

Prior to the publication of the Statutes in the University Gazette, these Statutes shall be considered to be a draft.

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We point out, that only the German version is legally binding.

EXAMINATION PROCEDURE REGULATIONS AND INTERDISCIPLINARY PROVISIONS FOR EXAMINATIONS

**(Statute) of the West Coast University of Applied Sciences
(FHW) from 22 June, 2022**

Pursuant to § 52 (1) of the Law Governing the Universities and the University Medical Center Schleswig-Holstein (Hochschulgesetz - HSG) of 28 February 2007 (GVOB1 Schl.-H. p. 184) in the version of 5 February 2016 (GVOB1. Schl.-H p. 39) last amended by the Law of 3 February 2022 (GVOB1 Schl.-H p. 102), the following Statute was adopted following resolution of the Senate on 30 March 2022 and with the approval of the Presidium on 20 June 2022.

§ 1

Teaching Events

- (1) The contents of the degree course are taught to the students within the framework of teaching events. Teaching events are lectures, university practical courses, exercises, seminars, excursions or project work.
- (2) The teaching events are defined as follows:
 1. Lecture: Presentation of the subject matter with or without debate with any number of listeners;
 2. University practical courses: Acquisition and consolidation as well as independent acquisition of knowledge by working on practical tasks in small groups on the basis of experiments, project case studies or role-plays;
 3. Exercise: Processing and consolidation of the subject matter in theoretical and practical application in small groups;
 4. Seminar: working on special fields with homework and presentations independently developed by the participants as well as discussions in small groups;
 5. Excursion: Study trip in small groups under the direction of a faculty member;

6. Project work: Processing of self-contained, usually extensive problem definitions of the corresponding subject either in teams or individually.
- (3) The number of credit points attributed to a module is specified in the respective examination regulations and is based exclusively on the average workload for the associated teaching events as well as their preparation and follow-up (30 hours per credit point).

§ 2

Compulsory Attendance and Part-time Study

- (1) The presence of students in all teaching events is an important prerequisite for achieving the learning objectives. The university therefore assumes, in particular with regard to the scheduled workload (§ 1 para. 3), that the students participate in all teaching events. Compulsory attendance may be required for exercises, seminars, language courses, university internships, excursions, project work as well as for correspondingly designated teaching events comparable to those in the module descriptions in the respective examination regulations or determined by teachers.
- (2) For the teaching events declared in the module handbook, the teacher or lecturer may require students to write result reports or project documentation or to present project results. This obligation applies to university practical courses without any specific reference.
- (3) The attendance of students is not a prerequisite for admittance to examinations. In the case of teaching events declared in Section (1) Sentence 3, the credit points for the corresponding module in the standard course plan will only be certified in accordance with the scheduled workload if the students have fulfilled their duties and successfully completed the required examinations (see § 7 (3)).
- (4) Under the prerequisites of § 50 Paragraph 2 Sentence 3 of the HSG, the examination regulations of the degree course programs can open the possibility of part-time studies (doubling of the standard period of study). The following general provisions then apply for such part-time studies:
 - An application for part-time study must be submitted to the university administration before the beginning of the semester in which the part-time studies will begin.
 - A change from full-time to part-time study is only possible once during the course of study within the usual application deadlines. It can be linked to other conditions in

the relevant examination regulations.

- The deadlines for passing examinations under § 18 para. 3 remain unaffected compared with full-time studies. The examination regulations may provide for deviating regulations for Master's degree courses.

§ 3

Restrictions on Participation in Teaching Events

- (1) According to § 4 para. 5 of the HSG, each and every student of the West Coast University of Applied Sciences has the right to free access to all courses, provided there is no restriction on the number of available workplaces.
- (2) If more students sign up for a teaching event than is suitable for said event to be appropriately executed, and if they must participate in the teaching event in accordance with the examination regulations applicable to them - i.e. the course concerned is a compulsory subject - the department responsible will arrange parallel courses.
- (3) If the event requirements cannot be met, the students for whom this course is compulsory in the respective semester have priority. With regard to these students, those who are most advanced in their studies according to the standard curriculum have precedence. For applicants of equal standing, participation will be decided by lot. There is no entitlement to a specific date for the teaching event or for it to be held by a specific teacher. Students who did not receive the right to participate are to be referred to the following semester. The decision is made by the office of the dean that is responsible for the course, which in turn informs the faculty convent of the decision.
- (4) If more or fewer students sign up for a teaching event in the field of elective modules or majors than are necessary for its proper implementation, the West Coast University of Applied Sciences will enable the students to participate in another module or major. There is no entitlement of the student to attend a specific course offer. The university strives to offer a sufficient number of modules and majors.

§ 4

Examination Committee, Organization of Examinations

- (1) The university forms an Examination Committee for the organization of the examinations and the tasks assigned by the examination procedure regulations and the examination regulations. This board has 7 members in the ratio of 4:1:1:1 of the member groups of the university. The term of office of members is three years. The term of office for the student members is one year. Re-election of the members of the Examination Committee is permitted. The professorship constitutes the chairperson and the deputy.
- (2) The chairperson, the deputy, the other members of the Examination Committee and their deputies are elected by the Senate.
- (3) The Examination Committee has a quorum if, in addition to the chairperson or the deputy and another member of the professorship, at least two other members entitled to vote are present. Motions are passed with a simple majority. In case of a tie, the vote of the chairperson decides. The student member is entitled to vote in the Examination Committee only in the discussion of fundamental and organizational matters and also participates in an advisory capacity. The Examination Committee may delegate the performance of its duties to the chairperson for all routine cases.
- (4) The Examination Committee ensures compliance with the provisions of the examination procedure regulations, the examination regulations and other regulations associated with its activity. In particular, it makes decision in cases of petitions of hardship and procedures that are not fully covered in the regulations governing its activity.
- (5) Furthermore, the Examination Committee provides tips for the reform of its provisions. It reports to the Senate on its activities at least once a year.
- (6) Minutes are to be kept of the meetings of the Examination Committee. In particular, all decisions and reasons for the decisions of the Committee must be recorded in the Minutes. Furthermore, the chairperson has to explain which rulings she or he has made in the meantime. The Minutes shall be brought to the attention of the Chairperson of the Board of Appeal (see § 24).
- (7) The members of the Examination Committee have the right to be present at the acceptance of examinations.
- (8) Binding guidelines on the organization and execution of examinations can be issued by the Examination Committee and published in the usual way through the posting of a notice.
- (9) The members of the Examination Committee and their deputies are subject to official secrecy. Unless they are in the civil service, they are required by the chairperson to

swear to secrecy.

§ 5

Admission to Examinations

- (1) For admission to examinations,
 1. a valid enrollment certificate from the West Coast University of Applied Sciences for the envisaged completion of studies,
 2. a binding and timely binding registration to participate in the exams and
 3. proof of required advance payments must be submitted.
- (2) The Examination Committee decides on admission.
- (3) The admission to an examination is to be refused if the documents to be submitted are not complete.

§ 6

Examiners

- (1) Examinations may only be collected and evaluated by people who have themselves obtained at least the qualification to be determined by the examination or an equivalent qualification in a similar or related subject. The Senate determines the required qualification level of the examiners.
- (2) The dean responsible for the corresponding course appoints the primary examiners by scheduling them into the teaching staff plan or by issuing a teaching assignment. The secondary examiners or assessors are appointed by the Dean at the suggestion of the primary examiners through being named on the examination papers. In the case of possible bias or in case of disputes, the chairperson of the Examination Committee will act in lieu of the dean.
- (3) If the examiners cannot agree on a grade, the Examination Committee decides after hearing the examiners.
- (4) The examiners act on behalf of the Examination Committee. They are not bound by instructions when assessing performance. Examiners are subject to official secrecy. Unless they are in the civil service, they are to be sworn to secrecy by the chairperson of the Examination Committee or the dean.

- (5) If, for the purposes of a particular examination, a candidate is of the opinion that they may be subject to bias with regard to the appointed examiners, the said candidate for the examination must immediately inform the Examination Committee of this fact. Otherwise, the provisions of the State Administrative Law apply.
- (6) Theses are generally assessed by two members of the university, both of whom must fulfill the requirements of § 51 para. 3 of the HSG. The primary examiners supervise the final work. The primary examiner can only be a person who is a full-time staff member of the university or who holds an honorary professorship and has a completed doctoral degree. As a rule, at least one examiner should belong to the faculty conducting the degree program. The rights of professors who are retired (§ 60 para. 5 HSG) remain unaffected. With the consent of the examiner, other people who fulfill the requirement of § 51 para. 3 of the Higher Education Act (HSG) may be recruited as secondary examiners for dissertations conducted outside the university.

§ 7

Examination and Academic Achievements, Graduation

- (1) Examination achievement consists of one or more examinations in an examination subject or an interdisciplinary examination field. It is awarded a grade. Examination achievement was made if it was graded as being at least "sufficient" (4.0).
- (2) Academic achievement consists
- of one or more examinations in an examination subject or subject area (graded academic achievement) or
 - through successful participation in one or more teaching events (ungraded academic achievement). Graded academic achievement is given if it was graded as being at least "sufficient" (4.0). Ungraded academic achievement is given if successful participation is confirmed.
- (3) Examination or academic achievements conclude a teaching unit (module). If the student has provided the required examination or academic achievement, he or she will be awarded the credits for the teaching unit, taking into account the attendance or conditional requirements in accordance with § 2, namely the credits that are to be awarded for the appropriate examination or academic achievements at the first attempt as determined by the university.
- (4) The Bachelor's degree has been completed when
1. all examination and academic achievements required for the Bachelor's degree, as laid out in the examination regulations, have been completed with the required total number of credits,
 2. successful participation in the practical training, as laid out in the relevant examination regulations, has been proven; and

3. the passing of the course was determined by the Examination Committee.
- (5) Paragraph 4 applies mutatis mutandis to the Master's degree.

§ 8

Structure of the Examinations, Examination Period

- (1) The students register for the examinations they wish to take in due time and in accordance with the procedures and deadlines for registration announced by the Examination Committee. The registrations are binding. Examinations can only be taken by those who have demonstrably fulfilled this obligation to register.
- (2) An examination date is determined for the beginning and the end of each semester. The exam date at the end of a semester and the exam date at the beginning of the following semester together form one exam period. The examination regulations can specify an earlier start of the examination date for the end of the final semester if this serves to maintain the standard period of study.
- (3) Examinations in the form of a written examination or a computer-aided examination as well as an oral examination are offered in the exam period following the respective semester for both of the exam dates. Examinations in other forms can only be completed in the exam period following the respective semester on the first examination date in each case.
- (4) In accordance with the standard course plan at the end of the respective semester, examinations in compulsory or elective subjects are to take place on different days.

§ 9

Type of Examination and Academic Achievements, Examination Language

- (1) Examination achievements are exams and similar computer-aided examinations, assignments and project work, oral examinations, papers, theses and colloquia. At the request of the primary examiner, the Dean's Office may allow other forms for the ascertainment of examination achievement.

- (2) Academic achievements can be made in the same form as examination achievements according to paragraph 1. In principle, they are subject to the same technical requirements as examination achievements.
- (3) For those modules in which the form of examination or study performance is not specified in the standard course plan, the teachers of the module specify in the corresponding module description how the achievements can be made. The organisational details, in particular with regard to the form and scope of the course and examination achievements, shall be made known at the beginning of the semester. Module descriptions should be available, at the latest, by the end of the lecture period of the semester preceding the semester in which the corresponding modules are offered.
- (4) If only five or fewer students register for a test in the form of a written exam or a computer-aided examination, the primary examiner may alternatively hold oral examinations. The fact that an oral examination will take place as a substitute shall be announced to the students as early as possible in accordance with university practice.
- (5) Examination and academic achievements should, in principle, be provided in the language that was predominantly used in the associated courses. If this is not the German language, the people responsible for the module must point out this fact to the students at the beginning of the teaching events and send the examination office a corresponding note for the records.
- (6) With the consent of all those involved in the examination, examination and academic achievements can also be held in a language other than that predominantly used in the corresponding courses. The consent of the participants must be obtained from the applicants before being registered for the examination and sent to the examination office.

§ 10

Examinations, Computer-aided Examinations, Open Book Examinations and Take-home Examinations

- (1) In the examinations, the students should prove that they can recognize and solve a problem in limited time and with limited aids using the usual methods of their subject. The examination also determines whether the candidate has the necessary basic knowledge.
- (2) The examination tasks are provided by the primary examiner.

- (3) Examinations take place under supervision. The approval of aids is decided by the primary examiner/s.
- (4) The examinations are to be completed simultaneously by all candidates of the subject under examination conditions on the relevant examination date. The minimum processing time is one hour.
- (5) Computer-aided examinations are to be completed by all candidates for the subject under examination conditions on the relevant exam date. To do this, they have to work on groups of comparable tasks at the same time.
- (6) The examination can be conducted as an open-book examination. In the case of an open-book examination, any materials, for example books, commentaries, scripts and the students' own notes, may be used.
- (7) A 'take-home examination' is a written examination that is not taken at the university but at home. It is a question-based examination in which individual questions are to be solved independently at home within a short processing time. The use of aids is permitted, but these must be stated in full, as in the case of an assignment.
- (8) The form of the examination and examination time are to be determined by the primary examiner and announced to the students in good time in the manner customary at the university.

§ 11

Assignments, Project Work

- (1) In assignments and project work, students should prove that they can
 - recognize a problem with the usual methods and tools in their field and can name paths to a solution in a limited time or
 - be able to compile the state of science on a subject of their field.

In a Master's program, the students should also apply the acquired methods and knowledge under the research aspect and contribute to the insights gained themselves.

The written composition should also determine whether the candidate has the necessary basic knowledge.

- (2) The topic of assignments and project work is provided by the primary examiner. The

assignment may also include the obligation to give a presentation of the results of the work.

- (3) The processing time of assignments and project work is limited to 12 weeks. The dates of issue and submission of the assignment or project work is to be recorded by the examiner (s) and countersigned by the student. Withdrawal from an assignment or project work is only possible within the corresponding registration period and only before the beginning of the processing time.
- (4) The deadline for written compositions and thus also the last possible date for a presentation, which may be specified in the setting of the task in accordance with para. 2, is the last working day before the beginning of the examination period for which the assignment or project work has been registered as an examination at the latest.
- (5) The processing time is extended in the event of illness or pregnancy by the time for which a medical certificate is submitted or maternity leave applies. The medical certificate must be submitted to the examination office within three working days of the reason being given. If multiple illnesses occur during the processing time, the Examination Committee may demand a medical certificate.
- (6) In the written compositions, the student must assure in writing that he or she has independently written his or her work - for group work that this applies to his or her correspondingly marked portion of the work - and that no sources and aids other than those specified by stating the sources, either literally or in the sense that it has made reference to sources taken from other works.
- (7) Project documentation can be supplemented by acceptance protocols prepared by examiners.

§ 12

Oral Examinations and Presentations

- (1) In an oral examination or a presentation, the students should demonstrate that they are able to recognize the context of the examination area and be able to classify specific questions within these contexts. An oral examination or a presentation should also demonstrate whether the student has a broad base of knowledge.
- (2) The deadline for presentations is, at the latest, the last working day before the beginning of the examination period for which the unit was registered as an examination. Oral examinations should be taken during the examination period at

the scheduled examination dates.

- (3) The duration of an oral examination or presentation may not be less than 15 minutes for each student and not more than 45 minutes.
- (4) Oral examinations are given by an examiner in the presence of an assessor or a second examiner, either as a group examination or as an individual examination.
- (5) The essential items and results of oral examinations must be documented in writing. The overall result must be announced to the student after the oral examination.

§ 13

Digital Examinations

- (1) Examinations can also take place in electronic form or by means of electronic communication (digital examination). Digital examinations takes the form of digital written examinations, digital oral examinations, digital papers or presentations and digital colloquia.
- (2) The university processes the students' personal data required for the digital examinations in accordance with the Basic Data Protection Regulations:
 1. The video conferencing systems provided by the West Coast University of Applied Sciences can be used for communication and supervision in digital examinations. In addition, the learning management systems provided by the West Coast University of Applied Sciences can be used. The primary examiner decides which video conferencing system and which learning management system is to be used. The primary examiner shall name the video conferencing system and learning management system to be used for the examination in good time before the examination. The students must be given sufficient opportunity to become acquainted with the functions of the video conferencing system and the learning management system outside of the examination situation.
 2. The principle of equal opportunities under examination law requires that the possibility of cheating is also reduced in digital examinations. The following measures, in particular, are permissible to prevent cheating attempts in digital examinations:
 - a. Use of a VPN client on the candidates' computers,
 - b. Identification control at the beginning of the examination by an invigilator via a video conference system,
 - c. Continuous video and audio monitoring of the students by invigilators during the examination without recording by aa.

transmission of the video-audio signal from the screen camera or a smartphone and, if applicable, through bb. transmission of the video-audio signal from another camera.

- d. 360° room scans (i.e. the slow panning of the camera through the entire room and in particular over the student's entire workplace under the instruction of the invigilator, who may have uncovered or conspicuous areas shown to her/him) are only permitted if there is a concrete suspicion of an act of deception in an individual case. In this case, the student has the choice of whether the room scan is to be carried out or the examination is to be assessed as a case of attempted cheating for the student.
 3. The primary examiner decides on the use of the above measures.
 4. A record of the execution of the examination must be made by the primary examiner or invigilator. Electronic recording of the examination is not permitted.
- (3) If technical problems occur during the digital examination, it is up to the examiner or the invigilator to decide whether the examination should be continued or terminated. This applies both to the examination as a whole and to individual students. Disruptions during a minor part of the examination do not necessarily require the examination to be terminated. Technical problems must be recorded by the primary examiner or the invigilator. If the entire examination is cancelled, the primary examiner shall subsequently inform the responsible Dean's Office.
- (4) The principle of data minimisation must be observed when processing data in the context of digital examinations.

§ 14

Disadvantage Compensation

- (1) The chairperson of the Examination Committee may, upon request, grant an extension of the processing time for examinations or the deadlines for taking examinations or be given an equivalent examination in a form appropriate to their needs to physically or mentally impaired students or students with disabilities who can prove by means of a specialist medical certificate or expert opinion or by presenting their severely disabled ID card that they are unable to take an examination in whole or in part in the prescribed form. The same applies to coursework.

- (2) If a student claims and credibly demonstrates that due to pregnancy-related restrictions, he or she is unable to take the examination in whole or in part in the prescribed form or within the examination deadlines specified in these regulations, the chairperson of the Examination Committee may, upon request, extend the processing time for examination performances or the deadlines for taking examinations or allow an equivalent examination performance in a form appropriate to the student's needs. The same applies to coursework. Suitable proof must be enclosed with the respective application.
- (3) The regulation according to paragraph 2 also applies to students who can credibly show that they are unable to take an examination in whole or in part in the prescribed form or within the examination deadlines specified in these regulations due to raising one or more children under the age of 14 or caring for relatives.
- (4) The regulations of the Act for the Protection of Mothers at Work, in Training and in Studies (Maternity Protection Act – MuSchG) as amended, in particular the regulations on the protection periods before and after childbirth, shall remain unaffected. The fulfilment of the respective requirements must be proven by suitable documents, e.g. specialist medical certificates, birth certificates, certificates from the registration office, etc.

§ 15

Evaluation of the Exams, Forming the Grades

- (1) The achievements of the individual students are assessed for examination or academic achievement. Group work can only be recognized as examination or academic achievement for the individual students insofar as the each student's contributions to be individually assessed are clearly distinguishable and self-explanatory. The assignment must be based on objective criteria.
- (2) Module examinations, which are carried out by several examiners, are evaluated together. The achievements in the examination parts of the respective examiners are summarized, can balance each other and lead to a common mark.
- (3) The following grades are to be used for the evaluation of the examinations:

1 = very good = excellent achievement;

2 = good = an achievement that is significantly above the average requirements;
3 = satisfactory = an achievement that meets average requirements;

4 = sufficient = an achievement that, despite its shortcomings, still fulfills the requirements;

5 = insufficient = an achievement that no longer meets the requirements due to significant deficiencies.

Examination or academic achievement rated with a grade worse than 4.0 has not been successfully completed. The corresponding examination was not passed.

- (4) In the valuation range between 1.0 and 4.0, grades may deviate from the whole numbers by 0.3 to better differentiate the actual achievement.
- (5) For the formation of average grades, only the first decimal place after the decimal point is taken into account; all other decimal positions will be deleted. Grades of individual modules are displayed on the scale according to para. 4 and, if necessary, rounded up to a better grade.

The grade at an average of

1.5 = very good;

from 1.6 to 2.5 = good;

from 2.6 to 3.5 = satisfactory;

from 3.6 to 4.0 = sufficient;

from 4.1 = insufficient

- (6) With a total grade average of 1.0 to 1.1, the title "passed with distinction" can be awarded by resolution of the Examination Committee.
- (7) For the calculation of the overall grade, the weighting of the grades is based on the number of credits awarded for the subject. The corresponding examination regulations can regulate deviations from this.
- (8) The grades awarded are converted into ECTS grades as follows:

up to 1.5 = A (excellent);

from 1.6 to 2.0 = B (very good);

from 2.1 to 3.0 = C (good);

from 3.1 to 3.5 = D (satisfactory);

from 3.6 to 4.0 = E (sufficient);

worse than 4.0 = F (fail).

- (9) The procedure for the evaluation of examination or academic achievement - exempt from final examinations - should not exceed two weeks. The result of an examination

will be published by the Examination Committee in compliance with data protection regulations in the usual way at the university, subject to the final determination in the respective meeting of the Examination Committee.

§ 16

Absence, Withdrawal, Cheating, Breach of Regulations

- (1) An examination or academic achievement is considered as being not fulfilled (evaluation 5,0) if the student does not appear for an examination date without good reasons or if he or she withdraws from the examination without good reason after taking an examination. The same applies if a written examination or academic achievement is not completed within the specified processing time.
- (2) Reasons for a withdrawal or an absence must be reported in text form and additionally in writing to the Examination Committee without delay - at the latest within 3 working days after the date of the examination - and credibly justified. In the case of illness of the student, a medical certificate is to be presented, which should show the reason for the inability to participate in the examination. For this purpose, the form provided by the university must be used. For assignments and project work, as well as for theses, there are different regulations as laid out in § 11 and § 19. The Chairperson of the Examination Committee may, with the agreement of the primary examiner, set the date for a make-up examination - which may also be outside the examination period - if students withdraw three or more times from examinations due to sickness. In this case, the primary examiner may individually specify the form of examination.
- (3) If the reasons for withdrawal or absence are accepted, this attempt will not be considered as an examination attempt. However, the time limit under § 17 para. 3 is not extended unless, for example, the Examination Committee redefines it at the request of the student due to a long-term illness of the student or a close family member, maternity leave or parental leave.
- (4) If the student attempts to influence the outcome of his or her exam by deceiving or using unauthorized aids, the exam in question is considered as being failed (rating 5.0). This rating will be made even if the deception is not discovered until after the exam has been completed. Students intentionally disrupting the proper course of the exam may be excluded from further participation in the exam by the examiner or supervisor; in this case, the test in question is also considered as being failed.

§ 17

Invalidity of Examination or Academic Achievements

- (1) If the student has cheated in an examination and this fact becomes known only after the certificate has been handed over, the Examination Committee may subsequently accordingly award the correct grade for those examination or academic achievements in the course in which the candidate cheated and declare the degree in whole or in part as being not achieved.
- (2) If the prerequisites for admission to an examination were not fulfilled without the student's intention to deceive, and this fact becomes known only after the certificate has been handed over, this deficiency will be remedied through the passing of the examination. If the student intentionally wrongfully obtained admission, the Examination Committee will decide on the withdrawal of administrative files in accordance with the general principles of administrative law.
- (3) The student will be given the opportunity to make a statement before a decision is made.
- (4) The incorrect certificate must be withdrawn and, if necessary, a new one issued. If the examination is declared insufficient (5.0) on the basis of the act of cheating, all the certificates derived therefrom must be confiscated together with the incorrect certificate. A decision pursuant to para. 1 and para. 2 sentence 2 is excluded after a period of 5 years from the issuance date of the certificate.

§ 18

Repetition of Examinations, Final Failures

- (1) A examination or academic achievement cannot be repeated.
- (2) Each student has three attempts - theses and colloquia excepted - to establish their examination achievement.
- (3) All attempts to pass an examination must be taken within 3 consecutive examination periods, where the corresponding examination is offered according to the standard curriculum. The retake period begins with the first attempt to which the student registers. Missed examinations due to illness do not normally lead to an extension of the deadline (see however § 16 paragraph 3 sentence 2). If the student is on leave of absence on the date on which the examination is offered, this shall have a corresponding suspensive effect. In the case of re-enrolment in the same degree programme, the number of examination periods already taken shall be counted from the semester of re-enrolment. Any examination attempts that are still open after the

expiry of the retake period shall be deemed to have been failed.

- (4) Each student has as many attempts as necessary to establish academic achievement as long as he or she is enrolled in the respective field of study and the corresponding course offer is made.
- (5) The second attempt and all further attempts to take an exam are to be evaluated by two examiners.
- (6) Students can irrevocably declare to the Examination Committee that they do not want to continue their studies for any examinations that are not indispensable (elective modules) for the successful completion of their studies.
- (7) If the module on which the examination is based is an elective module, the student is automatically deregistered from the examination as soon as 3 (three) consecutive examination periods, in accordance with paragraph 3, have elapsed without the student having passed the module.
- (8) If all possible attempts according to para. 2, 3 and 4 to pass an examination have failed, the examination has finally been failed. If all attempts according to § 20 para. 4 and § 21 para. 5 failed to provide a final these or a colloquium, these examinations are also irrevocably failed.
- (9) Irrespective of the enrollment or the number of examinations, an examination can also be declared to be definitively failed if the student has exceeded the standard period of study by at least 50% and progress in a course of study is no longer identifiable. In this case, it is assumed that the study can no longer be completed in the foreseeable future. The decision is made by the Examination Committee at the request of the office of the responsible dean. The student will be offered study counselling in advance and given the opportunity to make a statement.
- (10) The final failure leads to removal from the register of students, in accordance with §42 para. 2 and 3 of the Law on Higher Education Dismissal, because the objective of the study can no longer be attained.
- (11) The Examination Committee and/or the Appeals Committee shall decide on the circumstances that have led to the final failure and for which the student is not responsible (cases of hardship) upon application by the student. The application for hardship must be submitted immediately to the Examination Committee and the Examination Office must be informed of this at the same time. The application for hardship has no influence on the time limit for appeal. The reasons for hardship asserted by the student must be made credible in a suitable manner.

§19

Recognition of Study Periods, Examination and Academic Achievements

(1) Study semesters that the student has successfully completed as a properly enrolled student at universities in Germany and abroad, in study programs that do not differ significantly in terms of subject matter, are recognized within the scope of appropriate study programs at the West Coast University of Applied Sciences. This also applies to a possible practical semester, provided that it has been completed within a university degree program at least to the same extent as at the West Coast University of Applied Sciences. Important criteria for the rating of a semester of study are whether the acquired qualifications are sufficient to successfully continue the studies at the West Coast University of Applied Sciences and that the completed study semesters have been completed without any gaps.

(2) Individual successfully completed modules from study programs according to paragraph 1 are recognized if the university does not substantiate any essential differences to the achievements they are intended to replace. An important criterion is whether the qualifications acquired in a module are sufficient to successfully continue the studies at the West Coast University of Applied Sciences.

Accordingly, the possibility of recognition also applies to pupils who were only admitted as guest students in accordance with § 38 para. 5 HSG, as well as for knowledge and skills acquired outside of universities in compliance with § 51 para. 2 HSG.

(3) Students from the West Coast University of Applied Sciences who want to complete modules at another university must complete a 'Learning Agreement' before the beginning of the respective semester. In this, the applicability, the possibility of repeating examinations and the conversion of examination results are defined.

(4) Attempts made at another university to take an exam will not be counted unless the exam has been definitively failed.

(5) The recognition of modules and periods of study is carried out by the Examination Committee at the request of the student via the responsible representative of the Dean's Office. The application must be submitted by the student as early as possible. Recognition is only possible for a module before registration for the first examination attempt. The evidence required for recognition must be submitted with the application. This evidence may be limited to the signed Learning Agreement.

(6) In the certificate, recognized modules are marked and given a grade in accordance with § 14 para. 3 and 4. A recognized module is provided with the number of credit points that is provided for the module to be replaced in the corresponding course of

study according to the examination regulations. Recognized modules can also consist of several modules from other universities.

- (7) The Senate of the West Coast University of Applied Sciences regulates the procedure, the criteria and the responsibilities of the recognition procedure as well as the grade conversion in terms of implementation provisions in line with the Lisbon Convention. The implementing provisions will be applied in their respective valid form. The deadline is the date of the learning agreement or application for recognition.

§ 20

Theses

- (1) In the Bachelor's thesis, the students should show that they are able to independently and scientifically handle a problem in their field of study within a given period of time.
- (2) In the Master's thesis, the students should demonstrate that they are able to independently work on a problem of their field of study within a given period of time, taking account of a broad technical environment, and to further develop methods and procedures.
- (3) The topic of a thesis is issued in German and English by primary examiners according to § 6 para. 6. The student is given the opportunity to make suggestions for the topic of the respective work. At the informal request of the student, the dean responsible will ensure that the student receives a topic in a timely manner for a thesis.
- (4) The processing time for the final theses is specified in the corresponding examination regulations. The topic and task must be set in such a way that the deadline specified for processing can be met. In particular, it must be clarified whether foreseeable work equipment (e.g. such as measuring or manufacturing equipment, software, literature) is available for use in time.
- (5) The beginning and end of the processing time of the thesis are determined by the primary examiner in accordance with para. 4 and must be recorded.
- (6) The processing time is extended in the event of illness or pregnancy by the time for which a medical certificate is submitted or maternity leave applies. The medical certificate must be submitted to the examination office within three working days of the reason being given. If multiple illnesses occur during the processing time, the Examination Committee may demand a medical certificate.
- (7) In the event that parts of the task cannot be processed for reasons outside of the

student's control, the primary examiners must work towards this and contribute to ensuring that the corresponding work can be completed on time.

- (8) The topic of the thesis can only be returned once, and in the case of Bachelor's theses within the first 14 days, and in the case of Master's theses only within the first month of the processing period. Any subsequent late submission of the topic will be considered as being non-processed. Theses that have been rated as being non-processed will be awarded the grade of "insufficient" (5.0).
- (9) A return of the thesis topic is only permitted if it is not a repetition of the thesis.

§ 21

Submission, Evaluation and Repetition of Theses

- (1) The thesis is to be submitted in a printed and bound document to the Examination office on the last day of the submission deadline at the latest or to be sent postmarked on the last day of the deadline at the latest. At the same time, the thesis must be submitted in electronic form to the first and second examiners or uploaded to the learning platform used by the respective department. The date of submission shall be recorded; the Examinations Office shall only document the submission of the printed and bound thesis.
- (2) If the thesis is submitted late, it is considered as being "insufficient" (5.0).
- (3) The evaluation of the final thesis should be announced 6 weeks after submission at the latest.
- (4) If the final thesis for the desired degree was rated as being "insufficient" (5.0) in the first attempt, the student may undertake a second attempt to prepare the final thesis.

§ 22

Colloquia

- (1) The admission requirement for a colloquium is a corresponding thesis, that has been awarded, at least, the rating of "sufficient". The date of the colloquium is considered as being established with its determination.
- (2) The colloquium is a special form of interdisciplinary oral exam that includes the subject area of the thesis and related study content.

The student should show that she or he

1. is able to independently explain and represent the results of the thesis,
 2. and furthermore, is also able to identify scientific and practical problems and possible solutions related to the topic of the thesis
 3. and can practically apply the scientific knowledge gained through the creation of the work.
- (3) The colloquium lasts at least 30 minutes, and at most 60 minutes, per student. This includes all parts of the colloquium such as lecture, expert discussion and examination interview. For the colloquium to count as examination achievement, it must be accepted by the primary examiner for the thesis and one or more examiners. The wishes of the student concerning the person of the other examiner should be taken into account wherever possible. The examiners present evaluate with equal rights and weight to their voices. The grade is derived from the arithmetic mean of the individual evaluations in compliance with § 14 para. 5.
- (4) The colloquium should be carried out no later than 6 weeks after submission of the final thesis. Exceptions require the approval of the Examination Committee.
- (5) If the colloquium for the desired degree was rated as "insufficient" (5.0) in the first attempt, the student may undertake a second attempt.

§ 23

Additional Subjects

In addition to the examinations and academic achievement credits required in accordance with the relevant examination regulations, the student may also take examinations in other subjects of his or her own degree program or others, provided that the dean's office responsible for the course offer has given consent in text form in accordance with the restrictions in § 3. In particular, access to teaching events and examinations in restricted admission programs can be regularly denied. If necessary, further details of the additional subjects are regulated by the examination regulations.

§ 24

Certificates

- (1) In addition to the degree achieved in the degree program, the university issues a certificate that shows the grades and credit points achieved in the examinations and study credits, the names of selected majors or areas of specialization, the topic and grade of the final dissertation and the colloquium, as well as the overall grade.
- (2) The certificate is to be signed by the chairperson of the Examination Committee or by his / her representative. It bears the date of the day on which the last exam was taken.
- (3) If the student has definitively failed to achieve a degree in the chosen course of study, he / she will be issued a certificate by the chairperson of the Examination Committee listing the achievements so far with the corresponding credits and indicating that the exam to the Bachelor or Master in the chosen course of study is irrevocably failed.
- (4) At the same time as the certificate, the student will receive the Bachelor's or Master's certificate of the relevant degree program with the date of the certificate. It certifies the award of the academic degree.
- (5) The Bachelor's or the Master's certificate is signed by the President of the West Coast University of Applied Sciences or the Vice President responsible and the Chairperson of the Examination Committee, or by his / her representative, and bears the seal of the University of Applied Sciences.
- (6) Other achievements made and the grades obtained by the candidate are certified by the university in an appropriate form. Further details are regulated by the university administration.
- (7) The university issues a Diploma Supplement (DS) in accordance with the "Diploma Supplement Model" of the European Union / Council of Europe / UNESCO with a "Transcript of Records" in English. The respective module managers are responsible for the translation of the teaching events and major titles. As a representation of the national education system (DS Section 8), the text, as agreed upon between the Standing Conference of the Ministers of Education and Cultural Affairs and the German Rectors' Conference, is used in its respective current version.
- (8) The university will provide statistics in English on the relative distribution of final grades in the relevant study program, provided that sufficient data is available.

§ 25

Procedure for Appeals

- (1) The notification of an examination grade to students (overall grade or individual grade) does not constitute an administrative act according to § 106 (1) State Administrative Law of Schleswig-Holstein or in accordance with § 35 sentence 1 of the Administrative Procedure Act.
- (2) All other decisions of the Examination Committee which adversely affect the students are to be communicated to the students in writing, justified and provided with information mentioning legal remedies.
- (3) The University Senate appoints a Board of Appeal consisting of one member of the Presidium, one delegate of the Dean's office and one student with an advisory vote. It also determines which of these members is to chair the committee. The delegates from the Deans' offices may not be members of the Examination Committee at the same time. The committee decides by simple majority. In the case of a tie, the vote of the chairperson decides. The chairperson of the Examination Committee is a member of the Board of Appeal with an advisory vote. He or she can be represented by the managing director of the Examination Committee. All members must be sworn to secrecy. Minutes of the meetings of the Board of Appeal must be kept in which the decisions and the reasons for the decisions are recorded.
- (4) The students may object to the decisions of the Examination Committee within one month of notification of the decision. The objection must be submitted in writing or for the record to the chairperson of the Board of Appeal.
- (5) The student may file suit before the Schleswig-Holstein Administrative Court against the decision of the Board of Appeal on the appeal within one month of notification of said decision.

§ 26

Inspection of Examinations and Subsequent Correction

- (1) After notification of an examination mark, in accordance with §25, para. 1, an examination review shall take place. The date is set by the primary examiner and communicated by the Examination Office with the announcement of the grades.
- (2) The student can apply to the Examination Committee for a subsequent correction (remonstration). The application must be written by the student in text form. It should not exceed a maximum of three (3) pages.

- (3) In the case of a remonstrations, the Examination Committee commissions the second examiner or a suitable teacher with the subsequent correction.

§ 27

Examination Records

- (1) The student can view his or her written exam papers and the associated assessments as well as the examination records. The viewing usually takes place shortly after the evaluation of the examination paper at the inspection dates set by the primary examiners. Outside of these dates, students will only be able to access their written examination papers, the related reports and the examination records within one year of the corresponding examination date.
- (2) Examination documents (examinations other than final papers, records, assessments) shall be destroyed 5 years after the end of the examination year in which they were written, unless they are needed for an appeal that has not yet been finalised. Certificates are to be kept for 50 years.
- (3) Assignments may be handed over to students after the grade has been determined, provided that the student agrees in writing to refrain from appealing. The receipt of the assignments and the waiver of the right to appeal must be documented in a suitable manner.

§ 28

Validity and Entry into Force

- (1) In all study and examination regulations of the University of Applied Sciences West Coast, which are signed after these statutes enter into force, § 1 (General Provisions) reads: "The examination procedure regulations and the interdisciplinary regulations for examinations (statutes) of the West Coast University of Applied Sciences apply in the currently valid version."
- (2) Joint courses with other universities are exempted from para. 1.
- (3) In examination regulations that provide for part-time study, the deadlines set out in § 17 para. 3 are adjusted appropriately.
- (4) These examination procedure regulations apply to students enrolled from the winter semester 2017/18.
- (5) These statutes come into effect the day after their announcement.

Heide, 20 June 2022

Prof. Dr. Katja Kuhn

President of the West Coast University of Applied Sciences