

# Supplementary Oral Exam

## a) Legal Basis

The supplementary oral exam is not an examination attempt in its own right. It is just a supplementary exam to the second written resit exam. If the second resit exam is not a written exam, there is no possibility of taking a supplementary oral exam. The supplementary oral exam gives the student the opportunity to complete the exam in question with a grade of 4.0. It is not possible to achieve a higher grade by completing the supplementary oral exam.

Pursuant to Article 14 para. 2 ÜPO/GER (or, if applicable, pursuant to Article 17 para. 2 ÜPO LAB / ÜPO M. Ed.) a candidate who has received a grade of “insufficient” (5.0) in the second written resit examination must be given the opportunity to complete, upon request, a supplementary oral exam. This does not apply if a grade of “insufficient” (5.0) has been awarded as a result of an attempt to cheat, non-attendance, or withdrawal without good reasons.

The supplementary oral exam is to determine the candidate’s knowledge and skills at the time of the second written resit exam. For this reason, the supplementary oral exam must take place shortly after the date of the second written resit exam. The application to undertake a supplementary oral exam must be made immediately after notification of the results of the second written resit exam, at the latest during the exam script viewing session. Should a candidate not be able to attend the exam viewing session, the application for the supplementary oral exam can also be made by an authorized representative. The date of the supplementary oral exam is set during the exam viewing session. The oral exam must take place within four weeks after the script viewing session at the latest.

## b) General Process

The process surrounding the supplementary oral exam is managed by the examiners or departments in question. This does not apply, however, to the process concerning medical certificates/doctor’s notes and the resulting scheduling of a new exam date.

The procedure is as follows:

- As soon as the exam has been graded, the examiner enters all exam grades into the RWTHonline system (“PV-Leistungserfassung”).
- Students who want to take a supplementary oral exam have to submit their application right after publication of the exam grades. The application must be submitted to the examiner during the exam script viewing session at the latest. The form "[Antrag auf Durchführung einer mündlichen Ergänzungsprüfung](#)" ([Application for a supplementary oral examination](#)), which is available in the ZPA's forms database: <https://www.rwth-aachen.de/go/id/ccwp/lidx/1>, should be used for this purpose. We recommend to hand out application forms to the students during the exam viewing session.
- The date of the supplementary oral exam shall be arranged during the exam script viewing session. The oral exam must take place within four weeks after the script viewing session at the latest. Students are entitled to take the supplementary oral exam within a period of six weeks after the exam script viewing session. For this reason, we advise examiners to schedule at least two dates for the supplementary

exam within this six-week period. The first of the two dates should be within a four-week period after the exam viewing session. If the responsible examination board approves a withdrawal for good reasons, the student has the opportunity to take the second examination date.

- The examiner has to submit the completed application form immediately to the competent member of staff at the Central Examination Office (ZPA) and, additionally, if possible, in advance in scanned form via email. An overview of ZPA contact persons for the individual courses of study is available at <https://www.rwth-aachen.de/go/id/cbcn/lidx/1> .

#### Case 1: The student passes the supplementary oral examination

If the student passes the supplementary oral exam, the examiner enters the grade of 4.0 as quickly as possible, four weeks after the exam viewing session at the latest, into the system. The exam date as given in the system must not be changed. It is not necessary to notify the Central Examination Office (ZPA). Only if the grade cannot be changed in the system, a written grade notification to the ZPA is required.

#### Case 2: The student does not pass the supplementary oral examination

If the student does not pass the supplementary oral exam, the examiner shall immediately notify the competent member of staff at the Central Examination Office (ZPA) and submit a copy of the examiner's report.

#### Case 3: The student falls ill before or during the supplementary oral examination

If the student withdraws before or during the supplementary oral examination due to his/her inability to take the exam (illness), he/she must obtain a medical certificate/doctor's note no later than on the day of the examination, submit it to the ZPA no later than on the third working day after the examination date and, additionally, notify the examiner about the illness and the withdrawal. To meet the deadline, it is sufficient to submit a copy of the certificate or to send it in electronic form (email). The ZPA immediately informs the responsible examination board about the receipt of the medical certificate and forwards a copy to the examination board. In close coordination with the examiner, the Board decides on a new exam date and notifies the student accordingly. The student is to be informed that they will lose their right to taking the supplementary oral exam if it is not taken within 6 weeks after the date of the exam script viewing session.

(As of January 29, 2020)