

Please note that this English version of RSPO regulations (short) is nothing more than an aid to orientation. Solely the German version is legally binding.

## **Examination registration, withdrawal, repetition, non-appearance**

### ***Notes for authorized examiners and students***

As of 1 October 2015 the RSPO regulations regarding limits to repetition of examinations came into force. This condensed handout provides important notes regarding the following topics:

- Registration as of the examination date
- Binding examination dates
- Failed examinations
- Students that do not appear
- Restriction of repeat attempts

#### **1 Registration as of the examination date**

Due to the registration for the module and the course, students are also registered for the examination. The examination dates are set out by the examining board and then publicized in an appropriate manner so that the relevant students are fully aware of these in good time. The announcement of the examination date also contains notification of whether the date is binding; if the examination date is binding then the date is also stated by which withdrawal without stating a reason is possible. An oral announcement should only be in addition to an announcement in written format.

Students should gain information at the known locations (such as notices or faculty websites) regarding announcements of examination dates.

#### **2 Binding examination dates**

The examining board can state that examination dates are binding. In order to withdraw without stating reasons, then the examining board sets a deadline that finishes 14 days before the examination date at the earliest, and the latest is directly before the start of the examination.

In the case of non-appearance to a binding examination date without prior notice of withdrawal, the grade "insufficient" (5.0) or "failed" is granted as a result. To avoid this, withdrawal should be carried out in good time within the withdrawal period. If withdrawal is done in good time then the examination is considered to have not been taken and is not graded.

Withdrawal is still possible after the withdrawal period has elapsed, provided there is a sound reason for doing so. In particular, the following reasons are considered valid:

- Illness with inability to take part in the examination: In case of the student being ill, or a close relative that can only be cared for by the student being ill, a medical certificate should be obtained. Use of a "certificate of incapacity" as is the case for employees is not sufficient.
- Unacceptable external conditions (e.g. noise, cold);
- Death of a close relative.

The withdrawal must take place immediately and be clearly explained. The reason for doing so must be stated, and corresponding evidence be provided. The examining board makes the final decision regarding withdrawal. If withdrawal is, for example, stated to an examiner then this examiner must inform the examining board (via the examinations office if necessary) and pass on all documentation to them. The examiner is not permitted to decide regarding withdrawal.

Examination dates are considered to be non-binding for suspended and matriculated students.

### **3 Failed examinations**

#### **3.1 General**

After a failed examination, the student will be assigned to the next possible examination date by the examining board. This means that the cycle of “notification of examination date” and “examination” starts once again.

#### **3.2 After “failure” in the penultimate attempt**

After a failed penultimate penultimate attempt, the student must be made aware of the advisory services (course advisory service and general student advice from the center for Academic Advising and Psychological Counseling) that are available.

#### **3.3 “Failure” in the last attempt and a failed general examination**

If the last attempt at the examination is also failed for completion of the module, and is graded as “not passed”, then the result of the entire course is regarded as failed and the course cannot be continued. This should be made clear to the student not just via an entry in Campus management, but also via an administrative act or a decision from the examining board regarding the failed overall examination. Delivery of the notification is the start of the period within which the student can request to inspect the examination files.

Until the decision on the failed overall exam becomes legally valid, the student should continue to take examinations and courses in other modules. If the decision has not been made regarding the failed overall exam, then these services are considered to have not been performed. However, if the decision is successfully contested then the reservation is baseless and the services provided with reservation are considered to be completed.

### **4 Students that do not appear**

In the case of non-binding examination dates non-appearance is tantamount to effective withdrawal as it is not sanctioned.

On the other hand, in the case of binding examination dates non-appearance is graded as “failed” - this depends on whether the grade is “insufficient” (5.0) (grading or differentiated grading) or “failed” (not evaluated separately). However, as it is not always absolutely clear at the time of the examination whether the withdrawal is justified, the examiners merely inform the examinations office that a candidate has not appeared.

### **5 Restriction of repeat attempts**

Failed examinations (with the exception of theses) may be repeated three times unless the relevant examination regulations stipulate that it can only be repeated twice. (Note: “Attempts” are counted instead of “repeat attempts” within Campus Management, so the value is always “1” higher).

If modules are “imported” from another set of examination regulations (i.e. the examination regulations refer to specific modules from other regulations) then these are imported along with the conditions for repeating exams.

Examinations taking place before 1 October 2015 are not counted as a repeated attempt (as per § 20 para. 3 RSPO) The decisive aspect here is the date on which the examination took place.

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