

General Examination Regulations

**For all Bachelor's and Master's Courses of Study
of RWTH Aachen University**

With the Exception of the Teacher Training Degree Programs (GER)

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Please note: This publication is an English translation of the General Examination Regulations ("ÜPO"). Only the German original of these regulations as published in the Official Announcements of RWTH Aachen University ("Amtliche Bekanntmachungen") is legally binding.

Based on § 2 (4) and § 22 (1) p. 1 no. 3 and 64 of the Higher Education Act of the State of North Rhine-Westphalia (HG) dated September 16, 2014 (Law and Official Gazette of the State of North Rhine-Westphalia; GV. NRW p. 547), most recently amended by Art. 1 of the Act on Further Amendments to the Higher Education Act and the Art School Act dated November 25, 2021 (GV. NRW p. 1210a), RWTH Aachen University (Rheinisch-Westfälische Technische Hochschule; RWTH) has issued the following regulations:

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I. General Information

§ 1

Scope of Application and Academic Degree

- (1) These examination regulations apply to all courses of study leading to the degrees Bachelor and Master at RWTH, with the exception of the teaching degree programs, and include the cross-disciplinary regulations for the examination procedures as well as general specifications for study planning and the degree content. They apply in conjunction with the examination regulations for the relevant course of study, which include course of study-specific provisions. In Zweifelsfällen finden die Vorschriften der übergreifenden Prüfungsordnung vorrangig Anwendung.
- (2) With the successful completion of the Bachelor's course, the academic degree of Bachelor of Science RWTH Aachen University (B. Sc. RWTH) or Bachelor of Arts RWTH Aachen University (B.A. RWTH) will be conferred according to the course of study-specific examination regulations.
- (3) With the successful completion of the Master's course, the academic degree of Master of Science RWTH Aachen University (M. Sc. RWTH), Master of Arts RWTH Aachen University (M. A. RWTH), Master of Business Administration RWTH Aachen University (MBA RWTH) or Master of Public Administration RWTH Aachen University (MPA RWTH) in accordance with the respective course of study-specific examination regulations.

§ 2

Objective of the Course of Study and Language Provisions

- (1) The course of study is to teach students technical knowledge, capabilities and methods, taking into consideration new interdisciplinary requirements and requirements of the professional world, in such a way that graduates are qualified for scientific work, the development and application of scientific knowledge and methods in their profession, the critical classification of scientific knowledge, and responsible action. Topics such as ethics and sustainability are taken into account in education and training.
- (2) The objective of education and training in a Bachelor's course is to teach the technical foundations in sufficient breadth to prepare students for entering a professional field or a Master's course of study that deepens the students' knowledge and skills.
- (3) In a Master's course of study, the knowledge and skills taught in the Bachelor's course are extended and deepened in such a way that the graduate is able to address complex questions and problems and conduct independent scientific work. A Master's degree also prepares the candidate for doctoral studies. Based on the course of study-specific examination regulations, Master's courses of study continue and deepen the content of the Bachelor's course of study and, as long as relevance to the subject area is maintained, introduce interdisciplinary elements. The standard period of 5 years of study for both the Bachelor's and Master's programs together is not to be exceeded.
- (4) Continuing education Master's programs typically require professional experience of at least one year following the completion of a first university degree. The content of the continuing education Master's course of study should take into account and extend the candidates' professional experience.

- (5) The program learning outcomes and educational objectives of the Bachelor's and Master's courses of study are outlined in more detail in the course of study-specific examination regulations.
- (6) The language of instruction is predominantly German. Deviations from these language regulations are published in the course of study-specific examination regulations.
- (7) As a rule, examinations are conducted in the language of the corresponding course. The course of study-specific examination regulations may allow for examinations to be conducted in German or English, in agreement with the examiner in question. The course-specific examination regulations may stipulate the use of other languages.

§ 3

Admission Requirements

- (1) Admission to the Bachelor's course of study requires a higher education entrance qualification (general or subject-specific) or an educational background recognized as equivalent by a legal regulation or by the relevant public authority. A comparable school-leaving qualification obtained abroad is accepted as well. Additional admission requirements may be laid out in the course of study-specific examination regulations.
- (2) Another admission requirement for Bachelor's studies is participation in a self-assessment process, which tests the candidate's suitability for the course of study. The result of the test has no effect on a student's enrollment. It serves solely as an orientation tool.
- (3) Professionally qualified applicants without a higher education entrance qualification may also be admitted to a Bachelor's course of study. The admission process and administration of the entrance examination are based on the currently valid rules for admission of professionally qualified applicants to RWTH Aachen (Admission Regulations/"Zugangsordnung"). Further details concerning the entrance examination, in particular the examination subjects, are laid out in the course of study-specific examination regulations.
- (4) Admission to Master's studies requires a recognized first university degree, which provides evidence of the candidate's suitability for the Master's course of study in question. University degrees are accredited, which have been approved by the responsible public office of the state in which the university is located or which have been accredited in an officially approved process.
- (5) The requirements concerning evidence for the technical educational background in accordance with Section 4 are laid out in the course of study-specific examination regulations. The subjects for which prior knowledge must be demonstrated are to be specified according to the modules of the relevant Bachelor's course of study at RWTH. The scope of knowledge required for admission to the program in question is to be assigned in the form of credit points, and the proven qualifications must be comparable to those of the Bachelor's degree at RWTH.
- (6) The Examination Board may admit a student to a Master's course of study on the condition that they obtain additional qualifications. Evidence of the completion of such additional requirements must be provided before registering for the Master's thesis, unless the course of study-specific examination regulations define an earlier point in time for their completion. The type and extent of such additional requirements are determined individually by the Examination Board on the basis of the student's qualifications and expertise gained through the prior degree course. Additional requirements may be exclusively modules or examinations from an RWTH Bachelor's course of study. As a rule, such additional requirements shall be completed in the language of the Master's course of study.
For additional requirements, the regulations in §§10 to 15 apply. Provided that the requirements of § 13 are fulfilled, upon application to the Examination Board, assessments completed

after the date of application may be recognized to fulfill the additional requirements to be met by the applicant. Results of examinations for additional qualifications will not be shown on the final academic transcripts, are not listed on other transcripts of grades achieved, and are not included in the calculation of overall grades. Separate certificates will provide evidence of successful completion of additional examinations. The course of study-specific examination regulations may set an upper limit for the extent of additional requirements; if this limit is exceeded, admission to the Master's course of study cannot be granted. Moreover, course of study-specific examination regulations may define the areas or the number of areas in which additional requirements must be completed.

- (7) For German-taught Bachelor's and Master's courses of study, adequate knowledge of the German language must be demonstrated by applicants who have not obtained their study qualifications at a German-speaking institute, or who have not acquired German as their native language. The following certificates are recognized:
- a) TestDaF (level 4 in all four examination areas),
 - b) Deutsche Sprachprüfung für den Hochschulzugang (Test of German Language Ability for International Students) (DSH, level 2),
 - c) Deutsches Sprachdiplom der Kultusministerkonferenz (German Language Certificate of the Standing Conference of the German Ministers of Education and Cultural Affairs) – Level 2 (KMK II)
 - d) Kleines Deutsches Sprachdiplom (KDS), Großes Deutsches Sprachdiplom, or Goethe-Zertifikat C1 from the Goethe-Institut
 - e) Deutsche Sprachprüfung II of the Sprachen- und Dolmetscher Institut München (German Language Examination II)
 - f) telc German C1 Hochschule.

The requirements in each individual course of study are decisive for determining the proof required. If less German language skills are required to successfully complete the respective course of study, proof of a lower level of German language skills must be required by the course of study-specific examination regulations, corresponding to the language requirements of the respective course of study.

- (7a) If the responsible examination board requires a candidate to complete additional requirements in order to gain admission to a Master's course of study predominantly held in English or in another foreign language and one or more of these requirements can only be completed in German, then, in addition to the language skills required for the Master's course, the candidate, unless they are German native speakers or have acquired their first university degree at a German-speaking institution, must also provide evidence of proficiency in German, provided that this is stipulated in the course of study-specific examination regulations. The evidence referred to in the second sentence of paragraph 7 shall be recognized in any case. If the course-specific examination regulations stipulate that proof of proficiency in German is required due to additional requirements, this proof does not have to be provided if the additional requirement in question has already been recognized at the time of enrollment.

- (8) For Bachelor's courses of study mainly in English or another foreign language, evidence of sufficient knowledge of the relevant language must be provided. For admission, competence level B2 of the "Common European Framework of Reference for Languages" is sufficient. For knowledge of English, evidence can be provided, for example, in the form of a German Abitur certificate (or equivalent), documenting that English has been consistently taken as a subject and passed with the degree of "sufficient" or higher up to the end of qualification level 1 (grade 11 for the G8 Abitur, otherwise grade 12). Courses in modern languages commenced at secondary level I and continued to the end of qualification level 1 (with the exception of Chinese and Japanese) result in a qualification at competence level B2, regardless of their classification as a basic or advanced course.
- (9) For Master's courses of study mainly in English or another foreign language, evidence of sufficient proficiency of the relevant language must be provided. For Master's courses of study mainly in English, adequate knowledge of English must be proven by non-native speakers of English who have not acquired their higher education entrance qualification at an English-language institution. The following certificates are recognized:
- a) Test of English as a Foreign Language (TOEFL) "Internet-based" test (IBT) with a result of at least 90 points,
 - b) IELTS test with a result of at least 5.5,
 - c) Cambridge Test – Certificate in Advanced English (CAE),
 - d) First Certificate in English (FCE) with a grade of at least B,
 - e) A certificate of English language skills at level B2 of the "Common European Framework of Reference of Languages". Such evidence is provided, for example, by a German Abitur certificate, showing that English has been consistently taken as a subject and passed with the grade of "sufficient" up to the end of qualification level 1 (grade 11 for the G8 Abitur, otherwise grade 12).
 - f) Placement test at the RWTH Language Center at the B2 level (MK 7).

The course of study-specific examination regulations may make it possible for the Examination Board to ascertain the candidate's English language proficiency by different means, for example if the candidate presents a Bachelor's thesis written in English or evidence of a colloquium carried out in English.

- (10) In the course of study-specific examination regulations, evidence of English language skills at a higher level may be required. In this case, the following certificates are recognized:
- a) Test of English as Foreign Language (TOEFL) "Internet-based" test (IBT) with a result of at least 95 points,
 - b) IELTS test with a result of at least 6.5,
 - c) Cambridge Test – Certificate in Advanced English (CAE),
 - d) Placement test at the RWTH Language Center at the OK level (upper course) 1.

- (11) Course of study-specific examination regulations may require proof of practical professional experience.
- (12) Assessment of whether the admission requirements are met is the responsibility of the relevant Examination Board in consultation with the Registrar's Office. In the case of applications by international students, the decision is made in consultation with the Division of Admissions and Social Affairs.
- (13) Admission is denied (barrier to registration) if the applicant has ultimately failed an examination required according to the examination regulations of the selected course at a university in the scope of application of the Basic Law of the Federal Republic of Germany. Admission is also denied if the applicant has ultimately failed an exam in another, related course of study, in which the exam is required by the examination regulations, if this exam is also required in the selected course of study. Related content means a similarity of at least 60% of the content of the course to be studied. Applicants who have ultimately failed a Bachelor's or Master's course of study at RWTH or at another university in the scope of application of the Basic Law of the Federal Republic of Germany or who cannot be admitted to the final examination of this course must apply for review of the admission requirements with the responsible local Examination Board when enrolling or transferring, in order to be able to enroll or transfer (certificate of good standing).

§ 4

Standard Period of Study, Scope of the Course, and Credit Points

- (1) The standard period of study for a Bachelor's course of study is a minimum of six semesters (three years) and a maximum of 8 semesters (4 years) full-time, including completion of the Bachelor's thesis, in accordance with the course of study-specific examination regulations. Students can usually only begin their studies in the winter semester. The course content is structured accordingly. Possible deviations from this rule are laid out in the course of study-specific examination regulations.
- (2) The standard period of study for Master's courses of study is a minimum of two terms (one year) and a maximum of four terms (two years) full-time, including completion of the Master's thesis, according to the course of study-specific examination regulations. Taking up a Master's course of study should be possible both in the winter and the summer semester. Any justified deviations are set out in the course of study-specific examination regulations.
- (3) Courses of study have a modular structure. Each individual module entails imparting or acquiring knowledge and competences in a specific subject area. Learning outcomes must be evaluated through examinations or another form of assessment. The number of modules required to complete the course of study is specified in the course of study-specific examination regulations.
- (4) Student performance in the individual modules is evaluated according to § 10, and the results, weighted in the form of credit points, count towards the overall grade. Credit points will not only be awarded based on the scope of the course in question, but also reflect student workload in terms of preparation, revision, and examinations (self-study). One credit point corresponds to an estimated workload of about 30 hours. A semester usually comprises 30 credit points. It must be possible to achieve the learning outcomes laid out in the examination regulations or module manuals, as well as to evaluate them in assessments designed for this purpose. Modules are generally completed by passing an examination. Exceptions may result from the provision of § 6 (12). As soon as an examination for a module has been successfully completed, the student will be awarded the corresponding number of credit points. The course of study-specific examination regulations may stipulate that no grades are awarded in the first and/or second term.

- (5) The scope of studies plus the Bachelor's or Master's thesis are measured in weekly class hours per semester. One lecture hour per week corresponds to one 45-minute class per week during the semester lecture period. The SWS indicated only correspond to the duration of the courses. They do not include any necessary time spent preparing or learning for the course. Student learning time is accounted for through the award of credit points according to para. 4. The distribution of credit points is laid out in the course of study-specific examination regulations.
- (6) Through the provision of courses, RWTH ensures that the course of study can be completed within the standard period of study, and that the modules required to complete the degree, in particular, including all examinations as well as the Bachelor's or Master's thesis, can be completed within the specified deadlines.
- (7) Students who have not achieved at least two-thirds of the credit points set out in the schedule of studies after the second, fourth or sixth course semester of the Bachelor's course of study, will be invited to speak with the responsible departmental advisor or a comparable body. Students are strongly advised to make use of this opportunity.

§ 5

Registration and Admission to Courses

- (1) The classes in a Bachelor's or Master's course of study at RWTH are open to students enrolled in the course of study, cross-registered students, and, generally, also to students in other courses of study as well as auditing students. Courses may be delivered face-to-face on campus or remotely as online courses. If possible and available, the recordings of the digitally offered teaching formats should be made available to students for exam preparation. Registration via an online registration process is required for every course. The registration deadline and registration process are made known in good time via the campus management system (CMS). In the course of study-specific examination regulations, separate registration and cancellation notice periods can be stated for each individual type of class.
- (2) For courses with a learning objective that cannot be achieved without the active participation of students in the course, regular attendance may be mandatory. This also applies, in principle, to courses offered online. The specific types of courses are set out in the examination regulations for the course of study. Compulsory attendance courses are indicated as such in the relevant module catalog. The permissible authorized absence depends on the course in question, and also includes absences excused with a medical certificate. Depending on the course content, the permissible absence period is between 10% and 30% of the contact time. The permissible absence period as well as the possibility and form of substitute performances are determined by the lecturer at the start of the course and also published in the CMS. If the CMS does not provide any information on permissible absence, the permissible absence period is 30% of the contact hours.

When conducting courses requiring attendance online via video conferencing, students must activate their webcam at the beginning of the course so that it is possible to check whether they are present. Students who do not activate their webcam will be excluded from attending the course. The instructor may request students to activate their video or to use a photo of themselves as a display picture. The instructor may require this for the purpose of initial attendance checks, randomly, or continuously during the event. Students who fail to comply with this request will not be allowed to participate in the course.

For practical work such as lab courses and comparable courses, other course of study-specific regulations may apply.

- (3) If it becomes necessary to limit the number of participants in a class, e.g. due to the type of instruction, research concerns, or the number of available instructors and advisors, this limitation must be in accordance with the provisions of § 59 Section 2 HG (German Higher Education Act). Students who must take part in a class at a particular point in time as part of their curriculum must be given first consideration. This also applies to students who have to fulfill family obligations alongside their studies and who can prove this by presenting a family card. Further criteria are as follows (in hierarchical order): Mandatory or core elective components, Master's modules completed in advance, voluntary additional assessments (in accordance with § 8 (1)), and open admission (para. 1).
- (4) The course of study-specific examination regulations may stipulate that successful completion of modules, module components according to § 7 (15), exams, courses in accordance with § 5 (2) is a prerequisite for participation in further examinations. This is to be specified in the module catalog.

§ 6

Examinations and Examination Deadlines

- (1) The Bachelor's or Master's examination consists of the exams for the individual modules as well as the Bachelor's or Master's thesis. The exams and Bachelor's or Master's thesis are completed alongside regular studies, ideally within the standard period of study. Only enrolled students may take exams. The modules within the curriculum are divided into mandatory and core elective modules. Mandatory modules are modules which the student is required to take. Core elective modules can be chosen from a given list of alternative modules.
- (2) The subjects of the exams correspond to the content of the associated courses according to the module catalog of the course in question. The currently valid module handbooks for all courses of study and examination regulations versions can be viewed in the CMS.
- (3) Students should take courses at the point during their studies as defined in the curriculum. Attending a course as well as participation in the associated examination generally require online registration by students in the CMS. Details on the registration and cancellation process including notice periods and deadlines are provided in the CMS. There is no entitlement to take an examination without proper registration. For deregistration, § 15 (1) applies.
- (3a) Notwithstanding para. 3, sentence 2, the registration for examinations that are taken during a course may already be included in the registration for the course in question. If the procedure indeed entails a dual registration, this must be indicated in the registration in the CMS. Further, the deadline for deregistration from an exam must be clearly specified.
- (4) The relevant Examination Board ensures that examinations can be taken for the subjects that are part of the Bachelor's or Master's examination in the respective term in each examination period. All examinations that are associated with lectures and tutorials, as well as all written

papers, should be offered at least twice a year; in the case of written examinations, the deadlines are to be announced at the beginning of the lecture period. Details on examination dates are laid out in the course of study-specific examination regulations and announced in the CMS.

- (5) The chairperson of the responsible Examination Board ensures that candidates are notified of the examination date and the name of the examiner in the CMS by mid-May and mid-November at the latest. Oral examination dates can also be individually arranged; however, the name of the examiner must be established beforehand.
- (6) The legal maternity and parental leave periods as well as times of absence due to responsibilities for the care of children as defined in § 25 Sect. 5 of the German Federal Education and Training Assistance Act (Bundesausbildungsförderungsgesetz) and for the care of spouses, registered partners, direct relatives or in-laws must be taken into consideration.
- (7) If a candidate is not able to take an examination, partially or in its entirety, due to longer-lasting or permanent physical disability or chronic illness, and provides a medical certificate as evidence for their condition, the chairperson of the Examination Board must permit the candidate to take an equivalent examination in another form. If a course of study requires mandatory industrial placements or study abroad periods, equivalent qualifications are to be defined for those students who, due to their medical condition, are not capable of completing them, despite the support provided by the University.
- (8) Students on leave of absence are entitled to take examinations at RWTH.
- (9) For written examinations, with the exception of those taken under supervision, the candidate must declare in lieu of an oath that the examination has been completed by him- or herself and without impermissible external assistance, and that no other than the given sources and resources have been used. If applicable, the examinee is to declare that the written and electronic versions are identical.
- (10) At the start of a written examination, candidates must sign the examination sheet and confirm that they feel healthy and able to participate in the examination. For oral examinations, the candidate must be asked before the examination whether they feel healthy and able to participate in the examination. This student statement is to be recorded in the examination report.
- (11) Students who wish to take the same exam in a later examination period may be admitted to be present at oral examinations, if there is room, provided the candidate does not object. Authorization does not extend to the discussion and announcement of the examination result. It is prohibited to take notes or make audio or video recordings.
- (12) Module examinations may consist of partial examinations or partial qualifications. Partial exams are independent exams within a module for whose completion credit points are awarded. Partial qualifications are non-independent parts of an exam for which no credit points are awarded, but which are graded. The grades for partial qualifications, weighted according to § 14 (5), form part of the grade of the examination of which they are a part. The possibility of requiring ungraded examinations remains unaffected by these provisions.
- (13) If a module is phased out, there will be three exam dates for students who have already registered for the exam(s) belonging to the module (pending examination procedure) after the course has been offered for the last time. If a module is replaced by a new module in a degree program in the mandatory area, this must be indicated in the curriculum/course schedule.

§ 7 Types of Examinations

- (1) The examination regulations differentiate between examinations that are taken during courses and those that conclude courses. Examinations that accompany courses are, according to the relevant course of study-specific examination regulations, course assignments, written papers, project work, portfolios, presentations, colloquia, and practical work. Examinations that conclude courses are written and oral examinations. Further details and any other types of examination are laid out in the course of study-specific examination regulations.
- (2) If, in accordance with the relevant module catalog, an alternative form of examination is planned, it is to be announced along with the permissible materials and aids, up to four weeks prior to the examination date at the latest. The provisions of § 14 (4) remain unaffected by this.
- (3) In written exams the candidate must prove that they can recognize a problem using the accepted methods of the subject and develop a solution in a limited period of time and using limited resources. A framework for the duration of written exams is to be specified in the course of study-specific examination regulations as follows:

Usually, for an award of up to 5 credit points, the written exam must last 60 to 90 minutes; for an award of 6 or 7 credit points it must last up to 120 minutes, and for an award of 8 or more credit points, it must last more than 120 minutes.

- (4) Multiple choice tasks may also be included in written exams. For details on how the exam is evaluated or graded, please refer to § 10 (4 - 6).
- (5) Written exams may also come in the form of e-tests. E-tests are multimedia-supported examinations. For example, students may be asked to complete free text tasks, fill-in-the-gap problems and assignment tasks. Before conducting multimedia-supported examination tasks it must be ensured that the electronic data can be identified uniquely and distinctly and can always be attributed to the individual student. The examination is to be carried out in the presence of a person with expertise in the subject (proctor) in accordance with § 12. A report must be prepared on the examination procedure, which includes the name of the proctor as well as the students taking part, the beginning and end of the examination, and any extraordinary incidents. It must be ensured that the results can be proven. After the results are finalized, students must be granted the right to view the multimedia examination according to § 22. Further details are specified in the course of study-specific examination regulations.
- (6) In **oral examinations** the candidate must prove that they understand the underlying interrelated concepts of the subject matter and that they can put into context any specific questions or issues. The oral examination should also identify whether the candidate has a broad basic knowledge. Oral examinations are either held by several examiners (panel examination) or by one examiner in the presence of a competent assessor, as a group examination or individual examination. Oral examinations may contain elements of electronic tests according to para. 5 as well as practical elements. The central subjects and results of the oral examination are to be noted down in a report. The result of the examination is to be announced to the candidate following the oral examination. The framework for the duration of an oral examination is laid out in the course of study-specific examination regulations. The examination has a duration of at least 15 minutes and a maximum of 60 minutes.

In a group examination, the same time frame must be observed per candidate as for an individual examination. The maximum number of candidates for a group examination is laid out in the course of study-specific examination regulations.

- (7) In the context of a **course assignment** students carry out an exercise or problem in the field of the Bachelor's or Master's course of study. Further details are specified in the course of study-specific examination regulations.
- (8) In the context of **a written paper** students are asked to write on a topic discussed in a particular class, analyzing it in an appropriate manner by using relevant literature and other suitable resources and coming to fitting conclusions. Suitable resources are stated in the assignment. Details concerning the duration and scope of the written paper, as well as additional course of study-specific requirements, are laid out in the course of study-specific examination regulations.
- (9) In the context of **project work** a concise scientific presentation of a question or problem should be laid out in writing, under guidance of academic staff. Further details are specified in the course of study-specific examination regulations.
- (10) In a written examination in the form of a portfolio, students work on a task from the course or module by creating a compilation of relevant documents and materials, over a longer period of time and in a systematic and targeted manner. The project duration, specific tasks and questions, requirements and assessment criteria are announced at the beginning of the compilation process. A portfolio may also be an electronic portfolio. Further details are specified in the course of study-specific examination regulations.
- (11) A **presentation** is typically a short lecture based on written preparation. Students should demonstrate that they are able to prepare a topic in a scientific manner, have command of the subject and its objects of investigation, and are able to orally present the results. Details on the duration of the presentation as well as the scope of preparation are set out in the course of study-specific examination regulations.
- (12) In the **colloquium** students demonstrate that they have a deeper understanding of a subject and can classify and evaluate questions and problems in a discussion with the examiner and other participants in the colloquium. The colloquium may begin with a presentation according to para. 11. Further details are specified in the course of study-specific examination regulations.
- (13) Examinations according to paras. 7 to 9 as well as 11 and 12 may also be permitted as a group performance, provided an individual evaluation of the contribution from each group member is possible.
- (14) In the **practical training/lab** students should learn to perform independent experimental work, evaluate measured data, and present the results in a scientific manner. The students' technical knowledge, experimental skills, and the quality of scientific preparation provide the basis for evaluation. If the practical training is carried out in small groups, the performance of each individual student is evaluated. Details as well as additional course of study-specific requirements are set out in the course of study-specific examination regulations.
- (15) **Module components** are repeatable assessments that may serve as requirements for exams. They can be registered for and completed in the context of courses. For the assessment of module components, in principle, the regulations set out in § 10 apply. Module components can be defined as a prerequisite for the registration for – or allocation to – exams. Furthermore, there are module components that prepare students for subsequent exams and allow for an improvement in grades through the acquisition of bonus points. Such module components (e.g. written homework) can be credited to a maximum of 20% towards a subsequent final exam in the respective course. At the beginning of the term, or at the latest with the first course meeting, the lecturer provides information on the criteria specifying how bonus points can be obtained in the CMS. If the subsequent final assessment was graded "not passed" (5.0), bonus points will only be credited if this is expressly stipulated in the CMS. Further details are specified in

the course of study-specific examination regulations. Modular components passed by the student are valid for all examination attempts that are part of a course offered in a semester or a year, as long as the module coordinator does not define the validity of the component as unlimited when entering the corresponding course in the CMS.

§ 7a Remote Exams

- (1) If the form of the exam permits, exams may be conducted as remote (online) exams. Remote examinations can be conducted both on and outside of the University premises. If an exam is to be conducted remotely, this must generally be announced in the CMS at least 14 days before the exam date.
- (2) In remote exams, it must be ensured that the principle of equal treatment under examination law is observed.
- (3) If exams are held in person, students have the option, in justified exceptional cases, to apply to the examiner to take a remote exam outside of the University premises instead. If the examiner and the students do not find an agreement on this issue, the responsible examination board shall decide.
- (4) If there is a failure in the technology during the exam (e.g. a loss of connection or the image freezes), which significantly disturbs the examination, it must be terminated and re-scheduled. If the problems with the audio and/or visual connection are minor and do not significantly disturb the examination, the examination can be continued. The decision on whether a technical problem is to be considered a significant disturbance to the exam lies with the examiner(s).
- (5) If the student terminates the remote exam and it cannot be established that the loss of connection is due to a technical issue, the examination will be graded "insufficient" (5.0).
- (6) A record of the remote exam must be taken, as with regular exams. This record contains information on the technical framework conditions (in particular, the type of software used, the quality of the transmission, occurrence of technical problems, procedural information communicated to the candidate, visits to the bathroom) and documents the answers given by the student during the oral exam. Remote oral exams are not recorded by the University.
- (7) In the case of written remote exams, candidates must declare in lieu of an oath that they have completed the exam themselves and without impermissible external assistance, and that no other than the permissible sources and resources were used.
- (8) RWTH Aachen University may use the help of third parties to conduct written digital remote examinations.
- (9) If a remote exam is held, the following requirements in particular must be met before the exam begins:
 1. The candidate must identify themselves by means of a photo ID, usually the BlueCard;
 2. The candidate is captured on the webcam according to the examiner's instructions;
 3. If requested by the examiners, the room in which the candidate is located must be shown via webcam before the start of the exam.

The examiner may ask the student to show their location again during the exam via web cam. In case of oral and proctored written remote exams held outside of the University premises, it is necessary for students to submit a data privacy consent form prior to the exam.

- (10) Written exams can be held as non-proctored remote exams. In this case, the relevant Examination Board is to be informed.

§ 8 Additional Examinations

- (1) The candidate can complete examinations in other freely selectable modules (additional examinations).
- (2) For additional examinations, the regulations stated in §§ 10 to 15 apply.
- (3) Examinations taken by students which go beyond the coursework required by the curriculum for the course of study can be defined in retrospect as additional exams. The declaration is to be submitted in writing or in electronic form to the Central Examination Office within a week of announcement of the result of the final examination of the course of study. If no declaration is received within this period, examinations will be listed in the order of completion as additional exams. These additional examinations, including their results, will be listed on the final transcript or records. However, they will not be included in the calculation of the overall grade.
- (4) Upon official request by the student, completed exams that are not obligatory in the curriculum of the course of study in question may be listed on the transcript of records, including the grade. However, they are not taken into account for the calculation of the overall grade. The application is to be submitted in writing or in electronic form to the Central Examination Office within a week after announcement of the last examination of the course of study in question.
- (5) An examination declared as an additional exam according to para. 3 and 4 cannot be declared retrospectively as a mandatory or required elective exam for the course of study the student was registered for at the time of the exam.

§ 9 Master's Modules Completed in Advance

- (1) Modules that can be chosen according to the course of study-specific examination regulations of the Master's course of study and for which students wish to take exams ahead of schedule, can be taken usually after acquiring 120 credit points in accordance with § 5 (3), provided there is no restricted admission for the Master's course of study. The scope of Master's modules completed early should not exceed 30 credit points. It is not possible to include Master's modules completed in advance in the final academic transcript of the Bachelor's course of study.
- (2) For examinations to be taken in these modules, the regulations stated in §§ 10 to 15 apply. If a student withdraws from an exam (withdrawal or medical certificate), they have the option to reregister for the exam. Retaking an early Master's examination that has not been passed is usually only possible after enrollment in the Master's course of study. As an exception from this rule, the Examination Board of the Bachelor's course of study may decide whether an early repeated attempt is permissible; this decision is made in consultation with the responsible Examination Board of the Master's course of study for which the early Master's examination should be performed. The registration of a repeat attempt of a failed, early Master's examination performance is made in the Central Examination Office (ZPA) by the student.
- (3) Following enrollment in the Master's course of study (see above), both positive and negative results from any exams taken early will be transferred. Once credit from early examinations has been transferred, the student may possibly be classified into a higher semester of study by the Examination Board.

- (4) Taking early examinations for a Master's module does not give students the right to admission to a Master's course. It will be independently verified whether the student meets all admission requirements.
- (5) The Master's thesis module cannot be completed in advance.

§ 10 Assessment and Grading

- (1) The grades for the individual examinations are determined by the respective examiners. For the evaluation, the following grades are to be used:

1 = very good	An excellent performance;
2 = good	A performance that is above average
3 = satisfactory	A performance that meets the requirements;
4 = sufficient	A performance that, despite its shortcomings, meets the requirements;
5 = insufficient	A performance does not meet the requirements due to substantial shortcomings

By raising or lowering the individual grades by 0.3, intermediate values can be formed for a differentiated evaluation. The grades 0.7, 4.3, 4.7, and 5.3 are excluded. Performances that are not graded are evaluated as "passed" or "failed."

- (2) Written exams that are not completed within the given deadline are evaluated as "insufficient" (5.0).
- (3) If an exam is assessed by two examiners in accordance with § 12 (3), the grade will be the arithmetic mean of the individual evaluations. The value of the arithmetic mean may have to be rounded to the next value according to § 10 (1). If the value is exactly between two grade stages, the higher grade is selected. For written exams, if the difference is higher than 2.0 or if one of the assessment turns out to be "insufficient", but the other "sufficient" (4.0) or better, it will be assessed by the responsible Examination Board or by a third party authorized as an examiner. In this event the grade will be formed using the arithmetic mean of the three grades. However, in this case, the examination may only be evaluated as "sufficient" (4.0) or better if at least two grades are "sufficient" or higher.
- (4) Multiple choice is a format used in examinations which provides a number of pre-given answers to a question for selection. The evaluation criteria must be announced on the test sheet as well as in the CMS (14 days prior to the examination).
A written exam which consists solely of multiple choice questions is considered to be passed if
 - a) 60% of the maximum points to be achieved have been obtained, or
 - b) at least 50% of the maximum points possible have been obtained, and the achieved number of points does not fall short of 22 percent below the average performance of candidates who have participated in the test for the first time. Together with the grades, the grade point

average of all candidates is to be published who took part in the examination for the first time.

- (5) If the candidate achieves the minimum number of points required according to para. 4 and thus passes the exam, the grade is as follows:
- very good, if the candidate received at least 75%
 - good, if the candidate received at least 50% but less than 75%
 - satisfactory, if the candidate receives at least 25% but less than 50%
 - sufficient, if the candidate receives none of or less than 25%

of the remaining points to be attained.

- (6) If a written exam consists of both multiple choice and other types of questions, the multiple choice questions are evaluated according to paragraphs 4 and 5. The other questions are evaluated according to the method usually used for the respective type of question. The grade is determined taking into account the weighted results of both parts of the examination. The weighting is determined by the percentage each type of task is given in the exam. This is determined by the percentage that can be attained at maximum in the different type of tasks.
- (7) An evaluation of the exam takes place only when the candidate is enrolled in the course of study at the time of the exam or submission of the assignment to be evaluated. The exam results must be communicated six weeks after the exam date at the latest. It must be ensured that the exam result is available at least ten days before the date of the repeat exam (if applicable). Students are automatically notified of the exam result via the CMS. Furthermore, students can also obtain their current transcript through the CMS. It must be ensured that the grades for the respective modules are submitted to the Central Examination Office (ZPA) via the CMS. Modules from the winter semester are to be entered by April 30 at the latest; those from the summer semester by October 31.
- (8) An exam is considered passed when the grade is at least "sufficient" (4.0). If an exam consists of several partial performances, the grade takes all partial assessments into consideration. It is sufficient that the weighted mean of grades results in a grade of at least "sufficient" (4.0). Alternatively, the course of study-specific examination regulations may stipulate that each partial assessment must have a minimum grade of "sufficient" (4.0) or have been passed. If expressly stated in the module description, for specific partial assessments, the grades "passed" or "failed" (5,0) can only be established after all completed partial assessments have been taken into account; in this case, the individual partial assessments are not graded. If the final thesis consists of several partial examinations, each partial assessment must be passed or have a grade of at least "sufficient".
- (9) A module is considered passed if the weighted average of all of its partial examinations have resulted in a grade of at least "sufficient" (4.0) and all other credit points or module components required by the course of study-specific examination regulations have been achieved. The course of study-specific examination regulations may alternatively stipulate that a module has been passed if all of its partial examinations have been passed with a grade of at least "sufficient" (4.0), and all other credit points or modular components have been achieved according to the relevant course of study-specific examination regulations. If the final thesis consists of several partial examinations, each partial examination must have been passed or have a grade of at least "sufficient" (4.0). For each module, the credit points will be calculated in accordance with the module catalog for of the relevant course of study-specific examination regulations.
- (10) The overall grade is composed of the grades of the modules and the grade of the Bachelor's or Master's thesis, whereby the individual grades and the grade from the Bachelor's or Master's

thesis are weighted using the relevant credit points. As a rule, the credit points from all graded modules required for completion are included in the calculation of the overall grade. The Bachelor's or Master's thesis and all individual modules and module areas may be weighted differently. Details on module area selection and their weighting are stipulated in the course of study-specific examination regulations.

- (11) The overall grade for the Bachelor's or Master's examination passed is:
- | | |
|------------------------------|-----------------|
| for an average of up to 1.5 | = very good, |
| for an average of 1.6 to 2.5 | = good, |
| for an average of 2.6 to 3.5 | = satisfactory, |
| for an average of 3.6 to 4.0 | = sufficient. |
- (12) When calculating grades and the overall grade, only the first decimal place after the period is taken into account. All other decimal places are cut off. They are not being rounded up or down.
- (13) In the event that all module examinations for a Bachelor's course of study have been completed within the standard period of study, the course of study-specific examination regulations provide for the cancellation of one or more weighted module grade(s) worth between 5 and 30 credit points. In the event that all module examinations for a Master's course of study have been completed within the standard period of study, the course of study-specific examination regulations provide for the cancellation of one weighted module grade worth up to 15 credit points. The student must notify the Central Examination Office, within a week of announcement of the results of the final examination, in writing or electronic form, whether any module grade(s) should be deleted (and if so, which ones). The deletion of the grade of the final thesis is not possible. The respective module will be marked as "passed" on the final academic transcript. The deleted grade is not included in the calculation of the overall grade. Deleted grades are displayed in a separate area of the final transcript for information information purposes only.
- (14) (14) Instead of the overall grade "very good" according to para. 11, the overall grade "with distinction" is awarded if the module "Bachelor's or Master's thesis" is assessed with a grade of 1.0 and the overall grade is 1.3 or better.

§ 11

Examination Board

- (1) For the organization of examinations and the tasks and responsibilities resulting from the present examination regulations, each Faculty establishes an Examination Board. The Examination Board consists of the chair, the deputy chair, and five other members with voting rights. The chair, deputy chair, and two other members will be selected from among the group of professors, one member from among the academic staff, and two members from among the group of students. A deputy will be nominated for each member of the Examination Board. The term of office of the professorial and academic staff members will amount to two years, whilst the term of office for student members will amount to one year. Re-election to the Board is possible.
- (2) The Examination Board is a public authority in accordance with the Administrative Procedure Law and the Law of Administrative Court Procedure.
- (3) The Examination Board makes sure that the provisions of the examination regulations are observed and that the examinations are properly conducted. In particular, the Board decides on objections and appeals to decisions made in the examination procedure. Decisions on such

appeals must be substantiated and complemented with information on available legal remedies.

- (4) On a regular basis and at least once a year, the Examination Board must present a report to the Faculty, containing statistics and general data on examinations and periods of study. It provides suggestions on how the examination regulations and curricula can be further improved and determines how grades and overall grades should be awarded. The Examination Board can delegate specific, clearly defined tasks to the chair of the Board, beyond the tasks specified in the present general examination regulations and those specified in the course-specific examination regulations. This does not apply to decisions regarding appeals and objections, the report to the Faculty, and decisions in accordance with § 21. Members of the Examination Board have the right to be informed by the chairperson on all of their decisions.
- (5) The Examination Board has a quorum if, in addition to the chair and the deputy chair, two additional professors with voting rights (or their deputies) and at least two additional voting members (or their deputies) are present. Board decisions shall be made by simple majority. In the event of a tie, the chairperson's vote shall decide the matter.
- (6) Resolutions of the Examination Board may, in justified exceptional cases, be adopted by circulation procedure in written or electronic vote if no voting member objects to the adoption of the resolution within a period of 5 working days, starting with the day that the documents are electronically sent. If resolutions are to be passed in this form, the chairperson shall send the proposed resolution, including a statement on the matter at hand, a justification for choosing the circulation procedure, a note on the possibility of objection pursuant to sentence 1, and a request to cast the vote within a period of 5 working days. Decisions in appeal proceedings cannot be taken by circulation procedure.
- (7) The members of the Examination Board have the right to be present during exams and at the exam review session.
- (8) The meetings of the Examination Board are not public. The members of the Examination Board and their representatives are obligated to maintain professional discretion. Insofar as they are not members of the public service, the chair of the Examination Board must see to it that they commit themselves to confidentiality. Provided the relevant Examination Board agrees, guests with relevant expertise can be admitted to the meetings of the Examination Board. The guests are not entitled to vote but nevertheless must be committed to confidentiality.
- (9) In carrying out its duties, the Examination Board is assisted in administrative matters by the Central Examination Office as well as the Student Affairs Division (Registrar's Office) and the Admissions and Social Affairs Division.

§ 12 Examiners and Assessors

- (1) For exams in accordance with § 7, course instructors are appointed as examiners for their courses if they have the official authorization to teach. All persons who have independent authorization to teach are eligible to be appointed as second examiners in their subject field. Furthermore, the chairperson of the Examination Board can appoint other individuals as examiners. Exams may only be graded by those, who have completed the same or an equivalent exam. The examiners may nominate the assessors, if necessary. Assessors must be competent persons who have a corresponding or equal qualification.
- (2) Examiners are independent in their examining role. The provisions of § 11 para. 7 s. 2 apply accordingly. This also applies to assessors.

- (3) Written and oral exams which complete a course of study according to the curriculum, and repeat exams, for which no compensation option is provided in case of ultimate failure, are to be assessed by at least two examiners in accordance with § 10 (3). If written exams come in the form of e-tests or exams with multiple choice tasks, due to the built-in assessment component, the examination tasks must be created by two examiners.
- (4) The examiner may assign the preliminary assessment to suitable specialist staff, who are sufficiently qualified for the examination in question.

§ 13

Credit for Period of Study, Academic Performance, and Assessments

- (1) Results of passed and failed exams taken for courses at other national or nationally-recognized universities, at national or nationally-recognized vocational academies or in courses of study at national or nationally-recognized foreign universities, are recognized by the responsible Examination Board upon application, provided there is no significant difference (with regard to the tested competencies) to the equivalent exams for which they are substitutes. This also applies to degrees for completed courses of study in accordance with clause 1. Recognition in accordance with clauses 1 and 2 serves the continuation of studies, the sitting of examinations, admission to further study, or admission to a doctorate.
- (2) Significant differences exist, in particular, if the competences acquired do not correspond with the requirements of the Bachelor's or Master's course of study in question. The assessment process should not involve a merely schematic comparison, but rather consideration and evaluation of the entire situation. For periods of study, courses and examinations performed outside the area of validity of the constitution, agreements of equivalence approved by the Standing Conference of the Ministers of Education, as well as university partnership agreements are to be respected. Otherwise, in case of doubt of equivalency, the Central Office for Foreign Educational Systems can be consulted.
- (3) According to para. 1, the candidate can, or upon application from the student, must, be classified into an appropriate semester of study on the basis of recognition. This classification is based on the number of recognized credit points in relation to the total number of credit points that can be acquired in the course of study in question.
- (4) The student must provide documents in German or English for the recognition process. For documents that are not written in German or English, certified translations must be included at the request of the Examination Board. The documents must include statements on the competences acquired and the corresponding performances that have been passed or failed, and which are to be recognized. As a basis for the recognition of study periods and performances, the relevant module descriptions are to be provided as well as the transcript of records or a comparable document.
- (5) The examination performances of school students who have been admitted due to special aptitude as young students outside of the enrollment regulations, may be recognized upon application for a course of study commenced at a later stage.
- (6) The Examination Board of the relevant Bachelor's or Master's course of study is responsible for the recognition of performances according to paras. 1 to 5. Before determining whether significant differences exist, a specialist for the course in question should be consulted. The decision on recognition and crediting is to be made within 3 months from the availability of all required documents.

- (7) Recognition is possible if the candidate has to complete a sufficient amount of examinations and assessments at RWTH for the course of study in question, so that conferral of an academic degree by RWTH is justified. Typically this is at least the Bachelor's or Master's thesis as a final assessment.
- (8) If academic performances and assessments are recognized, insofar as the grade systems are comparable, the grades can be accepted and included in the calculation of the overall grade. In deviation from the possible interim values as defined in § 10 (1) sentences 2 and 3, the first decimal place after the decimal point is taken into account in the recognition process with comparable grading systems. All other decimal places are not taken into account. They are not being rounded up or down. For grade systems that are not comparable, the note "passed" is included. Recognition of external qualifications is marked on the certificate. Recognition of academic performance and examinations completed abroad should be based on the Recommendation for the Conversion of Grades Gained During Study Abroad in its most current version.
- (9) Upon application, the University may recognize other knowledge and qualifications on the basis of submitted documents, if these knowledge and qualifications are equivalent (in content and scope) to the competences assessed in the examinations for which they should be recognized as a substitute. It is generally inadmissible to recognize non-university skills amounting to more than half of the credit points required in a course of study.
- (10) The decision on the recognition of national and international periods of study, academic performance and examinations or other knowledge and qualifications is made by official notice, including information on legal remedies. Negative decisions are to be communicated and explained in writing to the student by the relevant Examination Board.

§ 14

Repeat Examinations or Bachelor's or Master's Thesis and Loss of the Right to an Examination

- (1) In case of "insufficient" (i.e. failed) performances, the examinations can be repeated twice; the Bachelor's or Master's thesis may be repeated once. If a resit examination has also not been passed, students are advised to speak with a departmental academic advisor. It is not permitted to repeat an examination that has been passed. If the student has not compensated for partial assessments, as a rule, all partial assessments must be repeated.
- (2) If a candidate receives a grade of "insufficient" (5.0/failure) when re-sitting a written examination for the second time, the candidate has the option to apply for a supplementary oral examination before the examination is finally graded as "insufficient" (5.0). This does not apply if this grade was awarded based on an attempt to cheat, non-attendance, or withdrawal without valid reasons according to § 15 (2). The application to undertake a supplementary oral exam must be made immediately after notification of the results of the 2nd resit exam, at the latest during the exam review session. This application can be submitted in writing or electronically. Should a candidate not be able to attend the exam review 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 review session. The oral exam must take place within four weeks after the review session at the latest. Should the Examination Board approve of a withdrawal for good reasons, a new date for the exam is to be determined; this date must be within two weeks of the original date. After a period of six weeks, beginning on the day of exam review session, the student's right to a supplementary oral exam expires. For the supplementary oral examination, § 7 (6) applies. Based on the results of the oral examination, the grade "sufficient" (4.0) or the grade "insufficient" (5.0) will be given.

- (3) The repeated Bachelor's or Master's thesis must be registered within three semesters after the failed attempt at the first thesis. If the candidate takes maternity or parental leave according to §§ 3, 8, 11 und 12 of the Maternity Protection Act ("Mutterschutzgesetz") or according to the provisions of the Act on Benefits and Leave for Childcare ("Bundeserziehungsgeldgesetz"), this deadline will be modified accordingly. Once the deadline passes, the right to take an examination expires unless the candidate is not to be held responsible for the default.
- (3a) Bachelor's degree students may submit up to a total of three requests for written exams of the Bachelor's program graded "insufficient" (5.0) to be considered not taken, provided that the written exam was taken within the first three university semesters. An application to this effect must be submitted together with the required evidence (current academic progress certificate and, if applicable, a certificate that a supplementary oral exam has not been applied for) no later than in the semester following the semester in which the written exam was taken. It must be received no later than May 15 for written exams in the winter semester and November 15 for exams in the summer semester. Sentence 1 does not apply if this grade was awarded based on an attempt to cheat, non-attendance, or withdrawal without valid reasons according to § 15 (2). Sentence 1 also does not apply if a supplementary oral exam has already been applied for in the case of a second repeat exam of a written exam graded as "not sufficient" (5.0). The provisions of sentences 1 through 5 shall be evaluated in the summer semester of 2025.
- (4) Resit examinations may take the form of written and oral examinations, according to the decision of the examiner. Candidates are to be informed via the CMS about whether the repeat examination is in written or oral form at least two weeks prior to the examination.
- (5) If an examination consists of several parts, the course of study-specific examination regulations should ensure that the individual parts are included with a description of their weighting for the overall module grade.
- (6) A module is considered to be ultimately failed if the examinations required for passing can no longer be repeated.
- (7) The Bachelor's or Master's exam is ultimately failed if elements of a mandatory module required to pass can no longer be repeated, if core elective modules can no longer be repeated or changed, if an area (specialization, vocational field, field of application, or minor) cannot be changed, or if the second Bachelor's thesis or second Master's thesis has been assessed as "insufficient" (5.0) or is deemed to be "insufficient" for other reasons. Para. 1 s. 2 remains unaffected by this.
- (8) The course of study-specific examination regulations may stipulate that freely selectable modules of a course of study can be replaced, provided this is permitted by the relevant module Module Handbook. An area (specialization, vocational field, field of application or minor) of a course of study can be changed upon application to the responsible Examination Board in accordance with the course of study-specific examination regulations.

§ 15

Deregistration, Non-Attendance, Withdrawal, Deception or Non-Compliance

- (1) The candidate may cancel the relevant registration for an examination up to three working days before the date of the examination. The more detailed procedure as well as deviating cancellation rules for special forms of examinations are set out in the course of study-specific examination regulations.
- (2) An examination is deemed to be "insufficient" (5,0), if the candidate does not attend on the date of the examination without valid reasons, or if they withdraw from the examination after

the examination has started without valid reasons. The same applies if a written examination is not completed within the specified completion time. In these cases, there is no right to a supplementary oral examination.

- (3) Credible reasons for the withdrawal or non-attendance must be given immediately and in writing to the relevant Examination Board. In the event of illness-related incapacity of the candidate to take an examination, a medical certificate must be presented. The medical certificate applies for the entire day or for the predicted duration of the illness. In the event of an illness-related withdrawal between two examinations set for the same day, the medical certificate must show the date and the exact time of the medical examination. If the candidate only claims incapacity for an examination after starting the examination, the medical certificate must document the time and date. Moreover, the doctor must certify that the health impairment could not have been established before or during the examination.
- (4) Medical certificates must be obtained immediately, i.e. usually on the day of the exam at the latest. They must be received by the Central Examination Office on the third working day after the examination date at the latest. Submission after the announcement of the grades is considered too late, as a rule. A delayed medical certificate is classified as a request for a subsequent illness-related withdrawal from an examination attempt, which is decided on by the responsible Examination Board. To meet the deadline, it is sufficient to submit a copy of the certificate or to send it in electronic form.
- (4a) Students are obligated to retain medical certificates which they have submitted in copy or in electronic form to substantiate an inability to take an exam due to illness until completion of their studies. Without prejudice to the provisions of § 15 (4) s. 4, both the Examination Board and the Central Examination Office have the right to ask for submission of an original medical certificate if the certificate has been submitted in the form of a copy or electronically. If the candidate does not present the original certificate within 14 days (the date of receipt is what matters), the evidence for the candidate's inability to take an exam due to illness is considered not to have been provided.
- (5) In individual cases, the chairperson of the relevant Examination Board may request submission of a medical certificate to an independent medical examiner, who has been selected by the Examination Board. The cost of an independent medical examiner is paid by the University.
- (6) If the Examination Board does not accept the reasons for the illness-related incapacity for an exam, this is announced to the candidate in writing, including information on legal remedies.
- (7) If the candidate tries to influence the result of an examination by deception or the use of non-permissible resources, the examination in question will be assessed as "insufficient" (5.0). The assessment will be made by the relevant examiners or proctor and will be put on the record. If an attempt at deception is identified in a written exam, the examination will be terminated and the exam papers confiscated. The current status of the exam, the date and time, as well as the type of deception attempt are to be documented and signed by the proctor. A candidate who interrupts the proper procedure of the examination may be excluded from continuing the examination by the examiner or proctor, usually following a warning. In this case, the examination in question is assessed as "insufficient" (5.0). The reasons for the exclusion are to be put on the record. In the event of several or other serious attempts at deception, the candidate may be exmatriculated.
- (8) Incriminating decisions according to paragraphs 2 to 7 are to be made immediately in writing to the candidate by the responsible Examination Board, and reasons must be given and information about the right to appeal provided.

§ 15a

Transfer to New Examination Regulations

- (1) When an updated version of the examination regulations for a course of study comes into effect, a date is to be specified when students are obligated to transfer to the new version, unless they transfer voluntarily to the new regulations beforehand (transition period). When defining the transition period, it is to be ensured that students who enrolled in the old version of the examination regulations at the latest possible date are able to complete their studies in terms of this version of the examination regulations within 1.5 times the standard period of study.
- (2) A voluntary transfer to the new examination regulations can only be made at the beginning of a semester. If a voluntary transfer should only be possible at the beginning of a specific semester, this is to be laid out in the course-specific examination regulations. A switch between examination regulations that has taken place cannot be undone.
- (3) Any new version of examination regulations must contain a so-called “equivalence list” which, in the event of students transferring to new examination regulations, shows which exams/assessments from the old version of the examination regulations will be transferred to which exams/assessments in the new version. Completed exams/assessments which are required according to both the old and new examination regulations will be transferred, in the event of a transfer to new examination regulations, even without being named in the equivalence list. Both successfully completed and failed exams/assessments will be transferred.
- (4) If the old examination regulations require that an assessment is to be graded and the new regulations require that the equivalent assessment is only to be evaluated in terms of passed and failed (5.0), the grade will be dropped and the assessment evaluated in terms of passed and failed. If an exam/assessment was evaluated in terms of passed and failed (5.0) in accordance with the old examination regulations, and the new regulations require the exam/assessment to be graded, the evaluation according to the old regulations remains unchanged after transfer to the new regulations.
- (5) If, as part of the switch between examination regulations, multiple assessments required by the old examination regulations are combined to constitute one assessment in the new regulations, this is only possible if the assessments required by the old examination regulations were all passed. In such cases the grade is calculated by taking the credit points awarded for the individual assessments into account (weighting via CP). In contrast to the consideration of intermediate values for grades according to § 10 (1) sentences 2 and 3, the first decimal place after the decimal point is taken into account. All other decimal places will not be considered. They are not being rounded up or down.

II. Bachelor’s or Master’s Examination and Bachelor’s or Master’s Thesis

§ 16

Type and Scope of the Bachelor’s or Master’s Examination

- (1) The Bachelor’s or Master’s examination consists of:
 1. The exams for the modules detailed in the module Module Handbook of the course of study-specific examination regulations, and

2. the Bachelor's or Master's thesis and, if necessary, the Bachelor's or Master's final colloquium.

The types of examination as well as any admission requirements are laid out in the course of study-specific examination regulations. The order of courses as well as the exams should be in accordance with the course schedule/curriculum of the course of study-specific examination regulations. Examinations are taken during the course of study.

- (2) The tasks for the Bachelor's or Master's thesis can only be issued if the minimum number of credit points specified in the relevant course of study-specific examination regulations have been attained, and, if necessary, other elements required according to the relevant course of study-specific examination regulations have been proven. A prerequisite for admission to the master's thesis is that the candidate has passed the module "Scientific Integrity". If this component has already been completed as part of a Bachelor's or Master's degree course at RWTH Aachen University or an equivalent course has been passed, it does not have to be repeated.

§ 17

Bachelor's or Master's Thesis

- (1) The Bachelor's or Master's thesis consists of written work by the candidate. It should demonstrate that the candidate is able to independently address a problem under supervision within a given period and using scientific methods.
- (2) The Bachelor's or Master thesis can be issued and supervised by any professor active in research or teaching at RWTH in the relevant course of study, and also, based on the regulations of the responsible Examination Board, by staff qualified as university professors, adjunct professors, junior professors, honorary professors, or visiting professors. In the case of joint courses of study with other universities, the supervisor may also be a member of the other university as defined in Sentence 1. Furthermore, notwithstanding sentence 1 the responsible Examination Board may also appoint RWTH members with official authorization to teach to propose the topic and provide supervision. Academic staff may also assist with supervision. In exceptional cases, the Bachelor's or Master's thesis can be carried out outside of RWTH with the agreement of the responsible Examination Board, if it is issued and supervised by a person as named in s. 1. External supervisors can be nominated exclusively as second examiners according to § 65 (1) Higher Education Act (HEA) by the responsible Examination Board. Other details are laid out in the course of study-specific examination regulations.
- (3) The candidate may suggest examiners for the Bachelor's or Master's thesis. Upon suggestion by the candidate, this should be considered where possible. However, suggestions do not constitute a right. The candidate should be given the opportunity to make suggestions for the assignment.
- (4) Upon special application by the candidate, the chairperson of the relevant Examination Board may ensure that candidates receive the assignment for a Bachelor's or Master's thesis at the planned time.
- (5) The course of study-specific examination regulations stipulate in which language the Bachelor's or Master's thesis may be written. Usually it can be written in German or English, in agreement with the examiner in question. As an exception, the course of study-specific examination regulations set out that the Bachelor's or Master's thesis can be written in another language, provided competent assessment is guaranteed.
- (6) The chairperson of the responsible Examination Board notifies the candidate of the submission deadline. He or she may be supported in this by the Central Examination Office. The start date

of the thesis as well as details of the assignment are to be put on the record. Once the assignment is issued, the first and second examiners will be appointed by the relevant Examination Board.

- (7) The turnaround time (time frame for completion) for the Bachelor's thesis is usually three months at maximum, alongside regular studies. The time frame for the Master's thesis is usually six months at maximum alongside studies. Possible deviations from this rule are specified in the course of study-specific examination regulations. The assignment must be provided in such a way that the Bachelor's or Master's thesis can be completed within the given period of three or six months with a workload corresponding to the credit points awarded. The assignment for the Bachelor's or Master's thesis can only be returned once, and only within the first month of the given time frame. For a repeat attempt, however, this is only possible if the candidate has made no use of this option when preparing the first Bachelor's or Master's thesis. As an exception, in individual cases, the responsible Examination Board may, upon application by the candidate, for justified reasons, and with the approval of the individual setting the assignment, extend the time frame for completing the Bachelor's thesis by up to four weeks, and the time frame for the Master's thesis by up to six weeks. Students who are chronically ill or disabled may be granted an appropriate extension of the turnaround time to compensate for any possible disadvantages. The health impairment and the resulting detrimental effects during the time frame set for the thesis completion must be substantiated through an up-to-date medical certificate.
- (8) The course of study-specific examination regulations may stipulate that the results of the Bachelor's or Master's thesis are to be presented in the context of a Bachelor's or Master's final colloquium. Here, § 7 (12) applies. The course of study-specific examination regulations may stipulate that the Bachelor's or Master's final colloquium may be held prior to the submission of the Bachelor's or Master's thesis. If the Bachelor's or Master's thesis and the Bachelor's or Master's colloquium are partial exam performances, it may be stipulated that the Bachelor's or Master's colloquium is to be held within a certain period of time after submission of the Bachelor's or Master's thesis.
- (9) The scope of the work for the Bachelor's thesis must not be lower than 6 credit points nor exceed 12 credit points according to the relevant course of study-specific examination regulations. If a final colloquium for the Bachelor is stipulated according to para. 8, a scope of a total of 15 credit points for the Bachelor's thesis and the final Bachelor's colloquium must not be exceeded. Insofar as the Bachelor's thesis and the Bachelor's final colloquium are partial assessments within the meaning of § 6 (12) sentence 3, the Bachelor's thesis module can only be graded after the Bachelor's final colloquium has been held.
- (10) The scope of the work for the Master's thesis must not be lower than 15 credit points nor exceed 30 credit points according to the relevant course of study-specific examination regulations. If a final colloquium for the Master's course is stipulated according to para. 8, a scope of a total of 30 credit points for the Master's thesis and the final Master's colloquium must not be exceeded. Insofar as the Master's thesis and the Master's final colloquium are partial assessments within the meaning of § 6 (12), sentence 3, the Master's thesis module can only be graded after the Master's final colloquium has been held.

§ 18

Acceptance and Assessment of the Bachelor's or Master's Thesis

- (1) The Bachelor's or Master's thesis is to be delivered on the due date to the office specified in the relevant course of study-specific examination regulations. The course of study-specific examination regulations lay out the number of copies as well as the form to be submitted. Printed and bound copies are usually to be submitted; it is also possible that submission in electronic

form as a PDF file is stipulated. Together with the bound copies of the thesis, a written declaration in lieu of an oath is to be submitted by the candidate and added to the examination files, confirming that they have personally written the thesis and no other sources and resources have been used other than those stated. If applicable, the examinee is to declare that the written and electronic versions are identical. The submission date is to be put on the record. If the Bachelor's or Master's thesis is not submitted on time, it is assessed as "insufficient" (5.0). An assessment is only carried out if the candidate is enrolled in the relevant course of study at the time of submission.

- (2) The examiner is the person who issued the assignment. The Bachelor's or Master's thesis usually represents the final examination and always has to be assessed by two examiners in accordance with § 10 (1) with a written statement. The grade for the thesis will be formed from the arithmetical averages of the individual assessments, provided the difference is no more than 2.0. The value of the arithmetic average of the individual grades may deviate from § 10 (1). If the difference is more than 2.0 or an assessment is "insufficient", but the others are "sufficient" (4.0) or better, the provisions of § 10 (3) apply.
- (3) The evaluation and assessment of the Bachelor's or Master's thesis must be carried out – with the exception of para. 2 s. 5 and § 15 (7) – eight weeks after submission at the latest. If the evaluation and assessment is not made on time, the relevant Examination Board is entitled to appoint other examiners.

§ 19

Passing the Bachelor's or Master's Examination

The Bachelor's or Master's examination is considered "passed" if all required modules have been passed and the grade for the Bachelor's or Master thesis is "sufficient" (4.0) at least. Passing of the Bachelor's or Master's examination concludes the Bachelor's or Master's course of study.

III. Final Provisions

§ 20

Final Academic Transcript, Degree Certificate, and Certifications

- (1) If the candidate has passed the Bachelor's or Master's examination, they receive a certificate for the results of the final examination two months after notification of the result of the final exam at the latest. The certificate includes the modules and the Bachelor's or Master's thesis with the relevant grades and credit points, as well as the overall grade. The title of the Bachelor's or Master's thesis as well as the additional modules are also included on the certificate. The overall grade is given in writing and as a figure to one decimal place. The certificate is to be signed by the chairperson of the responsible Examination Board.
- (2) The certificate carries the date on which the final examination was taken.
- (3) The certificate is issued in German and English.
- (4) The candidate will be given a degree certificate carrying the date of the final academic transcript, issued in German and English. This certifies the award of the Bachelor's or Master's degree. The Bachelor's or Master's degree certificate is signed by the dean of the relevant faculty and the chairperson of the relevant Examination Board.

- (5) Together with the final academic transcript, the graduate is also given a diploma supplement in German and English. The diploma supplement provides information about the relevant content of the course of study, the curriculum, skills acquired, and the awarding university.
- (6) If the Bachelor's or Master's examination has not ultimately been passed according to § 14 (7), the chairperson of the Examination Board issues the candidate with a written notification, providing details on applicable legal remedies.
- (7) Students who have left the University without graduating may receive, upon request to the Central Examination Office, a transcript of grades for all examinations taken.

§ 21

Invalidity of the Bachelor's or Master's Examination, Revocation of the Academic Degree

- (1) If the candidate has cheated in an examination and this fact is not discovered until after the final academic transcript has been handed out, the Examination Board may subsequently correct the grades of the examinations in which the candidate cheated and declare the examination to be entirely or partially failed.
- (2) If the prerequisites for the admission to an examination were not fulfilled without the candidate intending to cheat and this fact does not become known until after the final transcript has been handed out, this problem can be remedied by the candidate's passing the examination. If the candidate has deliberately effected admission without meeting the admission requirements, the Examination Board will decide on the legal consequences under observance of the Administrative Procedure Act ("Verwaltungsverfahrensgesetz") of the Federal State of North Rhine-Westphalia.
- (3) Prior to a decision, the person involved is given the opportunity to make a statement.
- (4) The incorrect final academic transcript must be returned and, if applicable, a new one will be issued. A decision according to Paragraph 1 and Paragraph 2 Sentence 2 is excluded after a period of five years after the final academic transcript is issued.
- (5) If the examination is declared to be failed as a whole, the academic degree will be withdrawn by the Faculty. Also, the degree certificate will be withdrawn.

§ 22

Viewing of Examination Records (Review Session)

- (1) The candidate must be able to view the corrected written examination or paper after the grades have been finalized.
The candidate may be represented by a person authorized in writing to view the examination records. The time and place of the review session are to be announced during the examination or, at the latest, when the results are published. Sufficient time must be set aside for students to inspect their examination records. The review session must be at least 10 minutes for an exam duration up to 60 minutes, at least 20 minutes for an exam duration of between 60 and 120 minutes, and at least 30 minutes for an exam duration of more than 120 minutes. It must be ensured that the corrections can be explained reasonably. Should there be any other relevant details concerning the review session, they must be announced in due time.
- (2) Insofar as para. 1 does not apply, upon request, the candidate will be permitted to view the written examination, the comments by the examiner, and the examination reports at the end of the examination procedure. The application must be made to the chairperson of the Board

of Examiners one month after issuance of the degree certificate at the latest. The chairperson of the responsible Examination Board specifies the time and place of the review session.

- (3) In addition to being allowed to making notes, the candidate must be given the opportunity to make a copy or other faithful reproduction (e.g. photographs) of the examination scripts and documents after each examination.
- (4) It is possible to offer a remote (online) inspection of the examination records. It must be ensured that the examinees only have password-protected access to their examination.

§ 23 Appeal Procedure

An appeal may be made against decisions concerning examination matters. In consideration of § 58 (1) of the Rules of the Administrative Courts, this is to be submitted to the relevant Examination Board in writing within one month of the notification of the decision. If an appeal is not redressed, written notification is made which provides reasons and which also includes advice on legal remedies.

§ 24 Coming into Effect, Publication and Transitional Provisions

- (1) These examination regulations are published as an Official Announcement of RWTH Aachen University (“Amtliche Bekanntmachungen”) and come into effect on the day after publication.
- (2) They apply to all students enrolled in a Bachelor’s or Master’s course at RWTH Aachen University and who conduct their studies in accordance with course of study-specific examination regulations.
- (3) The regulation of § 9 (1) s. 2 GER does not apply to students who have taken up studies prior to the summer semester of 2016.
- (4) Module components, which were completed before the summer semester of 2017 – based on the provisions of course of study-specific examination regulations, which, according to § 7 (15) s. 6 of the General Examination Regulations for all RWTH Bachelor’s and Master’s courses of study dated November 3, 2014, in the second revised version dated February 18, 2016, stipulate the permanent validity of module components –, are valid for all examination attempts offered for a course.
- (5) The expiration and conditions of expiration of existing examination regulations and those deviating from this are set out in the course of study-specific examination regulations for the relevant course of study.
- (6) The provisions of § 16 (2) sentence 2 (academic integrity) apply to all students who have enrolled / enroll in the respective Master’s program at RWTH for the 2020/2021 winter semester or later.
- (7) The provision of § 14 (3) letter a) shall apply for the first time to exams assigned to the 2022 summer semester.

Issued based on the decision of the Senate dated July 14, 2022.

It is pointed out that, in accordance with § 12 (5) NRW HG, any claims regarding a violation of procedural or formal requirements of the regulatory or other autonomous rights of the University may no longer be asserted after one year has elapsed since the official publication of this announcement unless:

- 1) the announcement has not been properly published,
- 2) the Rectorate has objected, prior to publication, to the decision of the committee adopting the regulations,
- 3) the University has been previously notified about the defect of form or of procedure in a complaint, specifying the infringed legal provision and the fact which gives rise to the defect, or
- 4) the legal consequence of the exclusion of complaints was not pointed out in the public announcement.

The Rector
of RWTH
Aachen University

Aachen, dated _____

Univ.-Prof. Dr. rer. nat. Dr. h. c. mult. Rüdiger

**Appendix 1 Framework Guidelines for Course of Study-Specific Examination Regulations
for a Bachelor's Course of Study at RWTH Aachen University**

Course of Study-Specific Examination Regulations

for the Bachelor's Course of Study

... (Description)

of RWTH Aachen University

dated ...

Based on § 2 (4) and § 2 (64) of the Higher Education Act of the State of North Rhine-Westphalia (HG) dated September 16, 2014 (Law and Official Gazette of the State of North Rhine-Westphalia; GV. NRW p. 547), most recently amended by Art. 1 of the Act on Further Amendments to the Higher Education Act and the Art School Act dated November 25, 2021 (GV. NRW p. 1210a), RWTH Aachen University (Rheinisch-Westfälische Technische Hochschule; RWTH) has issued the following regulations:

I. General Information

§ 1

Scope of Application and Academic Degree

- (1) This examination regulation only applies to the Bachelor's course of study at RWTH. They only apply in conjunction with the currently valid version of the General Examination Regulations (GER) in the relevant applicable version, supplementing it with an additional set of study-specific regulations. In cases of doubt, the provisions of the general examination regulations take priority.

Comment: Add the designation of the course of study (plus the English translation).

- (2) In case of successful completion of the Bachelor's course of study, the Faculty of ... awards the academic degree of

Comment: Add the designation of the faculty/ies and academic degree, cf. § 1 (2) GER. The following academic degrees are to be awarded:

- a) Bachelor of Science, RWTH Aachen University (B. Sc. RWTH)
- b) Bachelor of Arts, RWTH Aachen University (B. A. RWTH)

§ 2

Objective of the Course of Study and Language Provisions

- (1) The program learning outcomes and educational objectives are set out in § 2 (1) and 2 GER. For further information and provisions on learning outcomes and educational objectives of the Bachelor's course of study, please refer to the
- the description of the examination regulations at the beginning of the module manual.
 - Appendix ... of the present examination regulations.

Comment:

Here, the general educational and qualification objectives of the course should be specified, based on the provisions of the course accreditation. Instructors and students should be able to refer to them in the context of internal quality control. To this end, the educational objectives of the relevant course of study and fields of application/specializations/minors can be given in more detail (§ 2 (5) GER). Please select one of the alternatives. Placement in the appendix of the examination regulations is preferable.

- (2) Teaching takes place strictly in the ... language. Insofar as individual modules are taught in another language, this is to be indicated in the module handbook.

Comment: Specify language. The following options exist:

- a) Teaching takes place in German.
- b) Teaching predominantly takes place in English.
- c) Teaching takes place in German and English.

d) Teaching takes place in German, and some courses are held in English.

If other languages are used for the course, this must be expressly stated and the provisions in § 3 adapted accordingly. The module language is to be specified for each module in the module handbook.

- (3) Examinations may be taken in German or English, in agreement with the examiner in question.

Comment:

The regulation in para. 3 is optional in accordance with § 2 (7) GER. If examinations can be taken in another language, this must be specified accordingly.

**§ 3
Admission Requirements**

- (1) The general admission requirements must be fulfilled according to § 3 (1) and 2 GER.

Comment:

If there are any other admission requirements (e.g. proof of knowledge of Latin), this must be specified in a separate section.

- (2) For this Bachelor's course of study, adequate knowledge of the ... language must be proven according to § 3 (7) GER or § 3 (8) GER.

Comment:

If the teaching is carried out either in German or predominantly in German, evidence is to be based on § 3 para. 7 GER, so that in para. 2 the relevant reference must be selected. If the teaching is carried out predominantly in English or another language, evidence is to be based on § 3 para. 8 GER and is to be formulated in accordance with para. 2. If teaching is carried out in German as well as English or another language, evidence is to be based on § 3 para. 7 and 8 GER and is to be formulated in accordance with para. 2.

In the case that, deviating from § 3 (7), proof of a lower level of German skills is required, this must correspond to the language requirements of the respective course of study.

It may be formulated as follows:

For this Bachelor's course of study, adequate knowledge of the English language must be demonstrated by applicants who have not acquired their study qualification at a German institution or who have a native language other than German. The following certificates are recognized:

- a) TestDaF (level 4 in at least three examination areas),
- b) Deutsche Sprachprüfung für den Hochschulzugang (Test of German Language Ability for International Students) (DSH, level 1)
- c) Certificate from a Goethe-Institut: Certificate B2
- d) telc German C1 Hochschule.

Please determine the level needed for the specific course of study.

- (3) Proof of an internship/practical professional experience is also required for admission. This activity must comprise a total of ... months (... working days) according to the further provisions in the guidelines for internships/practical professional experiences. These guidelines are part of these examination regulations (appendix ...).

Comment:

The preceding section is only required if professional work experience is stipulated, cf. § 3 (11) GER. Provisions for this activity must be described at this point if an internship is required before the commencement of studies.

- (4) Für die Feststellung der Zugangsvoraussetzungen gilt § 3 Abs. 12 ÜPO.
- (5) General regulations for the recognition of prior examinations are provided in § 13 GER.

§ 4

Admission Examination for Candidates with a Professional Qualification

- (1) Applicants who are qualified professionally but do not hold a higher education entrance qualification may also be admitted according to § 3 (3) GER.

Comment:

In a course of study with two subjects to be studied, an admission examination must be taken for each subject or the content of the admission examination must cover both subjects.

- (2) The examination includes the following subjects:
 - 1.
 - 2.
 - 3.

Comment:

Specify the examination subjects. General and subject-related knowledge is to be examined to establish the candidate's suitability for university study. Content that is taught in the course is not a basis for examination.

§ 5
Standard Period of Study, Course Structure,
Credit Points and Scope of Study

- (1) The standard period of study is six terms (three years) full-time, including completion of the Bachelor's thesis. Students can usually only begin their studies in the winter semester. The course content is structured accordingly.

Comment:

1. **The standard period of study may also be 7 or 8 terms, cf. § 4 (1) GER. Please specify accordingly. It should be noted that the specification of the standard period of study must be accredited.**
 2. **If applicable, clause 2 may be replaced by the following clauses, cf. § 4 (1) GER: "The course of study may be commenced in either semester. However, it is recommended that studies be commenced in the winter term. If studies are commenced in the summer term, advice should be sought from the departmental academic advisors for the purpose of curricular planning."**
 3. **In this regard, the accreditation of the course of study must be taken into account, as the start semester may have been defined as part of the accreditation. If a start semester is desired that deviates from the accreditation, it is typically required to apply to the accreditation agency for approval.**
- (2) The course of study consists of a mandatory area, a required elective area, as well as ... specializations / fields of application / professional fields / minors, of which ... are to be completed. For successful completion of studies, a total of ... credit points must be acquired. The Bachelor's examination is constituted as follows:

Mandatory modules	80 CP
Core elective modules	60 CP
Specialization	25 CP
Bachelor's Thesis	15 CP
Total	180 CP

Comment:

1. **The course of study structure and the number of credit points as well as the table with the distribution of the CP must be supplemented and specified for each course of study. If applicable, internships/practical professional experiences should also be taken into account here.**
 2. **The number of credit points usually totals 180 (6-term Bachelor's) For a 7-term standard period of study, the number of credit points totals 210; for an 8-term standard period of study, 240 credit points.**
- (3) The degree course, including the Bachelor's thesis module, comprises... modules. All modules are specified in the module handbook. The weighting of the examinations with credit points to be taken in the individual modules is carried out according to § 4 (4) GER.

Comment: Please add the number of modules (minimum and maximum).

§ 6 Obligatory Attendance in Classes

- (1) According to § 5 (2) GER, obligatory attendance can only be stipulated in courses of the following type:
1. Tutorials
 2. Seminars and introductory seminars (“Proseminare”)
 3. Colloquia
 4. Lab courses
 5. Excursions

Comment:

Add courses specific to the course of study (the above listing is an example). Compulsory attendance is only permitted for courses, for which the learning objective cannot be achieved without the active participation of students. This is usually not the case with lectures; cf. § 5 (2) GER.

- (2) Classes, for which attendance is required in accordance with para. 1, shall be identified as such in the module catalog.

§ 7 Examinations and Examination Deadlines

- (1) General regulations on examinations and examination periods are included in § 6 GER.
- (2) Provided successful participation in modules or exams or passing of module components according to § 5 (4) GER is stipulated as a precondition for participation in other exams, this is indicated accordingly in the module handbook.

Comment:

Optional arrangement according to § 5 (4) GER. The stipulated admission requirements must be justified in terms of content and should not have the effect of extending the study period. In any case it must be possible to acquire approximately 30 credit points per term. The forms of examination and any admission requirements/dependences on examinations must be laid out.

§ 8 Types of Examinations

- (1) General regulations on types of examination are included in § 7 GER.
- (2) The following other forms of examination are stipulated according to § 7 (1) GER:
- 1.
 - 2.
 - 3.

Comment: If necessary, add other forms of examination according to § 7 (1) GER ergänzen.

- (3) The duration of a written exam is ...

Comment:

Specify course of study-specific duration, cf. § 7 (3) GER. The duration of a written exam may be based on the number of corresponding credit points.

Example: The duration of the written exam is

- 60 to 90 minutes for up to 5 CP
- 90 to 120 minutes for up to 6 or 7 CP
- 120+ minutes for 8 or more CP

- (4) For written exams in the form of e-tests, the following applies:

Comment: If necessary, add course of study-specific regulations, cf. § 7 (5) GER.

- (5) The duration of an oral examination is

An oral examination as a group examination is carried out with no more than ... candidates.

Comment:

Specify the duration of the oral exam and number of candidates for a group exam in the respective course of study, cf. § 7 (6) GER. The duration may be based on the number of credit points awarded.

- (6) The following applies to seminar and term papers in detail:

Comment: If necessary, add course of study-specific regulations, cf. § 7 (7) GER.

- (7) The scope of a written paper is The preparation time for a written paper is ...

Comment: Lay out the course of study-specific scope and duration cf. § 7 (8) GER.

- (8) The following applies to project work in particular: ...

Comment: If necessary, add course of study-specific regulations, cf. § 7 (9) GER.

- (9) For written examinations in the form of a portfolio, the following applies in particular: ...

Comment: If necessary, add course of study-specific regulations, cf. § 7 (10) GER.

- (10) The scope of written preparation for a presentation is ... The duration of a presentation is ...

Comment: Lay out the course of study-specific scope and duration cf. § 7 (11) GER.

- (11) The following applies to colloquia in particular:

Comment: If necessary, add course of study-specific regulations, cf. § 7 (12) GER.

- (12) The following applies to practical work/internships in particular: ...

Comment: If necessary, add course of study-specific regulations, cf. § 7 (14) GER.

- (13) The examiner specifies the duration of the exam and, if applicable, other modalities of the exam at the start of the course.
- (14) Admission to module exams may be conditional on the successful completion of module components as examination requirements in accordance with § 7 (15) GER. For the relevant modules, this is outlined in the module handbook. At the start of the semester, or by the time of the first course session, the lecturer shall provide precise criteria in the CMS regarding possible improvement of grades through the completion of module components, particularly the number and type of tutorials that can be taken for extra credit as well as the mode of correction and assessment.

Comment:

The mode of correction and evaluation must be announced, in particular – if applicable – the percentage of main examination points that can be gained with the help of bonus points, and how many bonus points are awarded for what activities, cf. § 7 (15) GER.

§ 9

Master's Modules Completed in Advance

- (1) Modules that can be selected in the Master's course(s) ... may be taken early, i.e. ahead of time, according to § 9 GER for these if there is no admission restriction for this Master's course.

Comment: Add the designation of the Master's course(s) of study, for which modules may be completed early.

- (2) Each module from the Master's course of study can be selected, with the exception of the Master's thesis module.

or:

Only the modules ... from the area ... can be selected.

or:

The selection of Master's modules completed in advance (i.e. ahead of schedule) can be applied for to the Examination Board. The Master's course of study must be named in the application.

Comment: Para. 2 must be formulated after verifying applicability to the course-of study in question. One of the above options must then be selected.

§ 10

Assessment and Grading

- (1) General regulations for assessing the examinations and the formation of grades are included in § 10 GER.

- (2) If an examination consists of several partial exams, each partial exam must be passed, i.e. be completed with the grade of at least "sufficient" (4.0).

Comment:

Optional regulation based on the exemption clause of § 10 (8) GER. The paragraph is only required if this alternative regulation is preferred. Essentially it is sufficient if the weighted average of the assessments of all partial exams is at least "sufficient" (4.0) according to § 10 (8) GER.

- (3) A module is considered passed if all of its partial examinations have been passed with a grade of at least "sufficient" (4.0) and all other credit points or module components required by the course of study-specific examination regulations have been achieved.

Comment:

Optional regulation based on the exemption clause of § 10 (9) GER. The paragraph is only required if this alternative regulation is preferred. Essentially it is sufficient, according to § 10 (9) GER, if the weighted average of all of all associated partial examinations have resulted in a grade of at least "sufficient" (4.0) and all other related credit points or module components are achieved.

- (4) The overall grade is formed taking into account all module grades and the grade of the Bachelor's thesis according to § 10 (10) GER.

Comment:

Please explain the course of study-specific weighting of individual modules, module areas, and the Bachelor's thesis. It is possible to weight the Bachelor's thesis and individual modules and module areas differently, cf. § 10 (10) GER. If required, the following formulation can be made:

"The grades for the Bachelor's thesis and Bachelor's lectures are weighted with (e.g.) twice the value of their credit points. The individual module areas are weighted differently with the following factors to determine the overall grades:

Module area: Factor (e.g. 1.0)

Module area: Factor (e.g. 2.5)

Module area: Factor (e.g. 4.0)"

The specification of the module areas and their differing weighting must be discipline-specific. The module areas must be named in this context.

- (5) In the case that all module examinations of the Bachelor's course of study have been completed within the standard period of study, ... weighted module grade(s) in the order of ... credit points can be deleted according to § 10 (13) GER.

Comment:

Specify the number of module grades and number of credit points to be deleted. There is provision for a minimum of 5 credit points; a maximum number of module grades (with the exception of the grade of the Bachelor's thesis) amounting to 30 credit points to be deleted, cf. § 10 (13) GER.

- (6) No grades are given in the first and/or second term.

Comment:

Optional regulations in the event that in the first and/or second term no grades are given (according to § 4 (4) GER, generally all examinations must be graded).

§ 11 Examination Board

The responsible Examination Board according to § 11 GER is the Bachelor's Examination Board... of the Faculty of .../... .

Comment: Please add the faculty designation. For inter-faculty courses, adaptation is required.

§ 12 Repeating Examinations and the Bachelor's Thesis And Loss of the Right to an Examination

- (1) General regulations for repeating examinations or the Bachelor's thesis and for the loss of the right to examinations are included in § 14 GER.
- (2) Modules that can be freely selected within an area (specialization, occupational field, field of application, minor) from this Bachelor's course of study can be replaced provided this is permitted in the relevant module handbook. It is not possible to replace mandatory modules.

Comment:

Optional regulations based on § 14 (8) GER. Please add the designation of the area if necessary. For example, the following formulations are possible:

1. **Modules that can be freely selected within the area ... from this Bachelor's course of study can be replaced provided this is permitted in the module handbook.**
 2. **Modules that can be freely selected within the area ... from this Bachelor's course of study can be replaced once.**
 3. **Modules that can be freely selected within the area ... from this Bachelor's course of study can be replaced ... times at maximum.**
 4. **Modules that can be freely selected within the area ... from this Bachelor's course of study can be replaced with the approval of the Examination Board provided this is permitted in the module handbook.**
 5. **Modules that can be freely selected within the area ... from this Bachelor's course of study can be replaced once /...times, based on approval by the Examination Board.**
- (3) An area (specialization, vocational field, field of application or subsidiary subject) of this Bachelor's course of study can be changed once / twice / ... upon application to the responsible Examination Board.

Comment: Optional regulations based on § 14 (8) GER. Please add any restriction in numbers if necessary.

§ 13

Deregistration, Non-Attendance, Withdrawal, Deception or Non-Compliance

- (1) General provisions on deregistration, non-attendance, withdrawal, deception or non-compliance are included in § 15 GER.
- (2) The following applies to the deregistration of examinations according to § 15 (1) GER: ...

Comment: Please add the procedure for canceling examination registrations, if necessary.

- (3) The following applies to deregistering from lab courses and seminars: ...

Comment: Add course of study-specific process, if necessary.

II. Bachelor's Examination and Bachelor's Thesis

§ 14

Type and Scope of the Bachelor's Examination

- (1) The Bachelor's examination consists of
 1. exams that are to be completed based on the structure of the course of study according to § 5 (2) and detailed in the module handbook, as well as
 2. the Bachelor's thesis and the Bachelor's final colloquium.

Comment: Please include the Bachelor's final colloquium under 2. only if applicable, cf. § 16 (1) GER.

- (2) The order of courses is based on the curriculum (appendix 1). The assignment for the Bachelor's thesis can only be issued to the candidate if at minimum ... credit points have been attained.

Comment:

1. Complete minimum number of credit points, cf. § 16 (2) GER.
2. If applicable, please specify here that the assignment for the Bachelor's thesis can only be issued if specific elements (languages or professional practical experience) are proven, cf. § 16 (2) GER.

§ 15

Bachelor's Thesis

- (1) General regulations on the Bachelor's thesis are included in § 17 GER.
- (2) Reference is made to § 17 (2) GER with regard to the supervision of the Bachelor's thesis. Furthermore, the following applies: ...

Comment: If necessary, add other course of study-specific details on the supervision of the Bachelor's thesis, cf. § 17 (2) GER.

- (3) The Bachelor's thesis is written in the ... language. It can usually be written in German or English, in agreement with the examiner in question. It can also be written in the ...language, insofar as competent assessment can be ensured.

Comment:

1. **Specify course of study-specific rules under (3), cf. § 17 (5) GER. In German-taught courses, submission of a thesis written in English must be permitted.**
 2. **Clause 3 is only required if the Bachelor's thesis can be written in a language other than German or English.**
- (4) The turnaround time, i.e. the time frame for completing the Bachelor's thesis, is usually a minimum of ... and a maximum of ... months. In justified exceptional cases, the turnaround time can be extended by a maximum of up to four weeks upon application to the Examination Board in accordance with § 17 (7) GER.

Comment: If necessary, specify course of study-specific turnaround time (time frame) according to § 17 (7) GER

- (5) The candidate presents the results of the Bachelor's thesis as part of a Bachelor's final colloquium. § 7 (12) GER in connection with § 8 (11) apply accordingly. It is possible to hold the Bachelor's final colloquium before submission of the Bachelor's thesis. The Bachelor's final colloquium is to be held ... weeks after submission of the written Bachelor's thesis at the latest.

Comment:

Para. 5 is only required if a colloquium is to be held and the reference to § 8 para. 11 only if there are any relevant regulations. Clauses 3 and 4 are optional, cf. § 17 (8) GER.

- (6) The scope of work for preparation and completion of the Bachelor's thesis as well as the colloquium is ... credit points. The grading for the Bachelor's thesis can only be carried out after completion of the Bachelor's final colloquium.

Comment:

Specify course of study-specific scope of work according to § 17 (9) GER. This must not be below a minimum of 6 credit points and must not exceed 30 credit points, or including the colloquium 30 credit points, cf. § 17 (10) GER. Sentence 2 is only to be included if the Bachelor's thesis and the Bachelor's final colloquium are partial assessments.

§ 16

Acceptance and Assessment of the Bachelor's Thesis

- (1) General provisions on acceptance and assessment of the Bachelor's thesis are included in § 18 GER.
- (2) The Bachelor's thesis is to be submitted on time with ... copies to Printed, bound copies are to be submitted. Furthermore, the thesis must be submitted as a PDF file on a data carrier.

Comment:

1. The number of copies to be submitted and the place of submission (Central Examination Office or Examination Board) as well as the form according to § 18 (1) GER should be outlined for the course of study. Additional submission on a data carrier is optional.
2. In the event that the work should be submitted to the Examination Board, the Board must document the process and forward the thesis immediately to the Central Examination Office.

III. Final Provisions

§ 17

Viewing of Examination Records

Review of exam documents is carried out in accordance with § 22 GER.

§ 18

Coming into Effect, Publication and Transitional Provisions

- (1) These examination regulations are published as an Official Announcement of RWTH Aachen University (“Amtliche Bekanntmachungen”) and come into effect on the day after publication.
- (2) The examination regulations for the Bachelor’s course of study ... from ... in the version of the ... amendment of ... / last modified by the ... amendment dated ..., are replaced by the present examination regulations.
- (3) These examination regulations apply to all students who enrolled in the ... Bachelor’s course of study for the first time in or after the ... semester
- (4) Students who enrolled in the ... Bachelor’s course of study before the ... semester ... may apply to transfer to the present examination regulations. The examination regulations from ... in their currently valid version will apply to students until ... at maximum. After the ...semester ... it is mandatory to transfer to the present examination regulations.

Comment:

Para. 4 is only required in case of a new version of the examination regulations. When defining the transition period, it is to be ensured that students who enrolled in the old version of the examination regulations at the latest possible date are able to complete their studies in terms of this version of the examination regulations within 1.5 times the standard period of study.

- (5) Examination performances completed based on the examination regulations dated ... in their valid version are transferred to the examination performances required by the present examination regulations with the help of the Equivalence List in Appendix 4.

Comment:

Para. 5 is only required in case of new examination regulations which stipulate that examination performances completed under the old versions of the examination regulations are to be transferred to the new version of the examination regulations.

Issued based on the resolutions of the Faculty Council of the Faculty of dated ...

The Rector
of RWTH
Aachen University

Aachen, dated _____

Univ.-Prof. Dr. rer. nat. Dr. h. c. mult. Rüdiger

Appendices:

**Curriculum
Guidelines for Internships/Professional Experience
Equivalence List**

**Appendix 2 Framework Guidelines for Course of Study-Specific Examination Regulations
for a Master's Course of Study at RWTH Aachen University**

Course of Study-Specific Examination Regulations

for the Master's Course of Study

... (Description)

of RWTH Aachen University

Dated ...

Based on § 2 (4) and § 2 (64) of the Higher Education Act of the State of North Rhine-Westphalia (Hochschulgesetz; HG) dated September 16, 2014 (Law and Official Gazette of the State of North Rhine-Westphalia p. 547), most recently amended by Art. 1 of the Act on Further Amendments to the Higher Education Act and the Art School Act dated November 25, 2021 (GV. NRW p. 1210a), RWTH Aachen University has issued the following regulations:

I. General

§ 1

Scope of Application and Academic Degree

- (1) These examination regulations apply to the Master's course of study ... at RWTH. They only apply in conjunction with the currently valid version of the General Examination Regulations (GER) in the relevant applicable version, supplementing it with an additional set of study-specific regulations. In cases of doubt, the provisions of the general examination regulations take priority.

Comment: Add the designation of the course of study (plus the English translation).

- (2) Upon successful completion of the Bachelor's course of study, the Faculty of ... awards the academic degree of

Comment: Add the designation of the faculty/faculties and academic degree, cf. § 1 (2) GER. The following academic degrees are to be awarded:

- a) Master of Science, RWTH Aachen University (M. Sc. RWTH)
- b) Master of Arts, RWTH Aachen University (M. A. RWTH) RWTH)

§ 2

Objectives of the Course of Study and Language Provisions

- (1) This is a ...

Comment: Completion required according to the type of Master's course:

- a) Master's course of study according to § 2 (3) GER (Master's course building upon a Bachelor's course).
- b) Continuing education Master's course according to § 2 (4) GER.

The course or courses of study which are being continued are to be named.

- (2) The program learning outcomes and educational objectives are outlined in § 2 (1) and § 2 (3 - 4) GER. For further provisions on the learning outcomes and educational objectives of the Bachelor's course of study, please refer to the

- description of the examination regulations at the beginning of the module handbook.
- Appendix 3 of the present examination regulations.

Comment:

Here, the general educational and qualification objectives of the course should be specified, based on the provisions of the course accreditation. Instructors and students should be able to refer to them in the context of internal quality control. To this end, the educational objectives of the relevant course of study and fields of application/specializations/minors can be given in more detail (§ 2 (5) GER). Please select one of the alternatives.

- (3) Teaching takes place strictly in the ... language. Insofar as individual modules are taught in another language, this is to be indicated in the module handbook.

Comment: Specify language. The following options exist:

- a) Teaching takes place in German.
- b) Teaching predominantly takes place in English.
- c) Teaching takes place in German and English.
- d) Teaching takes place in German, and some courses are held in English.

If other languages are used for the course, this must be expressly stated and the provisions in § 3 adapted accordingly. The module language is to be specified for each module in the module handbook.

- (4) Examinations may be taken in German or English, in agreement with the examiner in question.

Comment:

The regulation in para. 4 is optional in accordance with § 2 (7) GER. If examinations can be taken in another language, this must be specified accordingly.

§ 3

Admission Requirements

- (1) A basic requirement for admission is a recognized university degree according to § 3 (4) GER.
- (2) To meet the educational prerequisites and successfully complete the Master's course of study, the student applicant must have the necessary competence in the following areas:
 - A total of ... credit points for the ... area
 - A total of ... credit points for the ... area
 - [...]

The proven performance must be comparable to the Bachelor's course of study ... at RWTH.

Comment:

The subjects in which prior knowledge must be proven, are to be named specifically according to the foundation modules of the relevant Bachelor's course of study at RWTH. The scope of knowledge required in the relevant subjects must correspond to these modules in terms of credit points. The proven performance must be comparable with that of the relevant Bachelor's course of study at RWTH, § 3 (5) GER.

- (3) For admission conditional on the completion of additional requirements, § 3 (6) GER applies. If additional requirements corresponding to more than ... credit points are required, admission to the Master's course of study is not possible.

Comment:

Regulations in § 3 para. 2 are optional in the event that an upper limit is to be set, cf. § 3 (6) final clause, GER. Add an upper limit if necessary.

If necessary, § 3 (2) can be formulated in such a way that for the different areas defined in para. 2, different upper limits apply, or that the areas or the number of areas in which additional requirements can be completed may be limited.

Admission to the Master's course of study is not possible, if

- in the ... area, additional requirements of more than ... CP are necessary
 - in the ... area, additional requirements of more than ... CP are necessary
 - in the ... area, additional requirements of more than ... CP are necessary or
 - the additional requirements from all areas taken together correspond to more than ... credit points.
- in the ... area, additional requirements are necessary
 - in more than ... areas, additional requirements are necessary
- (4) For this Master's course of study, adequate knowledge of the ... language must be proven according to § 3 (7) GER or § 3 (9) GER.

Comment:

If the teaching is carried out either in German or predominantly in German, evidence is to be based on § 3 (7) GER, so that in para. 4 the relevant reference must be selected. If the teaching is carried out predominantly in the English language or another language, evidence is based on § 3 (9) GER and is to be formulated according to para. 4. If the instruction is carried out in German as well as English or another language, evidence is based on § 3 (7) and (9) GER and is to be formulated according to para. 4.

According to § 3 (9) GER, if necessary, a higher level can be specified in the course of study-specific examination regulations for the proof of English language skills. This is permissible according to § 49 (8) HEA; however, it should be noted that if the level of the required language skills should be above the level ascertained by the higher education entrance qualification if the language skills are indeed required for the course of study.

In the event that, deviating from § 3 (9) GER, level C1 is required, it must be ensured that this level is also reached in the preceding Bachelor's course of study.

It may be formulated as follows:

For this Master's course of study, adequate knowledge of the English language must be demonstrated by course applicants who have not acquired their study qualification at an English institution or who have a native language other than English. The following certificates are recognized:

In the case that, deviating from § 3 (7), proof of a lower level of German skills is required, this must correspond to the language requirements of the respective course of study.

It may be formulated as follows:

For this Master's course of study, adequate knowledge of the English language must be demonstrated by applicants who have not acquired their study qualification at a German institution or who have a native language other than German. The following certificates are recognized:

- a) TestDaF (level 4 in at least three examination areas),

- b) **Deutsche Sprachprüfung für den Hochschulzugang (Test of German Language Ability for International Students) (DSH, level 1)**
- c) **Certificate from a Goethe-Institut: Certificate B2**
- d) **telc German C1 Hochschule.**

Please determine the level needed for the specific course of study.

- (5) If admission is dependent on the completion of additional requirements and one or more of these requirements can only be completed in German, then, in addition to the language skills as outlined in paragraph 4, the candidate must also provide evidence of sufficient proficiency in German pursuant to § 3 (7a) GER.

Comment:

The provision in para. 5 is optional and is only to be considered for Master's degree programs predominantly held in English or another foreign language.

- (6) Proof of an internship/practical professional experience is also required for admission. This activity must comprise a total of ... months (... working days) according to the further provisions in the guidelines for internships/practical professional experiences. These guidelines are part of these examination regulations. (appendix ...).

Comment:

The preceding section is only required if professional work experience is stipulated, cf. § 3 (11) GER. Provisions for this activity must be described at this point if an internship is required before the commencement of studies.

- (7) § 3 (12) GER applies for determining whether the admission requirements are met.
- (8) General regulations for the recognition of prior examinations are provided in § 13 GER.
- (9) For graduates of a 6-term Bachelor's course of study, the Examination Board specifies at least 30 credit points (CP) must be attained and proven by the time the student registers for the Master's thesis.

Comment: Regulations in the event that graduates of a 6-term Bachelor's degree wish to complete a 3-term Master's.

§ 4 Standard Period of Study, Curriculum, Credit Points, and Scope of Study

- (1) The standard period of study is four semesters (two years) full-time, including preparation of the Master's thesis. The course of study may be commenced in either semester.

Comment:

1. **The standard period of study may also be 2 or 3 terms, cf. § 4 (2) GER. Please specify accordingly.**
 2. **In this regard, the accreditation of the course of study must be taken into account, as the start semester may have been defined as part of the accreditation. If a start semester is desired that deviates from the accreditation, it is typically required to apply to the accreditation agency for approval.**
 3. **It should be possible to start the course of study in any term. Deviations from this must be justified, cf. § 4 (2) GER.**
- (2) The course of study consists of a mandatory component, a mandatory elective section, as well as ... specializations / fields of application / professional fields / minors, of which ... are to be completed.

For successful completion of studies, a total of ... credit points must be acquired. The Master's examination is comprised of the following components:

Mandatory modules	40 CP
Core elective modules	20 - 30 credit points
Specialization	40 - 50 credit points
Master's thesis	20 CP
Total	120 CP

Comment:

1. **The structure of the course of study and the table with the distribution of credit points must be completed specifically for the course. If necessary, internships/professional practical experiences should also be taken into account here.**
 2. **The number of credit points usually totals 120 (4-term Master's). For a 3-term standard period of study, the number of credit points totals 90 credit points.**
- (3) The degree course, including the Master's thesis module, comprises ... modules. Alle Module sind im Modulhandbuch definiert. The weighting of the examinations with credit points to be taken in the individual modules is carried out according to § 4 (4) GER.

Comment: Please add the number of modules (minimum and maximum).

§ 5 Obligatory Attendance in Classes

- (1) According to § 5 (2) GER, obligatory attendance can only be stipulated in courses of the following type:
1. Tutorials
 2. Seminars and introductory seminars ("Proseminare")

3. Colloquia
4. Lab courses
5. Excursions

Comment:

Add courses relevant to the course of study (the above listing is an example). Compulsory attendance is only permitted for courses, for which the learning objective cannot be achieved without the active participation of students. This is usually not the case with lectures; cf. § 5 (2) GER.

- (2) Classes, for which attendance is required in accordance with para. 1, shall be identified as such in the module catalog.

§ 6**Examinations and Examination Deadlines**

- (1) General regulations on examinations and examination periods are included in § 6 GER.
- (2) Provided successful participation in modules or exams or passing of module components according to § 5 (4) GER is stipulated as a precondition for participation in other exams, this is indicated accordingly in the module handbook.

Comment:

Optional arrangement according to § 5 (4) GER. The stipulated admission requirements must be justified in terms of content and should not have the effect of extending the study period. In any case it must be possible to acquire approximately 30 credit points per term. The forms of examination and any admission requirements/dependences on examinations must be laid out.

§ 7**Types of Examinations**

- (1) General regulations on types of examination are included in § 7 GER.
- (2) The following other forms of examination are stipulated according to § 7 (1) GER:
 - 1.
 - 2.
 - 3.
 - 4.

Comment: If necessary, add other forms of examination according to § 7 (1) GER ergänzen.

- (3) The duration of a written exam is ...

Comment:

Specify course of study-specific duration, cf. § 7 (3) GER. The duration of a written exam may be based on the number of corresponding credit points.

Example: The duration of the written exam is

- **60 to 90 minutes for up to 5 CP**

- 90 to 120 minutes for up to 6 or 7 CP
- 120+ minutes for 8 or more CP

(4) For written exams in the form of e-tests, the following applies: ...

Comment: If necessary, add course of study-specific regulations, cf. § 7 (5) GER.

(5) The duration of an oral examination is
An oral examination as a group examination is carried out with no more than ... candidates.

Comment:

Specify the duration of the oral exam and the number of candidates for a group exam in the respective course of study, cf. § 7 (6) GER. The duration may be based on the number of credit points awarded.

(6) The following applies to seminar and term papers in detail: ...

Comment: If necessary, add course of study-specific regulations, cf. § 7 (7) GER.

(7) The scope of a written paper is The preparation time for a written paper is ...

Comment: Lay out the course of study-specific scope and duration
cf. § 7 para. 8 GER.

(8) The following applies to project work in particular:

Comment: If necessary, add course of study-specific regulations, cf. § 7 (9) GER.

(9) For written examinations in the form of a portfolio, the following applies in particular: ...

Comment: If necessary, add course of study-specific regulations, cf. § 7 (10) GER.

(10) The scope of written preparation for a presentation is ... The duration of a presentation is ...

Comment: Specify course of study-specific duration, cf. § 7 (11) GER.

(11) The following applies to colloquia in particular: ...

Comment: If necessary, add course of study-specific regulations, cf. § 7 (12) GER.

(12) The following applies to practical work/internships in particular: ...

Comment: If necessary, add course of study-specific regulations, cf. § 7 (14) GER.

(13) The examiner specifies the duration of the exam and, if applicable, other modalities of the exam, at the start of the course.

(14) Admission to module exams may be conditional on the successful completion of module components as examination requirements in accordance with § 7 (15) GER. For the relevant modules, this is outlined in the module handbook. At the start of term, or by the time of the first course session, the lecturer shall provide precise criteria in the CMS regarding possible improvement of grades through the completion of module components, particularly the number and type of tutorials that can be taken for extra credit as well as the mode of correction and assessment.

Comment:

The mode of correction and evaluation must be announced, in particular – if applicable – the percentage of main examination points that can be gained with the help of bonus points, and how many bonus points are awarded for what activities, cf. § 7 (15) GER.

§ 8 Assessment and Grading

- (1) General regulations for assessing the examinations and the formation of grades are included in § 10 GER.
- (2) If an examination consists of several partial exams, each partial exam must be passed, i.e. be completed with the grade of at least "sufficient" (4.0).

Comment:

Optional regulation based on the exemption clause of § 10 (8) GER. The paragraph is only required if this alternative regulation is preferred. Essentially it is sufficient if the weighted average of the assessments of all partial exams is at least "sufficient" (4.0) according to § 10 (8) GER.

- (3) A module has been passed if all associated partial assessments have been passed with a grade of at least "sufficient" (4.0), and all other credit points or module components have been achieved according to the relevant course of study-specific examination regulations.

Comment:

Optional regulation based on the exemption clause of § 10 (9) GER. The paragraph is only required if this alternative regulation is preferred. Essentially it is sufficient, according to § 10 (9) GER, if the weighted average of all of all associated partial examinations have resulted in a grade of at least "sufficient" (4.0) and all other related credit points or module components are achieved.

- (4) The overall grade is formed taking into account all module grades and the grade of the Master's thesis according to § 10 (10) GER.

Comment:

Please add course of study-specific specification of the weighting of individual modules, module areas, and the Master's thesis. It is possible to weight the Master's thesis and individual modules and module areas differently; cf. § 10 (11) GER. If required, the following formulation can be made:

"The grades for the Master's thesis and Master's lecture are weighted with (e.g.) twice the value of their credit points. The individual module areas are weighted differently with the following factors to determine the overall grades:

Module area: Factor (e.g. 1.0)

Module area: Factor (e.g. 2.5)

Module area: Factor (e.g. 4.0)"

The specification of the module areas and their differing weighting must be discipline-specific. The module areas must be named in this context.

- (5) In the case that all module examinations of the Master's course of study have been completed within the standard period of study, one weighted module grade corresponding to ... credit points can be deleted according to § 10 (13) GER.

Comment:

Please specify the scope of CP. At maximum, a grade corresponding to 15 CP can be deleted (with the exception of the grade of the Master's thesis); cf. § 10 (13) GER.

§ 9 Examination Board

The responsible Examination Board according to § 11 GER is the Master's Examination Board... of the Faculty of

Comment: Please add the faculty designation. For inter-faculty courses, adaptation is required.

§ 10 Repeating Examinations or the Master's Thesis Loss of the Right to Examination

- (1) General regulations governing retaking exams or the Master's thesis, and the loss of the right to take exams are stipulated in § 14 GER.
- (2) Modules that can be freely selected within an area (specialization, occupational field, field of application, minor) from this Master's course of study can be replaced provided this is permitted in the relevant module handbook. It is not possible to replace mandatory modules.

Comment:

Optional regulations based on § 14 (8) GER. Please add the designation of the area if necessary. For example, the following formulations are possible:

1. **Modules that can be freely selected within the ... area of this Master's course can be replaced, provided this is permitted in the module handbook.**
 2. **Modules that can be freely selected within the ... area of this Master's course can be replaced once.**
 3. **Modules that can be freely selected within the ... area of this Master's course can be replaced a maximum of ... times.**
 4. **Modules that can be freely selected within the ... area of this Master's course can be replaced with the approval of the Examination Board, provided this is permitted in the module handbook.**
 5. **Modules that can be freely selected within the ... area of this Master's course of study can be replaced once/...times, given the approval by the Examination Board.**
- (3) An area (specialization, vocational field, field of application or minor) of this Master's course can be changed once / twice /... upon application to the responsible Examination Board.

Comment: Optional regulations based on § 14 (8) GER. Please add any restriction in numbers if necessary.

§ 11
Deregistration, Non-Attendance, Withdrawal
Deception, Non-Compliance

(1) General provisions on deregistration, non-attendance, withdrawal, deception or non-compliance are included in § 15 GER.

(2) The following applies to the deregistration of examinations according to § 15 (1) GER:

Comment: Please add the procedure for canceling examination registrations, if necessary.

(3) The following applies to canceling practical work and seminars: ...

Comment: Add course of study-specific process, if necessary.

II. Master's Examination and Master's Thesis

§ 12
Type and Scope of the Master's Examination

(1) The Master's examination consists of

1. examinations that are to be completed based on the structure of the course of study according to § 4 (2) and detailed in the module handbook, as well as
2. the Master's thesis and the Master's final colloquium.

Comment: Please include the Master's final colloquium in clause 2 only if applicable, cf. § 16 (1) GER.

(2) The order of courses is based on the curriculum (Appendix 1). The assignment for the Master's thesis can only be issued if ... credit points are attained.

Comment:

1. **Complete number of credit points, cf. § 16 (2) GER.**
2. **If applicable, please specify here that the assignment for the Master's thesis can only be issued if specific elements (languages or internships/professional practical experience) are proven, cf. § 16 (2) GER.**

§ 13
Master's Thesis

(1) General provisions for the Master's thesis are provided in § 17 GER.

(2) Further details regarding the supervision of the Master's thesis are outlined in § 17 (2) GER. Furthermore, the following applies: ...

Comment: If necessary, add other course of study-specific details on the supervision of the Master's thesis, cf. § 17 (2) GER.

- (3) The Master's thesis is written in the ... language. It can usually be written in German or English, in agreement with the examiner in question. It can also be written in the ...language, insofar as competent assessment can be ensured.

Comment:

1. Specify course of study-specific rules under (3), cf. § 17 (5) GER. In German-taught courses, submission of a thesis written in English must be permitted.

2. Clause 3 is only required if the Master's thesis can be written in a language other than German or English.

- (4) The turnaround time (time frame for completion) for the Master's thesis is usually a minimum of ... and a maximum of ... months. In justified exceptional cases, the writing time can be extended by a maximum of up to six weeks upon application to the relevant Examination Board in accordance with § 17 (7) GER.

Comment: If necessary, specify course of study-specific turnaround time (time frame) according to § 17 (7) GER

- (5) The candidate presents the results of the Master's thesis as part of a Master final colloquium. § 7 (12) GER in connection with § 7 (11) apply accordingly. It is possible to hold the Master's final colloquium before submission of the Master's thesis. The Master's final colloquium is to be held ... weeks after submission of the written Master's thesis at the latest.

Comment: Para. 5 is only required if a colloquium is to be held and the reference to § 7 (11) only if there are any relevant regulations. Clauses 3 and 4 are optional, cf. § 17 (8) GER.

- (6) The scope of work for execution and written preparation of the Master's thesis as well as the colloquium corresponds to ... credit points. The Master's thesis can only be graded after the Master's final colloquium has been held.

Comment: Specify course of study-specific scope of work according to § 17 (10) GER. This must not be below a minimum of 15 credit points and must not exceed 30 credit points, or including the colloquium 30 credit points, cf. § 17 (10) GER. Sentence 2 is only to be included if the Bachelor's thesis and the Bachelor's final colloquium are partial assessments.

§ 14

Acceptance and Assessment of the Master's Thesis

- (1) General provisions on acceptance and assessment of Master's thesis are included in § 18 GER.
- (2) The Master's thesis is to be submitted on time with ... copies to ... Printed, bound copies are to be submitted. Furthermore, the thesis must be submitted as a PDF file on a data carrier.

Comment:

1. The number of copies to be submitted and the place of submission (Central Examination Office or Examination Board) as well as the form according to § 18 (1) GER should be outlined for the course of study. Additional submission on a data carrier is optional.

2. In the event that the work should be submitted to the Examination Board, the Board must document the process and forward the thesis immediately to the Central Examination Office.

III. Final Provisions

§ 15

Viewing of Examination Records

Review of exam documents is carried out in accordance with § 22 GER.

§ 16

Coming into Effect, Publication and Transitional Provisions

- (1) These examination regulations are published as an Official Announcement of RWTH Aachen University ("Amtliche Bekanntmachungen") and come into effect on the day after publication.
- (2) The examination regulations for the ... Master's course of study dated ... in the version of the ... amendment of ... / last modified by the ... amendment dated ..., are replaced by the present examination regulations.
- (3) These examination regulations apply to all students who enrolled in the ... Master's course of study at RWTH for the first time in or after the ... semester
- (4) Students who enrolled in the ... Master's course of study before the ... semester ... may apply to transfer to the present examination regulations. The examination regulations from ... in their currently valid version will apply to students until ... at maximum. After the ...semester ... it is mandatory to transfer to the present examination regulations.

Comment:

Para. 4 is only required in case of a new version of the examination regulations. When defining the transition period, it is to be ensured that students who enrolled in the old version of the examination regulations at the latest possible date are able to complete their studies in terms of this version of the examination regulations within 1.5 times the standard period of study.

- (5) Examination performances completed based on the examination regulations dated ... in their valid version are transferred to the examination performances required by the present examination regulations with the help of the Equivalence List in Appendix 4.

Comment:

Para. 5 is only required in case of new examination regulations which stipulate that examination performances completed under the old versions of the examination regulations are to be transferred to the new version of the examination regulations.

Issued based on the resolutions of the Faculty Council of the Faculty of dated ...

Der Rektor
of RWTH
Aachen University

Aachen, dated _____

Univ.-Prof. Dr. rer. nat. Dr. h. c. mult. Rüdiger

Appendices:

1. Curriculum
2. Guidelines for Internships/Professional Experience
3. Equivalence List