

HSD NO. 457

University bulletin HSD *Verkündungsblatt*
Issued by: The President

7 June 2016
Number 457

This English translation is intended to allow international readers a better understanding of the Framework Examination Regulations. It is solely for information purposes and only the German version is legally binding.

New Announcement of the Framework Examination Regulations for the Faculty of Mechanical and Process Engineering of Hochschule Düsseldorf – University of Applied Sciences

Dated 7 June 2016

The new announcement hereinafter sets forth the wording of the Framework Examination Regulations for the Faculty of Mechanical and Process Engineering of Hochschule Düsseldorf – University of Applied Sciences of 15 February 2016 (official announcements, university bulletin HSD *Verkündungsblatt* no. 423). The new announcement takes into account the First Amendment of the Framework Examination Regulations for the Faculty of Mechanical and Process Engineering of Hochschule Düsseldorf – University of Applied Sciences of 7 June 2016 (official announcements, university bulletin HSD *Verkündungsblatt* no. 456).

Düsseldorf, 7 June 2016

The President
of Hochschule Düsseldorf
University of Applied Sciences
Prof. Dr. Brigitte Grass

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SECTION 1 – SCOPE

(1) These Framework Examination Regulations are valid for all bachelor's and master's programmes of the Faculty of Mechanical and Process Engineering of Hochschule Düsseldorf – University of Applied Sciences. Exceptions are bachelor's and master's programmes for which the Faculty Council approves separate examination regulations due to special requirements justified by the individual study programme.

(2) Based on these Framework Examination Regulations, the Faculty Council issues specific programme-related examination regulations for the individual study programmes.

SECTION 2 – STUDY PROGRAMME OBJECTIVES; PURPOSE OF THE EXAMINATION

(1) The purpose of studies at the Faculty of Mechanical and Process Engineering is to teach students, in accordance with section 58 of the HG NRW (higher education act North Rhine-Westphalia) and under consideration of demands and changes in the working world and of interdisciplinary contexts, the necessary subject-related and scientific knowledge, abilities, methods and key skills in a way which is appropriate to the respective study programme and in such a manner that they are empowered to undertake academic work, apply scientific findings and methods in professional practice, assess critically such scientific findings and act responsibly.

(2) Study-programme specific objectives are governed by the examination regulations for the individual study programmes.

(3) Study programmes are structured in modules and prepare students in bachelor's programmes for the bachelor's examination and in master's programmes for the master's examination. The degree is attained when all module examinations in the compulsory and elective modules during the course of the study programme, the thesis and the colloquium have been successfully completed and the credits foreseen for the individual modules have been earned. All the examinations according to sentence 2 together form the bachelor's or the master's examination respectively.

(4) The module examinations should be taken in the subject-related semester for which the respective Syllabus and Examination Plan schedules the corresponding courses.

(5) Having successfully passed the bachelor's examination, graduates hold a first degree which qualifies them to enter a profession. Having successfully passed the master's examination, graduates have attained a further degree which qualifies them to enter a profession.

SECTION 3 – ADMISSION REQUIREMENTS

(1) Applicants who have not obtained a qualification which fulfills the admission conditions from a German-speaking institution must possess the German language skills required for their study programme if German is the language of instruction indicated in the examination regulations for the individual study programmes. At the latest upon enrolment, students must present a DSH 2 certificate, a DSH 3 certificate, a TestDaF examination result at least of level 4 in all four parts of the examination or other German language certificate which equates to these certificates, insofar as the examination regulations for the individual study programme do not specify otherwise.

(2) Further admission requirements are governed by the examination regulations for the individual study programmes.

(3) Applicants seeking admission in a higher subject-related semester who have acquired the knowledge and skills necessary for successful studies in a way other than through a study programme are entitled, following the result of a placement examination in accordance with section 49 subsection 12 of the HG NRW (higher education act North Rhine-Westphalia), to commence studies at that stage of the study programme which corresponds to that result, provided there are no opposing rules on the allocation of places. Details of the type, form and scale of the placement examination are governed by the placement examination regulations of Hochschule Düsseldorf – University of Applied Sciences as last amended.

SECTION 4 – MODULES, MODULE MANUAL AND MODULE DESCRIPTIONS

(1) Study programmes are structured in modules. A module may comprise several courses. Each module is generally completed with one examination only.

(2) A module manual is compiled for each study programme and continuously updated. The module manual contains the module descriptions for all the modules in a study programme. The module descriptions provide binding information on the content and learning outcomes of the module, forms of teaching and study, conditions for participation, usability of the module, module examination, conditions for the awarding of credits, module grade, number of credits, frequency with which the module takes place, workload and duration of the module. The contents of the module manual, which shape the study programme's structure, are attached as an annex to the examination regulations of the individual study programmes in a schematic Syllabus and Examination Plan.

(3) Module manuals are valid once they have been approved by the Faculty Council. Any amendment to a module manual or a module description requires the approval of the Faculty Council, so far as such amendment is not solely of an editorial nature.

(4) Examinations within the scope of these Framework Examination Regulations in conjunction with the examination regulations for the individual study programmes may only be held or recognised based on a valid module manual or a valid module description.

SECTION 5 – CREDITS

(1) Credits are a quantitative gauge for the workload foreseen for course preparation, attendance and follow-up work as well for the preparation and completion of work to be produced by the student. A student workload of between 25 and a maximum of 30 hours (à 60 minutes) of class attendance and self-study is taken as the basis for a credit.

(2) In the case of full-time studies, 30 credits are generally taken as the basis for the workload for a semester. For part-time studies, the credits allocatable for the whole study programme as calculated on the basis of the standard period of study are distributed equally over the number of semesters, so far as the examination regulations for the individual study programmes do not rule otherwise.

(3) Credits are awarded for examination achievements with a grade of at least 50 percentage points, i.e. 'sufficient' (4.0)¹ or successfully completed modules.

¹ Translator's note: All grades mentioned in these Framework Examination Regulations refer to the German grading system, specified in section 18, subsection 5.

(4) If examination achievements are recognised in accordance with section 6, then in accordance with the European Credit Transfer and Accumulation System (ECTS) the credits attained are recognised and credited to the number of credits indicated in the relevant Syllabus and Examination Plan for the corresponding module at Hochschule Düsseldorf – University of Applied Sciences.

SECTION 6 – RECOGNITION OF EXAMINATION ACHIEVEMENTS

(1) Upon application, examination achievements which have been attained at another state or state-approved higher education institution, state or state-approved college for cooperative education or in the framework of study programmes at foreign state or state-approved higher education institutions are recognised, provided that there is no substantial difference between the skills acquired and those achievements they are intended to substitute.

(2) In the recognition of examination achievements attained at foreign state or state-approved higher education institutions, the Examination Board shall primarily respect the equivalence agreements approved by the Conference of Ministers of Education and Cultural Affairs (KMK)² and the German Rectors' Conference (HRK) as well as arrangements made in the framework of university partnerships, if these favour the student by way of derogation from subsection 1. The Central Office for Foreign Education can otherwise be consulted should there be any doubt about equivalence.

(3) Upon application, other skills and qualifications can be recognised based on the documents presented, if they are equivalent in content and level to the examination achievements which they are intended to substitute.

(4) Applicants who in accordance with section 49 subsection 11 of the HG NRW (higher education act North Rhine-Westphalia) have been admitted to a study programme at another higher education institution of the same type within the jurisdiction of German Basic Law and to whom that higher education institution has issued certificates confirming successful study achievements amounting to at least half of all the examination achievements required in a study programme are entitled – subject to available capacity – to continue their studies at Hochschule Düsseldorf – University of Applied Sciences in the same or a related study programme. This also applies for applicants who have been admitted to a study programme at a higher education institution within the jurisdiction of German Basic Law based on a vocational qualification within the meaning of section 49 subsection 4 of the HG NRW (higher education act North Rhine-Westphalia). Recognition of examination achievements is effected in accordance with subsection 2.

(5) For applicants who are entitled by virtue of a placement examination in accordance with section 49 subsection 12 of the HG NRW (higher education act North Rhine-Westphalia) to commence studies in a higher subject-related semester, the knowledge and skills proven in the placement examination are credited as examination achievements. Statements in the placement examination certificate are binding for the Examination Board.

(6) The decision on the recognition of examination achievements in accordance with subsection 1 and the recognition of other skills and qualifications in accordance with subsection 3 is taken by the Examination Board, in case of doubt after having consulted those persons in the Faculty who are authorised examiners in the respective examination fields. The application for recognition shall be addressed in writing to the Examination Board. Upon receipt, the Examination Board adjudicates on the application within eight weeks, provided that all the information required to implement the recognition process is available. It is the responsibility of the student submitting the application to produce the

² Translator's note: This is the short form for the full official name Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany (KMK). Since the short form is used in the German original, which was officially announced, the translation reflects the short version.

necessary information on the achievement to be recognised. In the case of non-recognition, the Examination Board shall justify its decision and produce evidence of the facts which substantiate that decision.

(7) If examination achievements as well as other skills and qualifications are recognised, the grades from comparable grading systems shall be accepted and included in the calculation for the overall grade. To convert achievements attained abroad to the German grading scheme, the Examination Board defines procedures for converting grades. If no conversion is possible, a 'pass' is noted and the examination achievement is not taken into account in the overall grade. The recognition of achievements is noted in the certificate awarding the grade.

(8) Students shall present the documents required for the recognition of achievements either as originals or as certified copies. Documents from foreign higher education institutions must be presented as certified translations in German or English.

(9) Examination achievements on the scale of at least 20 % of the required credits for the respective study programme must be attained at Hochschule Düsseldorf – University of Applied Sciences. The crediting of the examination achievements of the bachelor's or master's thesis and the bachelor's or master's colloquium is categorically excluded.

SECTION 7 – EXAMINATION BOARD

(1) For the organisation of examinations, the Faculty constitutes an Examination Board. The Examination Board is an independent faculty body. It comprises the chairperson, his or her deputy and five further members with voting rights. The Faculty Council elects the chairperson, his or her deputy and two further members from the group of professors, one member from the group of academic staff and two students as members. Deputies are elected for all members of the Examination Board, except for the chairperson and his or her deputy. The term of office for members working full-time at Hochschule Düsseldorf – University of Applied Sciences is two years, that of student members one year. Re-election is possible.

(2) The Examination Board ensures that the examination regulations are observed and that examinations are properly conducted. It is responsible, in particular, for decisions on objections against decisions made in examination procedures. The Examination Board reports regularly and at least once a year to the faculty on the development of examinations and periods of study and in the case of deviations from the normal programme length proposes to the faculty measures to shorten the period of study. The Examination Board presents proposals for reforming the examination regulations and the programme syllabuses. Measures of the Examination Board which influence the organisation of examinations are taken by the Examination Board in consultation with the dean.

(3) The Examination Board may transfer the performance of its tasks for all regular cases to its chairperson; this does not apply for decisions on objections and the report to the faculty. The Examination Board may also transfer the task of recognition of achievements to the deputy chairperson of the Examination Board. The Examination Board may also transfer the task of recognition of achievements attained abroad to the Faculty Internationalisation Manager, provided that he or she is an elected member of the Examination Board.

(4) The Examination Board constitutes a quorum if in addition to the chairperson or his or her deputy and at least one other professor at least two further members with voting rights are present. It decides by simple majority. In the event of a tie, the chairperson casts the deciding vote. The student members of the Examination Board are not part of any teaching or academic decisions, in particular the crediting or other assessment of study and examination achievements and the nomination of examiners and observers. The student members do not take part in any consultation or the passing of

any resolutions on matters concerning the definition of examination questions or their own examinations.

(5) The members of the Examination Board have the right to be present at examinations. The exception is the student members if they are obliged to take the same examination on the same day.

(6) Meetings of the Examination Board are not open to the public. Members of the Examination Board and their deputies are obliged to respect official secrecy; insofar as they are not public service employees, they shall be bound to secrecy by the chairperson of the Examination Board.

(7) Candidates shall be informed immediately and in writing of incriminating decisions by the Examination Board or its chairperson. They shall be given the opportunity for a fair hearing beforehand. Section 2 subsection 3 No. 3 of the VwVfG NRW (law on administrative procedures of the federal state of North Rhine-Westphalia), in particular concerning exceptions from the obligation for consultation and justification when assessing academic or artistic work, remains unaffected.

(8) Resolution announcements and information related to the Examination Board are published in the form of notices (posted in paper or electronic form).

SECTION 6 – EXAMINERS, OBSERVERS

(1) Teaching staff at Hochschule Düsseldorf – University of Applied Sciences and persons experienced in professional practice and vocational training are authorised to act as examiners for examinations at HSD, so far as this is necessary and appropriate for achieving the purpose of the examination. Examination achievements may only be assessed by persons who themselves are in possession of at least the same qualification which is to be ascertained by the examination or one which is equivalent. The examiners are independent of any outside instruction in their examination-related activities.

(2) For the examinations foreseen in the examination regulations for the individual study programmes, the Examination Board appoints the examiners as well as the observers. The Examination Board may assign the task of appointing examiners and observers to its chairperson.

(3) In general, the lecturers responsible for the associated courses and suitably qualified representatives are appointed as examiners. Their appointment is normally for one examination period. The examiners are announced to the candidates in good time, generally at the beginning of the registration period for the respective examination but at the latest two weeks before the examination, by means of notices (posted in electronic or paper form).

(4) Examiners are appointed by the Examination Board based on proposals from candidates or upon application by the prospective examiner.

(5) Only such persons may be appointed as observers who themselves are in possession of at least the same qualification which is to be ascertained by the examination or one which is equivalent. Examiners may propose to the Examination Board the observers to be appointed for an examination.

(6) Solely the examiners appointed by the Examination Board are entitled to assess examination achievements and report them to the Examination Board. In general, the examiners report examination achievements by entering the examination results in an electronic grade registration system. Solely the Examination Board is responsible for issuing certificates for examination achievements.

SECTION 9 – EXAMINATIONS AND EXAMINATION DEADLINES, NACHTEILSAUSGLEICH (COMPENSATION FOR DISADVANTAGES)

(1) Examinations are not open to the public. The colloquium for the thesis is open to the public if the candidate has previously declared his or her agreement in writing.

(2) The examination language should be the language of instruction of the respective course. Upon application by the candidate to the Examination Board, another examination language can be specified in agreement with the examiner.

(3) The date for the examination in the case of module examinations or partial module examinations is announced to the candidates in good time, generally at the beginning of the registration period for the respective examination but at the latest two weeks before the examination, by means of notices (posted in electronic or paper form).

(4) Study programmes and examination procedures shall be designed in such a way that a whole study programme including the thesis and the colloquium can be completed by the end of the last semester of the normal programme length. The examination procedures must make it possible for students to claim statutory maternity leave entitlements and parental allowance and leave in accordance with the periods defined by law (*Bundeseltern- und Elternzeitgesetz*) and take into consideration the care and upbringing of children and the care of persons within the meaning of sections 64 subsection 2 no. 5, 48 subsection 5 sentence 5 of the HG NRW (higher education act North Rhine-Westphalia).

(5) If a candidate provides credible evidence by means of a medical certificate or in another way that he or she is not capable of taking the whole or part of the examination in the form prescribed due to a longer lasting or permanent disability or chronic illness, the chairperson of the Examination Board shall permit upon application by the student a prolongation of the examination time or allow the candidate to produce equivalent examination achievements in another form. The Examination Board shall ensure that examination conditions are designed in a way which offsets any disadvantages for disabled persons or persons with a chronic illness as far as possible (*Nachteilsausgleich* (compensation for disadvantages)). In case of doubt, the Examination Board can demand proof of the type and severity of the restriction.

SECTION 10 – NON-ATTENDANCE, WITHDRAWAL, DECEPTION, INFRINGEMENT OF RULES

(1) The candidate may withdraw from an examination without stating any reasons up to one week at the latest before the start of the examination by notifying the Examination Board via the Student Affairs Office responsible.

(2) An examination achievement is graded with 0 percentage points and 'insufficient' (5.0), if a candidate fails to appear for an examination without valid reasons or if he or she withdraws from the examination after the start of the examination without valid reasons. The same applies if a written examination achievement or the thesis is not completed by due date.

(3) The Examination Board must be notified immediately and in writing of the valid reasons given for withdrawal from the examination and credible evidence produced. In the case of illness, the candidate shall additionally present a medical certificate in the original which certifies that he or she is incapable of taking the examination. Should there be indications in individual cases that the candidate was in all

probability capable of taking the examination or should another type of proof appear appropriate, the chairperson of the Examination Board may demand that the candidate present a medical certificate from a medical examiner designated by the Examination Board. The candidate must be able to choose from several medical examiners. If the Examination Board accepts the valid reasons in accordance with sentence 1, the candidate may register again for the examination concerned.

(4) If the candidate attempts to influence registration for or withdrawal from an examination or the result of an examination through falsification, deception or the use of unpermitted aids, the examination concerned is graded as 'insufficient' (5.0) and 0 percentage points. The chairperson of the Examination Board is responsible for decisions made in accordance with sentence 1 regarding registration for or withdrawal from the examination and for recording these decisions and the respective examiners are responsible for decisions on examination results and they or the invigilators are responsible for recording these decisions. In serious or repeat cases, the Examination Board may also retrospectively declare previous examinations in the respective module as 'failed'. In particularly serious cases and following consultation with the Faculty Council, the Examination Board may withdraw the candidate's right to repeat the examination and in so doing declare the examination as 'irredeemably failed'. The examinee shall be given the opportunity for a fair hearing before such a decision is reached.

(5) Candidates who disturb the proper conducting of the examination can, generally after a warning, be excluded by the respective examiners or invigilator from continuing the examination; in this case the examination concerned is graded as 'insufficient' (5.0) and 0 percentage points; the reasons for exclusion shall be recorded. In serious or repeat cases, the Examination Board may also retrospectively declare previous examinations in the respective module as 'failed'. In particularly serious cases and following consultation with the Faculty Council, the Examination Board may withdraw the candidate's right to repeat the examination and in so doing declare the examination as 'irredeemably failed'. The examinee shall be given the opportunity for a fair hearing before such a decision is reached.

(6) Deception can constitute an offence and result in a penalty of up to €50.000. Pursuit and prosecution take place in accordance with section 63 subsection 5 sentence 5 of the HG NRW (higher education act North Rhine-Westphalia) and are the responsibility of the Vice-President for Financial Administration and Human Resources. In the case of a repeated or otherwise serious attempt at deception, the candidate can also be de-registered from the Hochschule Düsseldorf – University of Applied Sciences.

(7) Incriminating decisions shall be announced to the candidate immediately and in writing, justified and include instruction of the legal rights available.

SECTION 11 – MODULE EXAMINATIONS

(1) A module is generally completed with a module examination. The module examination shall be designed in such a way that it is suitable for monitoring whether the examinee has achieved the targeted learning outcomes in the module. Candidates should prove in the module examinations that they master content and methods in the field covered by the examination in their fundamental contexts and can apply the competences and skills acquired in a limited time period and with the permitted aids.

(2) Module examinations generally comprise only one examination. By way of derogation, module examinations may comprise two partial module examinations, in exceptional cases three partial module examinations. A module is completed when the module examination or all the partial module examinations attributable to that module have been passed. The module grade is calculated based on the grade of the module examination or the arithmetic mean [translator's note: usually the average] of

the weighted grades of the partial module examinations. The weighting of a partial module examination should normally equate to the students' average workload for the learning outcome for the respective partial module examination. Module examinations and partial module examinations as well as the weighting of partial module examination for a module grade are specified in the respective module description in the module manual.

(3) The grading of a module examination or partial module examination is expressed in percentage points in accordance with section 18 subsection 1 and 5. A module examination or partial module examination counts as a 'pass' if at least 50 (fifty) percentage points are attained.

(4) To take a module examination or a partial module examination, students must register in binding. Registration is only possible if the module has not yet been completed. Registration can be refused for reasons governed by the examination regulations for the individual study programmes. The Examination Board publishes the registration modalities for each examination period at least one week before the start of the respective examination registration period.

(5) Module examinations in compulsory modules are generally 'written examinations' (section 12), 'oral examinations' (section 13) or 'multiple choice examinations' (section 14). Module examinations in compulsory modules containing only one course with mostly practical contents or innovative forms of teaching can also be conducted as a special type of examination in accordance with section 15. Module examinations in elective modules can, provided that the purpose of the examination within the meaning of subsection 1 is achieved, be conducted as any type of examination defined in these Framework Examination Regulations. The examination type is specified in the module manual. If the module manual reserves the right for the examiner to select the examination type, then the examination type shall be announced in a suitable manner at the beginning of the course; in this case, the selected examination type applies until the next time the course is offered.

(6) Each module examination or partial module examination can be repeated a maximum of two times. If the examination is a repeat examination where in the case of a fail there is no opportunity to offset it (final attempt), the examination shall be assessed by two examiners. If the student fails the last repeat examination too, then the module examination or partial module examination counts as 'irredeemably failed', which consequently results in de-registration from Hochschule Düsseldorf – University of Applied Sciences in accordance with section 51 subsection 1 no. 3 of the HG NRW (higher education act North Rhine-Westphalia).

(7) To register for a module examination or partial module examination in a final attempt at the examination, an application must be submitted to the Examination Board which is obliged to grant it.

(8) During the whole study programme, the student may submit an application up to a maximum of two times to the Examination Board to be permitted to repeat a module examination or partial module examination after the final attempt to the repeat examination within the meaning of subsection 6 (what is known as a compensatory attempt).

(9) The use of certain aids can be permitted in module examinations or partial module examinations. The decision on the type and scale of such aids lies with the examiner and shall be announced to the candidates in a suitable manner and in good time prior to the examination, at the latest, however, at least one week prior to the date of the examination.

(10) If requested to do so, candidates shall prove their identity to the examiner or the invigilator by means of their student ID card or a document from Hochschule Düsseldorf – University of Applied Sciences which certifies that the student is properly enrolled and official proof of identity bearing a photograph. A German or EU driving licence is also accepted as official proof of identity.

(11) The maximum period for announcing the grades of module examinations or partial module examinations is six weeks from the date of the examination or of the last achievement which directly counts towards the examination. If there is a threat that the deadline is going to be exceeded, the examiner shall inform the Examination Board before the deadline passes that the correction time is likely to be exceeded.

SECTION 12 – WRITTEN EXAMINATIONS

(1) In written examinations, the examinee should prove that he or she masters in written form, within a limited time period and only with the permitted aids the competences in the area covered by the examination as demanded in the respective courses in the module. The written examination questions and the written form of the solutions compiled can be set down in writing or with the aid of electronic means. Electronic aids for the conducting of examinations may only be used if the proper conducting of the examination and data protection are provided for to at least the same degree as in a written examination in paper form.

(2) The examination question(s) for a written examination is (are) generally set by one examiner only. If several examiners have been appointed by the Examination Board for the module examination or the partial module examination, then they set the examination questions together. In this case, the examiners together weight beforehand their respective proportion of the examination. All the examiners involved are jointly responsible for assessing the written examination.

(3) Written examinations are invigilated. The invigilators conduct the examination on behalf of the Dean. An examination leader shall be nominated for each examination. Unless specified otherwise by the Dean, the examiner in attendance is in charge of the examination.

(4) Candidates may in general be prohibited from bringing electronic devices or specific types of devices to the examination. Categorically prohibited is the possession of devices which can communicate wirelessly, unless the invigilators can ensure that the devices are inactive for the duration of the examination and no interaction by the candidates with the devices is possible.

(5) A written examination generally lasts between 60 and a maximum of 120 minutes. The duration of an individual written examination is normally based on the complexity of the subject being examined. The exact specifications are indicated in the module manual.

SECTION 13 – ORAL EXAMINATIONS

(1) The purpose of oral examinations is to ascertain whether the examinee masters in the form of a presentation and/or discussion the competences demanded in the respective courses in the module. Oral examinations can be held as an individual or group examination and shall always be conducted by two examiners or by one examiner in the presence of a competent observer (section 65 subsection 2 of the HG NRW (higher education act North Rhine-Westphalia)). The examiners jointly set the grades; in the case of only one examiner, the observer shall be consulted beforehand.

(2) The main subjects and results of the examination, in particular those factors relevant for the grade, shall be recorded. The candidate shall be notified of the grade of the examination immediately after the oral examination on the day of the examination.

(3) Students in the same study programme should be allowed to listen in on oral examinations, provided that the candidate does not object. Students must apply for admission to the Examination Board during the respective examination registration period. Attendance is not permitted when the result of the examination is discussed and announced to the candidate.

(4) An oral examination lasts between 15 and 30 minutes per candidate. In the case of a group examination, the duration extends accordingly depending on the number of candidates.

SECTION 14 – MULTIPLE CHOICE EXAMINATIONS

(1) Examinations can be conducted partly or in full in multiple-choice format. In examinations in multiple-choice format, candidates shall solve written questions posed under supervision by stating the answers found to be correct from a pre-defined list of alternative answers.

(2) The examination questions and the pre-defined alternative answers (multiple choice), referred to hereinafter as MC questions, must be based on the knowledge and skills taught in the module concerned and allow reliable examination results.

(3) The examiners are responsible for setting the MC questions. When formulating the questions, which of the alternative answers will be accepted as the correct solution for the MC questions shall be recorded in written form.

(4) When assessing the examination achievements of all students, examiners shall take note of whether, due to the frequency of incorrect answers to specific MC questions, there are indications that one or more MC questions was/were inaccurately formulated. If, after conducting the examination, the outcome is that individual MC questions are inaccurate, the MC questions concerned are considered not to have been asked (invalid MC questions). The number of MC questions decreases accordingly, which must be taken into account in the assessment.

(5) A subsequent reduction of the number of MC questions in an examination may not result in a disadvantage for the students. For students who have answered the invalid MC questions correctly (right answer), grading remains unchanged. For each MC question, the examiners must state in the written examination with how many percentage points (if relevant, fractions of percentage points) the respective question contributes to the examination result. This equates to the number of percentage points by which the grade is better if the corresponding MC question is not or incorrectly answered and later proves to be invalid.

SECTION 15 – SPECIAL TYPES OF EXAMINATION

(1) Special types of examination are module examinations or partial module examinations which in form and method are specially adapted to courses with a high ratio of practical content. They make it possible to reduce the pressure in the examination phase by including performance assessments during the course of the study programme, on which the examiner bases the overall grade at the end of the semester.

(2) For practical training in the laboratories, special types of examination permit the assessment, for example, of reports, minutes, project tasks, oral or computer-based tests. In a seminar or seminar-like course, performance assessment is based, for example, on essays including an oral presentation, assignments, poster presentations or written seminar papers. For project work accompanied by seminars, performance assessment can take the shape of project reports with or without an oral presentation.

(3) Special types of examination can provide for the grading of one or more performance assessments for a piece of group work. The task set must be suitable for differentiating and assessing the examination achievement of the individual student by means of objective criteria.

(4) The number and types of performance assessment attributed to a module examination or partial module examination are indicated in the respective module description in the module manual. Before courses begin, generally at the start of the semester, participants must be informed in an appropriate manner of the number and respective types of performance assessment as well as of their respective contribution to the overall grading of the module examination or partial module examination.

SECTION 16 – ADDITIONAL MODULES; ELECTIVE MODULE EXAMINATIONS

(1) Students are permitted to participate in module examinations in modules other than those specified by the examination regulations for the individual study programmes (additional modules). Upon application by the candidate, the result of these module examinations is included in the certificate awarding the grade; it is not, however, taken into account in the overall assessment or the overall grade. Students shall register with the Examination Board for examinations in additional modules. The examination regulations for the individual study programmes can limit the number of additional modules.

(2) If the examination regulations for the individual study programmes provide for elective modules, students may take more elective module examinations than the minimum number required. Those elective module examinations which are graded best are included in the overall assessment and the setting of the overall grade until the minimum required number of elective module examinations is reached. Upon application by the student to the Examination Board, elective module examinations other than those graded best can alternatively be included in the overall assessment and overall grade. Subsection 1 sentence 2 applies accordingly for any surplus elective module examinations additionally taken.

(3) If the examination regulations for the individual study programmes provide for elective modules, students may complete one of the foreseen elective modules in full or partly by attaining study and examination achievements in other faculties. This is conditional on the number of credits attributable to the chosen study and examination achievements in the other faculty equating to at least the number of credits for the elective module or for separately identifiable parts of the elective module. A bachelor's elective module can only be substituted by study and examination achievements from bachelor's study programmes in other faculties; a master's elective module can only be substituted by study and examination achievements from master's study programmes in other faculties. Study and examination achievements which are wholly or predominantly the object of another compulsory or already completed elective module in the chosen study programme cannot be credited to an elective module in accordance with sentence 1. Applications for recognition in accordance with sentence 1 shall be addressed to the Examination Board.

SECTION 17 – ADMISSION TO EXAMINATIONS, ADMISSION PROCEDURE

(1) Only those persons may be admitted to examinations who are enrolled at Hochschule Düsseldorf – University of Applied Sciences in accordance with the Enrolment Regulations of Hochschule Düsseldorf – University of Applied Sciences as last amended in the study programmes of the Faculty of Mechanical and Process Engineering or admitted as a cross-registered student and fulfil the conditions in accordance with section 3 and the admission conditions governed by the examination regulations for the individual study programmes. Special conditions for admission to individual examinations or parts of examinations are governed by the examination regulations for the individual study programmes.

(2) The Examination Board is responsible for decisions concerning admission to examinations. The posting of a notice (in electronic or paper form) to announce admission is sufficient.

(3) Admission shall be refused if

- a) the conditions specified in subsection 1 are not fulfilled or
- c) the candidate has irredeemably failed the respective examination or the thesis at a higher education institution within the jurisdiction of German Basic Law or
- d) the candidate is already in an examination procedure at another higher education institution in the same study programme. In the case of examinations held during the course of the study programme, each individual examination as well as the thesis is regarded as an examination procedure; in the case of combined examinations, the whole final examination is regarded as an examination procedure.

SECTION 16 – ASSESSMENT OF EXAMINATION ACHIEVEMENTS, COMPOSITION OF THE OVERALL GRADE

(1) Examination achievements are differentiated and graded in percentage points. One hundred (100) percentage points indicate an outstanding achievement. Fifty (50) percentage points indicate an achievement which despite its deficiencies still satisfies the requirements. If an examination achievement is graded with less than fifty (50) percentage points, it no longer satisfies the requirements due to considerable deficiencies and the examination counts as a 'fail'. The individual grading stages are specified in subsection 5.

(2) If several examiners are involved in an examination, each examiner assesses that part of the examination for which he or she is responsible. Which parts of the examination are attributable to individual examiners must be specified prior to the examination. The grading of the examination in percentage points is calculated based on the correspondingly weighted summation of the percentage points for the individual parts of the examination, rounded up to full percentage points. Sentence 3 applies accordingly for the grading of a module examination comprising several partial module examinations.

(3) For study achievements attained during a course, bonus points can be awarded, provided that the study achievements are not partial module examinations which already form part of the grade for the module. This is possible up to a limit of a maximum of twenty (20) out of one hundred (100) percent of the overall result of the examination for which the bonus points were attained. The examiner shall announce in a suitable manner the study achievements and the basis for the calculation which lead to the awarding of bonus points before the end of the second week of lectures and also notify the Examination Board. The examiner is responsible for the documentation and administration of the bonus points he or she awards. Bonus points attained expire at the end of the semester in which the bonus was awarded. Bonus points are not part of the module examination and can lead only to an improvement of the module grade.

(4) The overall grade for all the achievements attained in the study programme, which make up the bachelor's or master's examination within the meaning of section 2 subsection 3, is calculated on the basis of the weighted sum of all percentage points in the module, the bachelor's or master's thesis and the colloquium, whereby the weighting of the individual percentage points equates to the number of credits attributed to the achievement in relation to the total number of credits. The following applies for the weighting:

$$\textit{Weighting} = \frac{\textit{Credits}}{\textit{Total credits}}$$

The overall grade is calculated in accordance with the following formula:

$$\text{Overall grade} = \sum_{i=1}^n \text{Weighting}_i \cdot \text{Percentage points}_i$$

(5) The percentage points for the individual examination achievements, the modules, the bachelor's or master's thesis, the colloquium and the total sum of points in the bachelor's or master's examination are converted into grades on the basis of the following formula, which is rounded to the first decimal place in accordance with standard commercial practice:

$$\text{Grade} = 1 + \frac{3}{50} \cdot (100 - \text{Percentage points})$$

$$50 \leq \text{Percentage points} \leq 100$$

The result is the following scale of grades:

Points attained %	Grade	Grade in words	Definition
100	1.0	Very good	An outstanding achievement which far surpasses average requirements
99	1.1		
98	1.1		
97	1.2		
96	1.2		
95	1.3		
94	1.4		
93	1.4		
92	1.5		
91	1.5		
90	1.6	Good	An achievement which surpasses average requirements
89	1.7		
88	1.7		
87	1.8		
86	1.8		
85	1.9		
84	2.0		
83	2.0		
82	2.1		
81	2.1		
80	2.2		
79	2.3		
78	2.3		
77	2.4		
76	2.4		
75	2.5	Satisfactory	An achievement which equates to average requirements
74	2.6		
73	2.6		
72	2.7		
71	2.7		
70	2.8		
69	2.9		
68	2.9		
67	3.0		
66	3.0		
65	3.1		
64	3.2		
63	3.2		
62	3.3		

61	3.3		
60	3.4		
59	3.5		
58	3.5		
57	3.6		
56	3.6		
55	3.7		
54	3.8	Sufficient	An achievement which despite its deficiencies still satisfies the requirements
53	3.8		
52	3.9		
51	3.9		
50	4.0		
< 50			

(6) The overall grade in the bachelor's and master's examinations is supplemented in the final certificate awarding the grade by the respective ECTS grade:

- The best 10% are awarded ECTS grade A
- The next 25% are awarded ECTS grade B
- The next 30% are awarded ECTS grade C
- The next 25% are awarded ECTS grade D
- The next 10% are awarded ECTS grade E

The grade is calculated in accordance with the Regulations on the Calculation of ECTS Grades at Hochschule Düsseldorf – University of Applied Sciences as last amended.

SECTION 19 – THESIS

(1) The thesis is a piece of written examination work. It is intended to demonstrate that the candidate is capable of working on a topic from the respective field independently, in accordance with scientific methods and within a prescribed period of time.

(2) Each professor authorised to hold examinations in accordance with section 8 subsection 1 is entitled to assign themes for the thesis and to supervise it. With the consent of the chairperson of the Examination Board, the thesis may be undertaken at an institution outside Hochschule Düsseldorf – University of Applied Sciences, provided it can be sufficiently supervised there.

(3) The thesis may also be permitted in the form of group work by candidates, provided it can be ensured that the contribution of the individual candidate which is to be assessed as the examination achievement is clearly distinguishable and assessable on the basis of information given with regard to sections, page numbers or other objective criteria which permit a clear differentiation.

(4) The thesis may only be repeated once. The candidate is given a new theme for the thesis in this case.

SECTION 20 – ADMISSION TO THE THESIS

(1) Only those candidates may be admitted to the thesis who have successfully passed all the modules with the exception of those modules foreseen in the respective Syllabus and Examination Plan for the last semester in the study programme.

(2) The application for admission shall be submitted in writing to the chairperson of the Examination Board. A declaration shall be included which states which examiner is preferred as supervisor of the thesis and is willing to supervise it in accordance with section 8 subsection 4.

(3) The application for admission can be withdrawn in writing up until the decision on admission is announced without this counting towards the number of possible examination attempts.

SECTION 21 – ASSIGNMENT OF THE THEME AND COMPILATION OF THE THESIS

(1) The theme of the thesis is assigned by the chairperson of the Examination Board. The day on which the chairperson of the Examination Board admits the candidate to commence work on the theme set by the supervisor of the thesis counts as the assignment date; the date shall be recorded. The chairperson of the Examination Board ensures that each candidate is given a theme for the thesis in good time.

(2) The thesis shall be compiled in the language which is the language of instruction in the respective study programme. Upon application to the Examination Board and with the consent of the examiners, another examination language can be agreed.

(3) The theme of the thesis may be given back³ only once and only within the first two weeks of the preparation time without stating any reasons. In the case that the thesis is repeated in accordance with section 19 subsection 4, giving back the theme is only permitted if the candidate has not made use of this possibility when composing the first thesis.

(4) The period of time between the assignment of the theme of the thesis and the submission of the thesis is twelve weeks for a bachelor's thesis and sixteen weeks for a master's thesis. The theme and the task must be such that the thesis can be completed within the prescribed period. Upon justified application, the Examination Board may prolong once and by a maximum of four weeks the time period for the thesis; the supervisor must agree to the application.

SECTION 22 – SUBMISSION AND ASSESSMENT OF THE THESIS

(1) The thesis shall be submitted to the Examination Board in triplicate and by due date. After its receipt has been registered, the first examiner and the second examiner each receive a copy; the third copy is archived in the Student Affairs Office. The submission date shall be recorded; in the case that the thesis is submitted by post, the date of the postmark is decisive. If the thesis is not submitted by due date, it is graded in accordance with section 10 subsection 2 sentence 2 as 'insufficient' (5.0) and 0 percentage points.

(2) The candidate shall affirm in the thesis in writing in the form of a declaration of academic integrity that he or she has composed independently the thesis or the part of the thesis indicated in accordance with section 19 subsection 3 and used no sources or aids other than those specified in the thesis.

(3) The thesis shall be assessed by two examiners. The first examiner should be the person who supervised the thesis in accordance with section 19 subsection 2. The second examiner is appointed by the Examination Board. If the thesis is undertaken in accordance with section 19 subsection 2 sentence 2 at an institution outside Hochschule Düsseldorf – University of Applied Sciences, a person

³ Translator's note: 'giving back' the theme of the thesis means that the candidate withdraws from the thesis.

employed at that institution who fulfils the conditions specified in section 8 subsection 1 may also be appointed as second examiner. If the examiners do not reach consensus, the number of percentage points for the thesis is calculated based on the arithmetic mean of the individual results. The thesis is only then deemed to have been passed if both examiners have each awarded the thesis at least 50 percentage points.

SECTION 23 – COLLOQUIUM ON THE THESIS

(1) The purpose of the colloquium is to determine whether the candidate is capable of presenting and justifying the results of the thesis, its subject-related fundamentals as well as its cross-disciplinary and wider contexts and also judge its practical relevance. The colloquium supplements the thesis and shall be assessed independently of it.

(2) The examination language is the language of instruction in the respective study programme. Upon application to the Examination Board, another examination language can be specified in agreement with the examiners.

(3) Only those candidates may be admitted to the colloquium who have successfully passed all the module examinations and the thesis in accordance with the Syllabus and Examination Plan pertinent to the respective study programme. The application for admission must be submitted in writing to the Examination Board. A declaration must be included which states whether the colloquium is open to the public.

(4) The colloquium is conducted and assessed by the examiners of the thesis in accordance with section 22 subsection 3. It lasts a total of 45 minutes and is a combination of presentation and questions on the thesis. In the case of a group colloquium, the duration is extended according to the number of candidates.

(5) The result shall be announced to the candidates immediately after the colloquium. They shall already have been notified before the colloquium whether they have passed the thesis or not.

(6) The colloquium can only be repeated once.

SECTION 24 – CERTIFICATE AWARDING THE GRADE

(1) A certificate awarding the grade is issued immediately and at the latest within six weeks after the colloquium for the final examination once it has been successfully passed. The certificate awarding the grade contains the module grades, the theme and grade of the thesis, the grade of the colloquium as well as the overall grade for the examination. Examination achievements which have been recognised in accordance with section 6 are marked accordingly in the certificate awarding the grade. Upon application by the candidate, the results of examination achievements in additional modules are included in the certificate awarding the grade.

(2) The certificate awarding the grade shall be signed by the chairperson of the Examination Board and marked with the seal of Hochschule Düsseldorf – University of Applied Sciences. It bears the date of the day on which the last examination was taken.

(3) If the bachelor's or master's examination has been irredeemably failed or if it is deemed as such, the chairperson of the Examination Board notifies the candidate concerned in writing, including instructions of the legal rights.

(4) If a candidate has irredeemably failed the bachelor's or master's examination, upon application he or she is issued with a written certificate by the chairperson of the Examination Board following de-registration which lists the study and examination achievements attained and their grades as well as those study and examination achievements missing from the bachelor's or master's examination. It must be clear from the certificate that the candidate has irredeemably failed the bachelor's or master's examination.

(5) Together with the certificate awarding the grade, Hochschule Düsseldorf – University of Applied Sciences issues a supplement in the form of a Diploma Supplement (DS) in German and English in accordance with the Diploma Supplement Model of the European Union⁴/Council of Europe/UNESCO. For the description of the national higher education system (DS Section 8), the text agreed upon between the Conference of Ministers of Education and Cultural Affairs (KMK) and the German Rectors' Conference (HRK) is used as last amended. For subsection 4.3 in the English-language DS, the individual syllabus at the level of the successfully completed modules is documented in a Transcript of Records in English with module names, learning outcomes, credits and grades. Subsection 2 applies accordingly for the signing and issue of this supplement of the certificate awarding the grade.

SECTION 25 – CERTIFICATE AWARDING THE ACADEMIC DEGREE

(1) Together with the certificate awarding the grade for the successfully completed final examination, the bachelor's or master's certificate in two languages (German and English) awarding the degree is issued to the candidate. This certifies the awarding of the bachelor's or master's degree in accordance with the examination regulations for the individual study programmes.

(2) The certificate awarding the degree bears the date of the certificate awarding the grade. It shall be signed by the dean of the faculty and the chairperson of the Examination Board and marked with the seal of Hochschule Düsseldorf – University of Applied Sciences.

SECTION 26 – INSPECTION OF EXAMINATION DOCUMENTS

(1) Having completed the examination procedure for the whole study programme and upon application, the graduate is granted access to his or her written examination work, the examiners' assessments and the examination records. Applications for the inspection of examination documents shall be submitted to the chairperson of the Examination Board within one month after issue of the certificate awarding the grade or notification of a fail in the bachelor's or master's examination. The chairperson decides on the place and time of inspection.

(2) Upon application, a candidate may already inspect examination documents from individual examinations (inspection of examinations) which are related to a written examination already after he or she has completed the respective examination. An informal application shall be submitted to the examiner within one month of the announcement of the result of the examination. No application is required to accept an appointment to inspect an examination in such case that this has been offered by the examiner.

⁴ Translator's note: Instead of 'European Union', this should read 'European Commission'. However, since the German original using 'European Union' was officially announced, the translation reflects the German source including the mistake.

SECTION 27 – INVALIDITY OF EXAMINATIONS AFTER COMPLETION OF STUDIES

- (1) If a candidate has cheated in an examination and the fact only becomes known after the certificate awarding the grade has been issued in accordance with section 24 subsection 1, the Examination Board may subsequently rectify accordingly the grades for those examination achievements where the student has cheated and declare the bachelor's or master's examination to be 'failed'.
- (2) If the conditions for admission to an examination were not fulfilled without the candidate intending to deceive and if the fact only becomes known after the issue of the certificate awarding the grade in accordance with section 24 subsection 1 or of the bachelor's or master's certificate in accordance with section 25 subsection 1, this fault is remedied by passing the examination. Should the candidate have deliberately obtained wrongful admission to the examination, the Examination Board decides on the legal consequences under consideration of the law on administrative procedures of the state of North Rhine-Westphalia.
- (3) The candidates concerned shall be given the opportunity for a fair hearing beforehand.
- (4) The incorrect certificate awarding the grade in accordance with section 24 shall be withdrawn and a new one issued where appropriate. A decision in accordance with subsection 1 or subsection 2 sentence 2 after the expiry of a five-year period after the issue of the certificate awarding the grade in accordance with section 24 subsection 1 is ruled out.
- (5) If the examination as a whole has been declared as 'failed', the bachelor's or master's degree is revoked and the bachelor's or master's certificate issued in accordance with section 25 is retracted.

SECTION 28 – ENTRY INTO FORCE

- (1) These Framework Examination Regulations for study programmes at the Faculty of Mechanical Engineering of Hochschule Düsseldorf – University of Applied Sciences enter into force on 1 March 2016. They apply for all students who commence their studies from the 2016 summer semester onwards.
- (2) Students who have commenced their studies prior to the 2016 summer semester are included in the scope of these Framework Examination Regulations in accordance with the rules of the examination regulations for the individual study programmes.
- (3) These Framework Examination Regulations are published in the HSD *Verkündungsblatt* (university bulletin of Hochschule Düsseldorf – University of Applied Sciences).