



Hochschule
Bonn-Rhein-Sieg
University of Applied Sciences

Unofficial Translation of the German Original. The German Examination Regulation represents the only legally binding version.

Examination Regulations

General Part (PO-A)

**for the degree programmes conducted by the faculty of Applied
Natural Sciences on its own responsibility**

**at the Rheinbach Campus of the
Bonn-Rhein-Sieg University of Applied Sciences**

of 23.03.2023

On the basis of § 2 paragraph (4) and § 64 of the Higher Education Act of the State of North Rhine-Westphalia (Hochschulgesetz - HG NRW) in the version published on 16 September 2014 (GV. NRW. page 547), last amended by the Act of 30 June 2022 (GV. NRW. p. 780b), the Department of Applied Natural Sciences at the Rheinbach Campus of Bonn-Rhein-Sieg University of Applied Sciences has issued the following general part of the examination regulations:

Please note that this document is a translation of the German "Prüfungsordnung Allgemeiner Teil (PO-A) für die vom Fachbereich Angewandte Naturwissenschaften in alleiniger Verantwortung durchgeführten Studiengänge am Campus Rheinbach an der Hochschule Bonn-Rhein-Sieg vom 23.03.2023". Only the German source text is legally binding.

Contents

General.....	4
§ 1 Scope of the Examination Regulations.....	4
§ 2 Admission to the Bachelor's or Master's degree programme.....	4
§ 3 Standard period of study, scope of study.....	5
§ 4 Additional subjects.....	6
§ 5 Recognition of examinations and degrees.....	6
§ 6 Compensation for disadvantages.....	7
§ 7 Placement examination.....	8
§ 8 Failure to attend, withdrawal, deception, breach of regulations, notice of defects.....	8
§ 9 Communication in electronic form, teaching and learning platform.....	9
Examination organisation.....	10
§ 10 Examination Board.....	10
§ 11 Examination service.....	12
§ 12 Examiners (§ 65, Paragraph 1 HG NRW).....	13
Module examinations.....	14
§ 13 Registration, admission, withdrawal, loss of examination entitlement.....	14
§ 14 Procedure for module examinations.....	15
§ 14a Admissibility of e-examinations and other specifics.....	16
§ 14b Data protection in electronic examinations.....	16
§ 15 Repetition of module examinations.....	17
§ 16 Forms of Examinations.....	17
§ 16a Written examinations.....	17
§ 16b Written examinations in the answer-choice procedure.....	18
§ 16c Oral examinations.....	18
§ 16d Homework/preparation.....	19
§ 16e Presentation, Poster Presentation.....	20
§ 16f Project Work.....	21
§ 16g Portfolio Examination.....	22
§ 16h Certificate.....	23

Please note that this document is a translation of the German “Prüfungsordnung Allgemeiner Teil (PO-A) für die vom Fachbereich Angewandte Naturwissenschaften in alleiniger Verantwortung durchgeführten Studiengänge am Campus Rheinbach an der Hochschule Bonn-Rhein-Sieg vom 23.03.2023”. Only the German source text is legally binding.

§ 16i Bonus point regulations for course-related academic performance	24
Practical phase and semester abroad	25
§ 17 Practical phase	25
§ 18 Study Semester Abroad	25
Final thesis (thesis) and final colloquium	26
§ 19 Purpose of the thesis, topic, examiners	26
§ 20 Admission to the thesis	27
§ 21 Issue and Processing of the Thesis	28
§ 22 Submission and Assessment of the Final Thesis; Repetition	28
§ 23 Final colloquium	29
Grading of examination performances	30
§ 24 Grading	30
§ 25 Credits according to the European Credit Transfer System (ECTS)	31
§ 26 Result of the final examination	32
§ 27 Certificate, diploma supplement, overall grade	33
Final Provisions	33
§ 28 Inspection of examination files	33
§ 29 Entry into force and publication, transitional provisions	34

Please note that this document is a translation of the German “Prüfungsordnung Allgemeiner Teil (PO-A) für die vom Fachbereich Angewandte Naturwissenschaften in alleiniger Verantwortung durchgeführten Studiengänge am Campus Rheinbach an der Hochschule Bonn-Rhein-Sieg vom 23.03.2023”. Only the German source text is legally binding.

General

§ 1 Scope of the Examination Regulations

(1) The general part of the examination regulations applies to all Bachelor's and Master's degree programmes for which the Department of Applied Natural Sciences at Bonn-Rhein-Sieg University of Applied Sciences is solely responsible.

(2) In addition to the general part of the examination regulations, programme-specific Bachelor's (BPO + programme abbreviation) or Master's examination regulations (MPO + programme abbreviation) shall be issued for the individual Bachelor's or Master's degree programmes. The general and programme-specific parts of the Bachelor's and Master's examination regulations, as amended from time to time, jointly regulate the content and structure of the programme, the course of study and the examination matters, including the practical phase, the final dissertation and the final examination of the respective Bachelor's and Master's degree programme of the Faculty of Applied Sciences at Bonn-Rhein-Sieg University of Applied Sciences in accordance with § 64 paragraph 2 of the Higher Education Act of North Rhine-Westphalia (HG).

§ 2 Admission to the Bachelor's or Master's degree programme

(1) Admission to a Bachelor's degree programme requires the entrance qualification for studies at universities of applied sciences or a qualification recognised as equivalent. Further details can be found in the Ordinance on the Equivalence of Educational Qualifications with the University Entrance Qualification and the University of Applied Sciences Entrance Qualification - Equivalence Ordinance of 8 July 2014.

(2) Admission to a Master's degree programme requires the first professional qualification that has provided the minimum knowledge required to study the Master's degree programme. Further details are regulated by the corresponding Master's degree programme-specific examination regulations.

(3) Applicants who do not have a German higher education entrance qualification or a German-language degree must provide evidence of the German language skills required for the degree programme:

- German language skills:

For degree programmes with compulsory German-language modules, the knowledge of the German language required for the degree programme must be demonstrated by a passed DSH examination (DSH-2), by a passed TestDaF examination (at least TDN 4 in all four examination parts) or an equivalent performance in another German language examination recognised at Bonn-Rhein-Sieg University of Applied Sciences.

Please note that this document is a translation of the German "Prüfungsordnung Allgemeiner Teil (PO-A) für die vom Fachbereich Angewandte Naturwissenschaften in alleiniger Verantwortung durchgeführten Studiengänge am Campus Rheinbach an der Hochschule Bonn-Rhein-Sieg vom 23.03.2023". Only the German source text is legally binding.

- English language skills:

Applicants who have a German higher education entrance qualification fulfil English language requirements at level B2. Other applicants who do not have an English-language university entrance qualification or an English-language degree must provide evidence of the English language skills required for the degree programme.

For degree programmes with compulsory English-language modules, proof of English language proficiency at level B2 for Bachelor's and Master's degree programmes according to the Common European Framework of Reference for Languages (CEFR) is required.

(4) If an applicant has definitively failed an examination required by the examination regulations at a higher education institution within the area of application of the Basic Law for the Federal Republic of Germany (Grundgesetz, GG) in the chosen degree programme or has lost the examination entitlement for another reason, admission to this degree programme shall be excluded. This shall apply mutatis mutandis to degree programmes which are substantially similar in content to the previous degree programme. The examination board shall decide on the substantial proximity in terms of content.

(5) The Bachelor's or Master's examination regulations specific to the degree programme may stipulate further admission requirements for the respective degree programme.

§ 3 Standard period of study, scope of study

(1) The Bachelor's degree programme comprises six semesters during which students attend courses at the institution (standard period of study). It includes a practical activity supervised by the university (practical phase), which must usually be completed outside the university, all examinations, the Bachelor's thesis and a final colloquium.

(2) Studies in the Master's degree programmes comprise four semesters during which students attend courses at the university (standard period of study). It includes all examinations, the Master's thesis and a final colloquium.

(3) The teaching languages are German and English, whereby the respective language proportion varies in the different Bachelor's and Master's degree programmes. The language of instruction shall be stated when the course is announced. For courses in German, English-language literature is also permissible.

(4) The teaching units consist of modules and are assessed with credit points according to the European Credit Transfer System (ECTS) pursuant to § 25.

Please note that this document is a translation of the German "Prüfungsordnung Allgemeiner Teil (PO-A) für die vom Fachbereich Angewandte Naturwissenschaften in alleiniger Verantwortung durchgeführten Studiengänge am Campus Rheinbach an der Hochschule Bonn-Rhein-Sieg vom 23.03.2023". Only the German source text is legally binding.

§ 4 Additional subjects

(1) In addition to the subjects prescribed in the study plan, students may take further examinations offered within the university (additional subjects). The results of these module examinations shall not be taken into account in determining the overall grade or in adding up the credit points.

(2) If the examinations from paragraph 1 are module examinations, the examinations passed first shall be deemed to be the examinations prescribed according to the study plan (cf. specific BPO or MPO of the respective degree programme). The date on which the respective examination took place is decisive here. If the student wishes to deviate from this allocation, this must be bindingly stated by the student when registering for the relevant module examination.

§ 5 Recognition of examinations and degrees

(1) Examination results obtained in degree programmes at other state or state-recognised institutions of higher education, at state or state-recognised universities of cooperative education or in degree programmes at foreign state or state-recognised institutions of higher education shall be recognised on application, if there is no significant difference between the acquired competences and the achievements which are being replaced. The same shall apply regarding degrees with which courses of study within the meaning of sentence 1 have been completed. Examination results obtained in other degree programmes at Bonn-Rhein-Sieg University of Applied Sciences shall be deemed to be examination results obtained at other universities. Recognition within the meaning of paragraphs 1 to 2 serves the purpose of continuing studies, taking examinations, or commencing further studies. The deadline for applying for examination achievements gained at other universities or in other degree programmes at Bonn-Rhein-Sieg University of Applied Sciences is 30.04. for the summer semester and 31.10. for the winter semester. The application deadlines for admission to the degree programme remain unaffected by this.

(2) The examination board shall conduct the recognition procedure. In case of doubt, it shall decide on the recognition after consulting the examiners.

(3) It is the responsibility of the applicant to provide the necessary information on the achievement to be recognised. Corresponding applications to the examination board must always be made in writing. Documents from foreign universities where German or English is not the official language must be submitted in the form of a certified translation in German or English. Reasons shall be given for the refusal of recognition of achievements.

(4) Decisions on applications within the meaning of paragraph 1 shall be taken within a period of six weeks from the submission of the complete documents pursuant to paragraph 3.

Please note that this document is a translation of the German "Prüfungsordnung Allgemeiner Teil (PO-A) für die vom Fachbereich Angewandte Naturwissenschaften in alleiniger Verantwortung durchgeführten Studiengänge am Campus Rheinbach an der Hochschule Bonn-Rhein-Sieg vom 23.03.2023". Only the German source text is legally binding.

(5) On the basis of the recognition pursuant to paragraph 1, the higher education institution may, and upon application by the student shall, classify the student in a subject semester, the number of which is determined by the extent of the ECTS credit points acquired through the recognition in relation to the extent of the ECTS credit points that can be acquired per semester in the respective degree programme. If the decimal place is smaller than five, the number shall be rounded down to whole semesters, otherwise it shall be rounded up.

(6) In the event of re-enrolment in the same degree programme at Bonn-Rhein-Sieg University of Applied Sciences and in the context of a change of examination regulations, all previously acquired examination achievements, including failed attempts, shall be recognised ex officio. An application according to § 63a HG is not required. In the event that students are enrolled in double degree programmes at the same time, in which identical modules are offered and completed with identical examinations, the examination results, including failed attempts, shall be assessed in both degree programmes at the same time. An application according to § 63a HG is not required.

(7) On application, other knowledge and qualifications acquired by means other than a course of study may be recognised based on documents submitted to the extent of up to 50% of the credit points envisaged for the respective course of study, if such knowledge and qualifications are equivalent in content and level to the examination achievements which they are to replace.

§ 6 Compensation for disadvantages

(1) If a candidate provides suitable evidence to the examination board that he or she is unable to use his or her existing intellectual abilities in the performance of the examination due to a permanent disability or a disability lasting more than one semester or due to a chronic illness and is therefore unable to take the examination in whole or in part in the form or for the duration intended, the examination board may organise the examination conditions in such a way that, as far as possible, disadvantages for persons with impairments are compensated for in the sense of compensation for disadvantages.

(2) The provisions of paragraph 1 shall also apply to students who are restricted in their ability to participate in their studies as a result of other interests worthy of protection laid down in legal provisions. In particular, the provisions on caring for persons, the provisions of the Maternity Protection Act and those on parental leave shall be given due consideration.

(3) If no change in the illness or disability is to be expected, the compensation for disadvantages shall extend to all examinations to be taken during the course of studies.

(4) Applications for compensation for disadvantages must be submitted at least six weeks before the start of the examination period for which compensation for disadvantages is to be granted

Please note that this document is a translation of the German "Prüfungsordnung Allgemeiner Teil (PO-A) für die vom Fachbereich Angewandte Naturwissenschaften in alleiniger Verantwortung durchgeführten Studiengänge am Campus Rheinbach an der Hochschule Bonn-Rhein-Sieg vom 23.03.2023". Only the German source text is legally binding.

for the first time. The application is to be submitted to the examination board, enclosing evidence in accordance with paragraph 1. Before submitting the application, it is recommended to take advantage of a consultation with the representative for severely disabled persons at the university or, in the case of paragraph 2, with employees of the university's equal opportunities office.

(5) Pregnant or breastfeeding students are not obliged to attend training events and examinations. No legal obligations arise from non-participation. Withdrawal from a legally valid and ongoing examination relationship, as well as compensation for disadvantages, shall be subject to the general requirements.

§ 7 Placement examination

(1) Applicants who possess the qualification pursuant to § 2 and who have acquired additional knowledge and skills required for successful study by means other than study shall be entitled, following the result of a placement examination on the basis of § 49, paragraph 12 HG, to commence study in a section of the degree programme corresponding to the result of the placement examination, insofar as this does not conflict with regulations governing the allocation of study places. The regulations of the admission law shall remain unaffected.

(2) Following the result of the placement examination, the applicant may be exempted in whole or in part from attending courses and taking examinations. A certificate of the decision must be issued.

(3) Further details on the type, form, scope, and requirements of the placement examination are governed by the Regulations on Access to Higher Education for Vocationally Qualified Students of Bonn-Rhein-Sieg University of Applied Sciences, as amended from time to time.

§ 8 Failure to attend, withdrawal, deception, breach of regulations, notice of defects

(1) An examination performance shall be assessed as "insufficient" if the student fails to appear at an examination date without good reason or if he or she withdraws from the examination after it has begun without good reason or fails to complete the examination performance by the end of the examination. Sentence 1 shall apply accordingly if the student fails to hand in the Bachelor's or Master's thesis on time.

(2) The reasons asserted for the withdrawal or the failure to complete the examination must be reported to the examination board in writing without delay and must be made credible. If the student is unable to take the examination due to illness, proof of the inability to take the examination due to illness shall be provided in the form of a medical certificate stating that the

Please note that this document is a translation of the German "Prüfungsordnung Allgemeiner Teil (PO-A) für die vom Fachbereich Angewandte Naturwissenschaften in alleiniger Verantwortung durchgeführten Studiengänge am Campus Rheinbach an der Hochschule Bonn-Rhein-Sieg vom 23.03.2023". Only the German source text is legally binding.

student is unable to take the examination; this applies in particular if the withdrawal due to illness occurs after the student has entered the examination room. If the examination committee recognises the reasons, the corresponding examination shall be deemed not to have been taken and admission to the corresponding examination may be applied for again.

(3) A medical certificate stating that the candidate is unable to take the examination due to illness shall be sufficient proof, unless there is sufficient factual evidence to assume that the candidate is likely to be able to take the examination or that other evidence is appropriate. If there are such indications, the university is entitled to demand a medical certificate from a medical officer of the university at its own expense; the student must be able to choose between several medical officers. The submission of proof of a medical incapacity to work is not sufficient.

(4) If a candidate attempts to influence the result of his/her examination performance by deception or the use of unauthorised aids, the examination performance in question shall be assessed as "insufficient" (5.0) or "failed". Any candidate who disturbs the proper conduct of the examination may be excluded from the continuation of the examination performance by the respective supervisor, as a rule after a warning; in this case, the examination performance in question shall be assessed as "insufficient" (5.0) or "failed". The reasons for the exclusion are to be recorded. If a student is excluded from further performance of an examination, he/she may demand that this decision be reviewed by the examination board. This shall apply accordingly in the case of findings pursuant to sentence 1. In the case of multiple or other serious attempts at deception, the candidate may be exmatriculated.

(5) In the case of written examinations, cheating within the meaning of Paragraph 4 shall be deemed to have occurred in particular if the candidate has not independently prepared his/her work or, in the case of group work, his/her marked share of the work, or has used sources and aids other than those stated and indicated in the case of quotations (plagiarism).

(6) Any deficiencies in the examination procedure must be asserted by the student immediately to the examiner concerned and the chairperson of the examination board. If, in exceptional cases, immediate assertion is unreasonable, deficiencies must be

- for the first examination date of the winter semester by 31 March of the year in which the winter semester ends and for its second examination date by 31 May of the same year,
- for the first examination date of the summer semester by 30 September of the same year and for its second examination date by 30 November of the same year, stating reasons in writing.

If the deadline expires, the student can no longer invoke the defect (cut-off deadline).

§ 9 Communication in electronic form, teaching and learning platform

(1) Students are obliged to regularly and at reasonable intervals check the mailbox accessible to them at their e-mail address provided by Bonn-Rhein-Sieg University of Applied Sciences. The

Please note that this document is a translation of the German "Prüfungsordnung Allgemeiner Teil (PO-A) für die vom Fachbereich Angewandte Naturwissenschaften in alleiniger Verantwortung durchgeführten Studiengänge am Campus Rheinbach an der Hochschule Bonn-Rhein-Sieg vom 23.03.2023". Only the German source text is legally binding.

department reserves the right to use this e-mail address for all information relating to the study programme in addition to the postal route.

(2) Within a central information system, the Bonn-Rhein-Sieg University of Applied Sciences provides numerous information and functions, such as registration for projects, for the practical semester and for the final thesis. Students are obliged to also obtain information there at appropriate intervals.

(3) If the lecturers work with the department-wide electronic teaching and learning platform, important information for the respective module can be stored there. Students are obliged to obtain information there regularly and at appropriate intervals.

(4) In the event that students do not have their own technical equipment for receiving e-mails and/or for dialling into the central information system and/or the teaching and learning platform, or if these are not available, e.g. due to a technical malfunction, the university shall maintain a sufficient number of computer workstations - insofar as this is actually feasible due to the local conditions - and shall make these freely accessible to the students enrolled in the department. Furthermore, the faculty shall ensure that the central contact points, such as the dean's office and the examination board, including the assigned secretariats, are sufficiently accessible at their respective e-mail addresses.

(5) The consequences of non-compliance with paragraphs 1 to 3, such as missed deadlines, disadvantages in course enrolment or similar, shall be borne by the students.

Examination organisation

§ 10 Examination Board

(1) Pursuant to § 27 paragraph 1 HG, the dean is responsible for the organisation of examinations. He or she may delegate the associated operational tasks to the examination board.

(2) An examination board shall be formed for the tasks assigned by these examination regulations. The examination board is an independent examination body of Bonn-Rhein-Sieg University of Applied Sciences.

The examination board shall consist of members of the faculty who are elected by the faculty council and who do not have to be members of the faculty council.

The examination board consists of

1. three members of the professorial body, including a chairing member and a deputy chairing member,

Please note that this document is a translation of the German "Prüfungsordnung Allgemeiner Teil (PO-A) für die vom Fachbereich Angewandte Naturwissenschaften in alleiniger Verantwortung durchgeführten Studiengänge am Campus Rheinbach an der Hochschule Bonn-Rhein-Sieg vom 23.03.2023". Only the German source text is legally binding.

2. one member of the academic staff,
3. one member of the technical and administrative staff,
4. one student member.

(3) The members of the examination board shall be elected by the faculty council. Except for the chairperson and the deputy chairperson, deputies shall also be elected for all members of the examination board. The term of office of the elected members of the examination board is two years, apart from the term of office of the student member, which is one year. Re-election is permitted.

(4) The examination board shall have the following tasks:

1. it shall ensure compliance with the examination regulations.
2. it shall ensure that the examinations are conducted properly.
3. it shall be responsible for deciding on appeals against decisions taken in examination procedures. 4. it shall decide on crediting.
4. it shall decide on the crediting or other assessment of study and examination achievements.
5. it shall decide on the appointment of examiners and assessors.
6. It shall ensure that the topic of the final paper is officially issued to the students. It shall approve the application for the thesis.
7. it shall grant disadvantage compensation on application in accordance with § 6.
8. it shall make suggestions for the reform of the examination regulations.
9. it shall be responsible for the recognition of academic achievements during semesters abroad.

(5) For decisions on

1. considerable closeness in content of study programmes,
2. recognition of examination achievements,
3. appointment and dismissal of examiners,
4. admission to participation in examinations in cases of doubt,
5. admission to the final dissertation,
7. the performance of examinations in a form other than that intended or the extension of examination times due to the physical disability of the candidate,
8. granting of withdrawal from examinations,

Please note that this document is a translation of the German "Prüfungsordnung Allgemeiner Teil (PO-A) für die vom Fachbereich Angewandte Naturwissenschaften in alleiniger Verantwortung durchgeführten Studiengänge am Campus Rheinbach an der Hochschule Bonn-Rhein-Sieg vom 23.03.2023". Only the German source text is legally binding.

the examination board may delegate its responsibility in general or on a case-by-case basis to the chairperson and the deputy chairperson. This does not apply to decisions on objections. In addition, the possibilities of delegation expressly mentioned in the examination regulations shall apply.

(6) The examination board shall constitute a quorum if at least two members from the group of voting professors and one further voting non-professorial member are present. It decides by simple majority. In the event of a tie, the chairperson shall have the casting vote. The student member shall not participate in the deliberation and decision-making on matters concerning the setting of examination tasks or concerning his/her own examination.

(7) Members of the examination board have the right to be present when examinations are taken. Students who are taking the same examination in the same examination period shall be exempt.

(8) The full and deputy members of the examination board, the examiners shall be bound to secrecy ex officio. If they are not in public service, they shall be bound to secrecy by the chairperson of the examination board.

(9) Guests may participate in the deliberations and voting of the examination board at the invitation of the chairperson, who shall likewise be sworn to secrecy by the chairperson of the examination board. Guests are entitled to speak; they are not entitled to propose motions or to vote.

(10) Incriminating decisions of the examination board or its chairperson shall be communicated to the students concerned without delay. The students shall be granted a legal hearing beforehand.

§ 11 Examination service

(1) Notwithstanding the responsibility of the Examination Committee pursuant to § 10, paragraph 4, the Examination Service of Bonn-Rhein-Sieg University of Applied Sciences shall be responsible for organising the examination procedures.

(2) The Examination Service has the following tasks in particular:

1. announcement of examination periods and registration deadlines for examinations,
2. keeping the examination files,
3. crediting of periods of study, study and examination achievements and, where applicable, requirements for equivalence examinations,
4. processing applications to withdraw from examinations,

Please note that this document is a translation of the German "Prüfungsordnung Allgemeiner Teil (PO-A) für die vom Fachbereich Angewandte Naturwissenschaften in alleiniger Verantwortung durchgeführten Studiengänge am Campus Rheinbach an der Hochschule Bonn-Rhein-Sieg vom 23.03.2023". Only the German source text is legally binding.

5. granting admission to module examinations, the practical phase, the final thesis and the final colloquium,
6. drawing up admission lists for the examinations,
7. monitoring assessment deadlines,
8. monitoring compliance with the time limit for completing the final thesis,
9. notifying students of the examination results,
10. acceptance of ECTS certificates,
11. issuing and delivering degree certificates, Bachelor's certificates, Master's certificates and notifications pursuant to § 26, paragraph 4 and § 27 and, upon request, granting access to examination files pursuant to § 28, paragraphs 1 and 2.

§ 12 Examiners (§ 65, Paragraph 1 HG NRW)

(1) The examination board shall appoint the examiners and the assessors. Only those persons may be appointed as examiners who themselves possess at least the qualification to be determined by the examination or a comparable qualification and who, unless compelling reasons require a deviation, have exercised a relevant independent teaching activity in the study section to which the examination relates. If several examiners are to be appointed, at least one examiner shall have taught in the examination subject concerned.

(2) The examiners shall be independent of instructions in their examination activities.

(3) Examination performances in written or oral examinations with which a degree programme is completed, and in repeat examinations for which no compensation is provided in the event of a final failure, shall be assessed by at least two examiners as defined in paragraph 1. In addition, oral examinations shall always be taken by several examiners or by one examiner in the presence of an expert assessor. In all other cases, the examination shall be assessed by at least one examiner as defined in paragraph 1.

(4) For theses and final colloquia, the first examiner must be a member of the group of university teachers or teachers for special tasks. Paragraph 1 shall apply to the second examiner in final theses or final colloquia.

Module examinations

§ 13 Registration, admission, withdrawal, loss of examination entitlement

(1) The module examinations or sub-module examinations take place within an examination period which is determined by the examination board and announced by notice and/or in electronic form at least two weeks before the start of registration for the examinations. Exempt from this are examinations which, due to the form of examination intended for them, are completed in part or in full alongside the course, such as homework or project work as well as portfolio examinations. The assignment to the respective examination period is made exclusively for formal reasons.

(2) Module examinations are offered at least once per semester. Exempt from this are those examinations in which, due to the form of the examination, examination elements are partially or completely provided alongside the course.

(3) Only students who are enrolled as students at Bonn-Rhein-Sieg University of Applied Sciences or who have been admitted as secondary students can be admitted to a module examination or partial module examination.

(4) Module-specific admission requirements, for example tests for internships, are possible.

(5) In case of doubt, the examination board shall decide on admission to examinations.

(6) Admission to examinations may be refused if the student has definitively lost the right to take the examination in the same or an equivalent degree programme in the area of application of the Basic Law for the Federal Republic of Germany (Grundgesetz, GG) or at one of the partner universities. Admission shall be refused if the student has definitively failed a corresponding examination or a corresponding Bachelor's or Master's examination in the same or in a comparable degree programme.

(7) For examinations of the examination forms "written examination" (§ 16a), "written examination in answer-choice procedure" (§ 16b) and "oral examination" (§ 16c), the chairperson of the examination board shall inform the students of the following information at least eight weeks before the examination:

- Name of the examination subject, form, and duration of the examination
- Names of the examiners
- Date and time of the examination

The location of the examination shall be announced at least two weeks before the examination.

Announcement by notice board and/or in electronic form is sufficient.

Please note that this document is a translation of the German "Prüfungsordnung Allgemeiner Teil (PO-A) für die vom Fachbereich Angewandte Naturwissenschaften in alleiniger Verantwortung durchgeführten Studiengänge am Campus Rheinbach an der Hochschule Bonn-Rhein-Sieg vom 23.03.2023". Only the German source text is legally binding.

(8) Students must independently register for module examinations and submodule examinations in the registration period announced by the department. Registration shall take place in electronic form. The student is obliged to ensure in good time before the start of the examination by consulting the information system made available by the university for students that admission has been granted for the registered examinations.

(9) Students can deregister from module or sub-module examinations of the study plan, which are examined in the form of a written examination, a written examination in the answer-choice procedure or an oral examination, without giving reasons with a notice period of one week before the examination date. Withdrawal shall be made to the examination service in electronic form and is only possible in writing in exceptional cases.

(10) If the withdrawal takes place later, the asserted reasons must be notified to the examination committee in writing without delay and must be made credible. If the examination board recognises the reasons, the student and the examination service shall be informed that the examination will not be credited.

(11) Students must present official identification at the request of the examiner or the supervising person.

§ 14 Procedure for module examinations

(1) The module examinations shall determine whether the student has mastered the content and methods of the examination subjects in the essential contexts and can independently apply the acquired knowledge and skills.

(2) The module examinations shall take place for the first time in one of the two examination periods following the semester in which the module was taught according to the study plan.

(3) The examinations shall be conducted in German for German-language modules and in the respective foreign language for foreign-language modules.

(4) In justified exceptional cases, module examinations may be composed of submodule examinations that are independent of each other. To pass a module examination, all submodule examinations must be passed. The overall grade of a module examination consisting of submodule examinations is the arithmetic mean, formed from the grades of the submodule examinations weighted with the credit points.

(5) The module examinations to be taken as well as the module-specific admission requirements are listed in the respective examination regulations specific to the degree programme.

(6) The following forms of examination are permitted within the framework of a module examination:

Please note that this document is a translation of the German "Prüfungsordnung Allgemeiner Teil (PO-A) für die vom Fachbereich Angewandte Naturwissenschaften in alleiniger Verantwortung durchgeführten Studiengänge am Campus Rheinbach an der Hochschule Bonn-Rhein-Sieg vom 23.03.2023". Only the German source text is legally binding.

- Written examination
- Written examinations in the answer-choice procedure
- Oral examination
- Homework/elaboration
- Presentation, poster presentation
- Project work
- Portfolio examination
- Testat
- Other forms of examination are permissible in consultation with the examination board.

The form of examination provided for each module can be found in the module handbook.

§ 14a Admissibility of e-examinations and other specifics

(1) Examinations may be taken in electronic form. Electronic examinations (e-examinations) are examination procedures which are conducted and/or evaluated by computer-based or digital media.

(2) The authenticity and integrity of examination results must be ensured. An automatically generated assessment of an examination performance shall, at the request of the student concerned, be checked by one examiner or, in the case of a failed examination, by two examiners.

(3) Before an electronic examination procedure is carried out for the first time in the course of studies, a general briefing shall take place.

(4) Candidates shall be given the opportunity to inspect the computer-based examination and the result they have obtained.

(5) Apart from that, the respective provisions of these examination regulations shall continue to apply.

§ 14b Data protection in electronic examinations

(1) The purpose of examinations in electronic form or communication is to enable qualitatively new and application-oriented examination options and more objective assessment of examination performance. Furthermore, they offer an additional modality for the flexible and demand-oriented design of examinations.

Please note that this document is a translation of the German "Prüfungsordnung Allgemeiner Teil (PO-A) für die vom Fachbereich Angewandte Naturwissenschaften in alleiniger Verantwortung durchgeführten Studiengänge am Campus Rheinbach an der Hochschule Bonn-Rhein-Sieg vom 23.03.2023". Only the German source text is legally binding.

(2) Personal data is only processed internally and on the basis of Art. 6(1)(e) -DSGVO, whereby the public interest lies in the conduct and acceptance of examinations in electronic form or electronic communication.

(3) Only systems approved by Bonn-Rhein-Sieg University of Applied Sciences may be used to conduct examinations in electronic form or electronic communication. These shall be announced in a suitable place. More details on the use are regulated in the corresponding data protection declarations of the systems. Reference shall be made to the data protection information required under Art. 13 DSGVO and the data protection declaration.

(4) Examinations may also be taken at other locations and with the support of third parties.

§ 15 Repetition of module examinations

(1) A failed module examination may be repeated twice. If the module examination consists of several submodule examinations, only the failed submodule examination may be repeated.

(2) In the case of failed module examinations in the form of a term paper/research paper, presentation, poster presentation or project work, a new task in terms of content must be worked on in each case. The same applies to comparable examination elements of a portfolio examination.

(3) In the case of one or two failed attempts in a compulsory elective module, the compulsory elective module can be changed without crediting the failed attempts.

(4) If the student has failed a module examination in the second attempt, he or she may undergo a counselling interview with an examiner of the second examination attempt within six months after the second examination attempt and before the last examination attempt. The purpose of the counselling interview is to find reasons for the failure in the study behaviour and to point out possibilities for its improvement.

(5) If the student has definitively failed a module examination, exmatriculation shall be pronounced.

§ 16 Forms of Examinations

§ 16a Written examinations

(1) Written examinations are supervised written examinations lasting between 60 and 240 minutes.

Please note that this document is a translation of the German "Prüfungsordnung Allgemeiner Teil (PO-A) für die vom Fachbereich Angewandte Naturwissenschaften in alleiniger Verantwortung durchgeführten Studiengänge am Campus Rheinbach an der Hochschule Bonn-Rhein-Sieg vom 23.03.2023". Only the German source text is legally binding.

(2) The examiners shall decide which aids may be used in an examination paper. A list of the permitted aids shall be announced by notice or in electronic form.

(3) As a rule, the examination task of a written examination shall be set and assessed by only one examiner. In cases justified by the subject matter, in particular if several subject areas are examined together in one examination subject, the examination task may also be set and assessed by several examiners.

§ 16b Written examinations in the answer-choice procedure

(1) Written examinations may be taken in whole or in part using the answer-choice method (single or multiple-choice examinations). The module handbook regulates in more detail in which modules examinations are to be taken in the answer-choice procedure. When setting up the examination tasks, it must be determined which answers are recognised as applicable. If the examination task prohibits multiple answers, multiple answers are inadmissible and will be assessed as incorrect. The examination tasks are to be checked by at least two task setters before the examination result is determined to see whether they enable reliable examination results. If this check shows that individual examination papers are incorrect, these are not to be taken into account when determining the examination result; the reduced number of examination papers is to be used as a basis. The reduction in the number of examination papers may not be to the disadvantage of one of the candidates.

(2) The assessment of the written examination shall contain the pass mark as well as the number of points achieved or correct answers.

(3) In the case of written examinations which are only partly taken in the answer-choice procedure, paragraph 1 shall only apply to this part.

(4) Section 24 shall apply to the marking.

§ 16c Oral examinations

(1) Oral examinations may be conducted as individual or group examinations.

(2) An oral examination shall last between 20 and 30 minutes for each candidate.

(3) Oral examinations shall always be taken by several examiners (collegial examination) or by one examiner in the presence of an expert assessor. All examiners or the assessor shall be heard before the grade or the assessment as pass or fail is determined.

(4) The essential items and results of the oral examination, in particular the facts relevant to the assessment, shall be recorded in minutes.

Please note that this document is a translation of the German "Prüfungsordnung Allgemeiner Teil (PO-A) für die vom Fachbereich Angewandte Naturwissenschaften in alleiniger Verantwortung durchgeführten Studiengänge am Campus Rheinbach an der Hochschule Bonn-Rhein-Sieg vom 23.03.2023". Only the German source text is legally binding.

(5) Students who wish to take the same oral examination in a later examination period shall, on application, be admitted as listeners in accordance with the spatial conditions, provided that the examiner and the students to be examined agree. Admission does not extend to the discussion and announcement of the examination result.

§ 16d Homework/preparation

(1) A term paper/research paper is an independent written work on a subject-specific or interdisciplinary task on a scientific basis and serves to determine whether the student has mastered the content and methods of the examination subject in the essential contexts and, in particular, can independently apply the acquired knowledge and skills in practice. It is prepared within the framework of a course accompanying the course.

(2) As a rule, the examination assignment of a term paper/research paper is set and assessed by only one examiner.

(3) A homework/elaboration may also be admitted in the form of a group work, provided that the contribution of the individual students to be assessed as an examination performance is clearly distinguishable and assessable on the basis of the specification of sections, page numbers or other criteria that enable a delimitation. The group size should not exceed five students.

(4) The examiners shall determine the type, scope, time frame and execution of the term paper/presentation within the framework of the provisions of paragraphs 1 and 2 and shall announce this to the students within the first four weeks of lectures - an announcement by notice board and/or in electronic form is sufficient. The individual topic of the presentation shall be issued by the examiners at the same time and together with the registration for the examination in question and formally accepted by the student (e.g., by signature or confirmation in electronic form).

(5) A term paper/elaboration may be supplemented by an oral discussion at the discretion of the examiner. The discussion serves to check whether the student can present the methodology and the results of his or her written work in a professionally appropriate form.

(6) Section 16c shall apply accordingly to the oral discussion. In deviation from § 16c, Paragraph 2, an oral discussion shall last between 15 and 20 minutes for each candidate.

(7) A term paper/elaboration with discussion shall be assessed in summary by a mark or as passed or failed overall. If a term paper/elaboration with discussion is not passed, the failed partial performance (written and oral part) must be repeated within the scope of the possible examination attempts. If an optional oral discussion is provided for in accordance with Paragraph 5, the candidate may decide anew at each resit attempt whether he/she wishes to make use of the option of oral discussion or not.

Please note that this document is a translation of the German "Prüfungsordnung Allgemeiner Teil (PO-A) für die vom Fachbereich Angewandte Naturwissenschaften in alleiniger Verantwortung durchgeführten Studiengänge am Campus Rheinbach an der Hochschule Bonn-Rhein-Sieg vom 23.03.2023". Only the German source text is legally binding.

(8) The term paper/elaboration shall be submitted to the department within a time limit set by the examiner. The deadline and the place of submission shall be announced when the topic to be worked on is issued in accordance with Paragraph 4. In addition to the paper form, a copy must always be submitted in digital form for archiving and plagiarism checking - the data carrier and format are determined by the examiner.

(9) With the submission of the written term paper/work, the students must affirm in writing that they have prepared their work - in the case of a group work, their correspondingly marked part of the work - independently and have not used any sources and aids other than those indicated and marked in the case of citations. The date of submission shall be recorded. In the case of delivery of the term paper/preparation by post, the time of delivery at the university is decisive. If the work is not submitted in due time, it shall be deemed to have been assessed as "insufficient" (5.0).

§ 16e Presentation, Poster Presentation

(1) A presentation is an independently prepared media-supported presentation of a theoretical or practical work result in front of an auditorium and is prepared within the framework of a course accompanying the same. As a rule, it comprises

- the description of the task and its delimitation
- the development of theoretical prerequisites for the processing of the task on a scientific basis, in particular the selection of suitable methods with the inclusion and evaluation of relevant literature,
- the formulation and presentation of the developed solution, considering the subject-relevant or subject-specific forms of presentation,
- answering questions on the content of the presentation.

Within the framework of a presentation, written handouts may also be prepared to a reasonable extent, if the character of the presentation is not lost as a result.

(2) As a rule, the examination task of a presentation shall be set and assessed by only one examiner.

(3) A presentation may also be admitted in the form of a group work, provided that the contribution of the individual students to be assessed as an examination performance is clearly distinguishable and assessable on the basis of the specification of sections, slides or other criteria that enable delimitation. The group size should not exceed three students.

(4) A guideline for the time frame of a presentation is 20 to 30 minutes per examinee. The type, scope, time frame and execution of the presentation shall be determined by the examiners in good time within the framework of the provisions of Paragraph 1 - an announcement by notice and/or in electronic form shall be sufficient. The individual topic of the presentation shall be

Please note that this document is a translation of the German "Prüfungsordnung Allgemeiner Teil (PO-A) für die vom Fachbereich Angewandte Naturwissenschaften in alleiniger Verantwortung durchgeführten Studiengänge am Campus Rheinbach an der Hochschule Bonn-Rhein-Sieg vom 23.03.2023". Only the German source text is legally binding.

issued by the examiners at the same time and together with the registration for the examination in question and formally accepted by the student (e.g., by signature or confirmation in electronic form).

(5) In appropriate cases, a presentation in the form of a poster presentation may be permitted. Paragraphs 1 to 4 apply accordingly. In deviation from paragraph 4, sentence 1, 15 to 20 minutes per candidate shall apply as a guideline for the time required for the oral part of a poster presentation.

(6) For the oral parts of the presentation or poster presentation, § 16c paragraphs 3 to 5 shall apply accordingly. For each presentation or poster presentation, the examiner shall be provided with the associated documentation including details of the methods and sources used, e.g. in the form of a set of slides - the data carrier and format shall be determined by the examiner. The deadline for submission as well as the modalities of submission are announced when the topic to be presented is issued in accordance with paragraph 4 and formally accepted by the student. With the submission of the documentation, the students must affirm in writing that they have prepared their work - in the case of group work, their appropriately marked portion of the work - independently and have not used any sources and aids other than those indicated and marked in the case of citations.

§ 16f Project Work

(1) A project thesis shall serve to determine whether the student is capable of independently working on and documenting a practice-oriented task from his/her subject area within a specified period of time in accordance with his/her educational level, both in its subject-specific details and in the interdisciplinary contexts, using scientific, subject-specific practical and creative methods.

(2) A project paper is usually issued in the form of a group paper within the framework of a superordinate project, whereby the group size should not exceed five students. The contribution of the individual student to be assessed as an examination performance must meet the requirements of paragraph 1 and be clearly distinguishable and assessable based on the specification of sections, page numbers or other objective criteria that enable a clear delimitation.

(3) The announcement of the topic of a project as well as the supervision may be carried out by members of the following groups:

- Professors of the department.
- Honorary professors, teachers for special tasks as well as lecturers of the faculty, if it is determined that there is a suitable topic for a project work. In cases of doubt, the examination board decides.

Please note that this document is a translation of the German "Prüfungsordnung Allgemeiner Teil (PO-A) für die vom Fachbereich Angewandte Naturwissenschaften in alleiniger Verantwortung durchgeführten Studiengänge am Campus Rheinbach an der Hochschule Bonn-Rhein-Sieg vom 23.03.2023". Only the German source text is legally binding.

Students have the right to suggest topics for a project. A project may also be carried out at an institution outside the university, provided that it can be adequately supervised there by the persons named in sentence 1.

(4) Students register bindingly for an advertised project.

(5) The project work shall be assessed by an examiner who shall also have supervised the project work at the same time in accordance with Paragraph 3.

§ 16g Portfolio Examination

(1) The portfolio examination forms a superordinate form of examination in which students can continuously complete certain examination performances within the framework of courses of a module in various ways. In this way, it enables, on the one hand, an individual adaptation of the form of examination to the teaching and learning material and, on the other hand, a timely examination of the achievement of the intended competence goals.

(2) A portfolio examination is composed of several independent examination elements of different forms, each of which can be assigned to one of the following three categories:

- Accompanying performances (V): The examination elements are developed and assessed during the course. Examples are homework, presentation / lecture, report, recorded practical work, poster, etc.
- Test (T): The examination elements are completed on individual dates, under supervision and with a fixed processing time. Examples are written and/or oral tests. A maximum of one examination element of category (T) may be completed per day.
- Learning progress check (L): These examination elements check the learning progress during the course in the sense of a learning process evaluation. Examples of this are assessed practical laboratory work, active participation in group work and/or in the design of the course, etc. The designation of the examination elements will be determined by the examination organisers.

The designation of the examination elements shall be determined by the examiners.

(3) The examination elements pursuant to Paragraph 2 may neither reach nor exceed that of a written examination (§ 16a) or an oral examination (§ 16c) in terms of their content and time - depending on the character of the examination element. Within a portfolio examination, a maximum of three examination elements may come from category (T).

(4) The assessment of a portfolio examination is based on portfolio points which the examiners assign to the individual examination elements and which add up to a value of 100 across all examination elements of a portfolio examination. It must be possible to complete an examination element independently of the others, and the maximum number of portfolio points

Please note that this document is a translation of the German "Prüfungsordnung Allgemeiner Teil (PO-A) für die vom Fachbereich Angewandte Naturwissenschaften in alleiniger Verantwortung durchgeführten Studiengänge am Campus Rheinbach an der Hochschule Bonn-Rhein-Sieg vom 23.03.2023". Only the German source text is legally binding.

intended for it must be attainable in each examination element independently of the previously completed examination elements.

(5) In order to determine the overall grade of the portfolio examination, the portfolio points achieved by the candidate in the individual examination elements are added together and converted into a grade based on a predetermined linear grading system.

(6) The examination elements of a portfolio examination together with the category and any option provided for a make-up pursuant to Paragraph 8, the assigned portfolio points as well as the grade key used are part of the module description. The examination modalities (dates, rooms, etc.) shall be announced by the examiners in good time, at the latest, however, two weeks before the taking of the respective examination element, by notice and/or in electronic form.

(7) By participating in the first examination element, students are bindingly registered for a portfolio examination with the lecturers. The lecturers forward the registration to the examination service.

(8) Examination elements that are missed or not submitted on time will be assessed with zero portfolio points. Examiners may design the examination element in question in such a way that missed examination elements or those not submitted on time can be made up for in the same examination period.

(9) The regulations of § 8, paragraphs 2 to 5, apply in principle to the entire portfolio examination. Except for the regulations of § 8, paragraph 2, withdrawal from individual examination elements for good cause is therefore not possible. The reasons for withdrawal must be communicated to the lecturers. If valid reasons are asserted for one or more examination elements and these are recognised, the corresponding examination elements are deemed not to have been taken. Examination elements that have been passed do not have to be repeated.

§ 16h Certificate

(1) Certificates attest in particular to prior performance in exercises, practical courses, seminars or seminar courses. A certificate is issued if the student has participated in the respective module courses and has proven that he or she knows how to apply the imparted knowledge and skills and has practised the subject-specific methods. The certificate shall be issued by the lecturer responsible for the respective course.

(2) The performance assessments for a certificate are not formalised and are not subject to an admission procedure. Laboratory or experimental protocols, written evaluations, calculations, programming exercises, presentations, research tasks or oral discussions can serve as proof of the required performance.

Please note that this document is a translation of the German "Prüfungsordnung Allgemeiner Teil (PO-A) für die vom Fachbereich Angewandte Naturwissenschaften in alleiniger Verantwortung durchgeführten Studiengänge am Campus Rheinbach an der Hochschule Bonn-Rhein-Sieg vom 23.03.2023". Only the German source text is legally binding.

(3) Tests are not graded and can be repeated indefinitely if the required performance is not achieved. As a rule, they are a prerequisite for successfully passing the respective module.

§ 16i Bonus point regulations for course-related academic performance

(1) The examiners may stipulate that part of the total assessment points to be obtained for an examination may be obtained through voluntary course-related study achievements. The proportion of the assessment points that can be obtained through such course-accompanying study achievements may not exceed one third of the maximum assessment points of the respective examination.

(2) The final examination must make it possible to obtain the maximum assessment points independently of the course-related coursework.

(3) If the final examination is passed on its own, the assessment points achieved in this examination and the assessment points achieved in the respective course-related coursework shall be added together by the examiners. If the overall result exceeds the total maximum assessment points attainable for the respective examination, only this maximum number of assessment points shall be used to determine the overall grade.

(4) With the exception of Paragraph 6, the assessment points from the course-related coursework can only be credited in the examination period of the semester in which the course-related coursework was completed. A partial or complete transfer to subsequent semesters is not possible.

(5) Completion of the course-related coursework is voluntary. The examiners decide whether, and if so, under what conditions, missed course-related coursework can be made up. There is no entitlement to a renewed offer to complete the respective course work.

(6) If valid reasons for missing or withdrawing from the final examination are asserted in accordance with § 8, Paragraph 2, and if these are recognised by the examination board, the assessment points acquired in total in one semester can be transferred once to the following semester upon application. The application must be submitted in writing to the examiner at the latest when registering for the examination in question. The application must be accompanied by proof that the regular examination date could not be attended for valid reasons.

(7) The form, scope and, if applicable, the conditions for making up missed course achievements in accordance with Paragraph 5 shall be bindingly determined by the examiners at the beginning of a semester and announced to the students in good time; an announcement by notice board and/or in electronic form shall be sufficient.

Please note that this document is a translation of the German "Prüfungsordnung Allgemeiner Teil (PO-A) für die vom Fachbereich Angewandte Naturwissenschaften in alleiniger Verantwortung durchgeführten Studiengänge am Campus Rheinbach an der Hochschule Bonn-Rhein-Sieg vom 23.03.2023". Only the German source text is legally binding.

Practical phase and semester abroad

§ 17 Practical phase

(1) A practical phase may be integrated into the Bachelor's degree programme, which concludes with an ungraded module examination. The scope of the practical phase shall be determined by the degree programme-specific study plan. During the practical phase, the student remains a member of the university with all rights and obligations.

(2) The practical phase shall be carried out through concrete tasks and practical work in suitable companies, administrative and research facilities or other institutions (training positions). In particular, it shall serve to apply the knowledge and skills acquired during previous studies and to reflect on and evaluate the experience gained during the practical work. There is no entitlement to allocation of a place for an external practical phase.

(3) During the practical phase, the student shall be supervised by a person teaching at the Bonn-Rhein-Sieg University of Applied Sciences and appointed by the examination board.

(4) Participation in the practical phase shall be confirmed by the person responsible for supervision if a certificate from the training institution on the student's cooperation is available, the practical activity complies with the purpose of the practical phase and the student has carried out the work assigned to him or her.

(5) The practical phase may be repeated once if participation in the practical phase is not confirmed by the person responsible for supervision.

§ 18 Study Semester Abroad

(1) Optionally, achievements or credit points may also be acquired at a suitable foreign university. The examination board shall decide on admission requirements and admission as well as recognition of academic achievements in individual cases.

(2) The study achievements to be taken at the foreign university must be agreed upon before the beginning of the study semester abroad with the international representative of the department and the examination board or the chairperson of the examination board with regard to their creditability and recorded in a learning agreement. If the student deviates from the learning agreement for reasons for which he/she is not responsible, the examination board shall decide on the recognition of substitute study achievements. There is no entitlement to the allocation of a study place abroad.

Please note that this document is a translation of the German "Prüfungsordnung Allgemeiner Teil (PO-A) für die vom Fachbereich Angewandte Naturwissenschaften in alleiniger Verantwortung durchgeführten Studiengänge am Campus Rheinbach an der Hochschule Bonn-Rhein-Sieg vom 23.03.2023". Only the German source text is legally binding.

(3) If part of the sixth semester of a Bachelor's degree programme including the final thesis or the fourth semester of a Master's degree programme takes place at a foreign university, the final colloquium must be taken at Bonn-Rhein-Sieg University of Applied Sciences.

(4) The Examination Committee confirms the successful acquisition of achievements or credits abroad if credits according to the ECTS, bilateral agreements with partner universities or other universities to the extent of comparable achievements of the respective degree programme were acquired at Bonn-Rhein-Sieg University of Applied Sciences.

Final thesis (thesis) and final colloquium

§ 19 Purpose of the thesis, topic, examiners

(1) The thesis is a written work on a defined topic. It shall demonstrate that the student is capable of independently working on a practice-oriented task from the subject area of the degree programme within a specified period of time, both in its subject-specific details and in the interdisciplinary contexts, using scientific and subject-specific practical methods.

(2) The final dissertation can be carried out either at the Bonn-Rhein-Sieg University of Applied Sciences, at one of the partner universities, at another suitable university or research institution or in a suitable company in Germany or abroad. It can be written in English or German in agreement with the examiners. The examination board shall decide on admission requirements and admission in individual cases.

(3) The final dissertation may be supervised by any examining person who fulfils the requirements pursuant to § 12, paragraph 4. At the candidate's request, the examination board may also appoint an honorary professor, lecturers for special tasks or lecturers entrusted with corresponding tasks to supervise the thesis if it is established that the intended topic of the Bachelor's or Master's thesis cannot be supervised by a professor responsible for the subject.

(4) The candidate may propose an examiner to supervise the Bachelor's or Master's thesis. If possible, the candidate's suggestion shall be taken into consideration.

(5) The candidate has the right to propose a topic. The topic of the thesis requires the approval of the examination board.

(6) The final paper may also be admitted in the form of a group paper if the contribution of the individual students to be assessed as an examination performance is clearly distinguishable on the basis of the indication of sections, page numbers or other criteria which enable delimitation and fulfils the requirements according to Paragraph 1.

Please note that this document is a translation of the German "Prüfungsordnung Allgemeiner Teil (PO-A) für die vom Fachbereich Angewandte Naturwissenschaften in alleiniger Verantwortung durchgeführten Studiengänge am Campus Rheinbach an der Hochschule Bonn-Rhein-Sieg vom 23.03.2023". Only the German source text is legally binding.

§ 20 Admission to the thesis

(1) Students who are admitted to the final dissertation in the respective degree programme are those who

1. has no more than two outstanding module examinations of all other module examinations provided for in the degree programme, or
2. in Bachelor's degree programmes, has completed all examinations of the 1st to 4th semester or, in Master's degree programmes, has completed all examinations of the 1st and 2nd semester.

(2) Students must register independently for the examinations according to the study plan. The application for admission is to be sent electronically to the chairperson of the examination board. The following documents must be enclosed with the application:

1. proof of the prerequisites mentioned in paragraph 1,
2. a declaration of previous attempts to work on a thesis and to take the final examination,
3. a statement of the topic of the thesis with the name of the supervising examiner, that of the second examiner as well as the place where the thesis is to be conducted and the name of the body conducting the examination.

(3) The application for admission can be withdrawn in writing up to the announcement of the decision of the examination board without justification and without counting towards the number of possible examination attempts.

(4) The examination board shall decide on admission. Admission shall be refused if

1. the requirements specified in paragraph 1 are not met, or
2. the documents are incomplete, or
3. in the area of application of the Basic Law for the Federal Republic of Germany (Grundgesetz, GG), a corresponding thesis of the candidate has been assessed as insufficient without the possibility of repetition, or
4. the student has definitively failed one of the examinations referred to in paragraph 2 number 2.

Please note that this document is a translation of the German "Prüfungsordnung Allgemeiner Teil (PO-A) für die vom Fachbereich Angewandte Naturwissenschaften in alleiniger Verantwortung durchgeführten Studiengänge am Campus Rheinbach an der Hochschule Bonn-Rhein-Sieg vom 23.03.2023". Only the German source text is legally binding.

§ 21 Issue and Processing of the Thesis

(1) The thesis shall be issued by the examination board. The date of issue shall be the date on which the examination board notifies the student of the topic set by the supervising examiner for the thesis. The examination committee determines the processing period (beginning and end of the processing period). The time and the topic of the thesis shall be made a matter of record and communicated to the examination service.

(2) The details of the thesis are laid down in the study plan and study schedule. The processing time for the Bachelor's thesis is 2 months, that for the Master's thesis 5 months.

(3) In cases of hardship, the processing time may be extended once by up to 4 weeks. This must be applied for to the chairperson of the examination committee, stating the reasons, no later than 3 weeks before the submission deadline.

(4) The topic of the thesis can only be returned once and only within the first three weeks after issue. In the case of a repetition, the return is only permissible if the student did not make use of this option when writing his or her first thesis.

(5) In the case of a permanent physical disability of the student, § 6 shall apply accordingly.

§ 22 Submission and Assessment of the Final Thesis; Repetition

(1) The thesis shall be submitted in triplicate, with at least one copy in printed and bound form. The remaining copies may be submitted in digital or bound form in agreement with the examiners. The thesis shall be forwarded to the supervising examiner via the departmental secretariat in due time. The time of submission is to be recorded in the records and communicated to the Examination Service. When handing in the thesis, the student must affirm in writing that he or she has written the thesis independently and has not used any sources and aids other than those stated and indicated by citations. The thesis must also be made available to the supervising first examiner in electronic form for the purpose of checking for plagiarism.

(2) The thesis shall be assessed by two examiners, one of whom should have supervised the thesis. The second examiner shall be appointed by the examination board. The thesis is passed if both grades are at least "sufficient". The grade shall be communicated to the examination service.

(3) If the examiners do not agree on the grade, the grade of the final paper shall be determined by the arithmetic mean. If the difference in the grades is 2.0 or more, the individual grades must be justified separately from each other in writing. In this case, a third examiner shall be appointed by the examination board and the grade of the thesis shall be calculated from the arithmetic mean of the two better individual grades.

Please note that this document is a translation of the German "Prüfungsordnung Allgemeiner Teil (PO-A) für die vom Fachbereich Angewandte Naturwissenschaften in alleiniger Verantwortung durchgeführten Studiengänge am Campus Rheinbach an der Hochschule Bonn-Rhein-Sieg vom 23.03.2023". Only the German source text is legally binding.

(4) In case of failure of a thesis, it may be repeated once. A Bachelor's or Master's thesis that has been graded as passed cannot be repeated.

§ 23 Final colloquium

(1) The final colloquium supplements the final thesis, is to be assessed independently and shall take place after submission of the final thesis. It serves to determine whether the student is capable of orally presenting the results of the thesis, its subject-related foundations, its interdisciplinary connections and its extra-subject-related references, independently justifying them and assessing their significance for practice. In this context, the processing of the topic of the final thesis shall also be discussed with the student.

(2) Admission to the final colloquium shall only be granted if all module examinations listed in the study plan, including the final thesis, have been passed. The application for admission is to be addressed to the examination board. For admission to the final colloquium and its refusal, § 20 Paragraph 4 shall apply accordingly. If the application for the final colloquium is submitted at a time when the grade of the final thesis has not yet been determined, the final colloquium shall take place subject to the passing of the final thesis.

(3) Members of the university and external supervisors of theses may be present at the colloquium in accordance with the space available, provided the student and the examiners have given their consent.

(4) As a rule, the final colloquium shall be examined and assessed jointly by the examiners of the thesis. In the case of § 22, paragraph 2, the final colloquium shall be taken by the examiners from whose individual evaluations the grade of the thesis was formed.

(5) The final colloquium shall take the form of an oral examination lasting a maximum of 60 minutes. It shall consist of a lecture on the final thesis of about 20 minutes and a subsequent oral examination.

(6) The language of the final colloquium may be either German or English in agreement with the examiners.

(7) In agreement with the examiners, the final colloquium may be taken either in presence or by electronic communication.

(8) If the final colloquium is not passed, it can be repeated once. A colloquium that has been assessed as passed cannot be repeated.

Grading of examination performances

§ 24 Grading

(1) Graded modules shall be differentiated by means of the grades listed in Para. 4, ungraded modules shall be graded as "passed" or "failed". The graded and ungraded modules are listed in the respective degree programme-specific examination regulations.

(2) The final thesis and the final colloquium shall be assessed by differentiated grades. The assessment must be comprehensible.

(3) If examinations or parts of examinations are set by several examiners, they shall jointly determine a mark scheme at the same time as the assignment, which contains the allocation of the points to the respective parts of the examinations or parts of examinations as well as the mark to the total number of points achieved. The examiners involved shall each assess only the parts of the examination set by them.

(4) The following grades shall be used for the assessment of the examination performances:

very good	1	outstanding performance
good	2	a performance which is considerably above the average requirements
satisfactory	3	a performance which meets average requirements
sufficient	4	a performance which, despite its shortcomings, still meets the requirements
inadequate	5	a performance which no longer meets the requirements due to considerable deficiencies

For further differentiation of the evaluation, grade numbers reduced or increased by 0.3 may be used; the grades 0.7; 4.3; 4.7 and 5.3 are excluded.

When calculating grades from intermediate values, only the first decimal place shall be taken into account; all further places after the decimal point shall be deleted without rounding.

(5) When calculating final grades from intermediate values, a calculated value results in

- up to 1.5 the grade "very good
- above 1.5 to 2.5 the grade "good
- above 2.5 to 3.5 the grade "satisfactory
- above 3.5 to 4.0 the grade "sufficient
- above 4.0 the grade "not sufficient".

Please note that this document is a translation of the German "Prüfungsordnung Allgemeiner Teil (PO-A) für die vom Fachbereich Angewandte Naturwissenschaften in alleiniger Verantwortung durchgeführten Studiengänge am Campus Rheinbach an der Hochschule Bonn-Rhein-Sieg vom 23.03.2023". Only the German source text is legally binding.

(6) A graded examination is passed if the examination performance has been assessed as at least sufficient.

(7) The student shall be notified of the assessment of written examinations, written examinations in the answer-choice procedure and assignments/research papers within six weeks at the latest. Notification in electronic form is sufficient.

(8) The result of an oral examination, a term paper/elaboration with supplementary discussion, a presentation, a project work with final presentation as well as the colloquium shall be announced to the candidate as a rule following the examination performance, but at the latest at the end of the examination day.

(9) In the case of portfolio examinations, the provisions of paras. 7 and 8 shall apply accordingly to the examination elements provided therein.

§ 25 Credits according to the European Credit Transfer System (ECTS)

(1) Credit points (credits) are a measure of the workload envisaged through the preparation and follow-up work and attendance of courses as well as through the completion of assignments/research papers, presentations and other performances to be rendered by the students.

(2) The Bachelor's programme comprises a total of 180 credit points, the Master's programme 120 credit points. The study effort for a full academic year shall be based on 60 credit points, for a semester as a rule 30 credit points. One credit point corresponds to 30 hours of work, resulting in a total of 5,400 hours of work for a Bachelor's programme and 3,600 hours of work for a Master's programme. These time hours include the time for participation in courses as well as the time for preparation and follow-up, including examination preparation and examination time.

(3) The credit points of a module are obtained by passing the associated examinations in accordance with § 24. The credit points for a module shall only be credited once, even if the associated examination has been taken repeatedly.

(4) Notwithstanding the provisions of § 5, credit points earned at other institutions of higher education within and outside the area of application of the Basic Law for the Federal Republic of Germany (Grundgesetz, GG) in accordance with the European Credit Transfer System shall be recognised on application on the basis of the underlying course and examination achievements, provided that there is no significant difference between the competences acquired and the achievements which are to be replaced. Recognition shall be granted with a maximum of the number of points provided for the performance in the degree programme concerned.

Please note that this document is a translation of the German "Prüfungsordnung Allgemeiner Teil (PO-A) für die vom Fachbereich Angewandte Naturwissenschaften in alleiniger Verantwortung durchgeführten Studiengänge am Campus Rheinbach an der Hochschule Bonn-Rhein-Sieg vom 23.03.2023". Only the German source text is legally binding.

§ 26 Result of the final examination

(1) The final examination shall be passed if all module examinations, the final thesis and the final colloquium are each at least passed or assessed as "sufficient" (4.0).

(2) The overall grade of the final examination is calculated, unrounded, from the average of the grades of the graded module examinations weighted with the ECTS credit points, the grade for the final thesis and the final colloquium. The following weighting percentages apply:

For the Bachelor's degree programmes:

- Grade of the final thesis: 25%
- Grade of the colloquium: 10%
- Average of the grades of the graded module examinations weighted according to ECTS credit points: 65%.

For the Master's degree programmes:

- Grade of thesis: 25%
- Grade of the colloquium: 10%
- Average of the grades of the graded module examinations weighted according to ECTS credit points: 65%.

(3) Only the first decimal place shall be taken into account in the overall grade; all other decimal places shall be deleted without rounding.

(4) In addition to the overall grade, the relative grade is shown in the Diploma Supplement with the transcript, which represents the significance of the overall grade awarded in relation to the distribution of the total final grades within the preceding three years. The relative grade thus provides statistical information on the distribution of the final grades achieved within the degree programme.

(5) The final examination is not passed if one of the examination and study achievements referred to in paragraph 1 has finally been assessed as "not sufficient" or is deemed to have been assessed as "not sufficient". The Examination Service shall issue a notice of the failed final examination or of the loss of the right to take the examination, which shall include information on the right of appeal and a list of grades.

§ 27 Certificate, diploma supplement, overall grade

(1) The certificate to be issued on passing the final examination shall contain the grades and ECTS credit points of the completed modules of the degree programme, the final thesis and the colloquium, the topic of the final thesis and the overall grade of the final examination. Modules successfully completed in the semester abroad shall be listed with the name of the university.

(2) The certificate of successful completion of the final examination shall be issued as soon as possible after completion of the last examination.

(3) The certificate of the degree obtained shall be signed by the dean. The certificate, the Diploma Supplement and the ECTS table shall be signed by the chairperson of the examination board. They shall bear the date of the day on which the last examination performance was achieved.

(4) In addition to the grade on the basis of the German grading scale from 1 to 5, a relative grade is also formed in accordance with the ECTS Users' Guide as amended.

(5) Bonn-Rhein-Sieg University of Applied Sciences shall issue a Diploma Supplement with the transcript. The Diploma Supplement shall bear the same date as the transcript and shall be signed by the chairperson of the examination board.

Final Provisions

§ 28 Inspection of examination files

(1) After completion of the final examination, the student shall, on application, be granted access to his/her written examination papers, the examiners' assessments based thereon and the examination records.

(2) The inspection shall be applied for at the Examination Service within one month after the certificate and the certificate of the academic degree acquired or the notice of the failed final examination have been handed over. § Section 32 of the Administrative Procedure Act for the State of North Rhine-Westphalia on reinstatement in the previous state shall apply accordingly. The Examination Service shall determine the place and time of inspection.

(3) The student shall be allowed to inspect the examination documents relating to a module examination by the respective examiner within one month of the announcement of the examination result. Otherwise, paragraph 2 shall apply accordingly.

(4) Students shall be permitted to make a copy or other faithful reproduction of the examination record.

Please note that this document is a translation of the German "Prüfungsordnung Allgemeiner Teil (PO-A) für die vom Fachbereich Angewandte Naturwissenschaften in alleiniger Verantwortung durchgeführten Studiengänge am Campus Rheinbach an der Hochschule Bonn-Rhein-Sieg vom 23.03.2023". Only the German source text is legally binding.

§ 29 Entry into force and publication, transitional provisions

(1) These examination regulations shall be published in the Official Notices of Bonn-Rhein-Sieg University of Applied Sciences (Verkündungsblatt). They shall apply from the day after their publication to all students who are enrolled in degree programmes of the Faculty of Applied Natural Sciences as of the winter semester 2023/2024 or who enrol in such programmes as of the winter semester 2023/24.

(2) These Examination Regulations General Section (PO-A) in conjunction with the degree programme-specific Bachelor's (BPO + degree programme abbreviation) or Master's Examination Regulations (MPO + degree programme abbreviation) replace all previous examination regulations of the Faculty. For enrolled students who started their studies under a previous examination regulation of the respective degree programme, the examinations are offered according to the respective previous examination regulation at least until the fourth semester after the semester in which the course assigned to the examination was offered for the last time. The semester in which the course was last offered counts towards this. Examinations according to previous examination regulations are offered for Bachelor's degree programmes until summer semester 2027 at the most and for Master's degree programmes until summer semester 2026 at the most. Further details shall be regulated in separate regulations.

(3) Paragraph 2, sentences 1 to 3 and 5 shall apply accordingly in the event that these examination regulations are replaced by subsequent ones or the degree programme is discontinued.

Issued on the basis of the resolution of the Faculty Council of the Faculty of Applied Natural Sciences in Rheinbach of 23.03.2023.

Rheinbach, 23.03.2023

Prof. Dr. Richard Jäger
Dean of the Faculty of Applied Natural Sciences
of the Bonn-Rhine-Sieg University of Applied Sciences

Please note that this document is a translation of the German "Prüfungsordnung Allgemeiner Teil (PO-A) für die vom Fachbereich Angewandte Naturwissenschaften in alleiniger Verantwortung durchgeführten Studiengänge am Campus Rheinbach an der Hochschule Bonn-Rhein-Sieg vom 23.03.2023". Only the German source text is legally binding.