlines for registration and revoking.
- (2) Students may revoke the registration for a module examination via the electronic registration/deregistration process within the registration period. By doing so, students will not have to provide a reason and will not lose an examination attempt. After the registration period is over, students can no longer deregister from an examination. Section 12 remains unaffected.
- (3) If a candidate firstly applies for the admission to an examination of a major, a compulsory optional field or module and does not revoke this application in due time, then the candidate has bindingly opted for this examination. Sections 5(6) and 14(2) shall remain unaffected.
- (4) According to section 15(1) and the specific regulations for a Master's programme students are required to provide evidence of participation or prerequisites for the examination as a condition of admission to the examination.
- (5) For courses whose objectives cannot be achieved without students' participation in the course, the regular attendance of students can be made compulsory. This is only the case when the requirement of attendance is apparently inevitable for achieving the specific objective and the specific regulations for a Master's programme specify this explicitly.
- (6) Admission is to be denied if the examinee does not meet the requirements stated in sentences 1, 4 and 5; moreover, admission may be denied if the examinee has – within the jurisdiction of the German constitution – lost the right to take an examination in the same study programme by missing the deadline for retaking the exam; this rule also applies to related or comparable study programmes.

Section 12

Types of examinations

- (1) Examinations can be done as written examinations, term papers or oral examinations.
- (2) Written examinations are examinations done in writing or using software under supervision. They can be between one and maximum three hours long.

A term paper is the solution of a task – in writing, using software or similar – set by the examiner during the course of the semester. The student shall elaborate and submit and present it, if applicable, including a discussion of an overall length of approx. fifteen minutes.

- (3) In written examinations or term papers, the examinee is to prove that – within a defined time frame and with defined resources – they are capable of identifying the context and relating specific issues of their subject field, and that they are capable of applying correct methods to solve problems stemming from areas covered by the module.
- (4) The examiners shall decide on the means permissible in a written examination and a necessary and scheduled supplementary oral examination. A list of the permissible means has to be published by the examiners latest by the end of the application period on a university bulletin board or other university platform.
- (5) The evaluation of the written examination or term paper has to be announced usually up to six weeks after the examination date by the Office of Student and Examination Services.
- (6) Before the grade 'not passed' (n.b.) is awarded after the final retake of the written examination or term paper, the examinee can take a supplementary oral examination. This regulation shall only be drawn upon for two examinations during the entire study programme. The supplementary examination takes place promptly after the result of 'not passed' has been announced and upon the student's written request that has to be submitted without delay. The examiners of an examination shall jointly hold the supplementary examination; in all other matters, the regulations of oral examinations as stipulated in section 17 shall apply. Depending on the result of the supplementary oral examination, the grade 'sufficient' (4.0) or 'not passed' (n.b.) can be evaluated. In cases subject to section 14(1,4-6), i.e., missing the repeat examination and cheating, the above sentences do not apply.
- (7) Oral examinations usually last between 20 and 40 minutes and can be taken as group examinations or individual examinations. Tasks to be worked upon in written form may be a component of the oral examination in an appropriate manner if the nature of the oral examination is not compromised. Oral examinations are to be held by one examiner in the presence of another examiner and, if necessary, a co-examiner. Examinees may grant permission that students who intend to take the same examination in a different examination period may be present at the examination as audience. However, audience may neither be present during the examiners' consultation nor during the announcement of examination results to the examinees. The grade awarded is to be reported to the examinee after the examination. Paragraph 6 does not apply to oral examinations. Minutes are to be kept about the essential topics and the results of the examination, in particular about facts that are essential for the grading of the examination.

Section 13

Retaking examinations

- (1) With the exception of the Master's thesis, students may retake module and partial module examinations twice if they did not pass them or if the examinations are considered as 'not passed'. Section 12(6) shall remain unaffected.

- (2) The Master's thesis can be retaken only once if considered as 'not passed'. The rewriting of the Master's thesis has to be registered not later than three semesters after the first attempt was submitted. The protective clauses of sections 3, 4, 6 and 8 of the Maternity Protection Act and, accordingly, the periods of the Federal Act on Child Benefits and the consideration of time taken off for the nursing care of people according to section 48(5,5) HG shall not be considered in that period. If this period is exceeded, the student shall lose their claim to rewrite their Master's thesis unless there is evidence that the exceeding was not the student's fault.
- (3) If a written module examination is evaluated as 'sufficient', it can usually not be retaken. Upon request the examination board may grant students the opportunity to improve their marks twice during their course of studies. If such a request is granted, the retake examination has to be sat at the next possible examination appointment. The better grade shall be valid.

Section 14 **Absence, withdrawal, cheating**

- (1) An examination is deemed 'failed' (n.b.) if the examinee does not appear for an examination and is not able to present a good reason for their absence, or if the student withdraws from it without good reason after the examination has begun, or if they do not submit an assessable examination achievement by the time stipulated.
- (2) The reasons stated for missing or withdrawing from an examination are to be promptly reported to the examination board, to be documented in writing and to be substantiated by the student. This is usually done by completing the form THGA provides for such cases or a declaration stating the key points of that form. In a case of sickness, students are required to submit a comprehensible medical certificate attesting to their incapability of taking the examination. In a case of withdrawal from an examination that has already commenced, the student has to orally inform the examiner or the invigilator of the examination and then consult a doctor immediately. If the examination board accepts the reasons given as good reasons, the examination shall be deemed as not taken. However, if the examinee completes the examination and submits the written paper required, the examination will be evaluated based on the results achieved.
- (3) In individual cases, the chairperson of the examination board is entitled to require the presentation of a medical certificate of an independent medical examiner who was appointed by the examination board for selection. The costs of this independent medical certificate are borne by the university.
- (4) If a student attempts to manipulate the result of their examination by cheating, e.g. by using non-permissible means, or if they assist in cheating or an attempt of cheating, this matter has to be attested by the examiner or the invigilator and to be put on record. Depending on the grievance of the cheating or attempt of cheating, the examiners shall decide whether no further sanctions are needed or whether the examination concerned is to be graded 'failed' (n.b.). The examination board will be notified of the cheating or attempt of cheating and the sanctions taken.
- (5) An examinee who disrupts the proper course of an examination may be expelled from continuing the examination by the examiner or the invigilator after having been given prior warning. The reasons for the expulsion are to be put on record. The examination board has to decide if the examination concerned is to be graded 'failed' (n.b.).
- (6) In serious cases of cheating and breaches, the examination board can decide to ban the examinee from performing other achievements with regard to this examination. In repeated or particularly severe cases of cheating the student may also be removed from the register of students.
- (7) Students who deliberately breach the regulations concerning cheating on examinations of these examination regulations commit an offence. This offence may be subject of a fine of up to EUR 50,000.

- (8) Incriminating decisions of the examination board in accordance with paragraphs 1-7 above are to be reported in writing to the affected student promptly by the respective examination board. The statement must include a reason and instructions on the right to appeal.

Section 15 Certificates of attendance

- (1) Some courses, such as excursions/study trips, language courses, practical exercises and similar exercises, where the attendance of students is apparently compulsory, will be completed by obtaining a certificate of attendance (CA). If attendance was successful, the certificate will be issued without any grade. Such certificates of attendance are usually prerequisites of admission to examinations (PAE).
- (2) Certificates of attendance will be issued if the student has regularly attended the course and actively participated in it; this includes the execution and documentation of assignments. For courses where attendance is compulsory, the permissible number of hours that can be missed has to be aligned with the objective of the respective course and also includes missing hours for which a medical certificate is provided. Depending on the content of the course, the permissible lessons missed may be up to 30% of the presence time assumed. The permissible hours missing and the opportunity and form of any kind of substitute work to compensate for lessons missed are defined and announced by the lecturer at the beginning of the course. The regulations of section 10(7-8) apply accordingly.

Section 16 Content of and Registration for the Master's thesis

- (1) The Master's thesis is to provide evidence that the examinee is capable of independently completing an advanced assignment on a subject pertaining to their field of study within a given time frame, relating it to an interdisciplinary context and making use of proven scientific and subject-related methods. The Master's thesis is either a self-dependent investigation or discusses a known topic under new aspects. The Master's thesis may be elaborated in an institution or organisation outside the THGA; the examinee has the right propose topics for their Master's thesis.
- (2) The registration for the Master's thesis is to be addressed in writing to the examination board and to be submitted to the Office of Student and Examination Services. Students can only be admitted to writing the Master's thesis if they have fulfilled all criteria specified in in the specific regulations of the individual master's programmes (see Appendices 1-6). Students have to provide a statement on previous attempts to execute a Master's thesis with their registration form. The topic of the Master's thesis and the time for its completion are to be assigned by the examination board. The time of the assignment is to be the day on which the chairperson of the examination board informs the student about the topic of the Master's thesis and the thesis advisers; the time of assignment is to be put on record.
- (3) Students are supposed to propose two examiners with the registration of their Master's thesis. At least one of the examiners has to be a professor at the THGA; in exceptional cases, this rule may not apply provided one of the other examiners is authorised to conduct examinations according to section 65 of North Rhine-Westphalia's HG; in addition, this examiner needs to hold both a doctoral degree and a full-time post at THGA and can provide evidence that he has specialist knowledge in the Master's thesis to be evaluated.

A Master's thesis may also be written as part of a joint team project if the individual student's contribution to be evaluated as examination is clearly distinguishable and can be assessed accordingly, and if the contribution of each examinee complies with the requirements stated in clause 1.

Section 17

Completion and evaluation of the Master's thesis

- (1) Students have six months (full-time) or nine months (part-time) to write their Master's thesis; according to the rules, workload, and additional conditions specified in the specific regulations of the individual master's programmes (see Appendices 1-6). The individual programme can also specify a shorter time for writing the thesis in its specific regulations.
- (2) The topic and assignment must be designed in a way that allows for the Master's thesis to be completed within the allocated time frame.
- (3) Students may withdraw from a topic of the Master's thesis only once and only during the first four weeks of the assigned time frame as a full-time student and during the first six weeks of the assigned time frame as a part-time student without stating their reasons for doing so. In the case that a Master's thesis that was deemed 'not passed' is rewritten, the withdrawal shall only be permitted if the examinee did not draw upon this opportunity during the first attempt of writing their Master's thesis.
- (4) The Master's thesis is to be written in either English or German. It has to be submitted in due time, as three printed and bound copies and as one electronic copy, to the chairperson of the examination board via the Office of Student and Examination Services. In addition, a written abstract of the Master's thesis has to be done in German and English. This abstract needs to be integrated into the appendix of the Master's thesis, and it needs to be submitted in both paper and electronic form to the examiner of the Master's thesis. Further details are stipulated in the information on how to execute final written examinations.
- (5) In exceptional cases, the chairperson of the examination board may extend the deadline of submission by up to maximum four weeks for full-time students and six weeks for part-time students, respectively, if the student concerned submits a written request prior to the deadline, in which he or she is to justify the reasons for extending the deadline. One thesis adviser is to be consulted on the request. The option to apply for suspension of the procedure for good reason shall remain unaffected. Section 10(7) does apply accordingly.
- (6) When submitting the thesis, the candidates are required to declare as a written affidavit that they have independently written the thesis – in the case of a joint team project their part of the thesis, which has been marked accordingly – and have used no other than the sources and means indicated and marked as quotations. The time of submission is to be put on record. If the thesis is submitted by mail, the decisive criterion is the point of time at which the thesis is submitted to the postal service. If the Master's thesis is not submitted in due time, it is evaluated as 'not passed' (n.b.).
- (7) If the examiners' evaluations differ from each other, and the divergence of both grades is less than 2.0, the grade for the Master's thesis is calculated by the arithmetic mean of both individual grades. If there is a divergence of 2.0 or greater, the examination board is to determine a third examiner. In this case, the grade for the Master's thesis is calculated by the arithmetic mean of the two better individual grades. However, the Master's thesis can only be graded 'sufficient' or better if at least two of the grades are 'sufficient' or better. All evaluations have to be reasoned in writing.
- (8) The examinees have to be informed of the evaluation of the Master's thesis not later than six weeks after submitting the thesis.
- (9) A Master's thesis that was assessed as 'not passed' can be retaken once according to section 13(2).

Section 18

Final oral examination (*Colloquium*)

- (1) The final oral examination complements the Master's thesis. It is to be evaluated as an independent examination according to the workload specified in the specific regulations of the individual master's programme enclosed as an appendix to these regulations, and it is to be held within two months after the submission of the Master's thesis. It is to determine whether the examinee is capable of orally presenting and independently justifying the findings of the Master's thesis; its scientific and methodological fundamentals; its inter- and multidisciplinary contexts, and of assessing the thesis' significance for practice.
- (2) Students may only be admitted to the final oral examination if they have received a grade of at least 'sufficient' for their Master's thesis. Students may register for the final oral examination when they apply for admission to the Master's thesis; students are admitted to the final oral examination as soon as all required proof and documents have been submitted to the examination board.
- (3) The final oral examination is normally to be held and evaluated by the examiners of the Master's thesis. If section 17(6) applies, the final oral examination is to be held by those examiners whose individual evaluations were used to calculate the grade for the Master's thesis. Otherwise, the provisions laid down for oral examinations in section 12(7) apply accordingly.

Section 19

Results of the Master's examination

- (1) The examinee has passed the Master's examination if all modules required by the examination regulations have been completed successfully; in total, 120 credit points will be obtained with passing the Master's examination. Deviations may result from the specific regulations for a respective Master's programme which are enclosed as appendices 1-6 to these regulations. Additional conditions can be defined in the specific regulations of the individual master's programmes enclosed as an appendix to these regulations.
- (2) The examinee has irreversibly failed the Master's examination if one of the examinations stated in clause 1 has been irreversibly evaluated as 'not passed' (n.b.) or is deemed 'not passed'. Section 5(5) remains unaffected. Examinees are to be notified if they have failed the Master's examination. This notification is to include instructions on the right to appeal. After the student's removal from the register of students, the examination board, upon the examinee's written request, will issue a certified document, listing the examinations and achievements of the student and their respective grades, as well as the examinations missing in order for the student to complete the Master's examination. This certification must include a statement that the student has irreversibly failed the Master's examination.
- (3) Upon written request, students who are leaving the THGA without a completed university degree shall receive a document listing only the completed examinations and achievements and their respective grades.

Section 20

Composition of the final cumulative grade, report, master's certificate and diploma supplement

- (1) The final cumulative grade for the Master's examination is to be determined by the arithmetic mean of the individual grades and their weighted credit points for the module examinations stipulated by these examination regulations and that for the Master's thesis in accordance with section 9. Only the first decimal shall be considered when determining the final grade and shown on the certificate. Grades acquired in additional modules are not accounted for in the calculation of the final cumulative grade.
- (2) In addition to the grade, an ECTS grading table will be provided according to the rules of the ECTS User's Guide in its valid version which shows a statistic of the distribution of the cumulative grades in a standard table. The calculation of the relative grades is based on the final cumulative grades of the graduates of the individual study programme who have completed their studies successfully within the last thirty-six months prior to the month in which the certificate is issued. The group size on which the ECTS grade is based has to comprise at least 25 graduates. If this size is not reached within 36 months, the the ECTS grading table is not created.
- (3) If the Master's is passed examination according to 19(1), graduates are to receive a report on the passed examination promptly. This examination report is to include the grades and credits for all module examinations, the topic of the Master's thesis, the grades and credits for the Master's thesis and the final oral examination, and the final cumulative grade for the Master's examination. In addition, the major chosen has to be stated, and the additional modules and their grades will also be shown in the report in accordance with section 10(6); however, they are not taken into account for the final cumulative grade of the Master's examination.
- (4) The examination report is to be signed by the chairperson of the examination board, and it is to bear the seal of the THGA and the date of the day on which the last examination was completed.
- (5) Graduates are to be handed out their Master's certificate along with the examination report, bearing the date stated on the latter. This certificate is to attest to the conferral of the degree 'Master of Science' or 'Master of Engineering' in accordance with section 5(2) stating the study programme in which the degree was obtained. The Master's certificate is to be signed by the vice president in charge and to bear the seal of the THGA. The Master's certificate will be issued in English upon written request.
- (6) Alongside the Master's certificate and examination report, graduates are to receive a diploma supplement issued in German and English and signed by the head of the examination board. This diploma supplement informs on the essential study course subjects on which the degree is based; the course of studies, the competences obtained with the degree and the university awarding the degree. The students have to inform the Office of Student and Examination Services in due time to which extent they had performed special achievements or activities during the course of study, e.g. participation in academic committees and committees of student management, internships abroad and exchange semesters.

Section 21

Inspection of examination papers

- (1) After completing the examination procedure, the examinee – upon written request – is to be granted an inspection of the written examination concerned. Principally, the inspection is to be done at the premises of the THGA, the examiners shall determine the point of time when the inspection will be possible.
- (2) The examinee shall have no right to copy – electronically or manually – parts of the examination concerned or to take pictures during the inspection. The right to take notes shall remain unaffected.

Section 22

Invalidity of examinations

- (1) If a student cheated during an examination and the cheating was detected only after the certificate and the certifications mentioned in section 19(2,3) were issued, the examination board is entitled to retroactively correct the grades for those examinations during which the student cheated and to render the Master's examination failed or partially failed.
- (2) If the requirements for admission to an examination were not met but the student did not attempt to cheat, and if this matter was detected only after the certificate or the certification mentioned in section 19(2,3) were issued, this shortcoming is offset by the student's passing of the examination. If the student deliberately effected a wrongful admission, the examination board is to decide on the legal consequences with due regard to the North-Rhine Westphalian Administrative Procedure Act.
- (3) Before any pertinent decision is taken, the affected candidate must be given opportunity to comment.
- (4) The incorrect examination certificate or the incorrect certification mentioned in section 19(2,3) are to be taken back; a corrected examination certificate and certification have to be reissued if need be.
- (5) A decision pursuant to subsections 1 and 2 is to be ruled out after a period of five years have passed since the examination certificate or certification mentioned in section 19(2,3) were issued.
- (6) If the examination has been rendered failed in total, the academic degree has to be revoked and the Master's certificate has to be taken back.

Section 23

Appeal procedure

Concerning decisions in examination matters there is the right to appeal. This appeal has to be submitted either in writing or for the record to the examination board within one month after having been informed on the respective decision. If the appeal is not remedied, a written statement is to be issued which must include a reason and instructions on the right to appeal.

Section 24

Entry into force and transitional arrangements

- (1) These examination regulations enter into force on the day after they have been published as an Official Announcement; at the same time the examination regulations of 14th July 2020 shall cease to be in force. In accordance with paragraphs 2 to 3 and the transitional arrangements regulated therein, if applicable, the existing examination regulations, study regulations and admission regulations for the Master's programmes listed in the Appendices shall be replaced
- (2) These admission regulations apply to all students who have enrolled in one of the Master's programmes listed in the appendices 1-6 as of summer semester 2020 or who will enrol in one of these as of winter semester 2020/2021. In this respect, it replaces all previously applicable examination regulations, study regulations and admission regulations.

The same applies to all students of the Master's programmes Operational Safety Management, Mineral Resource and Process Engineering and Industrial Engineering with Business Studies that have been enrolled before summer semester 2020 and to all students of the Master's programme Electrical Engineering and Information Technology that have been enrolled since summer semester 2019.

- (3) To all other students who commenced their studies before the summer semester 2020 in one of the existing Master's Programs: Electrical Engineering and Information Technology (MEI, enrolment before the summer semester 2019), Geo-engineering and Post-Mining (MGN), Mechanical Engineering (MMB), and Industrial Engineering with Business Studies (MTB), the existing examination regulations and study regulations will continue to apply for the time being and will be automatically replaced by these examination regulations at the times stated below:

Master's programme old	Full-time expires to	Part-time expires to
Electrical Engineering and Information Technology (MEI, enrolment before summer semester 2019)	--	1 st September 2023
Geo-engineering and Post-Mining (MGN)	--	1 st September 2023
Mechanical Engineering (MMB)	--	1 st September 2023
Industrial Engineering with Business Studies (MTB)	--	1 st September 2021

Participation in the courses planned according to the respective course of study is possible until the end of the respective standard period of study; the right to take examinations according to the expiring regulations ends for all module examinations on the above-mentioned dates. It is already possible for students of these programmes to request and effect a change to these examination regulations at any time before these expiry dates.

For students according to paragraph 2, who have completed all study and examination achievements with the exception of the module examination 'Master's thesis' and, if applicable, 'Final Oral Examination' by the end of 31st August 2020 and who have registered their Master's thesis before 01.09.2020, the period of validity of the existing examination regulations is extended until the final completion of these module examinations and the study programme. These students will not be transferred to these examination regulations.

Bochum, 10th June 2021.

Signed:

Prof. Dr. Kretschmann
 President
 Technische Hochschule Georg Agricola
 University of Applied Sciences