

Official notices

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C o n t e n t s :

General Rules

for exams

**in the degree courses of the Department of
Electrical Engineering and Computer Science
of the Faculty of Science and Technology
of the**

University of Siegen

Dated 25 February 2013

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Uniform Rules
for exams
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Electrical Engineering and Computer Science
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Due to section 2 (4) and section 64 (1) of the Act on Higher Education Institutions of the State of North Rhine-Westphalia (*Hochschulgesetz* – HG) of 31 October 2006 (Law and Ordinance Gazette NRW p. 474), as last amended by the Law of 18 December 2012 (Law and Ordinance Gazette NRW p. 672), the University of Siegen issued the following regulations:

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Preamble: context and purpose of the Uniform Rules

The purpose of the Uniform Rules is to define common and uniform terms and procedures for the exam regulations of various bachelor's, master's degree courses and (soon to be discontinued) diploma degree courses of the Department of Electrical Engineering and Computer Science of the Faculty of Science and Technology. Each degree course has its own degree course-specific exam regulations which refer to these Uniform Rules and declare that all Uniform Rules are part of the exam regulations. The topics to be covered are divided as follows in these separate documents:

- The degree course-specific exam regulations focus on the question of what exam credits and/or study credits earned by enrolled students are to be used in what way in order to gain a specific degree. They also outline the labour market sector addressed, the education objectives and the course of the degree. They are supplemented by a module manual which provides detailed information about the teaching content and objectives of individual modules and, if necessary, further information on the structure of the department or the faculty and on specific individuals or groups who are responsible for the curriculum.
- The Uniform Rules define many operational details, for example various deadlines, details of the implementation of subject exams, types of exam achievement, etc.

Exam regulations and/or the Uniform Rules only define the organisation of the degree course guidance service in the department indirectly and partially in the places where mentors (degree course advisers) play a role in individual business processes of the exam office. The Uniform Rules allow the terms and procedures to be kept uniform across all the degree courses offered by the department and in the exam conditions. This uniformity makes the department's degree courses easier for interested parties to understand and it facilitates any desired switching between degree courses. Moreover, the department's teaching and examining operations cannot be safeguarded in any other way due to the many different degree courses and degree course variants. In the period from 2011 to around 2015, the integrated diploma degree courses (which are to be discontinued), the bachelor's and master's degree courses accredited in the period 2006 to 2010 and a new generation of bachelor's and master's degree courses will exist in parallel. This diversity is only manageable if procedures and exam arrangements are defined in a uniformly consistent manner across all degree courses.

Section 1 Basic terms

(1) Each degree course which is based on these Uniform Rules has its own **degree course-specific exam regulations**. These exam regulations define, in particular, the study credits to be earned in the scope of the degree course.

(2) A degree course may have **degree course variants**, for example, as a result of various subsidiary subjects or areas of specialisation. A **subsidiary subject** is an area of knowledge which is different from the major subject and which is studied in parallel to the major subject; a subsidiary subject typically needs to be selected at the beginning of the degree course. An **area of specialisation** is a sub-area of the major subject which requires basic knowledge and can typically not be studied before acquiring this basic knowledge. The degree course variants can have their own **enrolment status**; in this case a variant must already be selected at the time of enrolment. Otherwise, a variant is first chosen during the degree through a declaration at the exam office.

(3) All degree courses based on these Uniform Rules are modularised. The study credits can be earned individually and - apart from rare restrictions regarding the order in which they are earned - with no restrictions on when they must be earned. Exams in individual modules or subjects can therefore be taken during the degree. No doctoral viva or a similar exam is envisaged in which the entire content of the course or the content of multiple modules or subjects is examined.

(4) The term **module** is used with two meanings: in the sense of a **course**, in which, for example, individuals may participate only having provided proof of certain prior knowledge, and in the sense of a **study credit**, i.e. a successful subject exam, term paper etc. or any other proof of certain knowledge. Work placements, theses and similar modules have no associated course in the usual sense.

(5) Modules in the sense of degree courses mostly comprise several sessions, with different teaching and learning methods (such as lectures, exercises, placements, etc.). These sessions are referred to as **module elements** in the module descriptions. In terms of examining whether study has been successful, modules are always treated as a whole, i.e. exams or credits always relate to whole modules, not to module elements.

(6) Modules are rated with credit points under ECTS. **Credit points** have two meanings: firstly they indicate the workload anticipated for participation in the module's courses. Under the ECTS, one credit point corresponds to 30 hours of work. Secondly, credit points are used as a factor for weighting the individual grades when calculating a degree course's overall grade. If the exam associated with a module is passed or proof of successful participation has been issued, all this module's credit points are "acquired".

(7) The terms **preliminary diploma exam, diploma exam, bachelor's exam** and **master's exam** should be understood to mean the amount of study credits to be earned during the degree according to the relevant exam regulations. The preliminary diploma exam is also referred to as an **intermediate exam** the diploma exam, the bachelor's exam and the master's exam are summarised under the term **final exam**. Final exams qualify the candidate for a profession, intermediate exams do not. An intermediate or final exam has been passed when all study credits required under the relevant degree course variant have been earned. Most of the study credits correspond to module exams.

Intermediate and final exams span almost the entire duration of the degree, i.e. a period of several years.

(8) In order to have access to courses and to be able to earn study credits, you must be enrolled in a degree course. For enrolment, certain general **entry requirements** need to be met, for example, the general higher education entrance qualification. These requirements are monitored by the registrar's office; the business processes of the registrar's office are not part of these Uniform Rules.

The degree course-specific exam regulations may define further degree course-specific entry requirements such as prior knowledge which are essential for successful study. These requirements shall be reviewed by the competent board of examiners.

Board of examiners and certifications

Section 2 Board of examiners

(1) The faculty council of the Faculty of Science and Technology determines which board of examiners or which subcommittee (hereinafter also referred to as the "board of examiners") of the central board of examiners is responsible for this degree course.

(2) A board of examiners has the following tasks in particular:

- organising the exams, appointing examiners,
- monitoring compliance with the exam regulations,
- making decisions on objections to decisions made in the exam process,
- recognising study credits and exam credits in accordance with section 4.

Each board of examiners has to report to the faculty council annually on the development of the exams and of the length of time students take to complete their degrees. It provides suggestions for reforming the exam and study regulations and the curricula.

(3) Each board of examiners consists of

- five members from the group comprising the professors,
- one member from the group comprising the academic staff,
- and two members from the group comprising the students.

The members and one deputy per group shall be elected separately by groups by their respective representatives in the faculty council. The term of office for the members of the group comprising professors and from the group comprising the academic staff is three years, the term of office for the student members is one year. Re-election is permitted. The members of a board of examiners elect the chairman and his or her deputy from the group comprising the professors.

(4) In standard matters, a board of examiners may assign the undertaking of its duties to the chairman; this does not apply to decisions on objections and the report to the faculty council.

(5) A board of examiners shall constitute a quorum if in addition to the chairman or his or her deputy at least two other members of the group comprising the professors, and two other members with voting rights are present.

(6) A board of examiners shall adopt resolutions by a simple majority. In the event of a tied vote there will be further discussion. If there is a tied vote again after a further vote, the chairman has the casting vote. The student members of a board of examiners shall not participate in the assessment and transfer of study credits and exam credits. If a member of a board of examiners is themselves affected by an exam issue, this member will not participate with regard to this matter.

(7) The members of board of examiners and their deputies are subject to official secrecy. If they are not in public service, the chairman is to swear them to confidentiality.

(8) The members of a board of examiners have the right to be present at the exams which the board of examiners is responsible for.

(9) Boards of examiners hold their meetings in private.

(10) The candidate is to be notified of negative decisions by a board of examiners in writing; these negative decisions are to be substantiated and advice on the right to appeal is to be included with them.

(11) A board of examiners is a public authority within the meaning of the law on administrative procedures.

Section 3 3 Examiners and observers

(1) The competent board of examiners appoints the examiners and observers. It can assign the task of appointing the chairman or his or her deputy. Only someone who has taken a relevant diploma or master's exam or a comparable exam and, unless compelling reasons require otherwise, has done relevant, independent teaching work at the University of Siegen in the area of study which precedes the exam, may be appointed as an examiner. The dean's office decides any exceptions.

Only someone who has taken the applicable diploma or master's exam or a comparable exam may be appointed as an observer.

(2) The examiners are independent in their exam work.

(3) If a subject exam is offered by several examiners, the candidate may choose the examiner.

Section 4 Transfer of study credits and exam credits, admission to higher active semesters (*Fachsemester*)

(1) Study credits earned in the same degree course at other higher education institutions which have the right to award doctorates and are located within the area in which the German Basic Law applies will be recognised ex officio.

(2) Study credits earned in other degree courses or at higher education institutions which do not have the right to award doctorates but are located within the area in which the German Basic Law (Grundgesetz) applies will be recognised ex officio where there is equivalence.

(3) Study credits earned at higher education institutions outside the area in which the German Basic Law applies will be recognised on request, if equivalence is found. The student must enclose the necessary documents for the transfer of the study credits with the request. For determining equivalence of achievements at foreign higher education institutions, the equivalence agreements approved by the Permanent Conference of the Ministers for Education and Cultural Affairs and the German Rectors' Conference and the Act of 16 May 2007 on the Convention of 11 April 1997 on the Recognition of Qualifications concerning Higher Education in the European Region ("Lisbon Convention") shall prevail. If no equivalence agreements exist, the board of examiners shall decide. In addition, in case of doubt as to the equivalence, the Central Office for Foreign Education can be heard. If significant differences are determined and proven under the Lisbon Convention, the non-recognition decision is to be substantiated in writing. A decision on the request must be made within two months. This two month period begins from the date on which the university has all necessary information for the transfer available to it.

(4) Preliminary diploma exams in the same degree course which are earned at higher education institutions with the right to award doctorates within the area in which the German Basic Law applies will be recognised ex officio. Preliminary diploma exams in other degree courses or at higher education institutions which do not have the right to award doctorates but are located within the area in which the German Basic Law applies will be recognised ex officio if equivalence is found. Instead of the preliminary diploma exam, in substantiated exceptional cases other study credits can be recognised if equivalence is demonstrated. Paragraph (3) applies mutatis mutandis.

(5) The recognition of a study credit is excluded if the candidate is part way through a not yet completed exam process for this study credit.

(6) The provisions of paragraphs (1) and (2) shall apply mutatis mutandis to credits acquired in state-recognised distance learning or in distance learning units developed by the state of North Rhine-Westphalia in connection with the other German states and the Federal Government.

(7) On request, other knowledge and qualifications can be counted towards a degree course on the basis of documents presented.

(8) The board of examiners is responsible for transfers of credits in accordance with paragraphs (1) to (7). Appropriate specialists are to be heard before making determinations on equivalence.

(9) University applicants who are entitled to start the degree in a higher active semester based on a placement exam under section 49 (11) of the Higher Education Act (*Hochschulgesetz – HG*) are exempt from certain study credit work for the preliminary diploma exam or the bachelor's exam based on the result of their placement exam. The results of the placement exam recorded on the certificate are binding for the respective board of examiners.

(10) The study credits to be recognised ex officio under paragraphs (1) and (2) also include unsuccessful exam attempts. If study credits and exam credits are recognised, the grades are to be applied and included in the calculation of the overall grade if the grading systems are

comparable. In the case of non-comparable grading systems the comment "passed" is to be included on the certificate for the passed exam with a reference to the transfer of the credit.

Section 5

Degree certificates, others certificates and credits

(1) A certificate attesting a pass in an intermediate or final exam is to be issued within four weeks of the last study credit being earned. All study credits earned are to be recorded in the Transcript of Records, which is part of the certificate as an appendix. The subject grade, the credit points acquired and the names of the respective examiners must be disclosed for each graded study credit. The topic is to be specified for project groups, bachelor and other theses and research seminars. The certificate is to be signed by the chairman of the competent board of examiners and the dean. The date on which the last study credit was earned is to be given as the date of the certificate.

(2) If an intermediate or final exam is failed irrevocably, the chairman of the board of examiners shall notify the candidate of this in writing. Advice on the right to appeal is to be included with this notification.

(3) Each student will be issued with a certificate of study credits earned on request. If the candidate has irrevocably failed the intermediate or final exam, he or she will, on request, be issued with a certificate which contains the study credits earned and their grades plus the missing study credits necessary to pass the exam and which also indicates that the intermediate or final exam was irrevocably failed.

(4) At the same time as this certificate, the candidate will be given the degree certificate which attests that the degree has been acquired and will be dated with the same date as the certificate. This degree certificate attests the award of the degree pursuant to the degree course.

(5) All degree certificates and other certificates will be issued bilingually in German and English.

(6) Each degree certificate is signed and sealed with the university's seal by the dean of the faculty and the chairman of the competent board of examiners or his or her deputy.

(7) On a diploma certificate for a diploma degree course with a standard period of study of at least 9 semesters it is to be certified that the diploma degree is equivalent to a Master of Science (M.Sc.) in the relevant subject.

(8) For bachelor's and master's degree courses, a diploma supplement will additionally be issued. The degree course-specific exam regulations may specify details about this.

Section 6

Inspection of the exam records

(1) After the conclusion of each attempt to earn a study credit (see section 21) the candidate will be allowed to inspect the associated documents on request if he or she does not already have them. Depending on the nature of the study credit, these documents include his or her written

exam papers, the examiners' expert opinion relating to the study credit, minutes of the exam, etc.

(2) For written exams, inspection is regulated by section 23 (3). For all other types of study credit, any request to inspect associated exam records must be made within one month of the announcement of the assessment of the study credit by the competent examiner.

General rules for intermediate and final exams

Section 7 Scope and form of the exams

The degree course-specific exam regulations stipulate the study credits to be earned for the purpose of the intermediate and final exams.

Section 8 Family arrangements, protection regulations, time out for carers

(1) At the request of a candidate, the maternity protection periods stipulated in the in the Act on the Protection of Working Mothers (*Gesetz zum Schutz der erwerbstätigen Mutter – MSchG*) (as amended) are to be taken into account accordingly. The maternity protection periods suspend any time limit in these Uniform Rules and the exam regulations; the duration of the maternity protection is not included in the time limit.

(2) Likewise, the periods of parental leave in accordance with the provisions of the Act on Granting Child-Raising Allowance and Parental Leave (*Gesetz über die Gewährung von Erziehungsgeld und Elternzeit – BErzGG*) (as amended) are to be taken into account on request. The candidate must notify the competent board of examiners of the period or periods for which he or she wants to take parental leave no later than 4 weeks before the date on which he or she wants to begin parental leave.

(3) Upon request, time out for the care of spouses, registered life partners, lineal relatives or first-degree relatives by marriage are also to be taken into account if they require care. The request is to be made immediately after the conditions have arisen.

(4) The evidence needed to verify this is to be supplied with the requests.

Section 9 9 Compensation of disadvantages for disabled and chronically ill students

If a candidate can prove that he or she is not able to take exams in the intended form either in full or in part within the specified time limits because of a chronic illness or disability within the meaning of section 2 (1) of Book IX of the German Social Code (SGB IX), the competent board of examiners will allow extended time for exams and/or extended time limits for the taking exams or allow equivalent exams in a form suitable to the candidate's needs to be taken.

Section 10

Entry requirements to degree courses

(1) Only someone who has one of the following general qualifications may be admitted to a bachelor's degree course:

(a) the general higher education entrance qualification or the relevant subject-specific higher education entrance qualification (in accordance with section 49 (2) of the Act on Higher Education Institutions (*Hochschulgesetz – HG*))

(b) the university of applied sciences (*Fachhochschule*) entrance qualification in conjunction with a certificate of suitability in accordance with section 49 (10) HG. This is regulated in more detail by the "Rules for Identifying a General Education which Fulfills the Requirements of the University and Identifying a Degree Course-Specific Particular Subject Competence of the University of Siegen, 16. August 2006", as amended.

(C) a qualification in vocational education in accordance with section 49 (6) HG in conjunction with the Regulation on the Admission to Higher Education for Individuals Qualified in the Field of Vocational Education (Vocational Education Higher Education Admission Regulation) dated 8 March 2010 and the "Regulations on Admission to Higher Education for Individuals Qualified in the Field of Vocational Education in accordance with section 49 (6) HG of the University of Siegen, 31 May 2010", as amended.

(2) Only someone who has one of the following general qualifications may be admitted to a master's degree course:

(a) in the case of consecutive master's degree courses, the successful completion of the bachelor's degree course, on which the master's degree course is based (in accordance with section 49 (7) HG), or an equivalent first degree qualifying the holder for a profession; in the case of non-consecutive master's degree courses, the respective degree course-specific master's exam regulations specify which bachelor's degrees qualify the holder for admission.

(b) specific degree course-related conditions: the relevant degree course-specific exam regulations may specify the major fields of study and/or subject areas in elective compulsory subjects which need to have been passed as part of the bachelor's degree.

(C) a previous qualified degree: this is considered to be proven if the first higher educational degree qualifying the holder for entry to a profession has been passed with a minimum grade of "satisfactory" (3.0). In special cases, the competent board of examiners will decide on a case-by-case basis.

(3) The competent board of examiners will make the decision on the recognition of degree course-related admissions requirements for a master's degree course, in particular also on the equivalence of degrees acquired at other higher education institutions or in other degree courses and on the suitability for the respective master's programme. Where appropriate it will recognise study credits and exam credits already earned and/or impose conditions regarding additional study credits still to be earned. The equivalence agreements approved by the Permanent Conference of the Ministers for Education and Cultural Affairs and of the German Rectors' Conference are determinative for the equivalence of degrees at foreign higher education institutions. In addition, in case of doubt as to equivalence, the Central Office for Foreign Education can be heard.

(4) Candidates

- who have irrevocably failed at an intermediate or final exam or a similarly recognised exam in the same degree course at a higher education institution which has the right to award doctorates and is located within the area in which the German Basic Law applies or
- who are part way through an exam process in the same degree course at another higher education institution

will not be admitted to a degree course.

Section 11 Admission to intermediate and final exams (section 1 (7)).

(1) Anyone who enrolls in a bachelor's or master's degree course is simultaneously admitted to the bachelor's or master's exam, respectively (see section 1 (7)). This admission is a prerequisite for admission to subject exams or study credits pursuant to section 14.

(2) By enrolling in a diploma degree course it's simultaneously admitted to the preliminary diploma exam (see section 1 (7)), provided that this has not already been completed.

(3) Only individuals who:

- (a) are enrolled in the respective degree course or admitted as a visiting student pursuant to section 52 (2) HG;
- (b) have the preliminary diploma for the diploma degree course;

can be admitted to a D1 or D2 diploma exam (if necessary with the restrictions in accordance with section 19 (2)).

Section 12 Admission procedure

(1) The application for admission to a bachelor's degree course is to be made to the registrar's office (*Studierendensekretariat*). The application for admission to a master's degree course or for the D1 or D2 diploma exam is to be made to the chairman of the competent board of examiners.

(2) The application shall be accompanied by all the documents required for checking the application, in particular with regard to the entry requirements pursuant to section 10.. As part of the application, a declaration is to be made stating which degree courses the candidate was or still is enrolled in at any higher education institution which has the right to award doctorates and is located within the area in which the German Basic Law applies. For each such enrolment, a current excerpt from the exam records showing the study credits and exam credits earned including failed attempts is to be provided.

If it is not possible for the candidate to attach the necessary document in the prescribed manner pursuant to section 10, the competent board of examiners may permit proof to be provided in another manner.

(3) The competent board of examiners or its chairman pursuant to section 2 (1) shall make the decision on admission.

Section 13

Choosing and changing degree course variants

- (1) To the extent degree course variants have their own enrolment status, a variant is to be selected at enrolment.
- (2) In the case of degree course variants which do not have their own enrolment status, a request for the desired variant is to be made to the exam office in writing. This request is only to be refused if the degree course variant includes modules with entry requirements pursuant to section 14 (4) and the applicant does not fulfil these conditions and cannot fulfil these within the desired degree course variant. The application must be submitted no later than one month before registration for a subject exam for a module that cannot be completed uniformly for all degree course variants.
- (3) once selected, a degree course variant can be changed once.
- (4) The selected degree course variant cannot be changed if a subject exam in the previous exam process was irrevocably failed.
- (5) To change degree course variant, a request must be made in writing to the chairman of the competent board of examiners.
- (6) For degree course variants with their own enrolment status, the change of degree course variant is not effective until the start of the following semester. If the change is approved, the student must enrol in the new degree course variant on receipt of a response.
- (7) All study credits (including unsuccessful attempts), which are also relevant for the new degree course variant are recognised ex officio. Resits of passed subject exams are not permitted.

Section 14

Admission to subject exams or study credits

- (1) Admission to a subject exam is to be applied for in writing, together with registration for the first exam attempt. In the case of written exams spread across several dates (section 23 (2)), the application for admission is to be made before the first partial written exam.
- (2) When registering for an oral exam, where appropriate, a declaration is to be made stating that an objection will be made to the admission of an audience pursuant to section 24 (4)
- (3) A candidate can only be admitted to those subject exams that are relevant to the degree course for which the candidate is enrolled.
- (4) The degree course-specific exam regulations may stipulate requirements for individual study credits, especially study credits which are to have been successfully completed in advance. In the case of modules which consist of a lecture with accompanying practical exercises and whose content is to be examined by a subject exam, admission to the subject exam may be made subject to successful participation in the practical exercises; the module descriptions stipulate details of this.

(5) The degree course-specific exam regulations may include elective compulsory subject blocks. One or more module catalogues and a quantity of study are assigned to an elective compulsory subject block. The quantity of modules specified are to be selected from the accompanying catalogues. Each module can be selected only once in the degree. The regulations in section 4 (2) are applied to modules in elective compulsory subjects only at the request of the student.

In the case of modules which are to be examined through a subject exam, it is no longer possible to unselect the module once the first exam attempt has begun.

(6) In master's degree courses no modules can be selected in elective compulsory subjects which have already been successfully completed in the previous bachelor's degree course.

Section 15 Mentor system

(1) For each enrolled student in a degree course of the department, the competent board of examiners shall appoint a mentor who will advise the enrolled student on his/her personal study plan. The mentor will discuss the progress of the degree to date and any problems which have arisen with the enrolled student at least once per year and prepare a plan for the coming academic year.

(2) The mentor will advise the student as regards the modules which can be sensibly combined in the elective compulsory subjects, whereby the student's individual knowledge and interests are to be taken into account. The approval of the mentor is required for the planned selection. The exam office must receive the mentor's approval no later than at the following times:

(a) in the case of modules which are examined through a subject exam: on the application for admission to the exam

(b) in the case of all other modules: prior to the assignment of the thesis at the latest. The selection may be changed with the approval of the mentor. Study credits already earned must remain in the selection here.

(3) Only higher education lecturers and members of the department who have earned habilitation are permitted as mentors.

Section 16 Registration and de-registration process for subject exams

(1) The chairman of the competent board of examiners shall determine the registration procedure arrangements and announce these in good time by means of a notice.

(2) For written exams, the competent board of examiners stipulates the exam dates and registration dates.

The candidate may have their registration rescinded without giving reasons up to one week before the relevant exam date. Withdrawals after this time are only permitted when valid reasons are given with due regard to section 25 (2). The withdrawal must be declared in writing or in person for the written record at the exam office. The board of examiners makes the decision on recognising the reasons.

The admission of the candidates is announced by means of a notice. The candidate will be notified of non-admission in writing and the reasons for this will be stated. Advice on the right to appeal is to be included with the notification.

(3) If a candidate cannot be present at two consecutive scheduled exam dates due to study abroad or a continuous work placement abroad for two consecutive scheduled exam dates, the competent board of examiners can, in consultation with the examiners, permit exams on a different date. This exemption can be applied for a maximum of three written exams.

(4) In the case of all exams, the exam date is to be agreed directly with the examiner and communicated to the exam office.

Section 17

Calculation of the overall grade and passing the intermediate or final exam

(1) An intermediate or final exam is passed when all credit points have been acquired in accordance with section 41.

(2) An intermediate or final exam is irrevocably failed if a subject exam is irrevocably failed (see section 26 (2)) or if, in the case of a final exam, the thesis has also been graded fail (5.0) on the second attempt.

(3) The overall grade in an intermediate or final exam is calculated from the weighted average of the grades of the graded study credits for the intermediate or final exam. The grades are to be weighted on the basis of the credit points.

The resulting mean values are to be converted into grades as follows:

- 1.0 to 1.5 = very good,
- 1.6 to 2.5 = good,
- 2.6 to 3.5 = satisfactory,
- 3.6 to 4.0 = adequate.

(4) When calculating an overall grade from several individual grades, only the first decimal place after the individual grade's decimal point is taken into account; all further figures will be deleted without rounding.

(5) In the case of a final exam, the final assessment "passed with distinction" will be granted, if the overall grade calculated in accordance with paragraphs (3) and (4) is 1.0.

(6) The overall grade is additionally to be stated on the certificate in accordance with the ECTS grade scheme.

Section 18 Add-on modules

(1) Within a final exam the candidate may take a subject exam in further modules beyond those required (add-on modules).

(2) The result of the subject exam in an add-on module will be included in the certificate as an appendix at the request of the candidate, but is not included when determining the overall grade; furthermore it is not relevant to passing the final exam.

(3) Only modules to which the following applies in the respective degree course variants can be selected as an add-on module:

- they are not a mandatory module and
- they cannot be selected in an elective compulsory subject block in which the necessary number of credit points have not yet been acquired.

Rules for diploma exams

Section 19 Restricted admission to the diploma exam

(1) Notwithstanding the provisions in section 10 (3), in the event that no more than one subject exam has not yet been passed for the preliminary diploma exam, restricted admission to the diploma exam is possible.

(2) In the case of restricted admission to the diploma exam, admission to a maximum of two subject exams for the D1 diploma exam is possible until the end of the sixth active semester on the condition that the missing subject exam in the preliminary diploma exam is taken in the same exam period.

Section 20 Admission procedure

(1) The following are to be enclosed with the application for admission to the diploma exam:

- The certificate for the preliminary diploma exam or alternatively a proof of credit transfer in accordance with section 4 (4),
- if applicable a request pursuant to section 19.

Types of study credits and their assessment

Section 21 Types of study credit

(1) The degree course-specific exam regulations specify which study credits are to be earned.

(2) The following types of study credit are allowed:

- subject exam,
- seminar,
- term paper,
- student placement,
- bachelor thesis or supervised practical project,
- work placement,
- project group,
- literature review,
- research placement,
- thesis.

The following paragraphs set out how the respective types of study credit have to be earned.

Section 22 Subject exam

(1) a subject exam relates to a specific module. The amount of material which the subject exam covers is stipulated by the module description and stipulated in detail by the appropriate course. Only what has previously been taught may be examined. In a subject exam, the candidate should demonstrate that he or she has understood the material.

(2) Subject exams take place either in the form of written exams or of oral exams.

Section 23 Written exam

(1) The degree course-specific exam regulations specify the duration of written exams individually for each subject exam.

(2) Written exams can be conducted in a single session (one session) or split (over two or four sessions). A three-hour single session written exam can be split over two sessions of 105 minutes each or four sessions of 60 minutes each. A two-hour single session written exam can be split over two sessions of 75 minutes each. With a split written exam, the corresponding amount of tasks in a single session exam is to be split equally over the sessions; this likewise applies to the assessment points which are awarded for solving the individual tasks. The grade for the split written exam is only calculated on the basis of the sum of the assessment points which are achieved at the individual sessions. Participation in all the sessions of a split written exam or a minimum number of points gained per session are not permitted to be additionally required to pass the written exam.

(3) The grade for the written exam must be announced to the candidate no later than six weeks after the exam, in the case of split written exams six weeks after the last exam session. The candidate may inspect the assessed written exam within four weeks of the announcement of the grade. The inspection dates will be decided by the examiner.

Section 24 Oral exam

(1) Oral exams will be taken before an examiner in the presence of an expert observer. Before deciding the grade, the examiner must hear the observer.

(2) The oral exam takes a minimum of 20 and a maximum of 40 minutes per candidate.

(3) The observer is to record the main topics and results of the exam in the form of minutes; standardised forms may be used for this. The candidate is to be informed of the exam results after the oral exam.

(4) Students who want to take the same exam at a later date will be admitted to observe the exam if there is sufficient room, provided the candidate does not object. Their admission will not extend to the consultation phase or the disclosure of the exam result.

Section 25 Absence and withdrawal

(1) A subject exam which is conducted as a single session written exam or oral exam will be graded "fail" (5.0) if the candidate does not appear at an exam session for which he or she is registered without valid reasons or if he or she withdraws from the exam after it has started without valid reasons. In the event of a no-show at a session in a split written exam or in the event of withdrawal during a session, zero assessment points will be awarded for this session (see section 23 (2)). If there are valid reasons for the no-show or the withdrawal, the candidate can explain the withdrawal from the exam attempt and this rescinds the exam attempt. In the case of a split written exam for a multi-semester course, a candidate is able to declare their withdrawal from the exam prior to the last session. The exam attempt will then be graded "fail" (5.0). All declarations of withdrawal must be in writing and are not revocable.

(2) The reasons asserted for the withdrawal or absence must be reported to the competent board of examiners in writing within 5 working days and must be substantiated. If the candidate is ill, he or she is to produce a medical certificate. If the competent board of examiners accepts the reasons, the registration to this subject exam will be rescinded. In the case of a split written exam, the entire exam attempt will be rescinded.

(3) The candidate is to be notified immediately in writing of negative decisions by the competent board of examiners and these decisions are to be substantiated. Before the decision, the candidate is to be given the opportunity for a hearing in accordance with the law.

Section 26

Resitting subject exams

- (1) A subject exam attempt which is not passed can be repeated once in the same form. Notwithstanding sentence 1, in the case of subject exams in dual degree courses, the second exam attempt will be carried out as an oral exam if the student requests this. A third exam attempt is permissible in the form of an oral exam.
- (2) A subject exam is irrevocably failed if the candidate has not passed three exam attempts. Section 37 (4) is to be borne in mind in the third exam attempt.
- (3) When counting exam attempts, unsuccessful attempts in other degree courses are to be counted ex officio, analogously to study credits under section 4 (1) and (4) (2).
- (4) Passed subject exams cannot be resat (with the exception of free attempts).
- (5) Resits should be taken at the next scheduled exam date.

Section 27

Free attempt

- (1) A maximum of 3 subject exam attempts which have been taken within the standard period of study can, on request, be considered free attempts and resat in a bachelor's or master's degree course or in the post-foundation stage of the degree (*Hauptstudium*) in an integrated degree course. This resit is not a resit within the meaning of section 26 (1).
- (2) A written exam is to be repeated at the next scheduled exam date, an oral subject exam is to be repeated within six months, otherwise the right to the free attempt expires.
- (3) If a better grade is achieved in the resit than in the previous attempt, the previous attempt is treated as not having been made and the resit replaces it as an exam attempt.
- (4) A subject exam attempt which is declared not to have been passed because of improper conduct, in particular an attempt to cheat, cannot be considered a free attempt.
- (5) A second free attempt in the same subject exam is not permitted.
- (6) For the calculation of the date mentioned in the first sentence of paragraph (1), active semesters during which the candidate was demonstrably hindered in their studies due to a lengthy serious illness or for another compelling reason shall not be taken into account and shall not be considered an interruption. In the case of illness, the candidate is required to immediately seek medical examination and enclose with the request for an extension of the deadline a medical report which contains the medical findings from which the inability to study results. This is without prejudice to section 8.
- (7) Study abroad for a period of up to three semesters will also be disregarded if the candidate was enrolled in a foreign higher education institution for the degree subject in which he or she would like to make use of the free attempt regulations and attends a reasonable quantity of courses in it, usually at least eight hours per week during each semester, and has acquired at

least one credit or one subject exam per semester, the acceptance of which has been confirmed in advance by the exam office.

(8) In addition, a reasonable quantity of active semesters, but no more than three semesters, will be disregarded if the candidate was active during this time as an elected member in committees provided for by law or statutory bodies of the university.

Section 28 Seminar

(1) As a rule, the following interrelated activities are to be undertaken in a seminar:

- giving a presentation on a prescribed topic;
- preparing a written report on the content of the presentation;
- participating in the seminar's other presentations and participating in discussions about the presentation topics.

The level of work involved in the individual activities is oriented on the number of credit points which are awarded for the seminar.

(2) The report is usually to be handed in to the organiser prior to the presentation.

(3) If performance is satisfactory or better, the organiser of the seminar will issue a credit. The degree course-specific exam regulations stipulate whether the credit will be graded.

Section 29 Term paper

(1) A term paper is a written report on a topic or issue. The knowledge required to solve the issue will have been imparted in one or more previous modules. Term papers can be issued by all the organisers of the preceding modules.

(2) The topic must be constituted so that it can be dealt with within 4 weeks.

(3) If performance is satisfactory or better, the organiser will issue a graded credit.

Section 30 Student placements

(1) Student placements are placements which enlarge on practical skills acquired and/or on previously acquired theoretical knowledge through the use of concrete examples.

(2) Successful participation in a student placement will be verified by a credit. The degree course-specific exam regulations stipulate whether the credit will be graded.

Section 31

Bachelor thesis or supervised practical project

- (1) Bachelor theses or supervised practical projects are usually projects which enlarge on practical skills acquired and/or on previously acquired theoretical knowledge through the use of concrete examples. A report about the progression or results of the bachelor thesis should be prepared and a presentation held about this in the supervising subject group.
- (2) The successful completion of the bachelor thesis will be verified by a credit. The degree course-specific exam regulations stipulate whether the credit will be graded and in addition the amount in credit points.

Section 32

Work placement

- (1) Work placements serve the purpose of practical professional training. The degree course-specific exam regulations define the scope and if necessary topic area of the work placement.
- (2) Detailed rules for implementation are set out in the work placement regulations for the respective degree course.
- (3) Work placements to be undertaken before the start of a student's degree with a duration of up to 14 weeks can be set as a condition of enrolment.

Section 33

Project group

- (1) A project group serves to teach typical working methods for when handling substantial problems. It prepares for an important way of working in later professional practice based on the division of labour. At the same time, subject knowledge is enlarged in a project group.
- (2) A project group consists of one or more organisers and at least 4 project group participants. One of the organisers must be entitled to act as an examiner within the meaning of section 3 and must be a member of the Department of Electrical Engineering and Computer Science.
- (3) The participants in a project group work in a team on a complex task that is relevant to their degree course. The problem will be given to the participants in a project group description before the start of the project group or will be described in concrete terms by the organiser. The project group description must most notably specify the minimum goal to be achieved for a successful conclusion of the project group. With a view to motivating the participants, the problem should be as relevant to reality as possible. Interdisciplinary topics are allowed. External product or deadline pressure is to be excluded.
- (4) The size of the project group's task is defined by the degree course-specific exam regulations. A project group which awards 16 or more credit points will usually be run over a period of two consecutive semesters.
- (5) The project group participants will document the result of their work for the Department of Electrical Engineering and Computer Science in the form of a detailed written final report and a presentation as part of a public colloquium event. The final report describes the problem, what

the project group did and the results obtained. In the final report and project group presentation, project group participants particularly document whether and in what form the minimum goal specified in the project group description was achieved.

(6) The organiser shall decide whether to accept the project group results on the basis of the final report and the presentation. If this shows the minimum goal has been credibly achieved, the project group has been successfully completed.

(7) Upon successful completion of the project group each project group participant will usually receive a graded credit. The organiser can also award a credit for successful participation in the project group to individual project group participants when the project group did not reach a successful conclusion overall. He or she should issue the credit in particular for participants who are not at fault for the non-achievement of completion of the project group. The organiser can also withhold the credit for successful participation from individual project group participants even when a successful conclusion has been reached overall. He or she should particularly withhold the credit for project group participants who have actively or passively hindered the progress of the project group's work. The non-award of the credit is to be substantiated in writing.

(8) Further details regarding the announcement of project groups, the award of project group places and other organisational issues may be regulated in project group regulations issued by the Department of Electrical Engineering and Computer Science.

Section 34 Research seminar

(1) The task of a research seminar is to read several current original publications and to prepare a comparative and evaluative summary. The learning goals of the research seminar are both technical, i.e. learning about the current state of scientific knowledge in a circumscribed area, and methodical, i.e. to learn to use publications written for researchers. The original publications to be used must come from publication institutions which are recognised and referenced in the relevant field, should not be more than 2 years old and must have a coherent focus in their content. Ideally, the original publications typically deal with competing approaches to a specific current research question. Publications which have already been assimilated in relevant textbooks or monographs are excluded.

(2) The size of the original publications specified is based on the number of credit points awarded for the research seminar; as a rule the size should be between 5 and 10 pages of original text per credit point.

(3) As a rule, the following interrelated activities are to be undertaken in a research seminar:

- a public presentation of approximately 60 - 90 minutes on the underlying original publications;
- preparation of a written summary which is approximately one quarter of the size of the original publications and contrasts the key content of the original publications with each other in a comparative and, if applicable, evaluative manner.

(4) Each research seminar must be individually approved by the competent board of examiners. For this purpose the supervisor must submit a description which contains the list of the original publications and, if applicable, further information about which aspects the comparative summary should particularly deal with. The board of examiners shall review, whether the task and planned implementation are suitable for achieving the objectives referred to in paragraph (1).

(5) If performance is satisfactory or better, the organiser will issue a graded credit.

Section 35 Research placement

(1) Research placements are only allowed in master's degree courses. They serve to give very highly qualified students an opportunity to work on demanding research questions in the context of a project while still studying at university and in connection with this, to learn about the working methods of scientific research and to practice these intensively. The acquisition of the special prior knowledge necessary for the practical work is not part of the research placement, but of a preceding research seminar. A student is therefore only admitted to a research placement when he or she has previously successfully completed a related research seminar (prerequisite according to section 14 (4)).

(2) The task of each research placement will be defined on an individual basis and must consist of a contribution to an ongoing, externally evaluated research project, whose scientific level corresponds to a DFG project.

(3) If performance is satisfactory or better, the organiser will issue a graded credit.

Section 36 Theses

(1) Theses within the meaning of this paragraph are diploma theses, bachelor theses and master theses. The thesis is intended to show that the candidate is able to independently work on a problem from his or her degree subject in accordance with scientific methods within a prescribed time limit.

(2) The thesis can be set by any professor in the Department of Electrical Engineering and Computer Science or any academic staff member in the Department of Electrical Engineering and Computer Science who has earned habilitation. Further persons may be permitted by the degree course-specific exam regulations. The candidate is to be given the opportunity to make suggestions for the topic of the thesis.

(3) The thesis can also be allowed in the form of group work by two students, if each individual student's contribution to be evaluated as the student performance can be clearly differentiated and assessed because sections, page numbers or other objective criteria which allow clear delineation are indicated and if the contribution meets the requirements of paragraph (1).

(4) A D1 diploma thesis cannot be awarded until the candidate has earned at least 45 credit points in the diploma exam. A D2 diploma thesis cannot be awarded until the candidate has earned at least 90 credit points in the diploma exam. (4) The bachelor thesis cannot be awarded

until the candidate has earned at least 120 credit points in the bachelor's exam. The master thesis cannot be awarded until the candidate has earned at least 60 credit points in the master's exam. The degree course-specific exam regulations may also define individual study credits which are a prerequisite to the award of the thesis.

(5) The deadline for the thesis is set by the degree course-specific regulations. Early completion is allowed. The topic and the task must be such that the thesis can be completed within the envisaged time limit and with the amount of work specified by the credit points. In exceptional circumstances the competent board of examiners may grant an extension of up to 8 weeks on a case-by-case basis in response to a request made with reasons. On request, the deadline can be extended by periods during which the candidate was demonstrably hindered in their studies due to a lengthy serious illness or for another compelling reason. In the case of illness, the candidate is required to immediately seek medical examination and enclose with the request for an extension of the deadline a medical report which contains the medical findings from which the inability to study results. This is without prejudice to section 8.

(6) The topic of the thesis can only be replaced once and only within the first month.

(7) The documentation of the thesis should preferably be written in German, but can also be written in English with the supervisor's consent. In the case of the English language, the English title is to be supplemented by its German translation, additionally a German introduction and German summary are to be provided at the front.

(8) The thesis is to be submitted in duplicate and on time to the competent board of examiners; the date and time of the assignment and submission of the thesis must be officially recorded. If the thesis is not submitted on time, it will be graded "fail" (5.0).

(9) The thesis is to be examined and assessed by two examiners in accordance with section 37 (4). One of the examiners should be the person who set the thesis, the second examiner will be decided by the chairman of the competent board of examiners. Each individual assessment is to be substantiated in writing.

(10) The assessment of the thesis is to be communicated to the student within eight weeks.

(11) The thesis can be repeated once if the student does not have sufficient credits. However the topic of the thesis can only be replaced under section 36 (6) if the candidate did not make use of this possibility when preparing his or her first thesis. A second repetition of the thesis is not permitted.

Section 37 Calculation of grades

(1) The grades for graded study credits are set by the examiners who examine them.

(2) The following grades are to be used for the assessment:

1 = very good: an excellent performance;

2 = good: a performance significantly higher than average requirements;

3 = satisfactory: a performance which meets average requirements;

4 = adequate: a performance which, in spite of its shortcomings, still meets all the requirements;

5 = fail: a performance, which is no longer sufficient because of considerable shortcomings. In the 1.0 to 4.0 range, intermediate grades can be created by decreasing or increasing the individual grades by 0.3 for the purpose of differentiated assessment. The grades 0.7 and 4.3 are not permitted.

(3) If the grade of a graded study credit is not worse than 4.0, the study credit has been passed and the credit points associated with the study credit are acquired.

(4) Theses and exam performances in results for which no possibility to compensate for irrevocably failing is envisaged or where an intermediate or final exam has been irrevocably failed (see section 17 (2)), are to be assessed by at least two examiners. In the case of different individual grades, the grade for the study credit will be calculated from the arithmetic mean of the two individual grades, provided that the difference is not more than 2.0. If there is a major difference, the competent board of examiners or a third examiner will decide. In this case, the grade will be calculated from the arithmetic mean of the two better individual scores. The study credit can, however, only be assessed as satisfactory or better if at least two grades are satisfactory or better. Section 17 (3) is to be applied when calculating arithmetic means.

Section 38 Cheating and violation of regulations

(1) If the candidate attempts to influence his or her study credit by, for example, using unauthorised aids, this attempt to earn the study credit will be graded "fail" (5.0). This will be determined by the relevant examiner, or in the case of written exams by the invigilator, and officially recorded.

(2) A candidate who disrupts the proper conduct of a subject exam may be excluded from continuing the exam by the examiner or invigilator in question, usually after a warning; in this case, this attempt to earn the study credit will be graded "fail" (5.0). The reasons for the exclusion are to be officially recorded.

(3) Within a period of four weeks after the exam date, the candidate may request in writing that the decisions referred to in paragraphs (1) and (2) be reviewed by the competent board of examiners. Before the competent board of examiners' decision, the candidate is to be given the opportunity for a hearing in accordance with the law. The candidate is to be notified immediately in writing of negative decisions by the competent board of examiners. These decisions are to be substantiated in the notification and advice on the right to appeal is to be included.

Section 39 Measures against plagiarism

(1) When submitting the report for a seminar (section 28), a term paper (section 29), a research seminar (section 34) or a thesis (paragraph 36), the candidate must certify in writing that he or she authored his or her work independently – in the case of group work, that he or she authored his or her correspondingly labelled share of the work independently – and used no sources or aids other than those specified and has identified any quotations.

(2) The text of the work is additionally to be submitted to the respective examiner in electronically searchable form. The examiner will stipulate file formats and other details. The

examiner is to store the electronic documents on suitable university computers for at least 5 years.

Section 40 Invalidity of exams and retraction of the degree

(1) If the candidate cheated for a study credit, the competent board of examiners may retroactively correct the grade of this study credit accordingly and declare the relevant preliminary diploma exam or final exam to have been failed or adjust the exam's overall grade accordingly. Section 25 (3) shall apply mutatis mutandis.

(2) If, with no intent to deceive, the candidate does not comply with the conditions for admission to a study credit and if this fact only becomes known after the certificate or credit has been issued, this shortcoming will be remedied by passing the exam. If the candidate has intentionally wrongly obtained admission, the competent board of examiners shall decide on the legal consequences, taking the Act on Administrative Procedure (*Verwaltungsverfahrensgesetz*) into account.

(3) Before a decision is made, the person concerned is to be given an opportunity to be heard.

(4) Incorrect exam certificates, other certificates and credits are to be recovered and, where appropriate, reissued. A decision under paragraph (1) and paragraph (2) second sentence is excluded after a period of five years after the issue of the certificate.

(5) If an affected final exam is declared to have been failed overall, the degree awarded is to be retracted and the corresponding degree certificate recovered.

Section 41 Credit points

(1) The degree course-specific exam regulations assign credit points to each study credit.

(2) In the case of subject exams, the credit points are acquired by passing the subject exam, in the case of other types of study credit (with the exception of the thesis), they are acquired by receiving the credit. The mode of issuing the credits will be announced by the organiser responsible before the start of the course or placement.

(3) The competent board of examiners can recognise points acquired under the ECTS for corresponding subjects.

Section 42 Entry into force and publication

(1) These exam regulations shall enter into force with effect from 1 October 2012. They are published in the official gazette "Official notices of the University of Siegen" (*Amtliche Mitteilungen der Universität Siegen*).

(2) The Uniform Rules for exams in the degree courses of the electrical engineering and computer science subject area dated 4 July 2006 (ON 7/2006) as amended on 14 January 2011 (ON 5/2011) cease to apply on 1 April 2017.

Issued due to the resolution of the faculty council of the Faculty of Science and Technology dated 5 December 2012.

Siegen, 25. February 2013

The Rector
signed
University professor Dr Holger Burckhart