General Examination Regulations

for all Bachelor’s and Master’s Courses of Study

at RWTH Aachen University

with the Exception of the Teaching Degree Programmes

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On the basis of §§ 2 para. 4, 22 para. 1 no. 3 and 64 of the law governing the Universities of the Federal State of North Rhine-Westphalia (Higher Education Act – HEA) in the version of Article 1 of the Future Higher Education Act NRW of September 16, 2014 (GV. NRW p. 547) RWTH Aachen University (RWTH) has issued the following examination regulations:
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I. General

§ 1
Scope of Application and Academic Degree

(1) These examination regulations apply to all courses leading to the degrees Bachelor and Master at RWTH, with the exception of the teaching degree programme, and include the cross-disciplinary regulations for the examination procedures as well as general specifications for study planning and the degree content. They apply in conjunction with the examination regulations for the relevant course of study which include course-specific provisions. In cases of doubt, the regulations of the general examination regulations take priority.

(2) With the successful completion of the Bachelor’s course, the academic degree of Bachelor of Science RWTH Aachen University (B. Sc. RWTH) or Bachelor of Arts RWTH Aachen University (B.A. RWTH) will be conferred according to the course-specific examination regulations.

(3) With the successful completion of the Master’s course, the academic degree of Master of Science RWTH Aachen University (M. Sc. RWTH) or Master of Arts RWTH Aachen University (M. A. RWTH) will be conferred according to the course-specific examination regulations.

§ 2
Objective of the Course of Study and Language Provisions

(1) The course of study is to teach students technical knowledge, capabilities and methods, taking into consideration new interdisciplinary requirements and requirements of the professional world, in such a way that graduates are qualified for scientific work, the development and application of scientific knowledge and methods in their profession, the critical classification of scientific knowledge, and responsible action. Topics such as ethics and sustainability are taken into account in education and training.

(2) The objective of education and training in a Bachelor’s course is to teach the technical foundations sufficiently broadly to prepare students for entering a professional field or a Master’s course of study that deepens the students’ knowledge and skills.

(3) In a Master’s course of study, the knowledge and skills taught in the Bachelor’s course are extended and deepened in such a way that the graduate is able to address complex questions and problems and conduct independent scientific work. A Master’s degree also prepares the candidate for a doctoral programme. Based on the course-specific examination regulations, Master’s courses continue and deepen the content of the Bachelor’s course and, as long as relevance to the subject area is maintained, introduce interdisciplinary elements. The standard period of 5 years of study for both the Bachelor’s and Master’s program taken together is not to be exceeded.

(4) Master’s courses for the purpose of continuing education typically require professional experience of at least one year following the completion of a first university degree. The content of the continuing education Master’s course should take into account and extend the candidates’ professional experience.

(5) The general study objectives of the Bachelor’s and Master’s courses may be outlined in more detail in the course-specific examination regulations.
The language of instruction is predominantly German. Deviations from these language regulations are published in the course-specific examination regulations.

As a rule, examinations are conducted in the language of the corresponding course. The course-specific examination regulations may allow for examinations being conducted in German or English, in agreement with the examiner in question. Deviations from this are specified in the course-specific examination regulations.

§ 3 Admission Requirements

(1) Admission to the Bachelor's course of study requires a higher education entrance qualification (general or subject-specific) or an educational background recognised as equivalent by regulation or by the relevant public authority. A comparable school-leaving qualification obtained abroad is accepted as well. Additional admission requirements may be set out in the course-specific examination regulations.

(2) Another admission requirement for the Bachelor's course is participation in a self-assessment process, which tests the candidate's suitability for the course of study. The result of the test has no effect on admission; it merely seeks to provide orientation and guidance.

(3) Professionally qualified applicants without a higher education entrance qualification may also be admitted to a Bachelor's course. The admission process and performance of the entrance examination are based on the currently valid rules for admission of professionally qualified applicants to RWTH Aachen (Admission Regulations/"Zugangsordnung"). Further details concerning the entrance examination, in particular the examination subjects, are set out in the course-specific examination regulations.

(4) Admission to the Master's course of study requires a recognised first university degree, which provides evidence of the candidate's suitability for the Master's course in question. Recognised are university degrees which have been approved by the relevant public authority of the country in which the university is based or have been accredited in a nationally approved procedure.

(5) The requirements concerning evidence for the technical educational background in accordance with Section 4 are set out in the course-specific examination regulations. The subjects for which prior knowledge must be demonstrated are to be specified according to the modules of the relevant Bachelor's course of study at RWTH. The scope of knowledge required for admission to the program in question is to be assigned in the form of credit points, and the proven qualifications must be comparable to those of the Bachelor's degree at RWTH.

(6) The Board of Examiners may admit a student to the course of study on the condition that he or she obtains additional qualifications. Evidence of the completion of such additional requirements must be provided before registering for the Master's thesis. The type and extent of such additional requirements are determined individually by the Board of Examiners on the basis of the student's qualifications and expertise gained through the prior degree course. The subject of such additional qualifications can only be content from Bachelor modules. For additional requirements, the regulations set out in §§ 10 to 15 essentially apply. The corresponding examinations must be registered with the Central Examination Office (ZPA). Results of examinations for additional qualifications will not be shown on the final academic transcripts, are not listed on other transcripts of grades achieved, and are not included in the calculation of overall grades. Separate certificates will provide evidence of successful completion of additional examinations. The course-specific examination regulations may set an
upper limit for the extent of additional requirements; if this limit is exceeded, admission to the Master’s course of study cannot be granted.

(7) For German-taught Bachelor’s and Master’s courses, adequate knowledge of the German language must be demonstrated by course applicants who have not obtained their study qualifications at a German-speaking institute, or who have not acquired German as their native language. The following certificates will be recognised:

a) TestDaF (level 4 in all four examination areas),

b) Deutsche Sprachprüfung für den Hochschulzugang (Test of German Language Ability for International Students) (DSH, level 2),

c) Deutsches Sprachdiplom der Kultusministerkonferenz (German Language Certificate of the Standing Conference of the German Ministers of Education and Cultural Affairs) – Level 2 (KMK II)

d) Kleines Deutsches Sprachdiplom (KDS), Großes Deutsches Sprachdiplom, or Zentrale Oberstufenprüfung (ZOP) (German language certificates of the Goethe Institute)

e) Deutsche Sprachprüfung II of the Sprachen- und Dolmetscher Institut München (German Language Examination II)

f) telc German C1 university.

(8) For Bachelor courses mainly in English or another foreign language, evidence of sufficient knowledge of the relevant language must be provided. For admission, competence level B2 of the "Common European Framework of Reference for Languages" is sufficient. For knowledge of English, evidence can be provided, for example, in the form of a German Abitur certificate (or equivalent), documenting that English has been consistently taken as a subject and passed with the degree of "sufficient" or higher up to the end of qualification level 1 (grade 11 for the G8 Abitur, otherwise grade 12). Courses in modern languages commenced at secondary level I and continued to the end of qualification level 1 (with the exception of Chinese and Japanese) result in a qualification at competence level B2, regardless of their classification as a basic or advanced course.

(9) For Master’s courses mainly in English or another foreign language, evidence of sufficient proficiency of the relevant language must be provided. For Master’s courses mainly in English, adequate knowledge of English must be proven by non-native speakers of English who have not acquired their higher education entrance qualification at an English-language institution. The following certificates are recognised:

a) Test of English as a Foreign Language (TOEFL) "Internet-based" test (IBT) with a result of at least 90 points,

b) IELTS test with a result of at least 5.5,

c) Cambridge Test – Certificate in Advanced English (CAE),

d) First Certificate in English (FCE) with a grade of at least B,
e) A certificate of English language skills at level B2 of the "Common European Framework of Reference of Languages". Such evidence is provided, for example, by a German Abitur certificate, showing that English has been consistently taken as a subject and passed with the grade of "sufficient" up to the end of qualification level 1 (grade 11 for the G8 Abitur, otherwise grade 12).

f) Placement test at the RWTH Language Center at the B2 level (MK 7).

The course-specific examination regulations may make it possible for the Board of Examiners to ascertain the candidate's English language proficiency by different means, for example if the candidate presents a Bachelor's thesis written in English or evidence of a colloquium carried out in English.

(10) In the course-specific examination regulations, evidence of English language skills at a higher level may be required. In this case, the following certificates are recognised:

a) Test of English as Foreign Language (TOEFL) "Internet-based" test (IBT) with a result of at least 95 points,

b) IELTS test with a result of at least 6.5,

c) Cambridge Test – Certificate in Advanced English (CAE),

d) Placement test at the RWTH Language Centre at the OK level (upper course) 1.

(11) Course-specific examination regulations may require proof of practical professional experience.

(12) Assessment of whether the admission requirements are met is the responsibility of the relevant Board of Examiners, in agreement with the Registrar's Office. In the case of foreign student applications, the decision is taken in agreement with the International Office.

(13) Admission is denied (barrier to registration) if the applicant has ultimately failed an examination required according to the examination regulations of the selected course at a university in the scope of application of the constitution. Admission is also denied if the applicant has ultimately failed an exam in another, related course of study, in which the exam is required by the examination regulations, if this exam is also required in the selected course of study. Related content means a similarity of at least 60% of the content of the course to be studied. Applicants who have already completed a Bachelor's or Master's course at RWTH or at another university in the scope of application of the constitution must apply for review of the admission requirements with the responsible local Board of Examiners when enrolling or transferring, in order to be able to enrol or transfer (clearance certificate).

Provided an applicant transfers to a Master's course that builds on the Bachelor's degree they have just completed in terms of content, no clearance certificate is required.
§ 4
Standard Period of Study, Scope of the Course, and Credit Points

(1) The standard period of study for a Bachelor’s course is a minimum of six semesters (three years) and a maximum of 8 semesters (4 years) full-time, including completion of the Bachelor’s thesis, in accordance with the course-specific examination regulations. Beginning students can usually take up studies in the winter term only. The course content is structured accordingly. Possible deviations from this rule are set out in the course-specific examination regulations.

(2) The standard period of study for Master’s courses is a minimum of two terms (one year) and a maximum of four terms (two years) full-time, including completion of the Master’s thesis, according to the course-specific examination regulations. Taking up a Master’s course should be possible both in the winter and the summer semester. Any justified deviations are set out in the course-specific examination regulations.

(3) Courses of study have a modular structure. The individual modules include teaching and/or development of a specific subject area and relevant competences. Evaluation of learning outcomes must be provided through examination or another form of assessment. The number of modules required to complete the degree, as well as the catalogue of modules, are provided in the course-specific examination regulations.

(4) Student performance in the individual modules is evaluated according to § 10, and the results, weighted in the form of credit points, count towards the overall grade. Credit points will not only be awarded corresponding to the scope of the course unit in question, but also reflect student workload in terms of preparation, revision, and examinations (self-study). One credit point corresponds to an estimated workload of about 30 hours. A semester usually comprises 30 credit points. It must be possible to achieve the learning outcomes set out in the examination regulations or module manuals, was well as to evaluate them in assessments designed to this purpose. Modules as a rule are completed with one examination. As soon as an examination for a module has been successfully completed, the student will be awarded the corresponding number of credit points. The course-specific examination regulations may stipulate that no grades are awarded in the first and/or second term.

(5) The scope of studies plus the Bachelor’s or Master’s thesis are measured in weekly class hours per term. One lecture hour per week corresponds to one 45-minute class per week during the semester lecture period. The specified lecture hours per week represent the duration of the classes only; in addition, the time needed for preparation and revision is to be specified. Student learning time is accounted for through the award of credit points according to para. 4. The distribution of credit points is set out in the course-specific examination regulations.

(6) Through the provision of courses, RWTH ensures that the course of study can be completed within the standard period of study, and that the modules required to complete the degree, in particular, including all examinations as well as the Bachelor’s or Master’s thesis, can be completed within the specified deadlines.

(7) Students who have not achieved at least two-thirds of the credit points set out in the schedule of studies after the second, fourth or sixth term of the Bachelor’s course, will be invited to an advisory conversation with the responsible course advisor or a comparable body. Students are strongly recommended to make use of this opportunity.
§ 5
Registration and Admission to Courses

(1) The classes of a Bachelor’s or Master’s course at RWTH are open to students enrolled for the course, cross-registered students, and, as a rule, also to students of other degree courses as well as auditing students. Registration via an on-line registration process is required for every course. The registration deadline and registration process are made known in good time via the campus management system (CMS). In the course-specific examination regulations, separate registration and cancellation notice periods are provided for the individual forms of courses.

(2) For courses with a learning objective that cannot be achieved without the active participation of students in the course, regular attendance may be stipulated as mandatory. The relevant types of course are set out in the examination regulations for the degree programme. Compulsory attendance courses are indicated as such in the relevant module catalogue. The permissible authorised absence depends on the course in question, and also includes certified absences. Depending on the course content, the permissible absence period is between 10% and 30% of the contact time. The permissible absence period as well as the possibility and form of substitute performances are set out by the lecturer at the start of the course and also published in the CMS. For practical work / internships and comparable courses, different course-specific regulations may apply.

(3) If it becomes necessary to limit the number of participants in a class, e.g. due to the type of instruction, research concerns, or the number of available instructors and advisors, this limitation must be in accordance with the provisions of § 59 Section 2 HG (German Higher Education Act). Students who must take part in a class as part of their degree course must be given preferential consideration. Preference is given to students for whom the class is a fixed-semester mandatory course or a required elective. This also applies to students who have to fulfil family obligations alongside their studies and who can prove this by presenting a family card. Then, preference is given in the following order: variable-semester mandatory courses or required electives, free electives (§ 6 Para. 1), voluntary additional classes (according to § 8 Para. 1), and free admission (Para. 1).

(4) The course-specific examination regulations may stipulate that successful participation in modules, module components according to § 7 para. 15, examinations or classes in accordance with § 5 para. 2 is a precondition for participation in further examinations. This is to be specified in the module catalogue.

§ 6
Examinations and Examination Deadlines

(1) The Bachelor’s or Master’s examination consists of the examinations for the individual modules as well as the Bachelor’s or Master’s thesis. The examinations and Bachelor’s or Master’s thesis should be completed within the standard period of study. Only enrolled students may take examinations. The modules within the curriculum are divided into mandatory and required elective modules. Mandatory modules are modules which the student is required to take. Required elective modules can be chosen from a given list of alternative modules.

(2) The subjects of the examinations are taken from the content of the associated courses according to the module catalogue of the course in question.
(3) Students should take courses at the point during their studies as defined in the curriculum. Attending a course as well as participation in the associated examination require online registration by students in the CMS. Details on the registration and cancellation process including notice periods and deadlines are provided in the CMS. There is no entitlement to take an examination without proper registration. For cancellations, § 15 para. 1 applies.

(4) The relevant Board of Examiners ensures that examinations can be taken for the subjects that are part of the Bachelor’s or Master’s examination in the respective term in each examination period. All examinations that are associated with lectures and tutorials, as well as all written homework such as term papers, should be offered at least twice a year; in the case of written examinations, the deadlines are to be announced at the beginning of the lecture period. Details on examination dates are set out in the course-specific examination regulations and announced in the CMS.

(5) The chairperson of the responsible Board of Examiners ensures that candidates are notified of the examination date and the name of the examiner in the CMS by mid-May and mid-November at the latest. Oral examination dates can also be individually arranged; however, the name of the examiner must be established beforehand.

(6) The legal maternity and parental leave periods as well as times of absence due to responsibilities for care of children as defined in § 25 Sect. 5 of the German Federal Education and Training Assistance Act (Bundesausbildungsförderungsgesetz) and for care of spouses, registered partners, direct relatives or in-laws must be taken into consideration.

(7) If a candidate is not able to take an examination, partially or in its entirety, due to longer-lasting or permanent physical disability or chronic illness, and provides a medical certificate as evidence for his or her condition, the Chair of the Board of Examiners must permit the candidate to take an equivalent examination in another form. If a course of study requires mandatory industrial placements or study abroad periods, equivalent qualifications are to be defined for those students who, due to their medical condition, are not capable of completing them, despite the support provided by the University.

(8) Students on leave of absence are entitled to take examinations at RWTH.

(9) For written examinations, with the exception of those taken under supervision, the candidate must declare in lieu of an oath that the examination has been completed by him- or herself and without impermissible external assistance, and that no other than the given sources and resources have been used. If applicable, the examinee is to declare that the written and electronic versions are identical.

(10) At the start of a written examination, candidates must sign the examination sheet and confirm that they feel healthy and able to participate in the examination. For oral examinations, the candidate must be asked before the examination whether they feel healthy and able to participate in the examination. This student statement is to be recorded in the examination report.

(11) Students who wish to take the same exam in a later examination period may be admitted to be present at oral examinations, if the spatial conditions allow it, provided the candidate does not object. Authorisation does not extend to the discussion and announcement of the examination result. It is prohibited to take notes or make audio or video recordings.
§ 7
Types of Examination

(1) The examination regulations differentiate between examinations that are taken during courses and those that conclude courses. Examinations that accompany courses are, according to the relevant course-specific examination regulations, course assignments, written homework, project work, portfolios, seminar papers, colloquia, and practical work. Examinations that conclude courses are written and oral examinations. Further details and any other types of examination are set out in the course-specific examination regulations.

(2) If, in accordance with the relevant module catalogue, an alternative form of examination is planned, it is to be announced along with the permissible materials and aids, up to four weeks prior to the examination date at the latest. The provisions of § 14 para. 4 remain unaffected by this.

(3) In written exams the candidate must prove that they can recognise a problem using the common methods of the subject and develop a solution in a limited period of time and using limited resources. A framework for the duration of written exams is to be specified in the course-specific examination regulations as follows:
Usually, for an award of up to 5 credit points, the written exam must last 60 to 90 minutes; for an award of 6 or 7 credit points it must last up to 120 minutes, and for an award of 8 or more credit points, it must last more than 120 minutes.

(4) In the context of written exams, multiple choice tasks may also be included. For details on matters of evaluation, please refer to § 10 para. 4 to 6.

(5) Written exams may also come in the form of e-tests. E-tests are multimedia-supported examinations. For example, students may be asked to complete free text tasks, gap texts and assignment tasks. Before conducting multimedia-supported examination tasks it must be ensured that the electronic data can be identified uniquely and distinctly and can always be attributed to the individual student. The examination is to be carried out in the presence of a technically competent person (proctor) in accordance with § 12. A report must be prepared about the examination procedure, which includes the name of the proctor as well as the students taking part, the beginning and end of the examination, and any extraordinary incidents. It must be ensured that the results can be proven. After the results are finalized, students must be granted the right to view the multimedia examination according to § 22. Details are set out in the course-specific examination regulations.

(6) In oral examinations the candidate must prove that they understand the subject matter and the relationships between its objects and can identify and place questions and problems within the field. The oral examination should also identify whether the candidate has a broad basic knowledge. Oral examinations are either held by several examiners (panel examination) or by one examiner in the presence of a competent assessor, as a group examination or individual examination. The central subjects and results of the oral examination are to be noted down in a report. The result of the examination is to be announced to the candidate following the oral examination. The framework for the duration of an oral examination is set out in the study-specific examination regulations. The examination has a duration of at least 15 minutes and of 60 minutes at maximum.

In group examinations, it must be ensured that the same time frames are maintained for each candidate as in a single examination. The maximum number of candidates for a group examination is set out in the course-specific examination regulations.
(7) In the context of a **course assignment** students carry out an assignment in the field of the Bachelor's or Master's course of study. Details are provided in the course-specific examination regulations.

(8) In the context of **written homework** an assignment in the scope of the course is carried out, under application of the relevant literature and other suitable resources, and adequate solutions developed. Suitable resources are stated in the assignment. Details concerning the duration and scope of the written homework, as well as additional course-specific requirements, are set out in the course-specific examination regulations.

(9) In the context of **project work** a concise scientific presentation of a question or problem should be set out in writing, under guidance of academic staff. Details are set out in the course-specific examination regulations.

(10) In a written examination in the form of a **portfolio**, students work on a task from the course or module by creating a compilation of relevant documents and materials, over a longer period of time and in a systematic and targeted manner. The project duration, specific tasks and questions, requirements and assessment criteria are announced at the beginning of the compilation process. A portfolio may also be an electronic portfolio. Details are set out in the course-specific examination regulations.

(11) A **presentation** is typically a short lecture based on written preparation. Students should demonstrate that they are able to prepare a topic in a scientific manner, have command of the subject and its objects of investigation, and are able to orally present the results. Details on the duration of the presentation as well as the scope of preparation are set out in the course-specific examination regulations.

(12) In the **colloquium** students demonstrate that they have a deeper understanding of a subject and can classify and evaluate questions and problems in a discussion with the examiner and other participants in the colloquium. The colloquium may begin with a presentation according to para. 11. Details are set out in the course-specific examination regulations.

(13) Examinations according to paras. 7 to 9 as well as 11 and 12 may also be permitted as a group performance, provided an individual evaluation of the contribution from each group member is possible.

(14) In the **practical training** students should learn to perform independent experimental work, evaluate measured data, and present the results in a scientific manner. The students' technical knowledge, experimental skills, and the quality of scientific preparation provide the basis for evaluation. If the practical training is carried out in small groups, the performance of each individual student is evaluated. Details as well as additional course-specific requirements are set out in the course-specific examination regulations.

(15) **Module components** are any repeatable examinations which can function as prerequisites for the registration for later examinations in the context of courses. Alternatively, students may be able to improve their grades by completing such module components. They include, for example, written homework completed during a course, and have the aim of preparing students step by step for later examinations. Up to 20 percent of the grade may count towards the final grade, which is largely determined by the final examination. At the beginning of the term, or at the latest in the first course meeting, the lecturer provides information on the criteria specifying how bonus points can be obtained in the CMS. Further details are specified in the course-specific examination regulations. Modular components passed by the student are valid for all examination attempts that are part of a course offered in a term or
year, as long as the module coordinator does not define the validity of the component as unlimited when entering the corresponding course in the CMS.

§ 8

Additional Examinations

(1) The candidate can complete examinations in other freely selectable modules (additional examinations).

(2) For additional examinations, the regulations given in §§ 10 to 15 apply.

(3) Examinations taken by students which go beyond the scope of performance as defined by the curriculum for the course of study can be defined in retrospect as additional exams. The declaration is to be submitted in writing to the Central Examination Office within a week of announcement of the result of the last examination of the course of study. The additional examination result is included as an additional item in the final transcript of records, but is not included in the calculation of the overall grade.

(4) Upon application by the student, completed exams that are not obligatory in the curriculum of the course of study in question may be listed on the transcript of records, including the grade. However, they are not taken into account for the calculation of the overall grade. The application is to be submitted in writing to the Central Examination Office within a week after announcement of the last examination of the course of study in question.

(5) An examination declared as an additional exam according to sections 3 and 4 cannot be declared retrospectively as a mandatory or required elective exam for the course of study the student was registered for at the time of the exam.

§ 9

Master Modules Completed Early

(1) Modules that can be chosen according to the study-specific examination regulations of the Master’s course of study and for which students wish to take exams ahead of schedule, can be taken usually after acquiring 120 credit points in accordance with § 5 para. 3, provided there is no restriction of permission for the Master’s course. The scope of Master’s modules completed early should not exceed 30 credit points. It is not possible to include such prematurely completed Master’s modules in the final academic transcript of the Bachelor’s course.

(2) For examinations to be taken in these modules, the regulations given in §§ 10 to 15 apply. If a student cancels an examination (withdrawal or medical certificate) he or she can re-register with the Central Examination Office. Retaking an early Master examination that has not been passed is usually only possible after enrolment in the Master’s course. As an exception from this rule, the Board of Examiners of the Bachelor’s course may take a decision whether an early repeated attempt is permissible; this decision is taken in consultation with the responsible Board of Examiners of the Master’s course for which the early master examination should be performed.

(3) Examinations taken early are officially recognized as passed or failed after enrolment in the Master’s course. If early examinations are recognised, it is possible that the student is classified into a higher semester of study by the Board of Examiners.
(4) Taking early examinations for a Master’s module does not give students the right of admission to a Master’s course. It will be independently verified whether the students meets all admission requirements.

(5) The Master’s Thesis module cannot be completed early, i.e. prematurely.

§ 10
Assessment and Grading

(1) The grades for the individual examinations are determined by the respective examiners. For the evaluation, the following grades are to be used:

1 = very good  An excellent performance;

2 = good  A performance that is above average

3 = satisfactory  A performance that meets the requirements;

4 = sufficient  A performance that, despite its shortcomings, meets the requirements;

5 = insufficient  A performance does not meet the requirements due to substantial shortcomings

By raising or lowering the individual marks by 0.3, intermediate values can be formed for a differentiated evaluation. The grades 0.7, 4.3, 4.7, and 5.3 are excluded. Performances that are not graded obtain an evaluation of "Pass" or "Fail."

(2) Written examinations that are not completed within the given deadline are evaluated as "insufficient" (5.0).

(3) If an examination is assessed by two examiners in accordance with § 12 para. 3, the grade will be the arithmetic mean of the individual evaluations. The value of the arithmetic mean may have to be rounded to the next value according to § 10 para. 1. If the value is exactly between two grade stages, the higher grade is selected. For written exams, if the difference is higher than 2.0 or if an assessment turns out to be "insufficient", but the other "sufficient" or better, it will be assessed by the responsible Board of Examiners or a third party who is authorised as an examiner. In this event the grade will be formed using the arithmetic mean of the three grades. However, in this case, the examination may only be evaluated as "sufficient" (4.0) or better if at least two grades are "sufficient" or higher.

(4) Multiple choice is a format used in examinations which provides a number of pre-given answers to a question for selection. The evaluation criteria must be announced on the test sheet as well as in the CMS (14 days prior to the examination). A written exam which consists solely of multiple choice questions is considered to be passed if
a) 60% of the maximum points to be achieved have been obtained, or

b) at least 50% of the maximum points possible have been obtained, and the achieved number of points does not fall short of 22 percent below the average performance of candidates who have participated in the test for the first time. Together with the grades, the grade point average of all candidates is to be published who took part in the examination for the first time.

(5) If the candidate has achieved the minimum number of points and therefore passed the examination according to para. 5, the grade will be as follows:

- very good, if the candidate has correctly answered at least 75%
- good, if the candidate has correctly answered at least 50% but less than 75%
- satisfactory, if the candidate has correctly answered at least 25% but less than 50%
- sufficient, if the candidate has correctly answered none or less than 25%

of the remaining points (i.e. in addition to the minimum number of correctly answered questions).

(6) If a written examination consists of both multiple choice and other types of question, the multiple choice questions are evaluated according to paragraphs 4 and 5. The other questions are evaluated according to the method usually used for the respective type of question. The grade is determined taking into account the weighted results of both parts of the examination. The weighting is to be performed according to the percentage of both types of questions (multiple choice and other) in the written examination.

(7) An evaluation of the examination takes place only when the candidate is enrolled in the degree course at the time of the examination or submission of the assignment to be evaluated. The grade awarded for the examinations must be announced after six weeks at the latest, and it must be ensured that the assessment takes place at least ten days prior to a possible resit examination. Students must be notified of the grades automatically via the CMS. Furthermore, students can also obtain their current transcript through the CMS. It must be ensured that the grades for the respective modules are submitted to the Central Examination Office via the CMS. Modules from the winter term are to be entered by April 30 at the latest; those from the summer term by October 31.

(8) An examination is considered to be passed when the grade is at least "sufficient" (4.0). If an examination consists of several partial performances, the grade takes all partial performances into consideration. It is sufficient that the weighted mean of grades results in a grade of at least "sufficient" (4.0). Alternatively, the course-specific examination regulations may stipulate that each partial performance must have a minimum grade of "sufficient" (4.0) or have been passed. If the final thesis consists of several partial examinations, each partial examination must be passed or have a grade of at least “sufficient”.

(9) A module is considered passed if all examinations which are part of the module have been passed with a minimum mark of "sufficient" (4.0) and all other credit points or module components have been achieved in accordance with the course-specific examination regulations. The course-specific examination regulations may alternatively stipulate that a module has been passed if all associated examinations have been passed with a grade of at least "sufficient" (4.0), and all other credit points or modular components have been achieved according to the relevant course-specific examination regulations. For each module, the credit points
will be calculated in accordance with the module catalogue of the relevant course-specific examination regulations.

(10) The overall grade is formed from the grades of the modules and the grade of the Bachelor’s or Master’s thesis, whereby the individual grades and the grade from the Bachelor’s or Master’s thesis are weighted using the relevant performance points. In the overall calculation of grades, the credit points from all graded modules required for completion are usually included. The Bachelor’s or Master’s thesis and all individual modules and module areas may be weighted differently. Details on module area selection and their weighting are stipulated in the course-specific examination regulations.

(11) The overall grade for the Bachelor’s or Master examination passed is:

- for an average of up to 1.5 = very good,
- for an average of 1.6 to 2.5 = good,
- for an average of 2.6 to 3.5 = satisfactory,
- for an average of 3.6 to 4.0 = sufficient.

(12) When calculating grades and the overall grade, the first decimal place after the comma is taken into account. All other places are deleted without rounding.

(13) In the event that all module examinations for a Bachelor’s course have been completed within the standard period of study, the course-specific examination regulations provide for the cancellation of one or more weighted module grade(s) in the range between 5 and 30 credit points. In the event that all module examinations for a Master’s course have been completed within the standard period of study, the course-specific examination regulations provide for the cancellation of one weighted module grade worth up to 15 credit points. The student must notify the Central Examination Office within a week of announcement of the results of the final examination, whether any module grade(s) should be deleted (and if so, which ones). The deletion of a grade is not possible for the thesis. Modules with deleted grades are signed as “passed” in the final academic transcript, and are not included in the calculation of the overall grade. Deleted grades are displayed in a separate area of the transcript for information.

(14) Instead of the overall grade “very good” according to para. 11, the overall grade "with distinction" is awarded if the Bachelor’s or Master’s thesis is assessed with at least a 1.0 and the overall grade is 1.3 or better.

§ 11

Board of Examiners

(1) For the organisation of examinations and the tasks and responsibilities resulting from the present examination regulations, each faculty establishes a Board of Examiners. The Board of Examiners consists of the chair, the deputy chair, and five other members with voting rights. The chair, deputy chair, and two other members will be selected from among the group of professors, one member from among the research assistants, and two members from among the group of students. For the each member of the Board of Examiners, a deputy will be nominated. The term of office of the professorial and research staff members will amount to two years, whilst the term of office for student members will amount to one year. Re-election into the Board is possible.

(2) The Board of Examiners is a public authority in accordance with the Administrative Procedure Law and the Law of Administrative Court Procedure.
(3) The Board of Examiners makes sure that the provisions of the examination regulations are observed and that the examinations are properly conducted. In particular, the Board decides on objections to decisions made in the examination procedure. Decisions on such objections must be substantiated and complemented with information on available legal remedies.

(4) On a regular basis and at least once a year, the Board of Examiners must present a report to the Faculty, containing statistics and general data on examinations and periods of study. It provides suggestions on how the examination regulations and curricula can be further improved and publishes the distribution of grades and overall grades. The Board of Examiners can transfer the execution of its everyday tasks to the chair of the Board. This does not apply to decisions regarding objections, the report to the Faculty, and decisions in accordance with § 21. Members of the Board of Examiners have the right to be informed by the chairperson on his or her decisions.

(5) The Board of Examiners is quorate if, in addition to the chair and the deputy chair, two additional professors with voting rights (or their deputies) and at least two additional voting members (or their deputies) are present. Board decisions shall be made by simple majority. In the event of a tie, the Chair has the casting vote.

(6) The members of the Board of Examiners have the right to be present during examinations and at the exam review session.

(7) The sessions of the Board of Examiners are not public. The members of the Board of Examiners and their representatives are subject to professional discretion. Insofar as they are not members of the public service, the chairperson of the Board of Examiners must see to it that they commit themselves to confidentiality. Provided the relevant Board of Examiners agrees, competent guests can be admitted to the meetings of the Board of Examiners. The guests are not entitled to vote but nevertheless must be committed to confidentiality.

(8) The Board of Examiners receives administrative assistance tasks in the fulfilment of its responsibilities.

§ 12
Examiners and Assessors

(1) For examinations in accordance with § 7, course instructors are appointed as examiners for their courses if they have the official authorisation to teach. All persons who have independent authorisation to teach are eligible to be appointed as second examiners in their subject field. Furthermore, the chairperson of the Board of Examiners can appoint other individuals as examiners. Examinations may only be assessed by persons who have taken at least a similar final examination to the examination to be assessed, and, provided no urgent reasons require a deviation, have carried out an independent teaching activity in the relevant module leading up to the examination. The examiners may nominate the assessors, if necessary. Assessors must be competent persons who have a corresponding or equal qualification.

(2) Examiners are independent in their examining role. The provisions of § 11 para. 7 s. 2 apply accordingly. This also applies to assessors.

(3) Written and oral examinations which complete a course of study according to the curriculum, and repeat examinations, for which no compensation option is provided in case of ultimate failure, are to be assessed by at least two examiners in accordance with § 10 para. 3. If written exams come in the form of e-tests or examinations with multiple choice tasks, due to the inbuilt assessment component, the examination tasks must be created by two examiners. In
the event of additional oral examinations according to § 14 para. 2, evaluation by one examiner is sufficient.

(4) The examiner may assign the preliminary assessment to suitable specialist staff, who are sufficiently qualified for the examination in question.

§ 13
Credit for Period of Study, Academic Performance, and Examination Performance

(1) Results of passed and failed examinations taken for courses at other national or nationally-recognised universities, at national or nationally-recognised vocational academies or in courses at national or nationally-recognised foreign universities, are recognised by the relevant responsible Board of Examiners upon application, provided there is no significant difference (with regard to the tested competences) to the equivalent examinations for which they are substitutes. This also applies to degrees for completed courses of study in accordance with clause 1. Recognition in accordance with clauses 1 and 2 serves the continuation of studies, the sitting of examinations, admission to further study, or admission to a doctorate.

(2) Significant differences exist, in particular, if the competences acquired do not correspond with the requirements of the Bachelor’s or Master’s course in question. The assessment process should not involve a merely schematic comparison, but rather a consideration and evaluation of the entire situation. For periods of study, courses and examinations performed outside the area of validity of the constitution, agreements of equivalence approved by the Standing Conference of the Ministers of Education as well as university partnership agreements are to be respected. Otherwise, in case of doubt of equivalency, the Central Office for Foreign Educational Systems can be consulted.

(3) Recognition according to para. 1 leads to classification of the candidate into an appropriate semester of study. This classification is based on the number of recognized credit points in relation to the total number of credit points that can be acquired in the course of study in question.

(4) The student must provide documents in German or English for the crediting process. For documents that are not written in German or English, certified translations must be included at the request of the Board of Examiners. The documents must include statements on the competences acquired and the corresponding performances that have been passed or failed, and which are to be recognised. As a basis for the recognition of study periods and performances, the relevant module descriptions are to be provided as well as the transcript of records or a comparable document.

(5) The examination performances of pupils who have been admitted due to special aptitude as young students outside of the enrolment regulations, may be recognized upon application for a course of study commenced at a later stage.

(6) The Board of Examiners of the relevant Bachelor’s or Master’s course is responsible for the recognition of performances according to paras. 1 to 5. Before determining whether significant differences exist, a specialist for the course in question should to be consulted. The decision on recognition and crediting is to be made within 3 months from the availability of all required documents.

(7) Recognition is possible if the candidate has to complete a sufficient amount of examinations and assessments at RWTH Aachen for the course of study in question, so that conferral of
an academic degree by RWTH is justified. Typically this is at least the Bachelor’s or Master’s thesis as a final assessment.

(8) If academic performance and examinations are credited, insofar as the grade systems are comparable, the grades can be accepted and included in the calculation of the overall grade. For grade systems that are not comparable, the note “passed” is included. Recognition of external qualifications is marked on the certificate. Recognition of academic performance and examinations completed abroad should be based on the Recommendation for the Conversion of Grades Gained During Study Abroad in its most current version.

(9) Upon application, the University may recognize other knowledge and qualifications on the basis of submitted documents, if this knowledge and qualifications are equivalent (in content and scope) to the competences assessed in the examinations for which they should be recognised as a substitute.

(10) The decision on the recognition of national and international periods of study, academic performance and examinations or other knowledge and qualifications is made by official notice, including information on legal remedies. Negative decisions are to be communicated and explained in writing to the student by the relevant Board of Examiners.

§ 14

Resit Examinations, Bachelor’s or Master’s Thesis and Forfeiture of the Right to Take an Examination

(1) In case of “insufficient” (i.e. failed) performances, the examinations can be repeated twice; the Bachelor’s or Master’s thesis may be repeated once. If a resit examination has also not been passed, students are recommended to seek advice from an academic advisor. It is not permitted to repeat an examination that has been passed. This also applies to partial performances for modules in the event of compensation according to § 10 para. 8 S. 3.

(2) If a candidate receives a mark of “insufficient” (5.0/failure) when re-sitting a written examination for the second time, the candidate has the chance to apply for a supplementary oral examination before the examination is finally graded as “insufficient” (5.0). This does not apply if this grade has been set based on an attempt to cheat, non-attendance, or withdrawal without valid reasons according to § 15 para. 2. The application to undertake an additional oral examination must be made immediately after notification of the results of the 2nd resit exam, at the latest at the exam review session. Should a candidate not be able to attend the exam review session, the application for the supplementary oral exam can also be made by an authorised representative. The date of the additional oral examination is decided on at the exam review session; the oral exam must take place within four weeks after the review session at the latest. Should the Board of Examiners approve of a withdrawal for good reasons, a new date for the examination is to determined; this date must be within two weeks of the original date. After a period of six weeks, beginning on the day of exam review session, the student’s right to a supplementary oral exam expires. For the supplementary oral examination, § 7 para. 6 applies. Based on the results of the oral examination, the grade “sufficient” (4.0) or the grade “insufficient” (5.0) will be given.

(3) The repeated Bachelor’s or Master’s thesis must be registered within three semesters after the failed attempt at the first thesis. If the candidate takes maternity or parental leave according to §§ 3, 4, 6 und 8 of the Maternity Protection Act (“Mutterschutzgesetz”) or according to the provisions of the Act on Benefits and Leave for Childcare (“Bundeserziehungsgeldgesetz”), this deadline will be modified accordingly. If this deadline is exceeded, the right to take an examination expires unless the candidate cannot be held responsible for the default.
Resit examinations may take the form of written and oral examinations, according to the decision of the examiner. Candidates are to be informed via the CMS about whether the repeat examination is in written or oral form at least two weeks prior to the examination.

If an examination consists of several parts, the course-specific examination regulations should ensure that the individual parts are included with a description of the weighting proportion in the module notes.

A module is considered to be ultimately failed if the examinations required for passing can no longer be repeated.

The Bachelor or Master examination is ultimately failed if elements of a mandatory module required to pass can no longer be repeated, if core elective modules can no longer be repeated or changed, if an area (specialisation, vocational field, field of application or subsidiary subject) cannot be changed, or if the second Bachelor’s thesis or second Master thesis has been assessed as "insufficient" or is deemed to be "insufficient" for other reasons. Para. 1 P. 2 remains unaffected by this.

The course-specific examination regulations may stipulate that freely selectable modules of a course of study can be replaced, provided this is permitted by the relevant module catalogue. An area (specialisation, vocational field, field of application or subsidiary subject) of a course of study can be changed upon application to the responsible Board of Examiners in accordance with the course-specific examination regulations.

§ 15
Cancellation, Non-Attendance, Withdrawal, Deception or Non-Compliance

The candidate may cancel the relevant examination up to three working days before the date of the examination. The more detailed procedure as well as deviating cancellation rules for special forms of examinations are set out in the course-specific examination regulations.

An examination is deemed to be "insufficient" (5,0), if the candidate does not attend on the date of the examination without valid reasons, or if they withdraw from the examination after the examination has started without valid reasons. The same applies if a written examination is not completed within the specified completion time. In these cases, there is no right to a supplementary oral examination.

Credible reasons for the withdrawal or non-attendance must be given immediately and in writing to the relevant Board of Examiners. In the event of illness-related incapacity of the candidate for an examination, a medical certificate must be presented. The medical certificate essentially applies for the entire day or for the predicted duration of the illness. In the event of an illness-related withdrawal between two examinations set for the same day, the medical certificate must show the date and the exact time of the medical examination. If the candidate only claims incapacity for an examination after starting the examination, the medical certificate must document the time and date. Moreover, the doctor must certify that the health impairment could not have been established before or during the examination.

Medical certificates must be obtained immediately, i.e. usually on the day of the examination at the latest. They must be received in the original by the Central Examination Office on the third working day after the examination date at the latest. Submission after the publication of the grades is usually considered too late. A delayed medical certificate is classified as application for a subsequent illness-related withdrawal from an examination attempt, which is decided on by the responsible Board of Examiners.
(5) In individual cases, the chairperson of the relevant Board of Examiners may request submission of a medical certificate to an independent medical examiner, who has been selected by the Board of Examiners. The cost of an independent medical examiner is paid by the University.

(6) If the Board of Examiners does not accept the reasons for the illness-related incapacity for an examination, this is announced to the candidate in writing, including information on legal remedies.

(7) If the candidate tries to influence the result of an examination by deception or the use of non-permissible resources, the examination in question will be assessed as "insufficient" (5.0). The assessment will be made by the relevant examiners or proctor and will be put on record. If an attempt at deception is identified in a written exam, the examination will be terminated and the exam papers confiscated. The current status of the exam, the date and time, as well as the type of deception attempt are to be documented and signed by the proctor. A candidate who interrupts the proper procedure of the examination may be excluded from continuing the examination by the examiner or proctor, usually following a warning. In this case, the examination in question is assessed as "insufficient" (5.0). The reasons for the exclusion are to be put on record. In the event of several or other serious attempts at deception, the candidate may be exmatriculated.

(8) Incriminating decisions according to paragraphs 2 and 7 are to be made in writing to the candidate by the responsible Board of Examiners, and reasons must be given and legal remedies provided.
II. Bachelor or Master Examination and Bachelor's or Master's Thesis

§ 16
Type and Scope of the Bachelor's or Master's examination

(1) The Bachelor's or Master's examination consists of:

1. The examinations for the modules detailed in the module catalogue of the course-specific examination regulations, and

2. the Bachelor's or Master's thesis and, if necessary, the Bachelor's or Master's final colloquium.

The types of examination as well as any admission preconditions are set out in the course-specific examination regulations.

(2) The order of courses as well as the examinations should be set out in the course schedule or curriculum of the course-specific examination regulations. Examinations are taken during the course of study. The tasks for the Bachelor's or Master's thesis can only be issued if the minimum number of credit points specified in the relevant course-specific examination regulations have been attained, and, if necessary, other elements required according to the relevant course-specific examination regulations have been proven.

§ 17
Bachelor's or Master's Thesis

(1) The Bachelor's or Master's thesis consists of written work by the candidate. It should demonstrate that the candidate is able to independently address a problem under supervision within a given period and using scientific methods.

(2) The Bachelor's or Master's thesis can be issued and supported by any professor active in research or teaching at RWTH on the relevant course, and also, based on the regulations of the responsible Board of Examiners, by staff qualified as university professors, titular professors, junior professors, honorary professors, or visiting professors. Furthermore, the responsible Board of Examiners may also commission persons with independent authorisation to teach the task and provide supervision. Scientific staff may also assist with supervision. In exceptional cases, the Bachelor's or Master's thesis can be carried out outside the faculty or specialist group participating in the relevant course of study, or outside RWTH with the agreement of the responsible Board of Examiners, if it is issued and supervised by a person named on S 1. External supervisors can be nominated as second examiners according to § 65 para. 1 Higher Education Act (HEA) by the responsible Board of Examiners. Other details are set out in the course-specific examination regulations.

(3) The candidate may suggest examiners for the Bachelor's or Master's thesis. On the suggestions of the candidate, this should be considered where possible. However, suggestions do not constitute a right. The candidate should be given the opportunity to make suggestions for the assignment.

(4) Upon special application by the candidate, the chairperson of the relevant Board of Examiners may ensure that candidates receive the assignment for a Bachelor's or Master's thesis at the planned time.
(5) The course-specific examination regulations stipulate in which language the Bachelor’s or Master’s thesis may be written. Usually it can be written in German or English, in agreement with the examiner in question. As an exception, the course-specific examination regulations set out that the Bachelor’s or Master’s thesis can be written in another language, provided competent assessment is guaranteed.

(6) The chairperson of the responsible Board of Examiners notifies the candidate of the submission deadline. He or she may be supported in this by the Central Examination Office. The start date of the thesis as well as details of the assignment are to be put on record. Once the assignment is issued, the first and second examiners will be appointed by the relevant Board of Examiners.

(7) The turnaround time (time frame for completion) for the Bachelor’s thesis is usually three months at maximum, alongside regular studies. The time frame for the Master’s thesis is usually six months at maximum alongside studies. Possible deviations from this rule are specified in the course-specific examination regulations. The assignment must be provided in such a way that the Bachelor’s or Master’s thesis can be completed within the given period of three or six months with a workload corresponding to the credit points awarded. The assignment for the Bachelor’s or Master’s thesis can only be returned once, and only within the first month of the given time frame. For a repeat attempt, however, this is only possible if the candidate has made no use of this option when preparing the first Bachelor’s or Master’s thesis. As an exception, in individual cases, the responsible Board of Examiners may, upon application by the candidate, for justified reasons, and with the approval of the individual setting the assignment, extend the time frame for completing the Bachelor’s thesis by up to four weeks, and the time frame for the Master thesis by up to six weeks. Students who are chronically ill or disabled may be granted an appropriate extension of the turnaround time to compensate for any possible disadvantages. The health impairment and the resulting detrimental effects during the time frame set for the thesis completion must be substantiated through an up-to-date medical certificate.

(8) The course-specific examination regulations may stipulate that the results of the Bachelor’s or Master’s thesis are to be presented in the context of a Bachelor’s or Master’s final colloquium. Here, § 7 para. 12 applies. The course-specific examination regulations may stipulate that the Bachelor’s or Master’s final colloquium may be held prior to the submission of the Bachelor’s or Master’s thesis.

(9) The scope of the work for the Bachelor’s thesis must not be lower than 6 credit points nor exceed 12 credit points according to the relevant course-specific examination regulations. If a final colloquium for the Bachelor is stipulated according to para. 8, a scope of a total of 15 credit points for the Bachelor’s thesis and the final Bachelor’s colloquium must not be exceeded. The grading for the Bachelor’s thesis can only be carried out after completion of the Bachelor’s final colloquium.
(10) The scope of the work for the Master’s thesis must not be lower than 15 credit points nor exceed 30 credit points according to the relevant course-specific examination regulations. If a final colloquium for the Master’s course is stipulated according to para. 8, a scope of a total of 30 credit points for the Master’s thesis and the final Master’s colloquium must not be exceeded. The grading for the Master thesis can only be carried out after completion of the Master’s final colloquium.

§ 18
Acceptance and Assessment of the Bachelor’s or Master’s Thesis

(1) The Bachelor’s or Master’s thesis is to be delivered on the due date to the office specified in the relevant course-specific examination regulations. The course-specific examination regulations set out the number of copies as well as the form to be submitted. Printed and bound copies are usually to be submitted; it is also possible that submission in electronic form as a PDF file is stipulated. Together with the bound copies of the thesis, a written declaration in lieu of an oath is to be submitted by the candidate and added to the examination files, confirming that they have personally written the thesis and no other sources and resources have been used other than those stated. If applicable, the declaration must also include the conformity of the written and electronic versions. The submission date is to be put on record. If the Bachelor’s or Master’s thesis is not submitted on time, it is assessed as “insufficient” (5.0). An assessment is only carried out if the candidate is enrolled in the relevant course at the time of submission.

(2) The examiner is the person who issued the assignment. The Bachelor’s or Master’s thesis usually represents the final examination and always has to be assessed by two examiners in accordance with § 10 para. 1 with a written statement. The grade for the thesis will be formed from the arithmetical averages or the individual assessments, provided the difference is no more than 2.0. The value of the arithmetic average of the individual grades may deviate from § 10 para. 1. If the difference is more than 2.0 or an assessment is "insufficient", but the others are "sufficient" or better, the provisions of § 10 para. 3 apply.

(3) The appraisal and assessment of the Bachelor’s or Master’s thesis must be carried out – with the exception of para. 2 s. 5 – eight weeks after the submission deadline. If the appraisal and assessment is not made on time, the relevant Board of Examiners is entitled to appoint other examiners.

§ 19
Passing the Bachelor’s or Master’s Examination

The Bachelor’s or Master’s examination is considered “passed” if all required modules have been passed and the grade for the Bachelor’s or Master thesis is "sufficient" (4.0) at least. Passing of the Bachelor’s or Master’s examination concludes the Bachelor’s or Master’s course of study.
III. Final Provisions

§ 20
Final Academic Transcript, Degree Certificate, and Certifications

(1) If the candidate has passed the Bachelor’s or Master’s examination, they receive a certificate for the results of the final examination two months after notification of the result of the final exam at the latest. The certificate includes the modules and the Bachelor’s or Master’s thesis with the relevant grades and credit points, as well as the overall grade. The title of the Bachelor’s or Master’s thesis as well as the additional modules are also included on the certificate. The overall grade is given in writing and as a figure to one decimal place. The certificate is to be signed by the chairperson of the responsible Board of Examiners.

(2) The certificate carries the date on which the final examination was taken.

(3) The certificate is issued in German and English.

(4) The candidate will be given a degree certificate carrying the date of the final academic transcript, issued in German and English. This certifies the award of the Bachelor's or Master's degree. The Bachelor's or Master's degree certificate is signed by the dean of the relevant faculty and the chairperson of the relevant Board of Examiners.

(5) Together with the final academic transcript, the graduate is also given a diploma supplement in German and English. The diploma supplement provides information about the relevant content of the course of study, the curriculum, competences acquired, and the awarding university.

(6) If the Bachelor's or Master's examination has not ultimately been passed according to § 14 para. 7, the chairperson of the Board of Examiners issues the candidate with a written notification, providing details on applicable legal remedies.

(7) Students who have left the University without graduating may receive, upon application to the Central Examination Office, a transcript of grades for all examinations taken.

§ 21
Invalidity of the Bachelor’s or Master’s Examination, Withdrawal of the Academic Degree

(1) If the candidate has cheated in an examination and this fact is not discovered until after the final academic transcript has been handed out, the Board of Examiners may subsequently correct the grades of the examinations in which the candidate cheated and declare the examination to be entirely or partially failed.

(2) If the prerequisites for the admission to an examination were not fulfilled without the candidate intending to cheat and this fact does not become known until after the final transcript has been handed out, this problem can be remedied by the candidate's passing the examination. If the candidate has deliberately effected admission without meeting the admission requirements, the Board of Examiners will decide on the legal consequences under observance of the Administrative Procedure Act (“Verwaltungsverfahrensgesetz”) of the Federal State of North Rhine-Westphalia.

(3) Prior to a decision, the person involved is given the opportunity to make a statement.
(4) The incorrect final academic transcript must be returned and, if applicable, a new one will be issued. A decision according to Paragraph 1 and Paragraph 2 Sentence 2 is excluded after a period of five years after the final academic transcript is issued.

(5) If the examination is declared to be failed as a whole, the academic degree will be withdrawn by the Faculty. Also, the degree certificate will be withdrawn.

§ 22
Viewing of Examination Files

(1) The candidate must be able to view the corrected written examination or paper after the grades have been finalised. The candidate may be represented by a person authorised in writing to view the exam files. The time and place of the review session are to be announced during the examination or, at the latest, when the results are published. The students must set aside sufficient time for inspection of their exams. The review session must be at least 10 minutes for an exam duration up to 60 minutes, at least 20 minutes for an exam duration of between 60 and 120 minutes, and at least 30 minutes for an exam duration of more than 120 minutes. It must be ensured that the corrections can be explained reasonably. Should there be any other relevant details concerning the review session, they must be announced in due time.

(2) Insofar as para. 1 does not apply, the candidate will be permitted to view the written examination, the comments by the examiner, and the examination reports, upon application, at the end of the examination procedure. The application must be made to the chairperson of the Board of Examiners within a month after issue of the degree certificate. The chairperson of the responsible Board of Examiners specifies the time and place of the inspection.

(3) The candidate has no right to production of copies, transcripts or photos of the examination files in the context of the inspection. The right to the transcription of grades remains unaffected by this.

§ 23
Appeal Procedure

An appeal may be made against decisions concerning examination matters. This is to be submitted in writing one month after notification of the decision in question to the responsible Board of Examiners. If an appeal is not redressed, written notification is made which provides reasons and which also includes advice on legal remedies.
§ 24
Coming into Effect, Publication and Transitional Provisions

(1) These examination regulations are published as an Official Announcement of RWTH Aachen University ("Amtliche Bekanntmachungen") and come into effect on the day after publication.

(2) They apply to all students enrolled in a Bachelor’s or Master’s course at RWTH Aachen University and who conduct their studies in accordance with course-specific examination regulations.

(3) The regulation of § 9 para. 1 s. 2 GER does not apply to students who have taken up studies prior to the summer semester of 2016.

(4) Module components, which were completed before the summer semester of 2017 – based on the provisions of course-specific examination regulations, which, according to § 7 para. 15 s. 6 of the General Examination Regulations for all RWTH Bachelor’s and Master’s courses of study dated November 3, 2014, in the second revised version dated February 18, 2016, stipulate the permanent validity of module components –, are valid for all examination attempts offered for a course.

(5) For modules that were established before coming into effect of the third revised version, staff with module responsibilities can make use of their regulatory authority – in accordance with § 7 para. 15 s. 6 – until the beginning of the summer term of 2017.

(6) The expiry and conditions of expiry of existing examination regulations and those deviating from this are set out in the course-specific examination regulations for the relevant course of study. This is to be published by the 2015/2016 winter semester at the latest.

Issued based on the decision of the Senate dated June 9, 2016.

For the Rector
The Chancellor
of RWTH Aachen University

Aachen, July 23, 2015

________________________
signed Nettekoven

Manfred Nettekoven
Appendix 1 Framework Guidelines for Examination Regulations for a Bachelor’s Course of Study at RWTH Aachen University

Examination Regulations

for Bachelor’s course of study

… (description)

at RWTH Aachen University

of ...

Based on §§ 2 para. 4 and 64 of the law governing the Universities of the Federal State of North Rhine-Westphalia (Higher Education Act - HEA) in the version of Article of the 1 Future Higher Education Act NRW of 16 September 2014 (GV. NRW p. 547) RWTH Aachen University (RWTH) has issued the following examination regulations:
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I. General

§ 1 Scope of Application and Academic Degree

(1) These examination regulations apply to the Bachelor’s course of study ... at RWTH It only applies in conjunction with the General Examination Regulations (GER) in the relevant applicable version, and includes additional course-specific regulations. In cases of doubt, the rules of the General Examination regulations take priority.

Comment: Add the designation of the course of study (plus the English translation).

(2) In case of successful completion of the Bachelor’s course of study, the Faculty of … awards the academic degree of … .

Comment: Add the designation of the faculty/ies and academic degree, cf. § 1 para. 2 GER. The following academic degrees are to be awarded:

a) Bachelor of Science, RWTH Aachen University (B. Sc. RWTH)

b) Bachelor of Arts, RWTH Aachen University (B. A. RWTH)

§ 2 Objectives of the Course of Study and Language Provisions

(1) The overall study objectives are set out in § 2 para. 1 and 2 GER. The Bachelor’s course of study is to ... .

Comment: Here, the general objectives of the course should be specified, based on the provisions of the course accreditation. Instructors and students should be able to refer to them in the context of internal quality control. To this end, the objectives concerning learning outcomes of the course and fields of professional application / specialisations / minors can be given in more detail (cf. § 2 para. 5 GER).

(2) Teaching essentially takes place in the ... language. Insofar as individual modules are held in another language, this is to be specified in the module catalogue.

Comment: Specify language. The following options exist:

a) Teaching takes place in German.

b) Teaching predominantly takes place in English.

c) Teaching takes place in German and English.

d) Teaching takes place in German, and some courses take place in English.
If other languages are used, this must be expressly stated, and the provisions in § 3 concerning the evidence of language skills must be adapted accordingly. The module language is to be specified for each module in the module catalogue.

(3) Examinations may be taken in German or English, in agreement with the examiner in question.

Comment:
The regulation in para. 3 is optional in accordance with § 2 para. 7 GER. If examinations can be taken in another language, additional requirements are necessary.

§ 3
Admission Requirements

(1) The general admission requirements must be fulfilled according to § 3 para. 1 and 2 GER.

Comment:
If there are any other admission requirements (e.g. proof of knowledge of Latin), this must be specified in a separate section.

(2) For this Bachelor’s course, adequate knowledge of the ... language must be proven according to § 3 para. 7 GER or § 3 para. 8 GER.

Comment:
If the teaching is carried out either in German or predominantly in German, evidence is to be based on § 3 para. 7 GER, so that in para. 2 the relevant reference must be selected. If the teaching is carried out predominantly in English or another language, evidence is to be based on § 3 para. 8 GER and is to be formulated according to para. 2. If teaching is carried out in German as well as English or another language, evidence is to be based on § 3 para. 7 and 8 GER and is to be formulated according to para. 2.

(3) Proof of professional-practical activity is also required for admission. This activity must comprise a total of ... months (... working days) according to the further provisions in the guidelines for professional-practical activity. These guidelines are part of these examination regulations (appendix ...).

Comment:
The preceding section is only required if professional work experience is stipulated, cf. § 3 para. 11 GER. The professional activity must be arranged at this point if an internship is required before the start of the course of study.

(4) § 3 para. 12 GER applies for the determination of admission requirements.

(5) General regulations for the recognition of examinations are given in § 13 GER.
§ 4
Admission Examination for Candidates with a Professional Qualification

(1) Applicants who are qualified professionally but do not hold a higher education entrance qualification may also be admitted according to § 3 para. 3 GER.

Comment:
In a course of study with two subjects to be studied, an admission examination must be taken for each subject or the content of the admission examination must cover both subjects.

(2) The examination includes the following subjects:

1. 
2. 
3. 

Comment:
Specify the examination subjects. General and subject-related knowledge is to be examined to establish the candidate’s suitability for university study. Content that is taught in the course is not a basis for examination.

§ 5
Standard Period of Study, Course Structure, Credit Points and Scope of Study

(1) The standard period of study is six terms (three years) full-time, including completion of the Bachelor's thesis. Beginning students must start their studies in the winter term, as the course plan is designed for start in the winter term.

Comment:

1. The standard period of study may also be 7 or 8 terms, cf. § 4 para. 1 GER. Complete accordingly as required. It should be noted that the specification of the standard period of study must be accredited.

2. If applicable, clause 2 may be replaced by the following clauses (cf. § 4 para. 1 GER): "The course of study may be commenced in either semester." However, it is recommended that studies be commenced in the winter term. If studies are commenced in the summer term, advice should be sought from the academic counsellors for the purpose of curricular planning."

3. In this regard, the accreditation of the course of study must be taken into account, as the start semester may have been defined as part of the accreditation. If a start semester is desired that deviates from the accreditation, it is typically required to apply to the accreditation agency for approval.

(2) The course of study consists of a mandatory area, a required elective area, as well as ... specialisations / fields of application / professional fields / minors, of which ... are to be completed. For successful completion of the course of study, a total of ... credit points must be acquired. The Bachelor's examination is constituted as follows:
Mandatory module | 80 credit points  
Required elective module | 60 credit points  
Specialisation | 25 credit points  
Bachelor’s thesis | 15 credit points  
Total | 180 credit points

Comment:
1. The structure of the course of study and the number of credit points, as well as the table with the distribution of credit points must be completed and adapted to the course of study. If applicable, practical-professional work activities should also be taken into account here.
2. The number of credit points usually totals 180 (6-term Bachelor’s) For a 7-term standard period of study, the number of credit points totals 210; for an 8-term standard period of study, 240 credit points.

(3) The degree course, including the Bachelor’s thesis module, comprises modules. All modules are defined in the module catalogue (appendix 1). The weighting of the examinations with credit points to be taken in the individual modules is carried out according to § 4 para. 4 GER.

Comment: Please add the number of modules (minimum and maximum).

§ 6  
Obligatory Attendance at Course Sessions

(1) According to § 5 para. 2 GER, obligatory attendance can only be stipulated in courses of the following type:
1. Tutorials  
2. Seminars and undergraduate seminars (“Proseminare”)  
3. Colloquia  
4. (Laboratory) practicals  
5. Excursions

Comment: Add courses specific to the course of study (the above listing is an example). Compulsory attendance is only permitted for courses, for which the learning objective cannot be achieved without the active participation of students. This is not usually the case with lectures, cf. § 5 para. 2 GER.

(2) Courses for which attendance is required according to para. 1 are identified as such in the module catalogue (appendix 1).

§ 7  
Examinations and Examination Deadlines

(1) General regulations on examinations and examination deadlines are included in § 6 GER.

(2) If successful participation in modules or examinations or passing of module components according to § 5 para. 4 GER is stipulated as a requirement for participation in other examinations, this is specified accordingly in the module catalogue (appendix 1).
Comment:
Optional provisions according to § 5 para. 4 GER. If necessary, the stipulated admission requirements must be justified in terms of content and should not have the effect of extending the period of study. In any case it must be possible to acquire approximately 30 credit points per term. The forms of examination and any admission requirements as well as dependencies between examinations must be defined.

§ 8
Forms of Examinations

(1) General regulations on forms of examination are included in § 7 GER.

(2) The following other forms of examination are stipulated according to § 7 para. 1 GER:
   1.
   2.
   3.

Comment: If necessary, please add other forms of examination according to § 7 para. 1 GER

(3) The duration of a written examination is ... .

Comment:
Specify course-specific duration, cf. § 7 para. 3 GER. The exam duration may be based on the number of credit points stipulated. The length of the test is as follows, for example, with the following credit points (CPs) awarded:

- up to 5 CPs, 60 to 90 minutes
- up to 6 or 7 CPs, 90 to 120 minutes
- up to 8 or more CPs, 120+ minutes

(4) For written exams in the form of e-tests, the following applies: ... .

Comment: If necessary, complete course-specific regulations, cf. § 7 para. 5 GER.

(5) The duration of an oral examination is ... .
An oral examination as a group examination is carried out with a maximum of ... candidates.

Comment:
Specify the duration of the oral examination and number of candidates for a group examination for the course of study, § 7 para. 6 GER. The duration may be based on the number of credit points awarded.

(6) The following applies to written work such as seminar papers: ... .

Comment: If necessary, add course-specific regulations, cf. § 7 para. 7 GER.

(7) The scope of a written term paper is ... . The time period given for the completion of a term paper is ... .

Translation not legally binding.
Comment: Specify the course-specific scope and given completion time, § 7 para. 8 GER.

(8) The following applies to project work: ...

Comment: If necessary, add course-specific regulations, cf. § 7 para. 9 GER.

(9) For written examinations in the form of a portfolio, the following applies: ...

Comment: If necessary, complete course-specific regulations, cf. § 7 para. 10 GER.

(10) The scope of written preparation for a presentation is .... The duration of a presentation is ...

Comment: Specify course-specific scope and duration, § 7 para. 11 GER.

(11) The following applies to colloquia: ...

Comment: If necessary, complete course-specific regulations, cf. § 7 para. 12 GER.

(12) The following applies to practicals: ...

Comment: If necessary, complete course-specific regulations, cf. § 7 para. 14 GER.

(13) The examiner specifies the duration and, if applicable, relevant details and modalities of the examination at the start of the course.

Admission to module examinations may be conditional on the successful completion of so-called module components as examination requirements in accordance with § 7 para. 15 GER. This is outlined for the relevant modules in the module catalogue (appendix 1). At the start of the semester, or by the time of the first course session, the lecturer provides precise criteria in the CMS regarding the possible improvement of grades through the completion of module components, particularly the number and type of bonus-enabling tutorials as well as the mode of correction and assessment.

Comment: The mode of correction and evaluation must be announced, in particular the percentage of main examination points that can be gained with the help of bonus points, and how many bonus points are awarded for what activities, cf. § 7 para. 15 GER.

§ 9
Earlier Master Modules

(1) Modules that can be selected in the Master’s course(s) … may be taken early, i.e. ahead of time, according to § 9 GER for these if there is no admission restriction for this Master’s course.

Comment: Add the designation of the Master’s course(s), for which modules may be completed “early.”

(2) Each module from the Master’s course can be selected, with the exception of the Master’s thesis module.
Or:

Only the modules … from the area … can be selected.

Or:

The selection of early Master modules (i.e. modules completed ahead of schedule) can be applied for to the Board of Examiners, naming the Master's course.

Comment: Para. 2 must be formulated after verifying applicability to the course-of study in question. One of the above options must then be selected.

§ 10 Assessment and Grading

(1) General regulations for assessing the examinations and formation of grades are included in § 10 GER.

(2) If an examination consists of several partial exams, each partial exam must be passed, i.e. be completed with the grade of at least "sufficient" (4.0).

Comment:
Optional regulation based on the exemption clause of § 10 para. 8 GER. The paragraph is only required if this alternative regulation is chosen. Essentially it is sufficient if the weighted average of the assessments of all partial exams is at least "sufficient" (4.0) according to § 10 para. 8 GER.

(3) A module has been passed if all associated examinations have been passed with a grade of at least "sufficient" (4.0), and all other credit points or modular components have been achieved according to the relevant course-specific examination regulations.

Comment:
Optional regulation based on the exemption clause of § 10 para. 9 GER. The paragraph is only required if this alternative regulation is preferred. Essentially it is sufficient according to § 10 para. 9 GER to achieve a grade of at least "sufficient" (4.0) as the weighted average of all associated examinations, and all other related credit points or modular components are achieved.

(4) The overall grade is formed taking into account all module grades and the grade of the Bachelor's thesis according to § 10 para. 10 GER.

Comment:
Please explain the course-specific weighting of individual modules, module areas and the Bachelor's thesis. It is possible to weight the Bachelor's thesis and individual modules and module areas differently, cf. § 10 para. 10 GER. If desired, the following formulation can be made:

"The grades for the Bachelor's thesis and Bachelor's lectures are weighted with (e.g.) twice the value of their credit points. The individual module areas are weighted differently with the following factors for determining the overall grades:
Module area: Factor (e.g. 1.0)
Module area: Factor (e.g. 2.5)
Module area: Factor (e.g. 4.0)"

Specification of the module areas and their differing weighting must be discipline-specific. The module areas must be named in this context.

(5) In case that all module examinations of the Bachelor’s course of study have been completed within the standard period of study, ... weighted module grade(s) in the order of ... credit points can be deleted according to § 10 para. 13 GER.

Comment:
Specify the number of module grades and number of credit points to be deleted. There is provision for a minimum of 5 credit points; a maximum number of module grades (with the exception of the grade of the Bachelor’s thesis) in the order of 30 credit points to be deleted, cf. § 10 para. 13 GER.

(6) No grades are given in the first and/or second term.

Comment:
Optional regulations in the event that in the first and/or second term no grades are given (according to § 4 para. 4 GER, generally all examinations must be graded).

§ 11
Board of Examiners

The responsible Board of Examiners according to § 11 GER is the Bachelor’s Board of Examiners... of the Faculty of ... .

Comment: Complete specifically for the course. For inter-faculty courses, adaptation is required accordingly.

§ 12
Resit Examinations, Bachelor’s Thesis, and Forfeiture of the Right to Take an Examination

(1) General regulations for resit examinations, the Bachelor’s thesis and the forfeiture of the right to examinations are included in § 14 GER.

(2) Modules that can be freely selected within an area (specialisation, occupational field, field of application, minor) from this Bachelor’s course can be replaced provided this is permitted in the relevant module catalogue. It is not possible to change mandatory modules.

Comment:
Optional regulations based on § 14 para. 8 GER. Select the description of the area if necessary. For example, the following formulations are possible:

1. Modules that can be freely selected within an area ... from this Bachelor’s course can be replaced provided this is permitted in the module catalogue.

2. Modules that can be freely selected within the area ... on this Bachelor’s course can be replaced once.
3. Modules that can be freely selected within the area ... on this Bachelor’s course can be replaced ... times at maximum.

4. Modules that can be freely selected within an area ... from this Bachelor’s course can be replaced with the approval of the Board of Examiners provided this is permitted in the module catalogue.

5. Modules that can be freely selected within the area ... on this Bachelor’s course can be replaced once / ... times, based on approval by the Board of Examiners.

(3) An area (specialisation, vocational field, field of application or subsidiary subject) of this Bachelor’s course can be changed once / twice / ... upon application to the responsible Board of Examiners.

Comment: Optional regulations based on § 14 para. 8 GER. Complete any numerical restriction if necessary

§ 13
Cancellation, Non-attendance, Withdrawal, Deception, or Non-Compliance

(1) General provisions on cancellation, non-attendance, withdrawal, deception or non-compliance are included in § 15 GER.

(2) The following applies to the cancellation of examinations according to § 15 para. 1 GER:

Comment: Complete the procedure for cancelling examinations, if necessary.

(3) The following applies to cancelling practical work and seminars: …

Comment: Complete specifically for the course, if necessary.

II. Bachelor’s Examination and Bachelor’s Thesis

§ 14
Type and Scope of the Bachelor’s Examination

(1) The Bachelor’s examination consists of

1. Examinations that are to be completed based on the structure of the course according to § 5 para. 2 and detailed in the module catalogue according to appendix 1, as well as

2. the Bachelor’s thesis and the Bachelor’s final colloquium.

Comment: Please include the Bachelor final colloquium under 2.only if applicable, cf. § 16 para. 1 GER.

(2) The order of courses is based on the curriculum (appendix 2). The assignment for the Bachelor’s thesis can only be issued to the candidate if at minimum ... credit points are attained.
Comment:
1. Complete minimum number of credit points, cf. § 16 para. 2 GER.

2. If applicable, please specify here that the assignment for the Bachelor’s thesis can only be issued if specific elements (languages or professional-practical experience) are proven, cf. § 16 para. 2 GER.

§ 15
Bachelor’s Thesis

(1) General regulations on the Bachelor’s thesis are included in § 17 GER.

(2) Reference is made to § 17 para. 2 GER with regard to the supervision of the Bachelor’s thesis. Furthermore, the following applies: ...

Comment: If necessary, add other course-specific details on the supervision of the Bachelor’s thesis, cf. § 17 para. 2 GER.

(3) The Bachelor’s thesis is written in the ... language. It can usually be written in German or English, in agreement with the relevant examiner. It can also be written in the ..., as long as competent assessment can be ensured.

Comment:
1. Specify course-specific rules under (3), cf. § 17 para. 5 GER. In courses where the language of instruction is German, submission of a thesis written in English must be permitted.

2. Clause 3 is only required if the Bachelor’s thesis can be written in a language other than German or English.

(4) The turnaround time, i.e. the time frame for completing the Bachelor’s thesis, is usually a minimum of ... and a maximum of ... months. In justified exceptional cases, the turnaround time can be extended by a maximum of up to four weeks upon application to the Board of Examiners in accordance with § 17 para. 7 GER.

Comment: If necessary, specify course-specific turnaround time according to § 17 para. 7 GER.

(5) The candidate presents the results of the Bachelor’s thesis as part of a Bachelor’s final colloquium. § 7 para. 12 GER in connection with § 8 para. 11 apply accordingly. It is possible to hold the Bachelor’s final colloquium before submission of the Bachelor’s thesis.

Comment:
Para. 5 is only required if a colloquium is to be held and the reference to § 8 para. 11 only if there are any relevant regulations. Clause 3 is optional.

(6) The scope of work for preparation and completion of the Bachelor’s thesis as well as the colloquium is ... credit points. The grading for the Bachelor’s thesis can only be carried out after execution of the Bachelor’s final colloquium.
Comment:
Specify course-specific scope of preparation and completion according to § 17 para. 9 GER. This must not be below a minimum of 6 credit points and must not exceed 12 credit points, or, including the colloquium, 15 credit points, cf. § 17 para. 9 GER.

§ 16
Acceptance and Assessment of the Bachelor's Thesis

(1) General provisions on acceptance and assessment of the Bachelor’s thesis are included in § 18 GER.

(2) The Bachelor’s thesis is to be submitted on time with ... copies to ... . Printed and bound copies must be submitted. Furthermore, the thesis must be submitted saved onto a data medium as a PDF file.

Comment:
1. The number of copies to be submitted and the place of submission (Central Examination Office or Board of Examiners) as well as the form according to § 18 para. 1 GER must be completed specific to the course. Additional submission on a data medium is optional.

2. In the event that the work should be submitted to the Board of Examiners, the Board must document the process and forward the thesis immediately to the Central Examination Office.

III. Final Provisions

§ 17
Review of Examination Documents

Review of exam documents is carried out in accordance with § 22 GER.

§ 18
Coming into Effect, Publication and Transitional Provisions

(1) These examination regulations come into effect for the 2015/2016 winter term and are published in the RWTH Official Announcements.

(2) The examination regulations for the Bachelor’s course of study from in the version of the amendment of / last modified by the amendment of , are replaced by the present examination regulations.

(3) These examination regulations apply to all students who are enrolled in the Bachelor’s course of study at RWTH.

Complete specifically for the course, if necessary.
(4) Students who are enrolled in the Bachelor’s course of study before the semester may apply to transfer to the present examination regulations. At maximum, the examination regulations from in the version of the amendment of / last modified by the amendment of , will be valid for students until . After the summer term they are obliged to transfer to the present examination regulations.

Comment:
For the Bachelor a transfer period of at least 2 years is recommended, to enable completion of the standard period of study. However, shorter periods may be permitted by law.

Issued based on the resolutions of the faculty council dated ... .

The Rector
of RWTH Aachen University

Aachen, 

Univ.-Prof. Dr.-Ing. E. Schmachtenberg
Appendix 2  Framework Guidelines for Examination Regulations for a Master's Course of Study at RWTH Aachen University

Examination regulations

for the Master's course of study

… (description)

for RWTH Aachen University

of …

Based on §§ 2 para. 4 and 64 of the law governing the Universities of the Federal State of North Rhine-Westphalia (Higher Education Act - HEA) in the version of Article of the 1 Future Higher Education Act NRW of 16 September 2014 (GV. NRW S. 547) RWTH Aachen University (RWTH) has issued the following examination regulations:
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Appendices:
  1. Module catalogue
  2. Curriculum
  3. Guidelines for professional-practical activity
I. General

§ 1 Scope of Application and Academic Degree

(1) These examination regulations apply to the Master’s course of study ... at RWTH. It only applies in conjunction with the General Examination Regulations in the relevant applicable version, and includes additional course-specific regulations. In cases of doubt, the rules of the general examination regulations take priority.

Comment: Complete description of the course of study (plus the English translation).

(2) For the successful completion of the Master’s course, the faculty awards ... the academic degree of ... .

Comment: Please add the designation of the faculty/ies and academic degree, cf. § 1 para. 3 GER. The following academic degrees are to be awarded:

a) Master of Science, RWTH Aachen University (M. Sc. RWTH)
b) Master of Arts, RWTH Aachen University (M. A. RWTH)

§ 2 Objectives of the Course of Study and Language Provisions

(1) This is a ... .

Comment: Completion required according to the type of Master’s course:

a) Master’s course according to § 2 para. 3 GER (Master’s course building upon a Bachelor’s course).

b) Master’s course for the purpose of continuing education according to § 2 para. 4 GER.

The course or courses which are being continued are to be named.

(2) The overall study objectives have been set out in § 2 para. 1, 3 and 4 GER. The Master’s student should ... .

Comment: According to the provisions of the accreditation, the overall objectives of the course must be specified in such a way here that instructors and students can refer to them in the context of internal quality control. To this end, the educational objectives of the relevant course of study and fields of application / specialisations / minors can be given in more detail (§ 2 para. 5 GER).
(3) Teaching essentially takes place in the ... language. Insofar as individual modules are held in another language, this is to be indicated in the module catalogue.

Comment: Specify language. The following options exist:

a) Teaching takes place in German.

b) Teaching predominantly takes place in English.

c) Teaching takes place in German and English.

d) Teaching takes place in German, and some courses take place in English.

If other languages are used for the course, this must be expressly stated and the provisions in § 3 adapted accordingly. The module language is to be specified for each module in the module catalogue.

(4) Examinations may be taken in German or English, in agreement with the examiner in question.

Comment:
The regulation in para. 4 is optional according to § 2 para. 7 GER. If examinations can be taken in another language, this must be specified accordingly.

§ 3
Admission Requirements

(1) Basic requirement for admission is a recognised university degree according to § 3 para. 4 GER.

(2) To meet the educational prerequisites and successfully complete the Master’s course, the student applicant must have the necessary competence in the following areas:

- A total of … credit points for the … area
- A total of … credit points for the … area

[...]

The proven performance must be comparable to the Bachelor’s course ... at RWTH.

Comment:
The subjects in which prior knowledge must be proven, are to be named specifically according to the foundation modules of the relevant Bachelor’s course at RWTH. The scope of knowledge required in the relevant subjects must correspond to these modules in terms of credit points. The proven performance must be comparable with that of the relevant Bachelor’s course at RWTH, § 3 para. 5 GER.

(3) For admission conditional on additional requirements, § 3 para. 6 GER applies. If additional requirements corresponding to more than … credit points are required, admission to the Master’s course is not possible.
Comment: Regulations in § 3 para. 2 are optional in the event that an upper limit is to be set, cf. § 3 para. 6 final clause, GER. Add an upper limit if necessary. If necessary, § 3 para. 2 can be formulated in such a way that for the different areas defined in para. 2, different upper limits are valid, e.g.

Admission to the Master’s course is not possible, if

- in the … area, additional requirements of more than … CP are necessary
- in the … area, additional requirements of more than … CP are necessary
- in the … area, additional requirements of more than … CP are necessary
- The additional requirements from all areas taken together correspond to more than … credit points.

(4) For this Master’s course, adequate knowledge of the … language must be proven according to § 3 para. 7 GER or § 3 para. 9 GER.

Comment:

If instruction is carried out either in German or predominantly in German, evidence is to be based on § 3 para. 7 GER, so that in para. 4 the relevant reference must be selected. If the teaching is carried out predominantly in the English language or another language, evidence is based on § 3 para. 9 GER and is to be formulated according to para. 4. If the instruction is carried out in German as well as English or another language, evidence is based on § 3 para. 7 and 9 GER and is to be formulated according to para. 4.

According to § 3 para. 9 GER, if necessary, a higher level can be specified in the course-specific examination regulations for the proof of English language skills. This is permissible according to § 49 para. 8 HEA; however, it should be noted that if the level of the required language skills should be above the level ascertained by the higher education entrance qualification if the language skills are indeed required for the course of study.

In the event that, deviating from § 3 para. 9 GER, level C1 is required, it must be ensured that this level is also reached in the preceding Bachelor’s course.

It may be formulated as follows:

For this Master’s course, adequate knowledge of the English language must be demonstrated by course applicants who have not acquired their study qualification at an English institution or who have a native language other than English. The following evidence will be recognised:

(5) Proof of professional-practical activity is also required for admission. This activity must comprise a total of … months (… working days) according to the further provisions in the guidelines for professional-practical activity. These guidelines are part of these examination regulations. (appendix …).

Comment:

The preceding section is only required if a vocational or professional-practical activity is stipulated, cf. § 3 para. 10 GER. Provisions for his activity must be described at this point if an internship is required before the commencement of studies.
§ 3 para. 12 GER applies for determining whether admission requirements are met.

(7) General regulations for the recognition of prior examinations are given in § 13 GER.

(8) For graduates of a 6-term Bachelor’s course, the Board of Examiners specifies performance in the order of at least 30 credit points (CP), to be proven by registration for the Master’s thesis.

Comment: Regulations in the event that graduates of a 6-term Bachelor’s degree wish to complete a 3-term Master.

§ 4
Standard Period of Study, Course Structure, Credit Points and Scope of Study

(1) The standard period of study is four terms (two years) full-time, including preparation of the Master thesis. Study may be commenced in either term.

Comment:
1. Alternatively, the standard period of study may also be 2 or 3 terms, cf. § 4 para. 2 GER. Please specify accordingly.

2. In this regard, the accreditation of the course of study must be taken into account, as the start semester may have been defined as part of the accreditation. If a start semester is desired that deviates from the accreditation, it is typically required to apply to the accreditation agency for approval.

3. It should be possible to start the course of study to commence in any term. Deviations from this must be justified, cf. § 4 para. 2 GER.

(2) The course of study consists of a mandatory area, a required elective area, as well as specialisations / fields of application / professional fields / minors, of which are to be completed.

For successful completion of the study, a total of … credit points must be acquired. The Master examination is constituted as follows:

<table>
<thead>
<tr>
<th>Section</th>
<th>Credit Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mandatory module</td>
<td>40</td>
</tr>
<tr>
<td>Required elective module</td>
<td>20 - 30</td>
</tr>
<tr>
<td>Specialisation</td>
<td>40 - 50</td>
</tr>
<tr>
<td>Master’s thesis</td>
<td>20</td>
</tr>
<tr>
<td>Total</td>
<td>120</td>
</tr>
</tbody>
</table>

Comment:
1. The structure of the course and the table with distribution of credit points must be completed specifically for the course. If necessary, professional-practical work activities should also be taken into account here.

2. The number of credit points usually totals 120 (4-term Master’s). For a 3-term standard period of study, the number of credit points totals 90 credit points.
The degree course, including the Master’s thesis module, comprises ... modules. All modules are defined in the module catalogue (appendix 1). The weighting of the examinations with credit points to be taken in the individual modules is carried out according to § 4 para. 4 GER.

Comment: Please add the number of modules (minimum and maximum).

§ 5
Obligatory Attendance at Course Sessions

(1) According to § 5 para. 2 GER, obligatory attendance can only be stipulated in courses of the following type:

1. Tutorials
2. Seminars and introductory seminars
3. Colloquia
4. (Laboratory) practicals
5. Excursions

Comment: Add courses relevant to the course of study (the above listing is an example). Compulsory attendance is only permitted for courses, for which the learning objective cannot be achieved without the active participation of students. This is usually not the case with lectures; cf. § 5 para. 2 GER.

(2) The courses for which attendance is required according to para. 1, are identified as such in the module catalogue (appendix 1).

§ 6
Examinations and Examination Deadlines

(1) General regulations on examinations and examination periods are included in § 6 GER.

(2) Provided successful participation in modules or examinations or passing of module components according to § 5 para. 4 GER is stipulated as a precondition for participation in other examinations, this is indicated accordingly in the module catalogue (appendix 1).

Comment: Optional arrangement according to § 5 para. 4 GER. The stipulated admission preconditions must be justified in terms of content and should not have the effect of extending the study period. In any case it must be possible to acquire around 30 credit points per term. The forms of examination and any admission preconditions / dependences on examinations must be set out.

§ 7
Forms of Examination

(1) General regulations on types of examination are included in § 7 GER.
(2) The following other forms of examination are stipulated according to § 7 para. 1 GER:

1. 
2. 
3. 
4. 

Comment: If necessary, add other forms of examination according to § 7 para. 1 GER

(3) The duration of a written exam is ... .

Comment: Specify course-specific duration, cf. § 7 para. 3 GER. The duration of a written exam may be based on the number of corresponding credit points.

Example: The duration of the written exam is

- 60 to 90 minutes when up to 5 CP
- 90 to 120 minutes when up to 6 or 7 CP
- 120+ minutes if up to 8 or more CPs

are awarded-

(4) For written exams in the form of e-tests, the following applies: ... .

Comment: If necessary, add course-specific regulations, cf. § 7 para. 5 GER.

(5) The duration of an oral examination is ... .

An oral examination as a group examination is carried out with no more than ... candidates.

Comment: Specify the duration of the oral examination and number of candidates for a group examination course-specifically, § 7 para. 6 GER. The duration may be based on the number of awarded credit points.

(6) The following applies to seminar and term papers in detail: ... .

Comment: If necessary, complete course-specific regulations, cf. § 7 para. 7 GER.

(7) The scope of a written paper is ... . The preparation time for a written paper is ... .

Comment: Specify scope and processing time specific to the course, § 7 para. 8 GER.

(8) The following applies to project work in particular: ... .

Comment: If necessary, complete course-specific regulations, cf. § 7 para. 9 GER.

(9) For written examinations in the form of a portfolio, the following applies in particular: ... .

Comment: If necessary, complete course-specific regulations, cf. § 7 para. 10 GER.
(10) The scope of written preparation for a presentation is ... . The duration of a presentation is ...

**Comment:** Specify course-specific duration, § 7 para. 11 GER.

(11) The following applies to colloquia in particular: ... .

**Comment:** If necessary, complete course-specific regulations, cf. § 7 para. 12 GER.

(12) The following applies to practical work/internships in particular: ... .

**Comment:** If necessary, complete course-specific regulations, cf. § 7 para. 14 GER.

(13) The examiner specifies the duration of the examination and, if applicable, of other modalities of the examination at the start of the course in question.

(14) Admission to module examinations may be conditional on the successful completion of module components as examination requirements in accordance with § 7 para. 15 GER. This is outlined for the relevant modules in the module catalogue (appendix 1). At the start of term, or by the time of the first course session, the lecturer provides precise criteria in the CMS regarding possible improvement of grades through the completion of module components, particularly the number and type of bonus-enabling tutorials as well as the mode of correction and assessment.

**Comment:**
The mode of correction and evaluation must be announced, in particular – if applicable – the percentage of main examination points that can be gained with the help of bonus points, and how many bonus points are awarded for what activities, cf. § 7 para. 15 GER.

§ 8 Assessment and Grading

(1) General regulations for assessing the examinations and formation of grades are included in § 10 GER.

(2) If an examination consists of several partial exams, each partial exam must be passed, i.e. be completed with the grade of at least "sufficient" (4.0).

**Comment:**
Optional regulation based on the exemption clause of § 10 para. 9 GER. The paragraph is only required if this alternative regulation is chosen. Essentially it is sufficient if the weighted average of the assessments of all partial exams is at least "sufficient" (4.0) according to § 10 para. 9 GER.

(3) A module has been passed if all associated examinations have been passed with a grade of at least "sufficient" (4.0), and all other credit points or module components have been achieved according to the relevant course-specific examination regulations.
Comment:
Optional regulations based on the opening clause of § 10 para. 9 GER. The paragraph is only required if this alternative regulation is preferred. Essentially it is sufficient, according to § 10 para. 9 GER, to achieve at least the grade "sufficient" (4.0) as the weighted average of all associated examinations, and all other related credit points or modular components are achieved.

(4) The overall grade is formed taking into account all module grades and the grade of the Master's thesis according to § 10 para. 10 GER.

Comment:
Please add course-specific specification of the weighting of individual modules, module areas, and the Master's thesis. It is possible to weight the Master's thesis and individual modules and module areas differently; cf. § 10 para. 11 GER. If required, the following formulation can be made:

"The grades for the Master's thesis and Master's lecture are weighted with (e.g.) twice the value of their credit points. The individual module areas are weighted differently with the following factors to determine the overall grades:

Module area: Factor (e.g. 1.0)
Module area: Factor (e.g. 2.5)
Module area: Factor (e.g. 4.0)"

The specification of the module areas and their differing weighting must be discipline-specific. The module areas must be named in this context.

(5) In case that all module examinations of the Master's course of study have been completed within the standard period of study, one weighted module grade corresponding to … credit points can be deleted according to § 10 para. 13 GER.

Comment:
Please specify the scope of CP. At maximum, a grade corresponding to 15 CP can be deleted (with the exception of the grade of the Master's thesis); cf. § 10 para. 13 GER.

§ 9
Board of Examiners

The responsible Board of Examiners according to § 11 GER is the Master Board of Examiners… of the Faculty of … .

Comment: Please add the faculty designation. For inter-faculty courses, adaptation is required.

§ 10
Resit Examinations, Master's Thesis, and Forfeiture of the Right to Take an Examination

(1) General regulations for resit examinations, the Master's thesis, and the forfeiture of the right to examinations are included in § 14 GER.
(2) Modules that can be freely selected within an area (specialisation, occupational field, field of application, minor) from this Master’s course can be replaced provided this is permitted in the relevant module catalogue. It is not possible to change mandatory modules.

Comment: Optional regulations based on § 14 para. 8 GER. Please add the designation of the area if necessary. For example, the following formulations are possible:

1. Modules that can be freely selected within the ... area of this Master’s course can be replaced provided this is permitted in the module catalogue.

2. Modules that can be freely selected within the ... area of this Master’s course can be replaced once.

3. Modules that can be freely selected within the ... area of this Master’s course can be replaced a maximum of ... times.

4. Modules that can be freely selected within the ... area of this Master’s course can be replaced with the approval of the Board of Examiners, provided this is permitted in the module catalogue.

5. Modules that can be freely selected within the ... area of this Master’s course can be replaced once / ... times, given the approval by the Board of Examiners.

(3) An area (specialisation, vocational field, field of application or minor) of this Master’s course can be changed once / twice / ... upon application to the responsible Board of Examiners.

Comment: Optional regulations based on § 14 para. 8 GER. Please add any restriction in numbers if necessary.

§ 11 Cancellation, Non-Attendance, Withdrawal, Deception, or Non-Compliance

(1) General provisions on cancellation, non-attendance, withdrawal, deception or non-compliance are included in § 15 GER.

(2) The following applies to the cancellation of examinations according to § 15 para. 1 GER:

Comment: Please add the procedure for cancelling examinations, if necessary.

(3) The following applies to cancelling practical work and seminars: ...

Comment: Add course-specific process, if necessary.
II. Master's Examination and Master's Thesis

§ 12
Type and Scope of the Master's Examination

(1) The Master examination consists of

1. Examinations that are to be completed based on the structure of the course according to § 4 para. 2 and detailed in the module catalogue according to appendix 1, as well as
2. the Master’s thesis and the Master’s final colloquium.

Comment: Please include the Master’s final colloquium in clause 2 only if applicable, cf. § 16 para. 1 GER.

(2) The order of courses is based on the curriculum (appendix 2). The assignment for the Master’s thesis can only be issued if ... credit points are attained.

Comment:
1. Complete number of credit points, cf. § 16 para. 2 GER.
2. If applicable, please specify here that the assignment for the Master’s thesis can only be issued if specific elements (languages or professional-practical experience) are proven, cf. § 16 para. 2 GER.

§ 13
Master’s Thesis

(1) General regulations for the Master’s thesis are included in § 17 GER.

(2) Reference is made to § 17 para. 2 GER with regard to supervision of the Master’s thesis. Furthermore, the following applies: ...

Comment: If necessary, add other course-specific details on the supervision of the Master’s thesis, cf. § 17 para. 2 GER.

(3) The Master’s thesis is written in the ... language. It can usually be written in German or English, in agreement with the examiner in question. It can also be written in the ..., insofar as competent assessment can be ensured.

Comment:
1. Specify course-specific rules, cf. § 17 para. 5 GER. Concerning German-taught courses, submission of a thesis written in English must be permitted.
2. Clause 3 is only required if the Master’s thesis can be written in a language other than German or English.

(4) The turnaround time (time frame for completion) for the Master’s thesis is usually a minimum of ... and a maximum of ... months. In justified exceptional cases, the turnaround time can be extended by a maximum of up to six weeks upon application to the Board of Examiners in accordance with § 17 para. 7 GER.
Comment: If necessary, specify course-specific turnaround time (time frame) according to § 17 para. 7 GER

(5) The candidate presents the results of the Master’s thesis as part of a Master final colloquium. § 7 para. 12 GER in connection with § 7 para. 11 apply accordingly. It is possible to hold the Master’s final colloquium before submission of the Master’s thesis.

Comment: Para. 5 is only required if a colloquium is to be held and the reference to § 7 para. 11 only if there are any relevant regulations. Clause 3 is optional.

(6) The scope of work for execution and written preparation of the Master’s thesis as well as the colloquium corresponds to ... credit points. The grading for the Master’s thesis can only be carried out after the Master’s final colloquium.

Comment: Specify course-specific turnaround time according to § 17 para. 10 GER. This must not be below a minimum of 15 credit points and must not exceed 30 credit points, or including the colloquium 30 credit points, cf. § 17 para. 10 GER.

§ 14 Acceptance and Assessment of the Master’s Thesis

(1) General provisions on acceptance and assessment of Master work are included in § 18 GER.

(2) The Master’s thesis is to be submitted on time with ... copies to ... Printed, bound copies must be submitted. Furthermore, the thesis must be submitted as a PDF file on a data carrier.

Comment:
1. The number of copies to be submitted and the place of submission (Central Examination Office or Board of Examiners) as well as the form according to § 18 para. 1 GER should be outlined for the course of study. Additional submission on a data medium is optional.

2. In the event that the work should be submitted to the Board of Examiners, the Board must document the process and forward the thesis immediately to the Central Examination Office.

III. Final Provisions

§ 15 Review of Examination Documents

Review of exam documents is carried out in accordance with § 22 GER.
§ 16
Coming into Effect, Publication and Transitional Provisions

(1) These examination regulations are published in the RWTH Official Announcements and come into effect on the day after publication.

(2) The examination regulations for the Master’s course of study from in the version of the / last modified by the amendment of , are replaced by the present examination regulations.

(3) These examination regulations apply to all students who are enrolled in the Master’s course of study at RWTH.

Complete specifically for the course, if necessary.

(4) Students who are enrolled in the Master’s course of study before the semester may apply to transfer to the present examination regulations. At maximum, the examination regulations from in the version of the amendment of / last modified by the amendment of , will be valid for students until . After the semester students are obliged to transfer to the present examination regulations.

Comment: For the Master’s course a transfer period of at least one year is recommended, to enable completion of the standard period of study. However, shorter periods are permitted by law.

Issued based on the resolutions of the faculty council dated ...

The Rector
of RWTH Aachen University

Aachen, ___________________  Univ.-Prof. Dr.-Ing. E. Schmachtenberg