

**General provisions of the examination regulations for
the master's degree programmes in
Sustainable Mechanical Engineering,
Industrial Engineering,
Chemical Engineering and
Additive Manufacturing
at Paderborn University**

The following regulations issued by Paderborn University are based on Section § 2 (4) and Section § 64 (1) of the North Rhine Westphalia Higher Education Act (*Gesetz über die Hochschulen des Landes Nordrhein-Westfalen (Hochschulgesetz - HG)*) of 16 September 2014 (GV.NRW. p. 547), last amended by Article 2 of the Act of 19 December 2024 (GV. NRW. p. 1222).

Table of contents

I	General	3
	§ 1 Scope of Application	3
	§ 2 Objectives of the study and purpose of the examination; language regulations	3
	§ 3 Academic degree	3
	§ 4 Start of degree programme	3
	§ 5 Admission requirements	3
	§ 6 Standard period of study, scope of study, structure of the programme and assessment elements	5
	§ 7 Modules	5
	§ 8 Recognition of credits	6
II	Examination organisation	7
	§ 9 Examination board	7
	§ 10 Examiners and observers	8
III	Studies and examinations	8
	§ 11 Master's examination; completion of a module	8
	§ 12 Participation requirements and admission procedure	9
	§ 13 Application for admission and registration for examinations	9
	§ 14 Graded examinations (<i>Prüfungsleistungen</i>) in the modules	10
	§ 15 Types of assessments and examinations in the modules	10
	§ 16 Evaluation of performance in the modules and grading scheme	12
	§ 17 Industrial Internship	13
	§ 18 Research paper (<i>Studienarbeit</i>)	13
	§ 19 Master's thesis	15
	§ 20 Submission and assessment of the master's thesis	16
	§ 21 Oral defence of the master's thesis	17
	§ 22 Additional credits (<i>Zusatzleistungen</i>)	17
	§ 23 Assessment of the master's examination and the grading scheme	17
	§ 24 Repetition of graded examinations (<i>Prüfungsleistungen</i>)	18
	§ 25 Failure to attend, withdrawal, cheating, breach of regulations, protective regulations and students with family responsibilities	19
	§ 26 Successful completion of studies; definitive unsuccessful completion	20
	§ 27 Certificate, Transcript of Records, Diploma Supplement	21
	§ 28 Master's certificate	21
	§ 29 Review of examination records	21
IV	Final Provisions	22
	§ 30 Invalidity of the master's examination	22
	§ 31 Revocation of the master's degree	22
	§ 32 Transitional provisions, entry into force, expiry, and publication	23

I General

§ 1

Scope of Application

These General Provisions apply in conjunction with the special provisions for the respective degree programme (Special Provisions or *Besondere Bestimmungen*). The Special Provisions contain deviations from, additions to and further details of the regulations laid out in the General Provisions. The general and special provisions together form the examination regulations for the respective degree programme (Examination Regulations or *Prüfungsordnung*).

§ 2

Objectives of the study and purpose of the examination; language regulations

- (1) The master's examination constitutes a second level professional degree. In addition to the general academic objectives outlined in § 58 HG (*Hochschulgesetz*), the examination assesses the candidate's ability to conduct scientific research, understand and apply fundamental principles and key research findings in the chosen field of study, as well as practical professional competencies. The master's degree demonstrates the ability to engage in independent academic work and, in accordance with the relevant doctoral regulations, provides the opportunity to pursue a doctorate in engineering sciences and related fields. The specific profile of each degree programme, along with the competencies to be acquired, are defined in the Special Provisions.
- (2) During the programme, students must complete modules in which the acquisition of key qualifications is an integral part.
- (3) The master's programme and examination are conducted primarily in German. Modules taught in English are specified in the module descriptions. Any deviations are regulated in the Special Provisions.

§ 3

Academic degree

Once the master's degree programme has been successfully completed, the faculty or faculties responsible for the programme will award the academic degree 'Master of Science'.

§ 4

Start of degree programme

The degree programme can be started either in the winter semester or in the summer semester.

§ 5

Admission requirements

- (1) Admission to the master's programmes in Sustainable Mechanical Engineering, Industrial Engineering, Chemical Engineering, or Additive Manufacturing is only granted to applicants who cumulatively meet the following requirements:

1. They must hold a higher education entrance qualification (either a general or a subject-specific qualification) or, in accordance with legal regulations, a university of applied sciences (*Fachhochschule*) entrance qualification, an equivalent recognised qualification issued by a competent state authority, or meet the requirements set out in the Ordinance on University Admission for International Students (*Bildungsausländerhochschulzugangsverordnung*).
 2. They must hold a prior degree that meets the following criteria:
 - a) It must be the first professionally qualifying university degree with a standard period of study of at least 6 semesters from Paderborn University or a state or state-recognised university or a state or state-recognised vocational academy (*Berufsakademie*). Degrees from foreign state or state-recognised universities grant access, provided there are no significant differences in the acquired competencies compared to a degree from Paderborn University in accordance with § 5 (1) 1. For foreign degrees, equivalence agreements approved by the Standing Conference of the Ministers of Education and Cultural Affairs (*Kultusministerkonferenz*) and the German Rectors' Conference (*Hochschulrektorenkonferenz*), as well as relevant legal provisions, must be considered. If agreements between the Federal Republic of Germany and other countries on the equivalence of higher education qualifications (*Äquivalenzabkommen*) grant foreign students preferential access, deviating from what is laid out in § 5 (1) 2, then the provisions of these equivalence agreements take precedence. In addition, in cases of doubt regarding the existence or absence of substantial differences, the Central Office for Foreign Education (*Zentralstelle für ausländisches Bildungswesen*) should be consulted. The Examination Board (*Prüfungsausschuss*) determines compliance with the requirements set out in § 5 (1) 2.
 - b) The degree programme must include course content in specified areas and minimum required proportions. Further details are regulated in the Special Provisions for the respective degree programme. The examination board determines whether the requirements are met. If credit points are missing, enrolment can be granted with the condition that the credit points be made up by taking appropriate courses and by passing the associated examinations by the time of registration for the master's thesis. The decision on this, as well as on the type and scope of the studies and examinations, is made by the examination board on the basis of the previous degree. The missing studies to be made up may not exceed 30 credit points. The studies and examinations should be taken in the first semester of the master's programme..
 3. They must possess the necessary proficiency in the German language for their programme. Unless otherwise stipulated in the Special Regulations, proof of linguistic proficiency is required for full admission and enrolment in all programmes. Further details are governed by the latest version of the regulations for the German Language Examination for University Admission (*Ordnung für die Deutsche Sprachprüfung für den Hochschulzugang*) at Paderborn University.
 4. They can provide evidence of six weeks of practical work experience.¹ Further details on practical work experience can be found in the internship regulations for the bachelor's degree programmes in Sustainable Mechanical Engineering, Industrial Engineering and Chemical Engineering.
- (2) The Special Provisions may detail further admission requirements.

¹ For graduates of the bachelor's degree programmes in Sustainable Mechanical Engineering, Chemical Engineering and Industrial Engineering at the University of Paderborn, this would already have been examined in the context of the bachelor's degree programme.

- (3) The conditions under which enrolment may be refused are set out in the currently valid enrolment regulations (*Einschreibungsordnung*) of Paderborn University. In the event that the applicant has definitively failed an examination required under the examination regulations in the previous degree programme at a university within the jurisdiction of the German Basic Law and the previous degree programme is substantially similar in content to the master's degree programme for which enrolment is sought, enrolment will be refused if the failed examination is substantially similar in content to an examination in the sought-after master's and the examination is mandatory for the desired master's programme. The examination board makes the decision on whether the content of the examination is sufficiently similar.

§ 6

Standard period of study, scope of study, structure of the programme and assessment elements

- (1) The standard period of study, including the master's examination, is four semesters. This corresponds to a total workload of 3,600 hours.
- (2) The master's programme is comprised of modules, which are worth a total of 120 credit points (*Leistungspunkten/LP*). One credit point, also referred to below as LP, corresponds to one ECTS point in accordance with the European Credit Transfer System. One LP corresponds to an average workload of 30 hours. One semester usually comprises 30 LP and thus a workload of 900 hours.
- (3) For graded examinations (*Prüfungsleistungen*) and academic achievements (*Studienleistungen*), proof must be provided that the learning and competency objectives of the module or part of the module have been achieved. Qualified participation (*qualifizierte Teilnahme*) is considered successfully passed if the student's work shows that they have engaged with the subject matter of the assignment in a more than superficial way.
- (4) The modules to be completed, the course and examination requirements (for *Studienleistungen* and *Prüfungsleistungen*) and qualified participation (*qualifizierte Teilnahme*) can be found in the Special Provisions of the respective degree programme.

§ 7

Modules

- (1) The course of study is organised in modules. A module is a collection of subject areas that are thematically and chronologically rounded, self-contained units that are awarded credit points (LP). Modules can consist of one or more lectures and usually comprise at least 5 LP. They are designed so that they can be completed within one to two semesters. The research paper (*Studienarbeit*) is integrated into a module (*Modul Studienarbeit*) as a graded examination (*Prüfungsleistung*). The master's thesis is also integrated into a module (*Abschlussmodul*) as a graded examination. Any special rules that apply to the seminar paper and the master's thesis are stated in the relevant sections of the examination regulations.
- (2) The modules consist of compulsory and/or elective courses. The elective courses can be chosen from a course catalogue. Students are required to register separately for each module and, if applicable, for the specialisation via the Campus Management System of the Paderborn University. There may be prerequisites for participating in modules. Further details on the participation requirements are set out in the Special Provisions for the respective degree programme..

§ 8 Recognition of credits

- (1) Credits that have been attained in other degree programmes or in degree programmes at other state or state-recognised universities, at state or state-recognised vocational academies or in degree programmes at foreign state or state-recognised universities will be recognised upon application, provided that there is no significant difference in the skills acquired compared to the credits that are being substituted; an examination of equivalence will not be carried out. This is not a schematic comparison, but rather an overall consideration with regard to the purpose of recognition, which is to continue studies and take exams. For the recognition of credits earned in state-recognised distance learning programmes or in distance learning units developed by the state of North Rhine-Westphalia in cooperation with other federal states and the federal government, § 8 (1) and § 8 (2) apply accordingly.
- (2) For the recognition of credits from foreign universities, equivalence agreements approved by the Standing Conference of the Ministers of Education and Cultural Affairs (*Kultusministerkonferenz*) and the German Rectors' Conference (*Hochschulrektorenkonferenz*), as well as relevant legal provisions, must be considered. If agreements between the Federal Republic of Germany and other countries on the equivalence of higher education qualifications (*Äquivalenzabkommen*) grant foreign students preferential access, deviating from what is laid out in § 8 (1), then the provisions of these equivalence agreements take precedence. In addition, in cases of doubt regarding the existence or absence of substantial differences, the Central Office for Foreign Education (*Zentralstelle für ausländisches Bildungswesen*) should be consulted.
- (3) Based on the recognition of credits according to § 8 (1), the examination board must assign the student to a specific semester upon request.
- (4) Applicants who are entitled to commence their studies on the basis of a placement test in accordance with Section 49 (12) HG (*Hochschulgesetz*) are recognised for the knowledge and skills demonstrated in the placement test. The findings of the placement test certificate are binding for the Examination Board.
- (5) Upon request, knowledge and qualifications acquired in other ways than through a study programme can be recognised by the examination board on the basis of submitted documents, up to a maximum of half of the credits (*Prüfungsleistungen*) to be earned. This is subject to the condition that the knowledge and competencies are equivalent in content and level to the achievements they are to replace.
- (6) The right to substitute credits through recognition expires upon the first registration for the exam in the respective master's programme, once deregistering from the exam is no longer possible. The right to replace the master's thesis through recognition expires upon the application for admission to the master's thesis in the respective master's programme.
- (7) The examination board is responsible for recognitions in accordance with § 8 (1) and § 8 (5). The relevant subject representatives (*Fachvertreterinnen und Fachvertreter*) must be consulted before a decision is made on the existence or non-existence of significant differences or on equivalence. Reasons must be given if recognition is refused.
- (8) The applicant must submit the information required for recognition (in particular, details on the knowledge and skills acquired through the recognised credits, as well as examination results) in the form specified by the Examination Board. The Examination Board must decide on applications in accordance with § 8 (1) within ten weeks of the complete submission of all relevant information.

- (9) Recognition is marked on the transcript. If the credits are recognised, the grades, as long as the assessment systems are comparable, are to be adopted after conversion if necessary and included in the respective grade calculation. If no grade is available or if the assessment systems are not comparable, a 'pass' (*bestanden*) shall be awarded.

II Examination organisation

§ 9

Examination board

- (1) The faculty council responsible for the degree programme or the faculty councils (*Fakultätsrat*) responsible for the degree programme shall establish an Examination Board for the respective degree programme. The Examination Board is particularly responsible for:
- organising examinations and supervising their implementation,
 - ensuring compliance with the examination regulations and adhering to the procedural rules established for conducting examinations,
 - decisions on appeals against decisions made in examination procedures,
 - preparing an annual report to the faculty council or faculty councils on examination matters,
 - any further tasks explicitly assigned by these regulations and the Special Provisions.

For subject-specific decisions (e.g. recognition of credits), the Examination Board shall obtain the expertise of the relevant subject representatives.

The chairperson of the Examination Board is assigned specific tasks by these regulations. In addition, the Examination Board may delegate matters that are not of fundamental importance to the chairperson; however, this does not apply to decisions on appeals and reports to the faculty council or faculty councils. The chairperson shall report to the Examination Board on any decisions made independently. The Examination Board and its chairperson are supported by the Central Examination Office (*Prüfungssekretariat*).

- (2) The Examination Board consists of the chairperson, the deputy chairperson and five other members. Based on nominations from each respective group, the chairperson, the deputy chairperson, and two further members from the group of university professors (*Gruppe der Hochschullehrerinnen und Hochschullehrer*), one member from the group of academic staff (*Gruppe der akademischen Mitarbeiterinnen und Mitarbeiter*), and two members from the group of students are elected by their respective representatives in the faculty council or faculty councils. Correspondingly, deputies shall be elected for the members of the Examination Board, except for the chairperson and deputy chairperson. The term of office for the members from the group of university professors and the member from the group of academic staff is two years, running from 1 October of the election year until 30 September of the second following year. The term of office for student members is one year, running from 1 October of the election year until 30 September of the following year. Reelection is permitted. The regulations on gender equality in accordance with § 11b HG must be observed.
- (3) The Examination Board is an authority within the framework of administrative procedural and administrative litigation law.
- (4) The Examination Board has a quorum if, in addition to the chairperson or deputy chairperson and two further university professors, at least one additional voting member is present. The Examination Board adopts resolutions by a simple majority. In the event of a tie, the chairperson has the casting

vote. The student members of the Examination Board have an advisory vote only in pedagogical and academic decisions, particularly in the assessment or recognition of credits.

- (5) The Examination Board shall be convened by the chairperson. A meeting must be convened if at least three members request it.
- (6) The meetings of the Examination Board are not open to the public. The members of the Examination Board, their deputies, the examiners, and the assessors are subject to official confidentiality. If they are not public service employees, they must be bound to confidentiality by the chairperson.
- (7) The members of the Examination Board have the right to attend the examinations.

§ 10

Examiners and observers

- (1) The Chairperson of the Examination Board appoints the examiners and the observers. Examiners include all independent lecturers of the courses in which examinations can be taken in accordance with the curriculum and the module descriptions. With the exception of the first examiner of the master's thesis and coursework, academic staff (*wissenschaftliche Mitarbeiterin / wissenschaftlicher Mitarbeiter*) with corresponding dependent teaching activities may also be appointed as an examiner. As the first examiner, the member of academic staff must hold a doctorate; as the second examiner, it would be preferred if they also held a doctorate. Exceptions are regulated in the Special Provisions. Anyone who has passed at least the corresponding master's examination or a comparable examination may be appointed as an observer.
- (2) Examiners are independent in their examining activities.
- (3) Candidates may propose examiners for the master's thesis and—if there are multiple examiners to choose from—for oral examinations. These proposals should be taken into consideration as far as possible. However, there is no legal entitlement.
- (4) The Examination Board shall ensure that candidates are informed of the names of the examiners in good time, generally four, but at least two weeks before the date of the respective examination. Announcement in the University's Campus Management System is sufficient.

III Studies and examinations

§ 11

Master's examination; completion of a module

- (1) The master's examination consists of the graded examinations (*Prüfungsleistungen*) to be taken in the modules that must be completed in accordance with the Special Provisions.
- (2) Credit points (LP) can only be earned if the module has been successfully completed. As a rule, a module is completed by a module examination and any required qualified participation (*qualifizierte Teilnahme*). The module examination generally consists of an examination at the end of the module (*Modulabschlussprüfung*). However, the module examination may also take place during the course of the module (particularly in connection with a course) or consist of multiple partial examinations (*Modulteilprüfungen*). Further details can be found in the Special Provisions for the respective master's degree programme. If the module examination consists of multiple partial module

examinations, each partial module examination must be passed. The Special Provisions for the respective master's degree programme may stipulate differing regulations.

§ 12

Participation requirements and admission procedure

- (1) Students may only take examinations if they are enrolled at Paderborn University for the master's degree programme to which these examinations are assigned or if they have been admitted as secondary listeners (*Zweithörerin bzw. Zweithörer*) in accordance with § 52 HG. These requirements must also be met during the examinations. Regulations on modules with a limited number of participants in accordance with § 59 HG and on registration for examinations remain unaffected.
- (2) Further requirements for participation in examinations, such as any coursework or attendance requirements, are regulated in the Special Provisions for the respective degree programme.
- (3) Admission to the master's thesis can only be granted to students who have already acquired at least 80 credit points at the time of application for admission, who have successfully completed the coursework (*Module Studienarbeit*) and industrial internship module (*Industriepraktikum*), and who, in the case of a condition in accordance with § 5 (1), have provided evidence that they have passed the specified examinations.
- (4) Subject to available capacities and upon written application to the chairperson of the Examination Board, students of the bachelor's degree programme in Sustainable Mechanical Engineering, Chemical Engineering, or Industrial Engineering who have earned at least 152 credit points relevant to their degree in their bachelor's degree programme may, in individual cases and in deviation from §12 (1), be admitted to examinations of the corresponding master's degree programme for one semester. The decision is made by the chairperson of the respective Examination Board separately for each examination. Such fast-tracked examinations may not exceed a total of 30 credit points. This regulation can only be used once. A repetition of a failed fast-tracked master's examination is only possible after enrolment in the corresponding master's degree programme. Students are not entitled to gain access to the corresponding master's degree programme at a later date.

§ 13

Application for admission and registration for examinations

- (1) An application for admission must be submitted for the student research project (*Studienarbeit*) and for the Master's thesis.
- (2) A separate registration via the Campus Management System of Paderborn University is required for each examination within the specified deadlines. Registration deadlines are announced in the Campus Management System of Paderborn University or in another suitable form. The first examination registration in a module and, if applicable, a specialisation is also the final registration for the corresponding module and, if applicable, the specialisation. The Special Provisions for the respective master's degree programme may stipulate that the registration for the module is also the registration for the corresponding module examination.
- (3) The right to substitute a credit by way of recognition expires with the first registration for the examination in the respective master's degree programme as soon as deregistration from the examination is no longer possible. The right to substitute the master's thesis by way of recognition

expires with the application for admission to the master's thesis in the respective master's degree programme.

§ 14

Graded examinations (*Prüfungsleistungen*) in the modules

- (1) In the modules, graded examinations are taken in accordance with the Special Provisions for the respective degree programme.
- (2) If the Special Provisions for the respective degree program contain framework specifications regarding the form and/or duration/scope of graded examinations, the Examination Board, in consultation with the examiner, shall determine how the examination is to be performed. This will be announced by the respective lecturer within the first three weeks of the lecture period at the latest and in the university's Campus Management System or in another suitable manner. The graded assessment content relates to the learning outcomes defined for the module.

§ 15

Types of assessments and examinations in the modules

- (1) Graded examinations (*Prüfungsleistungen*) may take the form of written examinations (*Klausuren*), oral examinations or other forms. Further details are regulated by the Special Provisions for the respective degree programme. With the exception of oral examinations, students must be notified of the assessment in the Campus Management System of Paderborn University no later than six weeks after the coursework has been completed.

1. Written examinations:

In the written examinations, students should demonstrate that they can work on a topic using the usual methods of the subject in a limited amount of time and with limited resources.

- The duration of a written examination is 45-240 minutes. For modules of the Faculty of Mechanical Engineering, the duration of a written examination is 15-30 minutes for each credit point of the respective module, but not more than 4 hours. Further details can be found in the module descriptions (*Modulbeschreibungen*).
- Each written examination is assessed by one examiner. The last repeat examination is assessed by two examiners.
- Written examinations using the multiple choice framework are permitted for examinations of the Faculty of Business Administration and Economics (*Wirtschaftswissenschaften*). Further details are regulated in the Special Provisions.
- Written examinations with a proportion of up to 30% of the achievable points from tasks using the multiple choice framework are permitted for examinations of the Faculty of Mechanical Engineering and the Faculties of Electrical Engineering, Computer Science and Mathematics

2. Oral examinations:

- In the oral examinations, the candidate should demonstrate that he or she is familiar with the context of the examination field and is able to place specific questions in this context. Within the framework of the oral examinations, tasks of an appropriate scope may also be set for a written format if this does not negate the oral nature of the examination.
- Oral examinations are taken before two examiners or one examiner in the presence of an expert observer as individual examinations or as group examinations of no more than four candidates.

The last repeat examination is taken in front of two examiners. Before determining the grade, the examiner shall hear the observer without the candidate being present.

- Unless otherwise specified in the module table of the Special Provisions, the duration of the oral examination is approximately 10 minutes for each credit point, but no more than 60 minutes. In the case of group examinations, the total duration of the examination is extended according to the number of candidates.
- The main subjects and results of the examination must be recorded in the minutes. The result of the examination must be announced to the candidate by the examiner(s) following the oral examination.
- Students who wish to take the same examination at a later date will be admitted as listeners, subject to room conditions, provided the candidate does not object. Admission does not extend to the consultation and announcement of the examination result.

3. Written term papers (*Schriftliche Hausarbeiten*):

Written term papers are written elaborations of presentations or independent work on a selected topic in the thematic context of the course. The topic is agreed with the lecturer. In accordance with the module description, the written assignment may be presented in a presentation, which is then included in the grade for the term paper. The scope of a written term paper is 10 to 40 pages.

4. Presentations (*Referate*):

A presentation is a talk of approximately 30 minutes based on a written paper (approximately ten pages in length). Students should demonstrate that they are able to scientifically elaborate a topic and present the results.

5. Graded examinations within the framework of projects:

These include project reports, development of IT components (e.g. computer software), development of IT-based training concepts, development of multimedia presentations or analysis and interpretation of statistical data material and similar, time-related services.

6. Graded examinations within the framework of Studium Generale:

Oral or written examinations are held in the Studium Generale. These are usually a written examination (maximum 4 hours), a term paper (maximum 25 pages) or an oral examination (maximum 45 minutes).

- (2) Examinations can be taken in the form regulated in § 15 (1) using digital communication systems (*Online-Prüfung*). Further details are governed by the document entitled 'Ordnung zur Regelung von Online-Prüfungen und der elektronischen Abgabe von Abschlussarbeiten in allen Studiengängen der Universität Paderborn sowie Studienarbeiten in den Masterstudiengängen Maschinenbau an der Universität Paderborn', as amended.

(3) The following may be considered as academic achievements (*Studienleistung*)

- Written elaboration of 5-10 DIN A4 pages on the development task
- Internship report with a length of 5-10 DIN A4 pages
- Presentation with a duration of 10-20 minutes
- Short exam with a maximum duration of 30 minutes
- Exercises, which are usually set weekly as homework and/or classroom activities.

The module descriptions provide further details. If the module descriptions contain framework specifications, the respective lecturer will specify how the coursework is to be completed. This will be announced by the respective lecturer in the first three weeks of the lecture period at the latest and in the Campus Management System of Paderborn University or in another suitable manner.

- (4) For qualified participation (*qualifizierte Teilnahme*), the following may be considered:

- Short exam,
- Internship report,
- Expert discussion,
- Preparation of a protocol,
- Presentation or
- Online test.

The module descriptions provide further details. If the module descriptions contain framework specifications, the respective lecturer will specify what is to be achieved for qualified participation (*qualifizierte Teilnahme*). This will be announced by the respective lecturer in the first three weeks of the lecture period at the latest and in the Campus Management System of Paderborn University or in another suitable manner.

- (5) In addition to graded examinations (*Prüfungsleistungen*), bonus credits (*Bonusleistungen*) can be provided. Bonus work is only completed in connection with a specific course. As a rule, bonus work is completed voluntarily during the course of study. Attendance or homework assignments, tests or project work are permitted. These bonus credits are intended to gradually prepare students for subsequent examinations. The bonus credits can be assessed and improve the module grade according to a predetermined key (*Bonussystem*). The final module examination must be passed independently of the bonus system. The bonus system can improve the module grade by a maximum of 0.7.

§ 16

Evaluation of performance in the modules and grading scheme

- (1) The grades for the individual graded examinations (*Prüfungsleistungen*) are determined by the respective examiners. The following grades are to be used for the assessment of examinations:
- 1 = very good: an excellent performance;
 - 2 = good: a performance that is significantly above the average requirements;
 - 3 = satisfactory: a performance that meets average requirements;
 - 4 = sufficient: a performance that still meets the requirements despite its deficiencies;
 - 5 = unsatisfactory: a performance that does not meet the requirements due to significant deficiencies.
- (2) For more differentiated grading, intermediate values can be formed by lowering or raising the individual grade by 0.3. The intermediate grades 0.7, 4.3, 4.7, and 5.3 are excluded.
- (3) If an examination is assessed by several examiners, the grade must be calculated from the arithmetic mean of the individual grades. Otherwise, sentences 2 and 3 from § 16 (4) apply accordingly.
- (4) If a module grade consists of multiple grades, the arithmetic mean is calculated weighted according to the workload of the corresponding course. The result is rounded to one decimal place. The grade is as follows:
- with an average up to and including 1.5 = very good,
 - with an average above 1.5 up to and including 2.5 = good,
 - with an average above 2.5 up to and including 3.5 = satisfactory,
 - with an average above 3.5 up to and including 4.0 = sufficient,
 - with an average above 4.0 to 5.0 = unsatisfactory.
- (5) An examination has been passed if the result has been assessed as sufficient (4.0) or better.

- (6) Academic achievements (*Studienleistungen*) are assessed as passed (*bestanden*) or failed (*nicht bestanden*)
- (7) Proof of qualified participation (*qualifizierte Teilnahme*) must be provided.

§ 17

Industrial Internship

- (1) The aim of the industrial placement is to provide students with exemplary knowledge of the processes involved in industrial practice. Knowledge gained during the previous bachelor's programme should be applied and deepened here. An essential aspect of the internship is gaining insight into the social environment of business activities. In addition to understanding the organisation and working methods of a company, students are also to familiarise themselves with the social structures within it. They are to learn how to integrate into the existing framework. The internship is intended to give students an insight into the day to day of an engineer's work and challenge and encourage the students to evolve on the basis of the knowledge and skills acquired in their bachelor's degree. Further details are governed by the Internship Regulations for the master's degree programmes in Sustainable Mechanical Engineering, Industrial Engineering, and Chemical Engineering.
- (2) The industrial internship lasts 12 weeks. The module has a scope of 12 LP, and counts as a (*qualifizierte Teilnahme*) in the form of an internship report. The module must be completed by the time the master's thesis is registered.

§ 18

Research paper (*Studienarbeit*)

- (1) The research paper is a graded examination (*Prüfungsleistung*) within the master's program. It is intended to demonstrate that the candidate is capable of independently working on a problem from the field of their study programme using scientific methods within a given timeframe and presenting the results appropriately. The paper should not exceed 80 pages in length. Any exceptions to this limit are decided by the Examination Board in consultation with the examiner responsible for supervision.
- (2) Unless otherwise regulated in the Specific Provisions for the respective program, the study paper can also be written as a group project. The individual contribution of each student, which is to be graded, must be clearly distinguishable and assessable based on sections, page numbers, or other objective criteria and must meet the requirements laid out in § 18 (1).
- (3) The research paper is assigned and supervised by a person appointed by the chairperson of the Examination Board with examiner qualification as stipulated in § 10. The candidate has the right to propose the person who assigns the topic, but does not have a legal entitlement to do so.
- (4) Upon request, the chairperson of the Examination Board ensures that the candidate receives a topic for the research paper on time. The date of assignment is recorded with the Central Examination Office.
- (5) The completion time for the research paper is five months. The workload for the research paper, including the presentation, is 360 hours (12 LP). The topic, task, and scope of the paper are to be limited to ensure the intended workload is adhered to.
- (6) The topic can only be changed once and only within four weeks of the start of the completion time. The completion period then begins anew with the assignment of the new topic. In exceptional cases,

the Examination Board can extend the processing time by up to four weeks on justified request, provided the reasons are related to the topic of the paper, and the supervisor responsible § 18 (3) agrees.

- (7) If the candidate falls ill during the completion time, the deadline for submission may be extended to a maximum of double the intended completion time, subject to the submission of a doctor's certificate confirming incapacity. A doctor's certificate of incapacity for exams (*ärztliche Bescheinigung über das Bestehen der Prüfungsunfähigkeit*) is sufficient. If necessary, the university may require a certificate from a university-approved physician. If the examination board approves the request, the candidate will be informed in writing. The extension corresponds to the duration of illness and does not affect the duration of the regular study programme. If the illness exceeds the maximum possible extension, the candidate can either submit the paper within the extended period or request a new topic.
- (8) The research paper is generally written in German, unless otherwise stipulated in the Special Provisions. It may be written in another language upon request. The decision on this will be made by the Examination Board when the topic is set. The content and form of the thesis must comply with the subject-specific guidelines. The paper must include a title page, a table of contents and a list of sources and references. The passages in the thesis that are taken from other works in terms of wording or meaning must always be identified, stating the sources from which they are cited. The candidate must add a written declaration to the thesis stating that he or she has written the thesis independently and has not used any sources or aids other than those specified, that citations have been identified and that the research paper has not been produced, even in part, for another completed examination. The declaration must also be submitted for tables, sketches, drawings, illustrations, etc. Reference is made to § 63 (5) of the *Hochschulgesetz*.
- (9) The research paper must be submitted on time to the Central Examination Office in two copies (typed, bound, and paginated). Additionally, the examiner may require the paper to be submitted electronically. The submission time is recorded by the Central Examination Office. In case of submission by post, the date of posting (postmark) is the determining factor. If the paper is not submitted on time, it is graded as 'unsatisfactory' (5.0).
- (10) Alternatively, (to § 18 (9)), the candidate may submit their paper electronically to the Central Examination Office within the deadline. Further details are regulated in the document 'Regulations governing online examinations and the electronic submission of theses in all degree programmes at Paderborn University and theses in the master's degree programmes in Mechanical Engineering at Paderborn University' (*Ordnung zur Regelung von Online-Prüfungen und der elektronischen Abgabe von Abschlussarbeiten in allen Studiengängen der Universität Paderborn sowie Studienarbeiten in den Masterstudiengängen Maschinenbau an der Universität Paderborn*).
- (11) No later than four weeks after submission of the paper, the candidate must present the thematic focus and results of the paper in a presentation lasting 30-45 minutes. A grade is awarded for the research paper, including the presentation.
- (12) The Special Provisions may stipulate that additional credit requirements (*weitere Abschlussleistungen*) are to be completed in connection with the research paper, either before or after the paper. Further details are governed by the Special Provisions for the respective programme.
- (13) The research paper, including the presentation, is to be evaluated by one examiner, who is typically the person who assigned the topic.
- (14) The grade for the research paper must be made available to the students no later than eight weeks after submission in the Campus Management System of Paderborn University.

- (15) The research paper must not, even in part, have been written for another completed examination. This also applies to the internship report for the industrial internship. Section § 8 of this regulation remains valid.

§ 19

Master's thesis

- (1) The master's thesis is a graded examination (*Prüfungsleistung*) that concludes the master's programme. It must demonstrate that the candidate is capable of independently working on a problem within their field of study using scientific methods within a specified timeframe and presenting the results appropriately. The dissertation should not exceed 150 pages. Exceptions to this limit are decided by the Examination Board in consultation with the examiner responsible for supervision..
- (2) Unless otherwise specified in the Special Provisions for the respective programme, the master's thesis may also be completed as a group project. The individual contribution of each student, which is subject to assessment, must be clearly distinguishable and assessable based on section markers, page numbers, or other objective criteria that allow for clear differentiation, and it must meet the requirements of § 19 (1).
- (3) The thesis topic is assigned and supervised by a person appointed by the chairperson of the Examination Board who holds examiner qualifications as per § 10. The candidate has the right to propose a topic and a supervisor, but this does not constitute a legal entitlement.
- (4) Upon request, the chair of the Examination Board ensures that the candidate receives a thesis topic in a timely manner. The date on which the topic was assigned must be recorded by the Central Examination Office..
- (5) The topics of the research paper (*Studienarbeit*) and the master's thesis (*Masterarbeit*) must be different. The thesis may only be completed within an external company (*externe Masterarbeit*) if the research paper was not already completed externally. If an external thesis is planned, the candidate must provide proof to their supervisor before the topic is assigned that the research paper was not completed externally. The supervisor documents this proof.
- (6) The completion time for the master's thesis is six months. The topic, scope, and tasks must be defined in such a way that the designated workload of 660 hours is adhered to.
- (7) The topic can only be changed once and only within four weeks of the start of the processing time. The completion period then begins anew with the assignment of the new topic. In exceptional cases, the Examination Board may extend the processing time by up to four weeks upon justified request, which must be submitted to the Examination Board at least one week before the submission deadline. This is only permissible if the reasons are directly related to the dissertation topic and the supervisor responsible, as per § 19 (3), approves the request..
- (8) If the candidate falls ill during the completion time, they may request an extension of up to double the original completion time. A doctor's certificate of incapacity for exams (*ärztliche Bescheinigung über das Bestehen der Prüfungsunfähigkeit*) is sufficient. If there are reasonable indications that an assessment of examination incapacity is necessary, or if a different form of verification appears appropriate, the university may require an examination by a university-approved physician, with costs covered by the university. If the Examination Board approves the request, the candidate will be notified in writing. The extension corresponds to the duration of illness and does not affect the duration of the regular study programme. If the illness exceeds the maximum possible extension, the

candidate may either complete the thesis within the extended timeframe or request a new topic. If the Examination Board rejects the request, the candidate will also be notified in writing.

- (9) The master's thesis is generally written in German, unless otherwise stipulated in the Special Provisions. It may be written in another language upon request. The decision on this will be made by the Examination Board when the topic is set. The content and form of the thesis must comply with the subject-specific guidelines. The paper must include a title page, a table of contents and a list of sources and references. The passages in the thesis that are taken from other works in terms of wording or meaning must always be identified, stating the sources from which they are cited. The candidate must add a written declaration to the thesis stating that he or she has written the thesis independently and has not used any sources or aids other than those specified, that citations have been identified and that the research paper has not been produced, even in part, for another completed examination. The declaration must also be submitted for tables, sketches, drawings, illustrations, etc. Reference is made to § 63 (5) of the *Hochschulgesetz*.
- (10) The master's thesis must not, even in part, have been written for another completed examination. This also applies to the internship report for the industrial internship. Section § 8 of this regulation remains valid.

§ 20

Submission and assessment of the master's thesis

- (1) The master's thesis must be submitted on time to the Central Examination Office in two copies (typed, bound, and paginated). Additionally, the examiner (as specified in § 20 (3)) may require the paper to be submitted electronically. The submission time is recorded by the Central Examination Office. In case of submission by post, the date of posting (postmark) is the determining factor. If the paper is not submitted on time, it is graded as 'unsatisfactory' (5.0).
- (2) Alternatively, (to § 20 (1)), the candidate may submit their paper electronically to the Central Examination Office within the deadline. Further details are regulated in the document 'Regulations governing online examinations and the electronic submission of theses in all degree programmes at Paderborn University and theses in the master's degree programmes in Mechanical Engineering at Paderborn University' (*Ordnung zur Regelung von Online-Prüfungen und der elektronischen Abgabe von Abschlussarbeiten in allen Studiengängen der Universität Paderborn sowie Studienarbeiten in den Masterstudiengängen Maschinenbau an der Universität Paderborn*).
- (3) The master's thesis must be assessed and graded by two examiners. The examiner who set the topic should be one of them. The second examiner is appointed by the chairperson of the Examination Board. The candidate has the right to propose an examiner, though this does not constitute a legal entitlement. Each individual assessment must be carried out in accordance with § 16 (1) and (2) and must be justified in writing. The final grade for the thesis is calculated as the arithmetic mean of the individual assessments, provided the difference does not exceed 2.0 and both individual grades are at least 'sufficient.' § 16 (4) sentences 2 and 3 apply accordingly. If the difference exceeds 2.0 or if one examiner awards a 'unsatisfactory' grade while the other assigns at least a 'sufficient' grade, a third examiner will be appointed by the chairperson of the Examination Board to assess the thesis. In such cases, the final grade will be determined as the arithmetic mean of all three grades. § 16 (4) sentences 2 and 3 apply accordingly. However, even if the arithmetic mean is above 4.0, the thesis can only be graded as 'sufficient' or better if at least two of the grades are 'sufficient' or better. Furthermore, if at least two of the grades are 'sufficient' or better, the thesis will still be considered 'sufficient' even if the overall average is below 4.0.

- (4) The assessment of the master's thesis must be made available to students via the university's Campus Management System no later than eight weeks after submission.

§ 21

Oral defence of the master's thesis

- (1) The oral defence of the master's thesis must take place no later than four weeks after submission. It must cover the topic and results of the master's thesis. The grade for the oral defence is determined in accordance with § 16 (1) to (3). The oral defence must be awarded at least the grade 'sufficient' (4.0). The master's thesis and the oral defence are weighted at a ratio of 22:3 when calculating the grade for the final module. The grade for the final module is determined in accordance with § 16 (4).
- (2) During the oral defence of the master's thesis, the candidate should present and explain its key topics and results. The examiners must be given the opportunity to ask questions. The oral defence lasts between 30 and 45 minutes.
- (3) The oral defence of the master's thesis is conducted by two examiners, who are generally the same as those who assessed the master's thesis.
- (4) The key aspects and results of the oral defence must be recorded in a protocol. The result is to be communicated to the candidate immediately after the oral defence.
- (5) Members and affiliates of the faculty or faculties responsible for the degree programme may be admitted as audience members, subject to spatial limitations, unless the candidate objects. Admission does not extend to the deliberation and announcement of the examination result.

§ 22

Additional credits (*Zusatzleistungen*)

Students may complete additional graded examinations (*Prüfungsleistungen*) in modules of their respective degree programme beyond the required assessments (additional credits), in accordance with the applicable regulations. Regulations concerning modules with limited participant capacity in accordance with § 59 HG remain unaffected. Additional credits must be designated as such when registering and cannot later be credited towards the modules required under the Special Provisions. They are not considered in the grade calculation for the module or the master's examination. The module grades achieved through additional credits are listed in the Transcript of Records, unless the student requests their omission.

§ 23

Assessment of the master's examination and the grading scheme

- (1) The master's examination is considered passed if all module examinations (*Modulprüfungen*) in the required modules, as stipulated by the Special Provisions, are graded at least 'sufficient' (4.0). If a module examination consists of multiple assessment elements, each assessment element must be graded at least 'sufficient' (4.0), unless the Special Provisions specify otherwise. The requirements for the successful completion of the programme are outlined in § 26.
- (2) The final grade is calculated by weighting all module grades according to their credit points and determining the arithmetic mean. In the calculation, only the first decimal place is considered, with all further decimal places being disregarded without rounding.

The final grade is as follows:

- with an average up to and including 1.5 = very good,
- with an average above 1.5 up to and including 2.5 = good,
- with an average above 2.5 up to and including 3.5 = satisfactory,
- with an average above 3.5 up to and including 4.0 = sufficient,
- with an average above 4.0 to 5.0 = unsatisfactory.

(3) The distinction 'passed with distinction' (*mit Auszeichnung bestanden*) is awarded if the average grade according to § 23 (2) is not worse than 1.1.

§ 24

Repetition of graded examinations (*Prüfungsleistungen*)

- (1) Module examinations (*Modulprüfungen*) and module examination elements (*Modulteilprüfungen*) may be repeated if they were graded as 'unsatisfactory' (5.0). The number of examination attempts is regulated in the Special Provisions for the respective degree programme. A module is considered definitively failed if a module examination or module examination element can no longer be repeated. Any options for deselection are outlined in the Special Provisions. Different regulations apply to modules within the Faculty of Business Administration and Economics (*Wirtschaftswissenschaften*), as specified in the Special Provisions for the master's degree programme in Industrial Engineering.
- (2) The final attempt at a module examination is conducted as an oral substitute examination lasting 30–45 minutes. Otherwise, § 15 (1) No. 2 applies accordingly. The substitute examination can only be graded as either 'sufficient' (4.0) or 'unsatisfactory' (5.0). This regulation does not apply to modules within the Faculty of Business Administration and Economics (*Wirtschaftswissenschaften*).
- (3) A written term paper that has been graded as 'unsatisfactory' (5.0) may be repeated once with a new topic. When repeating the written term paper, returning the topic within the period specified in § 18 (6) is only permitted if this option was not used in the first attempt. If the written term paper can no longer be repeated, the module is considered definitively failed.
- (4) A master's thesis that has been graded as 'unsatisfactory' (5.0) may be repeated once with a new topic. When repeating the master's thesis, returning the topic within the period specified in § 19 (7) is only permitted if this option was not used in the first attempt. If the master's thesis is graded as 'unsatisfactory', the oral defence is also considered 'unsatisfactory'. If the master's thesis can no longer be repeated, the final module is considered definitively failed.
- (5) The oral defence of the master's thesis may be repeated once if it was graded as 'unsatisfactory' (5.0). In this case, the examination board sets the date for the repetition in consultation with the candidate. The repetition should take place within the following eight weeks. The examination board decides on justified exceptions. If the oral defence is graded as 'unsatisfactory' a second time, the master's thesis is also considered 'unsatisfactory.' This paragraph applies accordingly to the repetition of the master's thesis.
- (6) The master's thesis and its oral defence are usually repeated in the following semester.
- (7) Passed examinations cannot be repeated.
- (8) Achievements for which a passed examination or an examination graded as 'unsatisfactory' (5.0) already exists cannot be replaced through recognition..

§ 25

Failure to attend, withdrawal, cheating, breach of regulations, protective regulations and students with family responsibilities

- (1) Deregistration (*Abmeldung*) from graded examinations (*Prüfungsleistungen*) can be done without stating reasons via the Campus Management System of Paderborn University up to two days before the respective examination date. The Special Provisions may specify different regulations.
- (2) A graded examination is considered failed with a grade of 'unsatisfactory' (5.0) if the candidate fails to appear for an examination without valid reasons, withdraws from the examination after it has started without valid reasons, or withdraws after the deregistration deadline stated in § 25 (1) without providing valid reasons. The same applies if a written graded examination (*schriftliche Prüfungsleistung*) is not submitted within the specified time frame.
- (3) The reasons given for the absence or withdrawal must be submitted to the examination board immediately and credibly justified in writing, at the latest within five working days after the respective examination date. In the case of illness, a doctor's certificate of incapacity for exams (*ärztliche Bescheinigung über das Bestehen der Prüfungsunfähigkeit*), dated no later than the day of the examination, is sufficient. If there are sufficient indications that the candidate is likely capable of taking the examination or if another form of proof appears appropriate, an examination by a university-approved physician (*Vertrauensärztin oder Vertrauensarzt der Universität Paderborn*) may be required at the university's expense. A child's illness, as defined in § 25 (5) of the Federal Education and Training Assistance Act (*BAföG*), is considered the candidate's incapacity for examination if childcare was not otherwise possible, particularly in cases of predominantly sole care. If the examination board recognises the reasons, the candidate will be informed in writing, and a new examination date will be scheduled. Any examination results already achieved will be retained. If the examination board does not recognise the reasons, the candidate will be informed in writing. The Special Provisions may contain different regulations regarding this paragraph.
- (4) If a candidate cheats or attempts to cheat, the graded examination in question will be graded as 'unsatisfactory' (5.0). If a candidate possesses an unauthorised aid, the graded examination may be graded as 'unsatisfactory' (5.0). Such incidents will be documented by the supervising staff (*Aufsichtsführenden*). The determination in sentence 1 and the decision in sentence 2 will be made by the respective examiner.
- (5) A candidate who disrupts the proper conduct of the examination may, after a warning, be excluded from continuing the examination by the respective examiner or supervising staff. In this case, the graded examination will be graded as 'unsatisfactory' (5.0). The reasons for the exclusion must be documented.
- (6) In severe cases, the examination board may exclude the candidate from further examinations. Cheating offenses can also be sanctioned under § 63 (5) HG with a fine of up to €50,000 and may result in expulsion (*Exmatrikulation*) from the university.
- (7) The candidate may request within 14 days that decisions under § 25 (4) sentences 1 and 2 and § 25 (5) be reviewed by the examination board. Any adverse rulings by the examination board against the candidate must be communicated to the candidate in writing without delay, including justification and instructions on legal remedies. Before a decision is made, the candidate must be given the opportunity to be heard.
- (8) The examination board is also responsible for determining compensatory measures for students with disabilities or chronic illnesses. If a student is unable to complete graded examinations fully or partially in the prescribed manner due to a disability or chronic illness, reasonable adjustments should be

made. These may include organisational support measures, the provision of assistive tools, extended time limits, or alternative equivalent forms of performance assessment. The compensatory measures are granted on an individual basis upon request. If no changes in the disability or illness are expected, the compensation should apply to all assessments required throughout the course of study. The disability or chronic illness must be credibly demonstrated, which may require a medical certificate or psychological evaluation. The application should specify and justify the requested modifications. At the request of the student or the examination board, in agreement with the student, the university's representative for students with disabilities or chronic illnesses may provide recommendations regarding the form of compensatory measures.

- (9) The university takes into account the specific situation of students with family responsibilities in their studies and graded examinations. This includes, among other things, the following provisions:
 1. Female students are subject to the applicable regulations of the current Maternity Protection Act. Pregnant or breastfeeding students should inform the Central Examination Office in accordance with § 15 (1) of the Maternity Protection Act (*Mutterschutzgesetz*). The required proof under § 15 (2) of the Maternity Protection Act should be submitted. The examination board may determine alternative forms of performance assessment based on individual circumstances. Maternity protection periods temporarily pause any deadlines specified in these General Provisions or in the Special Provisions; the duration of maternity protection is not included in the deadline calculation.
 2. Likewise, parental leave periods (*Elternzeit*) are considered upon request in accordance with the applicable Federal Parental Allowance and Parental Leave Act (*Bundeselterngeld- und Elternzeitgesetz*). The candidate must notify the examination board in writing, no later than four weeks before the intended parental leave start date, indicating the period(s) for which parental leave is requested and providing the necessary supporting documents. The examination board will assess whether the legal requirements for an employee's entitlement to parental leave under the Federal Parental Allowance and Parental Leave Act are met and will set deadlines and examination dates based on individual circumstances. The submission deadline for the master's thesis may be extended up to twice the standard processing time. Otherwise, the assigned topic is considered void, and the candidate will receive a new topic after the parental leave.
 3. The examination board will consider, upon request, interruptions due to the care and upbringing of children as defined in § 25 (5) of the Federal Education and Training Assistance Act (BAföG) and interruptions due to the care of a spouse, registered partner, partner in a de facto marriage-like relationship, or a direct relative by blood or marriage up to the first degree. The examination board will determine deadlines and dates based on individual circumstances. Otherwise, the provisions in sentences 4 and 5 of § 25 (9) 2. apply accordingly.

§ 26

Successful completion of studies; definitive unsuccessful completion

- (1) The studies are successfully completed when the master's examination has been passed and all credits have been awarded in the modules to be completed in accordance with the Special Provisions (cf. § 11 (2) and § 23 (1)).
- (2) The master's examination is deemed to have been definitively failed if a module is definitively failed and the deselection of the module is not permitted or no longer possible under the Special Provisions. The decision regarding a definitively failed master's examination shall be issued in writing to the

candidate by the Chairperson of the Examination Board. The decision must include instructions on legal remedies.

§ 27

Certificate, Transcript of Records, Diploma Supplement

- (1) If the candidate has successfully completed the studies, they will receive a certificate documenting the result. This certificate includes the name of the master's degree programme, the name of the chosen specialisation (if applicable), the standard period of study, and the overall grade. The certificate records the date on which the final graded examination was completed, as well as the date of issue. The certificate must be signed by the Chairperson of the Examination Board.
- (2) Additionally, the candidate will receive a Transcript of Records listing the successfully completed graded examinations and the duration of the specialised study. The Transcript of Records contains information on the awarded credits, the grades achieved in the modules, and details of the master's thesis. It also includes the title of the master's thesis and the overall grade of the master's examination.
- (3) The graduate will receive a Diploma Supplement with the certificate.
- (4) The Diploma Supplement is an additional document in English and German with standardised information on German higher education degrees (*Hochschulabschlüssen*), explaining the German education system and classifying the awarded degree. The Diploma Supplement provides details on the completed master's degree programme and the academic and professional qualifications acquired with the degree. It includes essential information on the study content, the course of study, the competencies obtained through the degree, and the awarding university.
- (5) If a candidate has definitively failed the master's examination, they may request a record of achievements, which lists the completed achievements and, where applicable, the acquired credits and indicates that the master's examination has been definitively failed. Students who leave the university for other reasons without completing a degree may request a record of achievements after deregistration, listing their completed achievements and, where applicable, the acquired credits.

§ 28

Master's certificate

- (1) Alongside the certificate confirming the successful completion of the master's degree, the candidate will receive a certificate bearing the same date of issue. This document certifies the awarding of the academic degree in accordance with § 3.
- (2) The master's degree certificate is signed by the dean or deans of the faculties responsible for the master's degree programme, as well as by the Chairperson of the Examination Board, and is affixed with the seal of Paderborn University.
- (3) An English translation of the master's degree certificate will be attached.

§ 29

Review of examination records

- (1) The candidate may be given the opportunity to review their written graded examinations and the corresponding evaluations by the examiners after the announcement of grades, as well as to make

copies or other exact reproductions. The examiner determines the location and time of the review and announces them in an appropriate manner.

- (2) If § 29 (1) does not apply, the candidate may, upon request, be granted access to their written graded examinations, the corresponding evaluations by the examiners, and the examination records, as well as the right to make copies or other exact reproductions, no later than one month after the announcement of the respective examination results. Within one year after receiving the certificate, the candidate may, upon request and within a reasonable period, be granted access to their master's thesis, the corresponding examiner reports, and the examination records, as well as the right to make copies or other exact reproductions. The Chairperson of the Examination Board determines the location and time of the review and may delegate these tasks to the examiners.

IV Final Provisions

§ 30

Invalidity of the master's examination

- (1) If a candidate has cheated in an examination and this fact becomes known only after the certificate has been issued, the Examination Board may retroactively correct the grades for the affected graded examinations and declare the examination wholly or partially failed.
- (2) If the admission requirements for an examination were not met, without the candidate having intended to deceive, and this fact is discovered only after the certificate has been issued, this deficiency is remedied by passing the examination. If the candidate fraudulently obtained admission, the Examination Board shall determine the legal consequences in accordance with the Administrative Procedures Act for the State of North Rhine-Westphalia (*Verwaltungsverfahrensgesetz für das Land Nordrhein-Westfalen*).
- (3) Before a decision is made, the affected individual must be given the opportunity to present their case.
- (4) The incorrect certificate must be revoked, and, if applicable, a new certificate must be issued. A decision in accordance with § 30 (1) and sentence 2 of § 30 (2) is not permitted after a period of five years from the date of issuance of the certificate.
- (5) If the examination is declared completely failed, the master's degree must be revoked, and the master's degree certificate must be withdrawn. Revocation of the master's degree is only permissible within five years from the date of degree conferral.

§ 31

Revocation of the master's degree

The master's degree may be revoked if it is subsequently discovered that it was obtained through deception or if essential requirements for its conferral were mistakenly assumed to have been met. The decision on revocation is made by the faculty council or the faculty councils (*Fakultätsrat*) responsible for the degree programme, with a two-thirds majority of its members. Revocation is only permissible within five years from the date of the degree conferral.

§ 32**Transitional provisions, entry into force, expiry, and publication**

- (1) These General Provisions apply to students of Paderborn University who are studying under Special Provisions that refer to these General Provisions. Transitional provisions for previous versions of the examination regulations are determined in the Special Provisions.
- (2) These General Provisions shall enter into force on 1 October 2025. At the same time, the General Provisions of the examination regulations for the master's degree programmes in Mechanical Engineering, Industrial Engineering, and Chemical Engineering at Paderborn University, dated 18 October 2018 (AM.Uni.Pb. 49.18), as amended by the statute of 24 September 2021 (AM.Uni.Pb. 51.21), shall cease to be in force.
- (3) These General Provisions shall be published in the Official Announcements of Paderborn University (AM.Uni.Pb.).
- (4) In accordance with § 12 (5) HG, after one year has elapsed since the publication of these regulations, the violation of procedural or formal requirements of the Higher Education Act (*Hochschulgesetz*) or of the university's regulatory or other autonomous law can no longer be asserted against these regulations unless:
 1. the regulations were not duly published,
 2. the Executive Board (*Präsidium*) had objected to the decision of the body adopting the regulations in advance,
 3. the formal or procedural defect was notified to the university in advance and the violated legal provision and the fact giving rise to the defect were specified, or
 4. no reference was made to the legal consequences of the exclusion of complaints in the public announcement of the regulations.

Issued based on the decisions of the faculty councils of the Faculty of Mechanical Engineering on 22 May 2024, the Faculty of Business Administration and Economics on 12 June 2024, and the Faculty of Electrical Engineering, Computer Science, and Mathematics on 17 June 2024, following a legal review by the Executive Board of Paderborn University on 26 June 2024.

Paderborn, 20 May 2025

The President
of Paderborn University
Professor Dr. Matthias Bauer