

General Examination Regulations **of Osnabrück University of Applied Sciences**

Amended version

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Section 1 Scope

- (1) ¹The General Examination Regulations apply to all degree programs at Osnabrück University of Applied Sciences in conjunction with the Program-Specific Examination Regulations of a degree program. ²In the case of a degree program for which a mandatory education act or a corresponding ordinance prescribes different examination requirements in order to achieve the objective of the program, the examination regulations of the relevant degree program may exclude the application of these General Examination Regulations in whole or in part and instead prescribe different examination requirements.
- (2) ¹Exams consist of module exams. ²Exams leading to the award of an academic degree consist of module exams held continuously throughout the course and a final written paper, usually with a colloquium.
- (3) The Program-Specific Examination Regulations contain the program-specific provisions, in particular the standard period of study, the academic degree to be awarded, provisional admission to the module exams of higher semesters, further graded exams, admission to the final written paper and any different time allowed for its completion.
- (4) ¹Osnabrück University of Applied Sciences ensures that the standard period of study can be adhered to through its course offerings and study regulations. ²Part-time study is possible if provided for in the Program-Specific Examination Regulations.
- (5) ¹The structure and content of each degree program are defined in binding study regulations. ²The study regulations define the name of each module, the number of graded exams, the graded exams available for selection, the semester in which the module should be taken, and the credit points. ³In addition, a module description is created in a database. ⁴This module description shall be made available to students in an appropriate form. ⁵Module descriptions are published by the Academic Dean. ⁶If there is a choice of several graded exams, the examiner(s) will make their decision no later than four weeks after the start of the lecture period. ⁷The graded exam shall be announced to students in an appropriate manner. ⁸In the case of more than one graded exam per module, the weighting of the parts of the module exam shall be announced at the same time.

Section 2 Purpose of Exams

- (1) ¹The bachelor's exam in a specific degree program is the first professional qualification. ²The purpose of this exam is to determine whether students have acquired the basic specialist knowledge and specific personal skills to meet the professional and personal demands they will face in their later professional practice and to keep pace with changes in the professional world.
- (2) ¹Building on a first professional qualification, the master's exam in a specific degree program is the professional qualification. ²The purpose of this exam is to determine whether students have acquired the in-depth specialist knowledge required to conduct independent scholarly work, to apply scientific findings, and to recognize the significance of such findings for society and professional practice.

Section 3 Credit Points

¹Degree programs are made up of modules, to which credit points are assigned according to the European Credit Transfer System (ECTS), corresponding to the student's workload to acquire and deepen the skills assigned to the module. ²One credit point is equivalent to 25-30 hours of student workload. ³The total workload for one semester in the full-time degree program is typically 30 credit points. ⁴The Program-Specific Examination Regulations may provide for a reduction of the workload in justified cases, especially in the case of part-time and extra-occupational studies. ⁵A module should be worth at least five credit points or a multiple of five credit points and usually concludes with a module exam. ⁶Other arrangements may apply in the final semester; these are defined in the Program-Specific Examination Regulations or in the study regulations.

Section 4 Module Exams

- (1) Module exams consist of one or more graded exams in an exam subject or interdisciplinary exam area.
- (2) ¹The examiners determine the task for the graded exam. ²If the examiners cannot reach an agreement, the Academic Dean will determine the task.
- (3) ¹Appropriate types of graded exams may be permitted in the form of group work. ²The group should normally consist of no more than three people. ³The individual's contribution to be assessed as a graded exam must meet the requirements of the exam and be clearly identifiable and assessable as an individual graded exam based on the indication of sections, page numbers, or other objective criteria. ⁴The decision on the type of graded exam is made by the examiner.

Section 4a Ensuring Equal Opportunities

- (1) ¹If a student can credibly demonstrate that a disability or chronic illness prevents him or her from taking a graded or ungraded exam, in whole or in part, in the prescribed form or within the prescribed time, the Academic Dean should, upon request, grant the student permission to complete equivalent work in another form that meets his or her needs or to complete time-sensitive work within a reasonably extended period. ²The submission of appropriate documentation may be required to support the request. ³The request must be made before the end of the registration period for the exams in question, or at least one month before the work is due to begin.
- (2) ¹If a student can credibly demonstrate that family responsibilities prevent him or her from taking a graded or ungraded exam, in whole or in part, in the prescribed form or within the prescribed time, the Academic Dean should, upon request, approve appropriate compensatory measures. ²The submission of appropriate documentation may be required to support the request. ³The request must be made before the end of the registration period for the exams in question, or at least one month before the work is due to begin. ⁴Rights under the Maternity Protection Act [MuSchG] remain unaffected.

Section 5 Written Graded Exams

- (1) A written exam requires the completion of an appropriate task using the methods commonly used in the subject within a limited period of time, with predefined resources, and under invigilation.
- (2) ¹A written graded exam may also be taken in electronic form or in a multiple-choice format. ²An electronic written exam is a graded exam that is prepared, administered, and assessed using a computer. ³Students are given ample opportunity to familiarize themselves with the electronic exam system prior to the graded exam. ⁴Data protection regulations must be followed. ⁵All data must be uniquely and permanently assigned to candidates. ⁶Access must be ensured. ⁷The task, model solution, assessment scheme, results, and record must be retained in accordance with the instructions on retention periods for exam-related documents.
- (2a) ¹In principle, all written exams and electronic written exams may be taken remotely at an off-site location (off-campus) using a suitable system for invigilation by electronic image transmission. ²The suitability of the system shall be determined in accordance with sentence 14 of this paragraph. ³The decision to conduct the exam by electronic image transmission will be made by the examiners. ⁴Candidates will be exempted from this method upon request. ⁵At the candidate's off-site location, the exam shall be monitored by means of electronic image transmission in such a way as to ensure the proper conduct of the exam. ⁶It must be ensured that the principles of

equal treatment under the law governing exams and data protection are observed.⁷The video and audio transmissions may not be recorded.⁸Assignments and submissions must always be transmitted electronically in a manner that demonstrates compliance with the time allotted.⁹The candidate is responsible for providing the technical and physical conditions necessary for the proper conduct of the exam.¹⁰In the event of technical transmission disruptions that do not significantly affect the invigilation of the exam, the exam will continue to be administered.¹¹In the event of significant transmission disruptions that materially affect the invigilation of the exam, the exam will be terminated and rescheduled with new tasks.¹²The assessment of materiality and significance is the responsibility of the invigilators.¹³The technical framework conditions of the invigilation (software used, transmission quality, any malfunctions with their materiality and significance, special incidents, etc.) must be documented.¹⁴The University Steering Committee, upon the recommendation of the Dean's Offices, may adopt further regulations concerning the manner in which exams are conducted.¹⁵The candidate shall be informed of the framework conditions and procedures in a timely manner and given an opportunity to familiarize himself or herself with them.

(3) ¹If all or more than 50% of the overall grade of a graded exam similar to a written exam consists of single or multiple choice tasks, it constitutes a multiple-choice written exam.²It is to be included as a graded exam in the appendices to the study regulations.³The following provisions apply:

- a) ⁴The candidate must indicate which of the multiple-choice responses given in the items set in writing or in text form (MC items) he or she considers correct or incorrect.⁵With an MC item, there must be at least four response options, with single-choice requiring the candidate to select one correct answer and multiple-choice requiring the candidate to select multiple correct answers.
- b) ⁶The MC items must be based on the knowledge required for the respective subject area and allow for reliable individual performance results.
- c) ⁷MC items are prepared by at least two authorized examiners.⁸They select the exam material, create the questions, and determine how the questions are weighted and which answer(s) are accepted as correct prior to the exam.⁹They determine the maximum number of points available for each exam question.¹⁰No MC item may score less than 0 points, i.e. no minus or malus points may be awarded for any item.
- d) ¹¹The MC tasks must be checked by the authorized examiner before the individual results are determined to ensure that they meet the requirements set forth in b) above; in particular, the check should identify conspicuous clusters of errors by comparing the selected response(s) in conjunction with a comparison of the graded exam results of other candidates.¹²If this check reveals that individual MC items are defective, they shall not be included in the determination of the individual result.¹³The assessment of the written MC tasks according to e) and f) is based on the reduced number of MC tasks.¹⁴Reducing the number of MC tasks may not be detrimental to the candidate.
- e) ¹⁵The criterion for passing a graded exam conducted entirely using multiple-choice questions is the total number of points available; this is determined by the examiner prior to the start of the exam.¹⁶The candidate has passed the graded exam if he or she has obtained at least 60% of the total number of points available – taking into account, where applicable, the weighting factors specified in c) – or if the number of points obtained by the candidate is not more than 20% below the average performance of the candidates who took the exam.¹⁷By way of derogation from sentence 1, different percentages may be set as requirements for the passing the exam in the Program-Specific Examination Regulations.
- f) ¹⁸Individual exam performances shall be assessed as follows:

If the candidate has obtained the minimum number of points required to pass the individual exam according to e), the grade will be

- “very good” (1.0) if he or she has obtained at least 85 percent of the points above that level,
- “very good” (1.3) if he or she has obtained at least 75 percent but less than 85 percent of the points above that level,
- “good” (1.7) if he or she has obtained at least 67 percent but less than 75 percent of the points above that level,
- “good” (2.0) if he or she has obtained at least 59 percent but less than 67 percent of the points above that level,
- “good” (2.3) if he or she has obtained at least 50 percent but less than 59 percent of the points above that level,
- “satisfactory” (2.7) if he or she has obtained at least 42 percent but less than 50 percent of the points above that level,
- “satisfactory” (3.0) if he or she has obtained at least 34 percent but less than 42 percent of the points above that level,
- “satisfactory” (3.3) if he or she has obtained at least 25 percent but less than 34 percent of the points above that level,
- “pass” (3.7) if he or she has obtained at least 12 percent but less than 25 percent of the points above that level,
- “pass” (4.0) if he or she has obtained zero or less than 12 percent of the points above that level;

other percentages may be specified in Program-Specific Examination Regulations. ¹⁹If a candidate fails to obtain the minimum number of points required according to e), the grade will be “failed” (5.0).

- g) ²⁰The result of the individual exam performance is determined by the authorized examiner and communicated to the candidate, stating the grade, the pass mark, the total number of points available, the number of points obtained by the candidate, and the average performance of all candidates referred to in e) as a reference group.
- h) ²¹In the case of graded exams that are partly based on multiple-choice questions, the overall grade of the graded exam is calculated from the weighted arithmetic mean of the part of the exam completed based on multiple-choice questions and the grade of the remaining part of the exam determined in accordance with section 16 paragraphs 2 and 3. ²²Both grades are included in the overall grade with the previously determined proportions; the passing grade is determined in accordance with section 17 paragraph 1.

- (4) ¹A paper / written assignment is the independent completion of a task within a limited period of time in the working context of a course. ²It must be submitted at least in electronic form and explained by the candidate upon request. ³Section 5 paragraph 10 and section 15 paragraph 2 sentence 8 apply mutatis mutandis to papers / written assignments.
- (5) ¹A written work sample is a written article on a specific assignment. ²In particular, it also includes text forms that are not classified as written elaborations of a report or as papers / written assignments (e.g., press releases, essays).
- (6) ¹A written case study is a comprehensive, multi-perspective description in text form of a situation or problem of an individual, group, or institution. ²A case study should involve the planning, possible implementation, and evaluation of the student’s own work. ³This includes: diagnostic assessment, discussion of alternative courses of action, identification of impact factors, assessment of future developments (prognosis), and development of intervention options.
- (7) ¹A written field/experience report should demonstrate in text form that students can combine study and field practice under didactic/methodological guidance and help to make the student’s

experience in the practical study units usable for teaching.²It usually also includes an evaluation of the relevant preparatory literature, a description of the place where the internship was completed, and a description of the tasks performed during the internship.

- (8) ¹A written project report is a coherent textual presentation of the problems, problem analysis, and results of a project and the working methods used. ²The project report is to be explained using methods of visualization typical of the profession. ³Cooperation in the project may be included in the assessment.
- (9) ¹A learning journal consists of a set number of written learning journal entries that are completed at regular intervals. ²These elements are either a series of papers / written assignments or several written field/experience reports. ³Each of the learning journal entries is based on the same key questions, which are used in particular to reflect on the content of the course or internship, its context, and the learning process. ⁴The learning journal is assessed on the basis of an overall points scheme, whereby each learning journal entry is assigned the same maximum number of points available. ⁵To pass, a student must complete a predetermined number of learning journal entries, where the sum of the maximum individual assessments that can be achieved equals the maximum total number of points available. ⁶In addition, there is a predetermined maximum number of possible learning journal entries over and above the minimum number of required learning journal entries. ⁷If the student submits more than the minimum number, his or her highest scoring learning journal entries will be included in the overall assessment. ⁸The maximum and minimum number of learning journal entries to be submitted, as well as the key questions, will be announced at the beginning of the course. ⁹Section 17 paragraph 1 applies to the grading of a learning journal as a graded exam. ¹⁰Section 18 applies to the options for retaking a learning journal as a graded exam, and section 10 applies to the options for retaking a learning journal as an ungraded exam; it is not permitted to retake individual elements.
- (10) ¹Written graded exams in accordance with section 5 paragraphs 4-9 must normally be submitted in text form in PDF format (unprotected) – if applicable, via an electronic submission system provided for this purpose. ²Examiners may request that the exam assignment also be submitted in writing; in this case, the candidate must ensure that the electronic and written versions are identical. ³The electronically submitted version may be checked for plagiarism using data protection compliant software; the candidate grants Osnabrück University of Applied Sciences the necessary rights of use for this purpose. ⁴At the time of submission, the student must affirm that the work – in the case of group work, the appropriate part of the work as indicated – has been completed independently and without unauthorized outside assistance.

Section 6 Graded Oral Exams

- (1) ¹Oral exams typically last 20-30 minutes per candidate and are administered as individual exams. ²They may also be administered simultaneously in groups of up to three students. ³A record shall be kept of the major points of the exam and the assessment of performance. ⁴It shall be signed by the persons involved in the exam in accordance with section 16. ⁵Students who intend to take the same exam in the near future and other members of the university who can claim a legitimate interest shall be admitted as silent listeners, unless this is against the interests of the university. ⁶Permission to attend the oral exam does not extend to deliberations and the announcement of the exam result to the student. ⁷Silent listeners will be excluded at the candidate's request.
- (1a) ¹In principle, all graded oral exams may be conducted using a suitable system of electronic image and sound transmission. ²This does not apply to final retake exams in accordance with section 18 paragraph 1 sentence 8 of these General Examination Regulations. ³The suitability of the system shall be determined in accordance with sentence 15 of this paragraph. ⁴Sentences 1-3 apply mutatis mutandis to the conduct of a colloquium in accordance with section 9 paragraph 5 et seq. of these General Examination Regulations. ⁵The decision on whether to conduct the exam by electronic image and sound transmission is made by the examiners. ⁶Candidates will be exempted from this method upon request. ⁷The examiners must ensure that the principles of equal treatment under the law governing exams and data protection are observed. ⁸At the off-site location of the candidate(s) (off-campus), either a neutral invigilator to be appointed by the university is to be involved or the exam is to be monitored by the examiners by electronic image transmission in such a way as to ensure the proper conduct of the exam. ⁹The video and audio

transmissions may not be recorded. ¹⁰The candidate is responsible for providing the technical and physical conditions necessary for the proper conduct of the exam. ¹¹In the event of technical transmission disruptions that do not significantly affect the conduct of the exam, the exam will continue to be administered. ¹²In the event of significant transmission disruptions that materially affect the conduct of the exam, the exam will be terminated and rescheduled. ¹³The assessment of materiality and significance is the responsibility of the examiners. ¹⁴In addition to paragraph 1 sentence 3, the technical framework conditions of the exam (software used, transmission quality, any malfunctions with their materiality and significance, special incidents, etc.) must also be recorded. ¹⁵The University Steering Committee may adopt further regulations concerning the manner in which exams are conducted. ¹⁶The candidate shall be informed of the framework conditions and procedures in a timely manner and given an opportunity to familiarize himself or herself with them.

- (2) A report is an oral presentation, followed by a discussion, of an independent written analysis of a problem from the working context of the course, incorporating and evaluating the relevant literature.
- (3) A presentation is the oral delivery of a work product using media presentation methods typical of the profession.
- (4) ¹An oral case study is a comprehensive, multi-perspective description of a situation or problem of an individual, group, or institution. ²A case study should involve the planning, possible implementation, and evaluation of the student's own work. ³This includes: diagnostic assessment, discussion of alternative courses of action, identification of impact factors, assessment of future developments (prognosis), and development of intervention options.
- (5) ¹An oral field/experience report should demonstrate that students can combine study and field practice under didactic/methodological guidance and help to make the student's experience in the practical study units usable for teaching. ²It usually also includes an evaluation of the relevant preparatory literature, a description of the place where the internship was completed, and a description of the tasks performed during the internship.
- (6) ¹An oral project report is a coherent presentation of the problems, problem analysis, and results of a project and the working methods used. ²The project report is to be explained using methods of visualization typical of the profession. ³Cooperation in the project may be included in the assessment.

Section 7 Graded Practical Exams

- (1) An experiential assignment involves the theoretical preparation, design, and execution of an experiment, as well as the written and/or oral presentation of the steps involved, the test procedure, and the results of the experiment and their critical evaluation.
- (2) ¹A media project report is a coherent media presentation of the problems, problem analysis, and results of a project and the working methods used. ²The project report is to be explained using methods of visualization typical of the profession. ³Cooperation in the project may be included in the assessment. ⁴Sentences 1-3 apply analogously to the creation of a computer program.
- (3) ¹The purpose of the practice teaching lesson is to determine if the candidate is capable of teaching independently. ²It consists of the lesson plan, the delivery of the lesson, and subsequent reflection in discussion.
- (4) The purpose of the artistic exam is to demonstrate artistic ability, interpretive skills, sense of style, and creativity.
- (5) ¹A practical work sample is the performance of one or more practical activities for one or more successive tasks in a situation resembling a real-life scenario. ²The practical work sample is assessed for each task using a list of criteria. ³The practical work sample is assessed on the basis of an overall points scheme, whereby each individual task is assigned a specific maximum number of points available.
- (6) ¹A media work sample is a sample of media output designed for a specific task. ²It specifically includes media files that are not considered to be a digital version of a written or oral exam (e.g., film, video, audio, photo).

Section 7a Other Graded Exams

- (1) ¹A portfolio exam is a combination of two or more elements usually comprising different graded exams that are defined in these General Examination Regulations and/or in the Program-Specific Examination Regulations. ²All elements of the portfolio exam are to be included in the appendices to the study regulations. ³A portfolio exam is assessed on the basis of an overall points scheme, whereby each individual element is assigned a specific maximum number of points available. ⁴The appendices to the study regulations may provide that one or more additional elements may be offered more than once, with students being free to participate in the additional offering(s); the highest scoring offering will be included in the overall assessment. ⁵If the portfolio exam consists of two or more different elements with the same maximum number of points available for each, the appendices to the study regulations may also provide that a number of these highest scoring elements, as specified at the beginning of the course, will be included in the overall assessment. ⁶Section 17 paragraph 1 applies to the grading of a portfolio exam. ⁷Section 18 applies to the options for retaking a portfolio exam as a graded exam, and section 10 applies to the options for retaking a portfolio exam as an ungraded exam; it is not permitted to retake individual elements.
- (2) ¹Regular attendance requires that the candidate be present for at least 80% of the time in the course. ²In the case of an excused absence in accordance with section 15 paragraph 2 sentences 1 to 4, which would mean that the candidate is present for less than 80% of the time in the course, the attempt will be deemed not to have been taken. ³Statutory maternity protection periods are considered excused absences.

Section 8 Different Graded Exams

The Program-Specific Examination Regulations may provide for other types of graded and ungraded exams.

Section 9 Final Thesis and Colloquium

- (1) ¹The purpose of the final written paper is to demonstrate the student's ability to independently address a problem in the discipline of the relevant degree program on a scientific basis within the time allotted. ²The nature and scope of the final thesis must be appropriate to the purpose of the exam and the thesis writing period. ³The thesis may be written as a group assignment. ⁴Section 4 paragraph 3 applies mutatis mutandis. ⁵The thesis, written in German, must be submitted in written and electronic form; with the approval of the examiners, another language may be chosen. ⁶Section 5 paragraph 4 sentence 3 applies mutatis mutandis. ⁷In addition to the written thesis, the student is required to write a summary of the content of the thesis on approximately half a page of A4 in both German and English.
- (2) ¹There are two examiners for the final written paper. ²The topic of the thesis can be determined by any professor of Osnabrück University of Applied Sciences. ³It can also be determined by other examiners in accordance with section 24 if at least one examiner is a professor of Osnabrück University of Applied Sciences. ⁴Candidates are given the opportunity to comment before the topic is set. ⁵Students will be under the supervision of the examiners during the preparation of the thesis.
- (3) ¹The thesis writing period is 12 weeks, in Master's programs five months, unless otherwise specified in the Program-Specific Examination Regulations. ²The beginning and end of the thesis writing period will be communicated to the candidate by the Office of the University Registrar after registration. ³The Academic Dean may grant an extension of up to 12 weeks for the thesis writing period, usually before the thesis writing period begins, if it can be demonstrated through the submission of a work plan and schedule that the workload for the thesis as specified in the Program-Specific Examination Regulations will be met. ⁴In individual cases, the Academic Dean may, upon reasoned request, extend the thesis writing period by up to four weeks if the candidate is not responsible for the delay.
- (4) ¹The start of the thesis writing period and the thesis submission date must be placed on record. ²The thesis topic may be rejected only once during the first four weeks of the thesis writing period. ³At the time of submission, the student must affirm in writing that the thesis – in the case

of group work, the appropriate part of the thesis as indicated – has been completed independently and without unauthorized outside assistance.

- (5) ¹An additional colloquium may be held. ²It should be held within six weeks of the submission of the thesis.
- (6) In the colloquium, the student must demonstrate his or her ability to independently and scientifically address issues from the field of the discipline in an interdisciplinary and problem-oriented manner based on a discussion of the final thesis.
- (7) ¹The colloquium is administered jointly as an individual or group examination by two examiners. ²The first examiner takes the chair. ³The colloquium typically lasts 15-45 minutes per candidate. ⁴The provisions of section 6 paragraph 1a of these General Examination Regulations apply to online colloquiums. ⁵Section 16 paragraphs 2 to 4 apply mutatis mutandis to the overall assessment.

Section 10 Ungraded Exams

- (1) ¹Ungraded exams are usually taken during the semester as a supplement to courses. ²They are merely assessed as a “pass” or “failed”. ³Students who have failed ungraded exams may retake them. ⁴The Program-Specific Examination Regulations may limit the number of retakes to no fewer than two. ⁵Sections 5 to 8 apply mutatis mutandis to the selection of exams to be taken. ⁶The Program-Specific Examination Regulations may stipulate that the passing of ungraded exams is a prerequisite for admission to one or more graded exams at the end of a module.

Section 11 Recognition and Credit Transfer to Graded and Ungraded Exams

- (1) ¹Graded and ungraded exams completed at a German university will be recognized for the same and related degree programs at Osnabrück University of Applied Sciences. ²Graded and ungraded exams completed at a German university in other degree programs and graded and ungraded exams taken at state or state-recognized colleges of cooperative education shall be recognized upon request if no significant differences with regard to the skills acquired can be demonstrated. ³Recognition may be granted subject to an adaptation measure.
- (2) ¹Graded and ungraded exams completed at a foreign university will be recognized in accordance with paragraph 1 sentences 2 and 3. ²In the process, the university observes national and international agreements, in particular the Convention on the Recognition of Qualifications concerning Higher Education in the European Region of April 11, 1997 (BGBl. [Federal Law Gazette] 2007 II p. 712).
- (3) The recognition of graded and ungraded exams completed at German and foreign universities in accordance with paragraph 1 sentences 2 and 3 and paragraph 2 may be contractually agreed within the framework of student mobility by means of a learning agreement prior to the exam being taken.
- (4) ¹Credits for skills acquired outside of the university system will be transferred up to 50% towards a degree program at Osnabrück University of Applied Sciences, provided they are equivalent. ²Credit transfer refers to competencies and skills acquired through professional qualifications or other non-university further education and training. ³The competencies may have been acquired in different (formal, non-formal or informal) educational contexts.
- (5) ¹Recognition and credit transfer are given in relation to a module. ²Grades from recognized exams will be transferred and included in the calculation of the overall grade if the grading systems are comparable, otherwise they will be considered a “pass”. ³Conversions are permitted where appropriate agreements with foreign universities exist. ⁴Recognition and credit transfer are indicated on the certificate.
- (6) ¹Recognition and credit transfer decisions are made by the Academic Dean. ²The recognition of graded and ungraded exams within the university system in accordance with paragraph 1 sentences 2 and 3 and paragraph 2 that were completed before the start of the degree program shall normally be requested in the first semester after enrolment. ³The request for credit transfer of competencies acquired outside of the university system in accordance with paragraph 4 shall normally be made no later than the end of the previous semester in which the student wishes to take the module exam. ⁴For recognition and credit transfer to module exams of the first degree semester, requests must normally be submitted by the beginning of the exam registration

period of the first degree semester. ⁵The deadlines in sentences 2 to 4 are official procedural deadlines that can be extended upon informal request.

- (7) Details of the operational principles and procedures for recognition and credit transfer are set out in guidelines.

Section 12 Registration for Graded Exams, Data Processing

- (1) ¹Students are required to register for each graded exam of a module exam within a period specified by the Academic Dean. ²The Program-Specific Examination Regulations may make exceptions in special cases.
- (2) As part of the examination procedure, data collected in accordance with the applicable Registration Regulations will be used, and in particular, the following data will be collected and stored:
1. graded exams already completed
 2. supporting documents for internships,
 3. number of exam attempts and the results obtained,
 4. type, subject, point in time and result of exams,
 5. proof of extension of deadline for exam completion,
 6. exam subjects,
 7. intended degree,
 8. examiners,
 9. BAföG (student loan) receipt, funding number,
 10. exam results,
 11. proof and grounds for missed exams and withdrawals from exams.
- (3) ¹The university will confirm registrations in due time. ²In the case of a written exam, failure to take the exam will be considered a withdrawal of the registration. ³A registration for another graded exam may only be withdrawn in writing or by email up to two business days prior to the start of the graded exam without giving a reason. ⁴This does not apply to graded exams that the student has already started. ⁵Once the withdrawal periods have expired, registrations become binding and may only be withdrawn for good cause in accordance with section 15 paragraphs 1 and 2. ⁶The rights of withdrawal under the Maternity Protection Act [MuSchG] remain unaffected. ⁷Exams taken by students who have not been admitted to the exam will not be assessed. ⁸There is no right to take exams without registering.
- (4) ¹The Program-Specific Examination Regulations govern the selection of emphasis areas, disciplines, fields of study, and specializations. ²They may exclude the option of changing.

Section 13 Admission to Module Exams

- (1) ¹Any student who is enrolled in the relevant degree program, who is not on leave of absence, and who has not lost the right to take exams will be admitted to the module exams. ²This does not affect the possibility of taking external exams in accordance with any regulations. ³In addition, students who are on leave of absence due to a semester abroad are also eligible to take exams. ⁴In bachelor's programs, students who have earned at least 40 credit points within the first academic year are generally admitted to module exams of the third semester and higher under the conditions of sentence 1. ⁵The Program-Specific Examination Regulations may specify that students must pass certain modules or earn a different number of credit points in order to be admitted to subsequent module exams.
- (2) ¹The Program-Specific Examination Regulations may, in deviation from paragraph 1 sentences 4 and 5, stipulate under which conditions and for how long candidates may be admitted to module exams subject to conditions. ²The Academic Deans may, in exceptional cases and in derogation of the provisions of the General Examination Regulations and the Program-Specific Examination Regulations, admit students to module exams if special reasons for the delayed completion of their studies can be substantiated and a proper course of study can be expected on the basis of the number of credit points earned. ³The request must be submitted by the end of the relevant registration period for the exam in question.

Section 14 Admission to the Final Thesis and Colloquium (Bachelor Thesis, Master Thesis)

Students who have been enrolled in a degree program at Osnabrück University of Applied Sciences for at least the last semester prior to registration, who have passed the exams of the first academic year, and who have earned at least three-quarters of the credit points in the case of bachelor's programs are admitted to the final thesis, notwithstanding deviating regulations in the Program-Specific Examination Regulations.

Section 15 Absence, Withdrawal, Cheating, Breach of Regulations

- (1) A graded exam is deemed as "failed" if the candidate withdraws from the exam without a valid reason after the permitted withdrawal periods in accordance with section 12 paragraph 3 sentences 2-6 have expired, fails to appear, or fails to meet a submission deadline.
- (2) ¹Candidates must immediately notify the university in writing of the reasons for their withdrawal, absence, or non-submission and provide credible justification. ²Valid reasons include, in particular, the student's own illness, statutory maternity protection periods, and the acute need to care for a close person in need of care. ³The illness must be substantiated to the Office of the University Registrar by submitting a medical certificate stating the expected duration of the illness and certifying the student's inability to take exams. ⁴In case of recurrence, the Office of the University Registrar may require a medical certificate from a public health officer. ⁵If the reason is valid, the student will be admitted to the next available exam date. ⁶It is also permissible to extend the specified writing period for the final thesis beyond the provisions of section 9 paragraph 3 sentence 4 by immediately submitting a written justification of a valid reason. ⁷The Academic Dean will decide on this matter. ⁸In the case of illness, the extension will be for the expected duration of the illness, otherwise for the duration of the reason, but in total not more than twice the regular specified writing period. ⁹If the reason extends beyond this, a new topic will be issued. ¹⁰Decisions regarding the final thesis must be communicated to the candidate in writing by the Office of the University Registrar.
- (3) ¹If the candidate attempts to influence the outcome of a graded exam for his or her own benefit or for the benefit of another person by cheating, using unauthorized resources, or subsequently influencing an examiner, the exam in question will be assessed as "failed". ²The candidate must first be heard by the Academic Dean. ³In serious or repeated cases, the Academic Dean, in agreement with another Academic Dean, may assess the final exam as "irrevocably failed". ⁴Sentence 2 applies mutatis mutandis. ⁵If no agreement can be reached, the decision shall be made by the competent Vice President. ⁶Any attempt at cheating shall be recorded in the exam protocol; unauthorized resources shall be confiscated.
- (4) ¹Students who violate the provisions of these General Examination Regulations or the General Regulations may be excluded by the relevant invigilator from continuing with the graded exam in question. ²Paragraph 3 shall apply mutatis mutandis to the assessment of the performance prior to the student's disqualification.

Section 16 Assessment of Graded Exams

- (1) ¹Graded exams are assessed by one examiner, unless the examination regulations specify a different number of examiners for the graded exam in the relevant module. ²An observer is required for oral exams with one examiner. ³Last possible retake exams will be conducted with two examiners. ⁴If subject-specific parts of graded exams are assessed individually by different examiners, an additional examiner is required for each of these examiners in the case of last possible retake exams. ⁵Written exams shall generally be assessed within four weeks of submission.
- (2) ¹The following grades shall be used to assess graded exams:

Grade	Designation in German	Designation in English	Definition
1.0; 1.3	<i>sehr gut</i>	excellent	an outstanding performance
1.7; 2.0; 2.3	<i>gut</i>	good	a considerably above-average performance
2.7; 3.0; 3.3	<i>befriedigend</i>	satisfactory	a performance that meets average requirements in all respects
3.7; 4.0	<i>ausreichend</i>	pass	a performance that, despite its shortcomings, still

5.0	<i>nicht ausreichend</i>	failed	meets the minimum requirements a performance that does not meet the requirements due to substantial shortcomings
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³If a graded exam is assessed by more than one person, the grade for the exam is determined by averaging the examiners' individual grades.

- (3) The grade is:
 excellent for an average of up to 1.50
 good for an average of above 1.50 to 2.50
 satisfactory for an average of above 2.50 to 3.50
 pass for an average of above 3.50 to 4.00
 failed for an average of above 4.00
- ²Only the first two digits after the decimal point are used to calculate average grades; all other digits are dropped without rounding.
- (4) The key considerations in the assessment decision are appropriately documented and included in the exam documentation.

Section 16 a Exam Administration System

- (1) Students are responsible for using online access to the electronic exam administration system, which is used for the electronic administration of exam dates, for registering and deregistering for module exams, and for notifying the assessment of exam decisions; the competent Academic Dean may issue more detailed regulations on the implementation of the procedure.
- (2) Students are required to check the accuracy of their online account regularly, where possible, and to report any transmission errors immediately.

Section 17 Passing and Failing Graded Exams and Module Exams

- (1) Candidates have passed the graded exam if it is graded as "pass" or better.
- (2) ¹Candidates have passed the module exam if the graded exam is graded as "pass" or better; in the case of module exams consisting of multiple graded exams, if the individual graded exams are assessed as "pass" or better, and candidates have passed the ungraded exams. ²Section 16 paragraph 3 applies mutatis mutandis.

Section 18 Retaking Graded Exams

- (1) ¹Candidates may retake graded exams twice if these exams have been assessed as failed or are deemed as "failed". ²The first retake of a written graded exam shall be conducted as an oral graded exam at the candidate's request, unless the examiner objects. ³The second retake of a written graded exam in accordance with section 5 paragraphs 1 to 3 or section 7a, provided that in the latter case the major part of this exam, in terms of the total number of points available, consists of graded exams in accordance with section 5 paragraphs 1 to 3, shall be held as an oral graded exam if the candidate so requests. ⁴Requests according to sentences 2 and 3 must be submitted in writing to the Office of the University Registrar no later than the end of the regular registration period for the exam in question.
- (2) ¹Unsuccessful attempts at exams in the same or a related degree program or module will count toward the permitted number of retakes in other degree programs at Osnabrück University of Applied Sciences. ²Unsuccessful attempts at a graded exam in the same or a comparable degree program at a university in the European Higher Education Area will also count toward the number of retakes.
- (3) ¹Candidates may retake the final thesis once. ²Students will be notified in writing if they fail their thesis on the first attempt. ³In this case, the student may only reject the topic in accordance with section 9 paragraph 4 sentence 2 if he or she has not already made use of this option.
- (4) It is not possible to retake a graded exam once it has been passed.

Section 19 Acquisition of Credit Points, Module Grades

- (1) Students earn credit points for a module by passing the graded exams assigned to that module.

- (2) ¹The grade for a module is determined by averaging the assessments of the individual graded exams. ²The Program-Specific Examination Regulations may provide for special weighting of individual graded exams. ³Section 16 paragraph 3 applies mutatis mutandis.

Section 20 Passing and Failing the Final Exam

- (1) The bachelor's and master's exams consist of the compulsory modules and compulsory electives held continuously throughout the course in accordance with the Program-Specific Examination Regulations and the study regulations, as well as a final thesis in accordance with section 9.
- (2) Candidates have irrevocably failed the final exam when a module exam has been assessed as "failed" or is deemed as failed and they have exhausted the permitted number of retakes.
- (3) ¹The overall grade for the final exam is the average of the assessments of the modules, weighted according to the respective number of credit points. ²Modules that do not require graded exams are not included in the calculation. ³The Program-Specific Examination Regulations may provide for different weightings.

Section 21 Invalidity of Final Exams

- (1) If a student is found to have cheated in a graded exam after the certificate has been issued, the university may, within five years of the date of the student's last graded exam (date of the certificate), and after the competent Academic Dean has heard the student, change the relevant grades or declare an ungraded exam to be "failed".
- (2) ¹The incorrect certificate shall be withdrawn and replaced by a correct certificate or a certificate in accordance with section 25 paragraph 5. ²The diploma conferring the academic degree shall also be confiscated together with the incorrect certificate if the final exam is declared "failed" because the student cheated. ³If the requirements for admission to a graded exam were not met without the candidate's intent to cheat, that deficiency is remedied by the candidate's passing the graded exam. ⁴If the admission was intentionally obtained by fraud, the Academic Dean shall decide on the revocation of an unlawful administrative act in accordance with the provisions of the law.

Section 22 Access to Records

Upon request, and within one year of passing or failing a graded exam, candidates will be given access to their papers, the examiners' reports, and exam protocols.

Section 23 Case-By-Case Decisions, Objection Procedures

- (1) ¹Negative decisions and other detrimental administrative acts taken in accordance with these General Examination Regulations must be substantiated in writing, accompanied by instructions on how to appeal, and notified in accordance with section 41 of the Administrative Procedures Act [VwVfG]. ²An appeal against such decisions may be lodged within one month of receipt of the decision in accordance with sections 68 et seq. of the Code of Administrative Court Procedure.
- (2) ¹Appeals shall be filed with the Office of the University Registrar. ²However, the decision shall be made by the competent Academic Dean. ³If the appeal is directed against the assessment of an examiner, the decision shall be taken by the competent Academic Dean after a review in accordance with paragraphs 3, 4, and 5.
- (3) ¹If the student's written appeal raises specific and substantiated objections to an examiner's exam-specific and subject-specific assessments, the Academic Dean will forward the appeal to that examiner for review. ²If the examiner changes the assessment as requested, the Academic Dean will grant the appeal. ³Otherwise, the Academic Dean will review the decision on the basis of the examiner's statement, in particular whether
1. the exam procedure was not properly conducted,
 2. the assessment was based on incorrect facts,
 3. generally accepted principles of assessment were not followed,
 4. a reasonable solution, logically justified with strong arguments, was deemed incorrect, or
 5. the examiner was guided by irrelevant considerations.
- ⁴The same applies if the appeal is against the assessment of more than one examiner.

- (4) ¹Graded exams will be reassessed by other examiners not previously involved in the exam if
- the competent Academic Dean determines that an infringement has occurred in accordance with paragraph 3 sentence 3 and
 - there is reasonable concern that the examiner will not change the assessment impartially in accordance with the Academic Dean's interpretation of the law.
- ²If the graded exam does not permit a reassessment, the exam will be repeated.
- (5) ¹If, in the case of an appeal against the overall assessment, the assessments of two examiners for graded exams differ by at least two full assessment levels, i.e., by more than five assessment levels in accordance with section 16 paragraph 3, without an error in assessment being established in accordance with paragraph 1 sentence 3, the Academic Dean shall obtain an independent third examiner's report from an authorized examiner who has not previously been involved in the exam. ²Section 16 paragraph 2 applies to the determination of grades.

Section 24 Examiners

- (1) ¹The Academic Dean appoints the examiners and observers and ensures that the names of the examiners are communicated to the students in a timely manner. ²Insofar as graded exams are taken in direct connection with courses, the faculty member authorized to administer the exam shall be the examiner, without special appointment, unless the Academic Dean has made other arrangements. ³This also applies to exams taken in conjunction with courses taught by more than one faculty member.
- (2) ¹Examiners and observers shall be qualified to a level equal to or higher than the level of qualification being assessed. ²Only members and employees of Osnabrück University of Applied Sciences or cooperating universities who are authorized to teach independently in the respective exam subject can be appointed as examiners. ³Where a requirement exists, this also applies if the authorization to teach independently has only been granted for a sub-area of the exam subject. ⁴Depending on the requirements and the nature of the exam subjects in which non-independent lecturers are involved, these faculty members may also be appointed as examiners. ⁵Suitable persons who are not members or employees of Osnabrück University of Applied Sciences may also be appointed as examiners for the final written paper. ⁶Depending on the purpose and the nature of the exam, in justified exceptional cases, persons with professional experience may also be appointed as examiners for master's exams if they hold a *Diplom* degree from a university of applied sciences and can provide evidence of equivalent qualification through the professional skills they have acquired.
- (3) ¹Students may propose examiners for an oral exam in accordance with section 6 paragraph 1 of these General Examination Regulations and for the final written paper in accordance with section 9. ²The proposal should be accepted unless there are valid reasons or if the appointment would place an undue burden on the proposed candidate.
- (4) Examiners must be sworn to secrecy if they are not civil servants.

Section 25 Certificates and Diplomas

- (1) ¹A certificate of successful completion of the final exam shall be issued immediately. ²The certificate shall state the degree program, the modules or graded exams taken in the compulsory and compulsory elective modules and how they were assessed, the topic and assessment of the final thesis, and the overall grade. ³The Program-Specific Examination Regulations may provide for thematically related modules to be combined for the purpose of the certificate, with the grade being recalculated in accordance with section 16.
- (2) ¹Students with an overall grade point average of 1.30 or higher receive an overall assessment of "with distinction". ²The overall assessment shall be recorded on the certificate.
- (3) ¹Compulsory electives taken by students that are not required to pass the final exam are considered additional modules. ²In this case, students may choose which of the compulsory electives to include in the calculation of their overall grade. ³Unconsidered electives (additional modules) passed by the student will be listed in an appendix to the certificate, along with the exam results, but will not be taken into account in determining the student's overall grade. ⁴The Program-Specific Examination Regulations may limit the number of additional modules taken and require that a separate certificate be issued.

- (4) In addition to the degree certificate, graduates receive a Diploma Supplement in English and German.
- (5) ¹Students who leave the university or change degree programs will receive a certificate stating the credit points earned and the corresponding modules, the respective type of module and the module code, the module level, the final grade according to the grading system of Osnabrück University of Applied Sciences and the relative grade or graded exams taken and how they were assessed, as well as a recognized academic degree. ²The relative grade is determined and reported based on the following parameters: The calculation is based on a comparison group of at least 50 exam results. ³In the case of modules held continuously throughout the course, the last six semesters plus the current semester are included in the comparison group; in the case of the final module (final thesis with colloquium, if applicable), the last six semesters without the current semester are included. ⁴The relative grade will not be reported if the comparison group determined in this way includes fewer than 50 exam results. ⁵Only full percentages are shown in the statement of grades; all decimal places are removed without rounding. Percentages of less than 1 percent are shown as “less than 1%”.
- (6) The University Steering Committee determines the details of the textual and graphic design of diplomas and certificates, the Diploma Supplement, and the Transcript of Records.
- (7) ¹Diplomas for academic degrees must be signed by the head of the faculty, certificates by the Academic Dean, and other documents by the Academic Dean or a designee, and the official seal of the university must be affixed. ²The date of the certificate shall be the date on which the last graded exam was taken.

Section 26 Entry into Force

¹These General Examination Regulations shall enter into force after their publication in the Official Gazette of Osnabrück University of Applied Sciences with effect from March 1, 2024. ²The General Examination Regulations of February 1, 2022 will cease to apply at the same time.