

## Unofficial reading version

### **Examination Procedure Regulations and Interdisciplinary Provisions for Examinations (Statutes) of the West Coast University of Applied Sciences dated 30 March 2022<sup>1</sup>**

Based on Section 52 (1) sentence 2 of the Schleswig-Holstein Higher Education and University Hospital Act (Hochschulgesetz - HSG) in the version of 5 February 2016, last amended by the Act of 3 February 2022 (GVOBl. Schl.-H. p. 102), the following statutes are issued following a resolution by the Senate on 30 March 2022 and with the approval of the Presidential Board on 20 June 2022.

- Amended by: Amendment Statutes to the Examination Procedure Regulations of 18 October 2023

#### **§ 1 Courses of study**

(1) The content of the degree programme is taught to students within the framework of courses. Courses are lectures, university practicals, tutorials, seminars, excursions or project work.

(2) Courses are defined as follows:

1. Lecture: teaching the subject matter with or without interaction with any number of listeners;
2. University practicals: acquisition and consolidation as well as independent acquisition of knowledge by working on practical tasks in small groups using experiments, project case studies or role plays;
3. Tutorial: processing and consolidating the subject matter in theoretical and practical application in small groups;
4. Seminar: working on specialised areas with homework and presentations prepared independently by the participants as well as discussions in small groups;
5. Excursion: study trip in small groups led by a member of the teaching staff;
6. Project work: working on self-contained, usually extensive problems in the relevant subject in teams or individually.

(3) The number of credit points for a module is determined in the respective examination regulations and is based exclusively on the average workload for the associated courses and for their preparation and follow-up (30 hours per credit point).

#### **§ 2 Compulsory attendance and part-time study**

(1) The attendance of students in all courses is an important prerequisite for achieving the learning objectives. The university therefore assumes that students will attend all courses, particularly in view of the stipulated workload (§ 1 paragraph 3). Compulsory attendance may be stipulated for tutorials, seminars, language courses, university practicals, excursions, project work as well as for comparable courses that have been designated accordingly in the module descriptions in the respective examination regulations or by lecturers.

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<sup>1</sup> Unofficial version, only the officially published text is binding. Statutes and amended statutes are officially published at <https://www.fh-westkueste.de/hochschulprofil/rechtliches/studierende/>.

(2) Students may be required by the lecturer to write reports or project documentation or to present project results for courses designated accordingly in the module handbook. This obligation applies to university practicals without specific reference.

(3) Student attendance is not a prerequisite for participation in examinations. In the case of courses as defined in paragraph 1 sentence 3, the credits for the corresponding module shown in the standard curriculum shall only be certified in accordance with the workload specified if the students have fulfilled the specified obligations and successfully passed the required examinations (see § 7 paragraph 3).

(4) The examination regulations of the degree programmes may, under the conditions of § 50 paragraph 2 sentence 3 HSG, offer the possibility of part-time study with an appropriate extension of the standard period of study. The following superordinate provisions then apply to such part-time study:

- An application for part-time study must be submitted to the university office responsible for admission. Application deadlines can be found in the respective examination regulations.
- A switch between full-time and part-time study is possible within the usual application deadlines. It may be subject to further conditions in the relevant examination regulations.
- The deadlines for taking examinations in accordance with Section 18 (3) remain unaffected compared to full-time study. The examination regulations may provide for differing regulations.

### **§ 3 Restrictions on participation in courses**

(1) According to § 4 paragraph 5 HSG, every student of the West Coast University of Applied Sciences has the right to free access to all courses, provided that there is no restriction due to the number of available working spaces.

(2) If more students register for a course than is justifiable in the context of proper teaching, and if they must provide proof of attendance in accordance with the examination regulations applicable to them - i.e. the course in question is a compulsory subject - the responsible department shall organise parallel courses.

(3) If the course demand cannot be met, priority shall be given to students for whom this course has been selected as a compulsory course in the semester in question. Among those, priority shall be given to those students who have progressed furthest according to the standard curriculum. In the case of equally eligible applicants, the decision is made by random draw. There is no entitlement to a specific course date or to teaching by a specific lecturer. Students who are not considered are to be referred to subsequent semesters. The decision is made by the responsible dean's office, which informs the departmental convention of the decision.

(4) If more or fewer students register for a course from the range of optional modules or specialisations than are necessary for its proper implementation, the West Coast University of Applied Sciences will allow the student to attend another module or specialisation. The student is not entitled to attend a specific module or specialisation of a particular course programme. The university endeavours to offer a sufficient number of modules and specialisations.

### **§ 4 Examination board, organisation of examinations**

(1) The university shall form an examination board for the organisation of examinations and the tasks assigned by the examination procedure regulations and the examination regulations. This has 7

members in a ratio of 4:1:1:1 of the university's member groups. The term of office of the members is three years. The term of office for student members is one year. Members of the Examination Board may be re-elected. The professorial staff shall appoint the chairperson and the deputy chairperson.

(2) The chairperson, the deputy chairperson, the other members of the examination board and their deputies are elected by the senate.

(3) The examination board shall constitute a quorum if at least two other members with voting rights are present in addition to the chairperson or deputy chairperson and one other member of the professorate. It passes resolutions by a simple majority. In the event of a tie, the chairperson has the casting vote. The student member is entitled to vote in the examination board only when discussing fundamental and organisational matters and otherwise participates in an advisory capacity. The examination board may delegate the fulfilment of its tasks to the Chairperson for all regular cases.

(4) The examination board ensures compliance with the provisions of the examination procedure regulations, the examination regulations and other provisions associated with its activities. In particular, it decides on applications in cases of hardship and procedures that are not conclusively regulated in the provisions applicable to its activities.

(5) The examination board shall also provide advice on the reform of the provisions associated with its activities. To this end, it shall report to the senate at least once a year, summarising its activities.

(6) Minutes shall be kept of the meetings of the examination board. In particular, all decisions and reasons for the committee's decisions must be recorded in these minutes. Furthermore, the chairperson must state which standard decisions he or she has made in the meantime. The minutes shall be brought to the attention of the chairperson of the appeals committee (see § 25).

(7) The members of the examination board have the right to attend examinations.

(8) Binding guidelines on the organisation and conduct of examinations may be issued by the examination board and published in the usual university form by means of a public notice.

(9) The members of the examination board and their deputies are subject to official secrecy. If they are not in public service, they must be sworn to secrecy by the chairperson.

## **§ 5 Admission to examinations**

(1) The following must be submitted for admission to examinations

1. a valid certificate of enrolment from the West Coast University of Applied Sciences for the intended degree,
2. a binding registration for participation in the examinations in due form and time, and
3. proof of required prior achievements.

(2) The Examination Board decides on admission.

(3) Admission to an examination shall be refused if the documents to be submitted are not complete.

## **§ 6 Examiners**

(1) Examinations may only be conducted and assessed by persons who themselves have acquired at least the qualification to be determined by the examination or an equivalent qualification in the same or a related subject. The senate shall lay down guidelines for determining the required level of qualification of the examiners.

(2) The dean responsible for the relevant course programme shall appoint the first examiners by assigning them to the teaching workload plan or by issuing a teaching assignment. The second examiners or assessors are appointed by the dean at the suggestion of the first examiners by naming them in the examination documents. In the event of possible bias or in cases of dispute, the chair of the examination board shall act in place of the dean.

(3) If the examiners cannot agree on a grade, the examination board shall decide after hearing the examiners.

(4) The examiners act on behalf of the examination board. They are not bound by instructions when assessing the performance. Examiners are subject to official secrecy. If they are not in public service, they must be sworn to secrecy by the chair of the examination board or the dean.

(5) If, from the perspective of an examination candidate, there are grounds for bias with regard to the appointed examiners for a particular examination, the examination candidate must inform the examination board of this fact immediately. Otherwise, the regulations of the State Administration Act apply.

(6) Theses are generally assessed by two members of the University, both of whom must fulfil the requirements of Section 51 (3) HSG. The first examiners supervise the theses. Only a full-time member of the university or an honorary professor who has completed a doctorate can be first examiner. Usually, at least one examiner is a member of the department running the degree programme. The rights of retired professors (Section 60 (5) HSG) remain unaffected. With the consent of the candidate, other persons who fulfil the requirements of Section 51 (3) of the Higher Education Act (HSG) may be appointed as second examiners for theses completed outside the university.

## **§ 7 Examinations and coursework, completion of degrees**

(1) An examination consists of one or more examinations in an examination subject or an interdisciplinary examination subject area. It is assessed with a grade. An examination has been completed if it has been assessed with a grade of at least "sufficient" (4.0).

(2) An academic achievement consists of

- one or more examinations in an examination subject or an interdisciplinary examination subject area (graded coursework) or

- successful participation in one or more courses (ungraded coursework). Graded coursework has been completed if it has been assessed with a grade of at least "sufficient" (4.0). Ungraded coursework has been completed if successful participation has been confirmed.

(3) Examination or coursework concludes a teaching unit (module). If the student has completed the required examination or coursework, they will be credited with credit points for the teaching unit in accordance with the attendance and record-keeping obligations in accordance with § 2, i.e. the credit points awarded by the university on the first attempt to complete the corresponding examination or coursework.

(4) The Bachelor's degree has been completed if

1. all examinations and coursework required in the relevant examination regulations for the Bachelor's degree have been completed with the required total number of credit points,
2. successful participation in the practical professional training required in the relevant examination regulations has been demonstrated and

3. the examination board has determined that the programme has been passed.

(5) Paragraph 4 applies analogously to the Master's degree.

#### **§ 8 Examination structure, examination period**

(1) Students shall register for the examinations in which they wish to take part by the deadlines specified by the examination board and announced in good time in accordance with the announced procedures. Registrations are binding. Only those who have demonstrably fulfilled this registration obligation may take part in examinations.

(2) An examination date is set for the end of each semester and the beginning of each semester. The examination date at the end of a semester and the examination date at the beginning of the following semester together form an examination period. The examination regulations may stipulate an earlier start date for the examination at the end of the final semester if this serves to fulfil the standard period of study.

(3) Examinations in the form of a written examination or an exam-like computer application as well as an oral examination are offered on the two examination dates in the examination period following the corresponding semester. Examinations in other forms can only be completed on the first examination date in the examination period following the semester in question.

(4) Examinations in compulsory or compulsory elective subjects scheduled at the end of the relevant semester in accordance with the standard curriculum should take place on different days.

#### **§ 9 Type of examinations and coursework, examination language**

(1) Examinations are written examinations and exam-like computer applications, open-book examinations, take-home examinations, homework and project work, portfolio examinations, oral examinations, presentations, final theses and colloquia. At the request of the first examiner, the dean's office may authorise other forms of examination performance.

(2) Coursework can be completed in the same form as examinations in accordance with paragraph 1. In principle, they are subject to the same subject-specific requirements as examinations.

(3) For those modules for which the form of the examination or coursework is not specified in more detail in the course curriculum, the lecturers of the module shall stipulate in the corresponding module description how the work can be completed. They shall announce the organisational details, in particular with regard to the form and scope of the coursework or examinations, 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 an examination in the form of a written examination or an exam-like computer application, the first examiner may hold oral examinations as an alternative. The fact that an oral examination will be held as an alternative shall be announced to the students as early as possible in accordance with university practice.

(5) Examinations and coursework should generally be completed in the language that was predominantly used in the associated courses. If this is not the German language, the first examiners shall point this out to the students at the beginning of the courses and send a corresponding protocol note to the examinations office.

(6) Examinations and coursework may also be held in a language other than the language predominantly used in the associated course with the consent of all those involved in the

examination. The consent of all those involved must be obtained from the first examiner before registering for the examination and sent to the examinations office.

### **§ 10 Written examinations, exam-like computer applications, open-book examinations, take-home examinations**

(1) In the written examinations, students should demonstrate that they can recognise and solve a problem in a limited amount of time with limited aids using the usual methods of their subject. The written examination should also determine whether the candidate has the necessary basic knowledge.

(2) The written examination tasks are set by the first examiner(s).

(3) Written examinations take place under supervision. The first examiner or examiners shall decide on the authorisation of aids.

(4) The written examinations must be completed by all candidates in the subject and on the examination date in question at the same time and under examination conditions. The minimum work time is one hour.

(5) The exam-like computer applications are to be completed by all candidates of the subject and the examination date in question under examination conditions. For this purpose, they must work on comparable tasks in groups at the same time.

(6) The written examination can be conducted as an open-book examination. Any materials, such as books, commentaries, scripts and students' own recordings, may be used in an open-book examination.

(7) A "take-home examination" is a written examination that is not taken at the university but at home. It is a question-led examination in which individual questions are answered at home and are to be solved independently within a short processing time. The use of aids is permitted, but these must be specified in full as for a term paper. The student must confirm in writing that he or she has written his or her work independently and has not used any sources or aids other than those specified and, in particular, has not used any AI-generated support. The use of AI is permitted in agreement with the first examiner. The first examiner shall decide to what extent the use of AI is to be labelled.

(8) The form of the written examination and the completion time shall be determined by the first examiner and announced to the students in good time in accordance with university practice ner.

### **§ 11 Term papers, project work**

(1) In term papers and project work, students should demonstrate that they can, within a limited period of time

- recognise a problem with the usual methods and tools of their subject and be able to name ways to a solution or

- be able to work out the state of the scientific knowledge on a topic in their subject.

In a Master's degree programme, students should also apply the methods and knowledge they have acquired from a research perspective and contribute to the acquisition of knowledge themselves.

The written thesis should also establish whether the candidate has the necessary basic knowledge.

(2) The topic of a term paper and project work is set by the first examiner(s). The assignment may also include the obligation to give a presentation in which the results of the work are reported.

(3) The processing time for an assignment and project work is limited to the duration of the course. The date of issue and submission of the assignment or project work must be recorded by the first examiner and countersigned by the student. Withdrawal from an assignment or project work is only possible within the corresponding registration period and only before the start of the completion period.

(4) In the event of illness or pregnancy, the processing time is extended by the time for which a medical certificate is presented or maternity leave applies. The medical certificate must be submitted to the examination office within three working days of the occurrence of the reason. If multiple illnesses occur during the examination period, the examination board may request a medical certificate from a public health officer.

(5) In the written assignments, the student must confirm in writing that they have written their work - in the case of group work, their appropriately labelled part of the work - independently and has not used any sources or aids other than those specified and, in particular, has not used any AI-generated support, and has identified passages taken verbatim or in terms of meaning from other works, stating the sources. The use of AI is permitted in agreement with the first examiner. The first examiner shall decide to what extent the use of AI is to be labelled.

(6) Project documentation may be supplemented by acceptance reports prepared by examiners.

#### **§ 11a Portfolio examination**

(1) The portfolio examination is an independent, unified form of examination in which the student can perform certain tasks within the framework of courses in a module in a continuous manner and in different ways. In this way, the portfolio examination makes it possible, on the one hand, to adequately adapt the examination form to the teaching and learning material and, on the other hand, to determine in an appropriate manner that the respective competence objectives have been achieved.

(2) The portfolio examination consists of different examination elements during the semester, e.g. test, protocol, presentation, case study, draft, presentation and term paper. Further combinations of examinations in accordance with these regulations are possible.

(3) The portfolio examination generally consists of a minimum of two and a maximum of five examination elements. In the case of suitable course content, the upper limit of examination elements may be increased appropriately.

(4) The total scope of the portfolio examinations must take into account the workload of the course as defined in the corresponding module description.

(5) The individual examination elements are assessed separately and then combined to form an overall grade. The first examiner shall determine within the first two weeks after the start of lectures in which form and when the examination dates of the examination elements are to take place. This must be announced immediately, along with the type, scope and weighting of the individual examination elements, in accordance with university practice, for example via Moodle. The first examiner can also determine whether all examination elements must be passed in order to pass the portfolio examination or whether there is a grade compensation.

(6) Portfolio examinations can only be completed on the first examination date in accordance with Section 8 (3) sentence 2.

(7) Section 11 (4) and (5) shall apply accordingly.

### **§12 Oral examinations and presentations**

(1) In an oral examination or a presentation, students should demonstrate that they recognise the interrelationships of the examination subject matter and are able to classify specific questions in these contexts. An oral examination or a presentation should also establish whether the student has a broad basic knowledge.

(2) The deadline for presentations is no later than the last working day before the start of the examination period for which the presentation was registered as an examination. Oral examinations should be taken within the examination period on the scheduled examination dates.

(3) The duration of an oral examination or a presentation must not be less than 15 minutes and not exceed 45 minutes for each student.

(4) Oral examinations are conducted by an examiner in the presence of an observer or a second examiner as a group examination or as an individual examination.

(5) The main subjects and results of oral examinations must be documented in writing. The overall result shall be announced to the student following the oral examination.

### **§ 13 Digital examinations**

(1) Examinations may also take place in electronic form or by means of electronic communication (digital examination). Digital examinations take the form of digital written examinations, digital oral examinations, digital papers or presentations and digital colloquia.

(2) The university processes the personal data of students required for digital examinations in accordance with the General Data Protection Regulation:

1. the video conferencing systems provided by the West Coast University of Applied Sciences may 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. Which video conferencing system and which learning management system is used is decided by the first examiner. The video conferencing system and learning management system to be used for the examination will be named by the first examiner in good time before the examination. Students must be given sufficient opportunity to familiarise themselves 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 opportunities for cheating are also reduced in digital examinations. The following measures in particular are permissible to prevent attempts to cheat in digital examinations:

- a. Use of a VPN client on the participant's computer,
- b. Identification check at the start of the examination by an invigilator via a video conferencing system,
- c. Continuous video and audio monitoring of 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 necessary, by

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 instructions of the supervisor, who may not show covered or conspicuous areas) are only permitted if there is a concrete suspicion of deception in an individual case. In this case, the student has the choice of whether the room scan should be carried out or whether the examination should be assessed as an attempt to deceive.

3 The first examiner decides on the use of the above-mentioned measures.

4. The course of the digital examination must be documented by the first examiner or a supervisor. Electronic recording of the examination is not permitted.

(3) If technical problems arise during the digital examination, it is up to the decision of the first examiner or invigilator whether the examination is continued or cancelled. 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 cancelled. Technical problems must be documented by the first examiner or the invigilator. If the entire examination is cancelled, the first examiner must then inform the relevant dean's office.

(4) When processing data in the context of digital examinations, the principle of data minimisation must be observed.

#### **§14 Compensation for disadvantages**

(1) For physically or mentally impaired or disabled persons who can credibly demonstrate by means of a medical certificate or expert opinion or by presenting a severely disabled person's pass that they are unable to take an examination in full or in part in the prescribed form, the chairperson of the examination board may, upon request, extend the processing time for examinations or the deadlines for taking examinations or allow an equivalent examination in a form that meets the requirements. The same applies to coursework.

(2) If a student asserts and credibly demonstrates that she is unable to take the examination in full or in part in the prescribed form or within the examination deadlines specified in these regulations due to pregnancy-related restrictions, the chairperson of the examination board may, upon request, extend the processing time for examinations or the deadlines for taking examinations or permit an equivalent examination in a form that meets the requirements. The same applies to coursework. Suitable evidence must be attached to the respective application.

(3) The regulation in paragraph 2 also applies to students who can credibly demonstrate that they are unable to take an examination in full 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) in the currently valid version, in particular the regulations on the protection periods before and after childbirth, remain unaffected. The fulfilment of the respective requirements must be proven by means of suitable documents, e.g. specialist medical certificates, birth certificates, certificates from the residents' registration office, etc.

#### **§ 15 Assessment of examinations, formation of grades**

(1) The performance of individual students shall be assessed for an examination or coursework. Work by groups can only be recognised as examination or coursework for individual students if the individual performance of the individual students to be assessed is clearly distinguishable and comprehensible in itself. The differentiation must be based on objective criteria.

(2) Module examinations conducted by several examiners shall be assessed jointly. The performances in the examination parts of the respective examiners are summarised, can compensate each other and result in a jointly calculated grade.

(3) The following grades are to be used to assess examinations:

1 = very good = an outstanding performance;

2 = good = a performance that is significantly above the average requirements;

3 = satisfactory = a performance that meets average requirements;

4 = sufficient = a performance that still fulfils the requirements despite its shortcomings;

5 = fail = a performance that no longer fulfils the requirements due to significant shortcomings.

An examination or academic achievement with a grade lower than 4.0 has not been completed. The corresponding examination was not passed.

(4) In the assessment range between 1.0 and 4.0, grades may deviate from the whole numbers by 0.3 in order to better differentiate actual performance.

(5) When calculating average grades, only the first decimal place after the decimal point is taken into account; all other decimal places are cancelled. Grades for individual modules are mapped to the scale in paragraph 4 and, if necessary, rounded to the better grade.

The grade for an average is

up to 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 = fail.

(6) If the overall average grade is between 1.0 and 1.1, the grade "passed with distinction" may be awarded by decision of the examination board.

(7) The number of credits awarded for the subject is used to calculate the overall grade when weighting the grades. The relevant examination regulations may 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 assessment of examinations or coursework - with the exception of final examinations - should not exceed two weeks. The result of an examination shall be announced by the Examination Board in accordance with university practice at the respective meeting of the examination board, subject to the reservation of the final assessment.

## **§ 16 Failure, withdrawal, cheating, breach of regulations**

(1) An examination or coursework is deemed not to have been completed (grade 5.0) if the student does not attend an examination date without good reason or if they withdraw from an examination after taking it without good reason. The same applies if a written examination or coursework is not completed within the specified processing time.

(2) Reasons for withdrawal or failure to complete an examination must be indicated to the examination board immediately - at the latest within 3 working days of the examination date - in text form and must also be substantiated in writing. If the student is ill, a medical certificate stating the inability to take the examination must be submitted. The form issued by the university must be used for this purpose. There are different regulations for term papers, project work and final theses in § 11 and § 20. The chair of the examination board may, in agreement with the first examiner, schedule make-up dates - even outside the examination period - if students withdraw from examinations three or more times due to illness. In this case, the first examiner may determine the form of examination individually.

(3) If the reasons for withdrawing or missing an examination are accepted, this attempt will not be counted as an examination attempt. However, the deadline in accordance with Section 18 (3) shall not be extended unless the examination board redefines it at the request of the student, for example due to long-term illness of the student or a close family member, maternity leave or parental leave.

(4) If the student attempts to influence the result of their examination by cheating or using unauthorised aids, the examination in question is deemed to have been failed (grade 5.0). This grade is also awarded if the cheating is only discovered after the examination has been completed. Students who wilfully disrupt the proper conduct of the examination may be excluded from further participation in the examination by the respective examiner or invigilator; in this case, the examination in question is also deemed to have been failed.

#### **§ 17 Invalidity of examination or study achievements**

(1) If the student has cheated in an examination and this fact only becomes known after the certificate has been issued, the Examination Board may subsequently correct the grade for those examination or study achievements for which the candidate has cheated and declare the degree to have been failed in whole or in part.

(2) If the requirements for admission to an examination were not met without the student intending to deceive and this fact only becomes known after the certificate has been issued, this deficiency shall be rectified by passing the examination. If the student has wilfully obtained admission unlawfully, the examination board shall decide on the withdrawal of administrative acts in accordance with the general principles of administrative law.

(3) The student shall be given the opportunity to comment before a decision is made.

(4) The incorrect examination certificate must be withdrawn and a new one issued if necessary. All certificates derived from the incorrect examination certificate must also be withdrawn if the examination is declared "failed" (5.0) due to the act of cheating. A decision in accordance with paragraph 1 and paragraph 2 sentence 2 is excluded after a period of 5 years from the date of the examination certificate.

#### **§ 18 Repetition of examinations, final failure**

(1) A completed examination or coursework cannot be repeated.

(2) Each student has three attempts - excluding final theses and colloquia - to complete an examination.

(3) All attempts to complete an examination must be made within 3 consecutive examination periods in which the corresponding examination is offered according to the standard curriculum. The repetition period begins with the first attempt for which the student registers. Missed examinations due to illness do not usually lead to an extension of the deadline (see, however, Section 16 (3) sentence 2). If the student is on a semester of leave on the date on which the examination is offered, this has a suspensive effect. In the event of re-enrolment on the same degree programme, the number of examination periods already taken will be counted from the re-enrolment semester. Any open examination attempts at the end of the resit period are deemed to have been failed.

(4) Each student has an unlimited number of attempts to complete a course as long as they are enrolled in the relevant subject and the corresponding course is offered.

(5) The second attempt and all further attempts to take an examination must be assessed by two examiners.

(6) Students may irrevocably declare to the examination board that they no longer wish to take examinations that are not essential for the successful completion of the degree programme (elective module).

(7) If the module on which the examination is based is an elective module, the student shall be officially deregistered from the examination as soon as three consecutive examination periods in accordance with paragraph 3 have elapsed without the student having passed the module.

(8) If all possible attempts to take an examination in accordance with paragraphs 2, 3 and 4 have failed, the examination has been definitively failed. If all possible attempts to complete a thesis or a colloquium in accordance with Section 21 (4) and Section 22 (5) have failed, these examinations are also definitively failed.

(9) Irrespective of registration or the number of examination attempts, an examination may also be declared definitively failed if the student has exceeded the standard period of study by at least 50% and progress can no longer be determined. In this case, it must be assumed that the degree programme can no longer be completed in the foreseeable future. The decision is made by the examination board at the request of the relevant dean's office. The student will first be offered study counselling and given the opportunity to comment.

(10) In accordance with Section 42 (2) No. 3 of the Higher Education Act, final failure leads to ex officio dismissal because the study objective can no longer be achieved.

(11) The examination board and/or the appeals committee shall decide on circumstances which have led to the final failure and for which the student is not responsible (hardship cases) upon application by the student. The hardship application must be submitted to the examination board without delay and the examination office must be informed at the same time. The hardship application has no influence on the deadline for lodging an appeal. The reasons for hardship asserted by the student must be substantiated in an appropriate manner.

### **§ 19 Recognition of periods of study, examinations and academic achievements**

(1) Semesters of study that the student has successfully completed as a fully enrolled student at universities in Germany and abroad in study programmes that do not differ significantly in terms of subject are recognised within the framework of corresponding study programmes at the West Coast University of Applied Sciences. This also applies to any practical semester, provided that it was completed as part of a university degree programme to at least the same extent as at the West Coast University of Applied Sciences. Important criteria for classification in a subject semester are whether

the qualifications acquired are sufficient to successfully continue the degree programme at the West Coast University of Applied Sciences and that the semesters of study claimed have been successfully completed without any gaps.

(2) Individual successfully completed modules from study programmes in accordance with paragraph 1 are recognised if the university can prove that there are no significant 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 degree programme at the West Coast University of Applied Sciences. Recognition is also possible for pupils who were only admitted as guest students in accordance with § 38 (5) HSG, as well as for knowledge and skills acquired outside of universities in accordance with § 51 (2) HSG.

(3) Students of the West Coast University of Applied Sciences who wish to complete modules at another university must complete a learning agreement before the start of the relevant semester. This specifies in detail the credit transfer, the possibility of repeating examinations and the conversion of examination results.

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

(5) Modules, theses and periods of study are recognised by the examination board upon application by the student via the relevant dean's office representatives. 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) Recognised modules are marked on the certificate and given a grade in accordance with Section 15 (3) and (4). A recognised module is marked with the number of credits stipulated in the examination regulations for the module to be replaced in the relevant degree programme. Recognised modules may also consist of several modules from other universities.

(7) The Senate of the West Coast University of Applied Sciences regulates further details on the procedure, the criteria and the responsibilities of the recognition procedure as well as the conversion of grades in implementation regulations in accordance with the Lisbon Convention. The implementation regulations are applied in the respective valid form. The effective date is the date of the learning agreement or the application for recognition.

## **§ 20 Final theses**

(1) In the Bachelor's thesis, students should demonstrate that they are able to work independently and scientifically on a problem in their specialisation within a specified period of time.

(2) In the Master's thesis, students should demonstrate that they are able to work independently on a problem in their subject area within a specified period of time, taking into account a broad subject-related context, and to further develop procedures and methods in the process.

(3) The topic of a thesis shall be issued by the first examiners in accordance with Section 6 (6) in German and English. The student shall be given the opportunity to make suggestions for the topic of the respective thesis. At the student's informal request, the dean responsible shall endeavour to ensure that the student receives a topic for a thesis in good time.

(4) The processing time for final theses is specified in the relevant examination regulations. The topic and task must be set in such a way that the deadline set for completion can be met. In particular, it

must be established whether the necessary equipment (e.g. measuring or production equipment, software, literature) will be available on time.

(5) The beginning and end of the completion period for the thesis shall be determined by the first examiners in accordance with paragraph 4 and shall be put on record.

(6) In the event of illness or pregnancy, the completion period shall be extended by the time for which a medical certificate is presented or maternity leave applies. The medical certificate must be submitted to the examination office within three working days of the reason for the illness occurring. If multiple illnesses occur during the examination period, the examination board may request a medical certificate from a public health officer.

(7) In the event that parts of the assignment cannot be completed for reasons for which the student is not responsible, the first examiners must endeavour to ensure that the relevant work can still be completed on time.

(8) The topic of the thesis can only be returned once and in the case of Bachelor's theses only within the first 14 days, in the case of Master's theses only within the first month of the completion period. A later return of the topic will be assessed as a failure to complete the thesis. In the event of non-completion, the thesis will be assessed as "failed" (5.0).

(9) The topic of the thesis may only be returned if it is not a repetition of the thesis.

#### **§ 21 Submission, assessment and repetition of theses**

(1) The final thesis must be submitted in a printed and bound document to the examinations office by the last day of the submission deadline at the latest or sent postmarked no later than the last day of the deadline. 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 time of submission is recorded; the Examination Office only documents the submission of the printed and bound thesis.

(2) If the thesis is submitted late, it shall be graded as "fail" (5.0).

(3) The assessment of the thesis should be announced no later than 6 weeks after submission.

(4) If the thesis for the desired degree was assessed as "fail" (5.0) on the first attempt, the student may make a second attempt to complete the thesis.

#### **§ 22 Colloquia**

(1) The admission requirement for a colloquium is a corresponding final thesis that has been graded with at least "sufficient".

(2) The colloquium is a special form of interdisciplinary oral examination which covers the subject area of the final thesis and related course content.

The student should demonstrate that he or she

1. can independently explain and defend the results of the thesis,
2. is also able to recognise scientific and practical problems related to the topic of the thesis and identify possible solutions, and
3. can apply the scientific knowledge gained in the thesis in practice.

(3) The colloquium lasts a minimum of 30 minutes and a maximum of 60 minutes per student. This includes all parts such as presentation, subject matter discussion and examination interview. The colloquium as an examination should be conducted by the first examiner for the thesis and one other examiner. If possible, the student's wishes regarding the person of the additional examiner should be taken into account. The examiners present shall examine on an equal footing. The grade is calculated from the arithmetic mean of the individual assessments in accordance with Section 15 (5).

(4) The colloquium should be held no later than 6 weeks after submission of the thesis. Exceptions require the approval of the examination board.

(5) If the colloquium for the desired degree was assessed as "fail" (5.0) in the first attempt, the student may make a second attempt.

### **§ 23 Additional subjects**

In addition to the examinations and coursework required in accordance with the relevant examination regulations, students may take examinations in other subjects of their own or other degree programmes, provided that the dean's office responsible for the course has given its approval in text form, taking into account the restrictions set out in § 3. In particular, access to courses and examinations in degree programmes with restricted admission may be denied in compliance with the rules. Further details on additional subjects are regulated by the examination regulations, if applicable.

### **§ 24 Certificates and diplomas**

(1) The university shall issue a certificate for the degree achieved in the degree programme, which shows the grades and credits achieved in the examinations and coursework, the names of the chosen specialisations or areas of specialisation, the topic and grade of the final thesis and the colloquium as well as the overall grade.

(2) The certificate shall be signed by the chairperson of the examination board or their deputy. It shall bear the date of the day on which the last examination was taken.

(3) If the student has definitively failed to obtain a degree in the chosen degree programme, a certificate will be issued to them by the chairperson of the examination board, which lists the achievements to date with the corresponding credit points and contains the note that the examination for the Bachelor's or Master's degree in the chosen degree programme has been definitively failed.

(4) At the same time as the certificate, the student will receive the Bachelor's or Master's certificate for the relevant degree programme with the date of the certificate. This certifies the award of the academic degree.

(5) The Bachelor's or Master's degree certificate is signed by the president of the West Coast University of Applied Sciences or the responsible vice-president and the chair of the examination Board or their representative and sealed with the seal of the University of Applied Sciences.

(6) Other achievements and the grades achieved by the candidate are certified by the university in a suitable 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 coordinators are responsible for the translation of the course and specialisation designations. The current version of the text agreed between the Standing Conference

of the Ministers of Education and Cultural Affairs and the German Rectors' Conference is used to represent the national education system (DS Section 8).

(8) The university shall provide statistics on the relative distribution of final grades in the relevant degree programme in English, 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 within the meaning of Section 106 (1) of the Schleswig-Holstein State Administration Act or within the meaning of Section 35 sentence 1 of the Administrative Procedure Act.

(2) All other incriminating decisions of the examination board must be communicated to the students in writing, must be justified and must include information on legal remedies.

(3) The University Senate shall appoint an appeals committee consisting of a member of the presidential board, one delegate from each of the dean's offices and one student with an advisory vote. It also determines which of these members will chair the committee. The delegates from the dean's offices may not be members of the examination board at the same time. The committee decides by simple majority. In the event of a tie, the chairperson has the casting vote. The chairperson of the examination board is a member of the appeals committee in an advisory capacity. He or she may be represented by the managing director of the examination board. All members must be sworn to secrecy. Minutes must be kept of the committee meetings, in which the decisions and reasons for the decisions are recorded.

(4) The student may appeal against the decisions of the examination board within one month of notification of the decision. The appeal must be submitted in writing or for the record to the chairperson of the appeals committee.

(5) The student may lodge an appeal against the decision of the appeal committee on the appeal with the Schleswig-Holstein administrative court within one month of notification of the appeal decision.

### **§ 26 Viewing of examination scripts and subsequent correction**

(1) After notification of an examination grade in accordance with Section 25 (1), a viewing of examination scripts shall take place. The date is set by the first examiner and communicated by the examinations office when the grades are announced.

(2) The student may submit an application for subsequent correction to the examination board (remonstration). The application must be written by the student in text form. It should not exceed a maximum of three pages.

(3) In the event of a remonstration, the examination board shall instruct the second examiner or a suitable teacher to correct the examination.

### **§ 27 Examination files**

(1) Students may view their written examination papers and the associated assessments as well as the examination records. The viewing usually takes place shortly after the assessment of the examination paper on the viewing dates set by the first examiner. Outside of these dates, students may only inspect their written examination papers, the related assessments and the examination records within one year of the relevant examination date.

(2) Examination documents (examination papers with the exception of final theses, minutes, assessments) must be destroyed 5 years after the end of the examination year in which they were created, unless they are required for appeal proceedings that have not yet been finalised. Certificates must be kept for 50 years.

(3) Assignments may be handed over to students after grades have been determined, provided the student waives any objection to the determination in writing. The receipt of the assignments and the waiver of objection must be documented in a suitable manner.

### **§ 28 Validity and entry into force**

(1) In all study and examination regulations of the West Coast University of Applied Sciences that are signed after these statutes come 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 shall apply in the currently valid version."

(2) Joint degree programmes with other universities are excluded from paragraph 1.

(3) These Examination Procedure Regulations apply to students enrolled from the winter semester 2022/23 onwards.

(4) These regulations enter into force on the day after their announcement.

Heide, 20 June 2022

Prof Dr Katja Kuhn

President of the West Coast University of Applied Sciences