

**General Examination Regulations
for the
Master's Degree**

***[Rahmenprüfungsordnung-Master /
RPO-M]***

at the University of Siegen

Issued 28 February 2019

The translations provide a service to international students, researchers and staff. The legally binding version of the notifications are available in German only.

In accordance with § 2 para. 4 and § 64 para. 1 of the Higher Education Act for the State of North Rhine-Westphalia (*Hochschulgesetz*, HG) dated 16 September 2014 (*Gesetz- und Verordnungsblatt*, GV. NRW. p. 547), last amended by legislation dated 17 October 2017 (GV. NRW. p. 806), the University of Siegen has issued the following general examination regulations:

Note: This unofficial version is only provided for informational purposes. Only the German-language regulations as formally published in an *Amtliche Mitteilung* from the University of Siegen are legally binding.

General Regulations

- § 1 Scope
- § 2 General Objectives and Guidelines for the Master's Degree
- § 3 Master's Degree
- § 4 Admission Requirements and Barriers to Enrollment
- § 5 Standard Term of Study and Credit Point Requirements
- § 6 Modularization of the Academic Program
- § 7 Structure of Studies toward the Master's Degree (Non-Teacher Education)
- § 8 Examination Board
- § 9 Examiners
- § 10 Coursework
- § 11 Examinations
- § 12 Repetition of Coursework and Examinations
- § 13 Requirements and Permission to Submit a Master's Thesis
- § 14 Master's Thesis
- § 15 Acceptance and Grading of the Master's Thesis
- § 16 Repetition of the Master's Thesis
- § 17 Acceptance of Transfer Credits
- § 18 Unexcused Absence, Withdrawal, Cheating
- § 19 Familial Obligations, Protective Regulations, Academic Leave
- § 20 Compensation for Disadvantages for Students with Disabilities or Chronic Illnesses
- § 21 Grades, Calculation of Grades
- § 22 Completion of the Course of Studies
- § 23 Master's Degree Certificate and Diploma
- § 24 Diploma Supplement and Transcript of Records
- § 25 Access to Examination Records
- § 26 Invalidity of Examination Results and Revocation of the Master's Degree
Special Regulations for Teacher Education [*Lehramt*]
- § 27 Master's Degree (Teacher Education)
- § 28 Admission Requirements and Barriers to Enrollment (Teacher Education)
- § 29 Structure of the Academic Program (Teacher Education)
- § 30 Examination Board (Teacher Education)
- § 31 Examinations (Teacher Education)
- § 32 Requirements and Permission to Submit a Master's Thesis (Teacher Education)
- § 33 Grades, Calculation of Grades (Teacher Education)
- § 34 Master's Degree Certificate and Diploma (Teacher Education)
- § 35 Diploma Supplement and Transcript of Records (Teacher Education)
Entry into Effect
- § 36 Entry into Effect and Publication

Annex 1: Sample Departmental Examination Regulations (FPO-M)

Annex 2: Sample Master's Degree Programs (Non-Teacher Education)

Annex 3: Majors Compatible with Teacher Education

General Regulations

§ 1

Scope

- (1) These General Examination Regulations [*Rahmenprüfungsordnung-Master*, hereinafter RPO-M] apply in respect of the master's degree at the University of Siegen. They govern the fundamental structure of studies leading to a master's degree and contain formal requirements for the composition of the Departmental Examination Regulations [*Fachprüfungsordnung-Master*, hereinafter FPO-M] and the Module Descriptions [*Modulbeschreibungen*, MBS]. Based on these RPO-M, discipline-specific regulations are to be established in the FPO-M of each individual degree program and the module descriptions are to be created. In particular, each respective FPO-M establishes concrete regulations on the:
1. goals for the university studies,
 2. academic title to be awarded,
 3. scope of studies (standard term of study, number of credit points),
 4. number of modules (module titles, module numbers),
 5. participation requirements and nominal workload for the modules,
 6. sequence of courses,
 7. content and qualification goals for the modules,
 8. instructional formats for the modules,
 9. coursework and examinations within the modules,
 10. duration and form of coursework and examinations, and the
 11. composition of the examination board.

Insofar as a degree program includes a module from another academic discipline, cross-reference must be provided to the corresponding module description in the FPO for that other discipline. If the respective rules of the two relevant FPOs are in conflict, then the relevant departments will need to agree on the examination modalities and record the terms of their agreement in the relevant module description.

- (2) For degree programs that require an internship, a set of internship regulations should be created with supplemental regulations regarding internships.
- (3) For degree programs offered in cooperation with another German or foreign higher education institution, the FPO-M can include regulations in derogation of those stipulated in these RPO-M.
- (4) § 1 to § 26 contain general regulations. § 27 to § 35 contain special regulations (supplemental, limiting, or broadening) for the master's degree in teacher education [*Lehramt*]. § 36 specifies when these regulations enter into effect.

§ 2

General Objectives and Guidelines for the Master's Degree

- (1) Consecutive master's degree programs are designed to be consolidate or broaden existing knowledge, or to convey interdisciplinary or specialist expertise from a different subject area. Differentiation is made between "application-oriented" and "research-oriented" profile types. Conversion master's degree programs require that a candidate possesses qualified professional experience, typically of not less than one year. The degree program concept for conversion master's degree programs accounts for vocational experience and builds on this to achieve the intended qualification goals. Upon successful completion, the master's degree constitutes a separate university-level professional qualification.
- (2) The qualification goals are an academic or artistic level of skill befitting the desired degree and the ability to engage in an occupation or in personal development requiring such a qualification.

- (3) Degree program-specific goals are contained in the FPO-M.

§ 3

Master's Degree

After successful completion of the course of study, the university awards the academic degree of "Master of Arts" (M.A.), "Master of Science" (M.Sc.), or "Master of Laws" (LL.M.). The FPO-M regulates which specific title denoted in Sentence 1 is conveyed upon successful completion of the course of studies. If the studies comprise multiple degree components (cf. § 7 para. 1), then the degree is conveyed in the major subject [*Kernfach*]. Conversion degree programs can also convey master's degrees in derogation of the aforementioned titles.

§ 4

Admission Requirements and Barriers to Enrollment

- (1) Admission to the master's degree program is open to applicants in possession of a first cycle university qualification.
- (2) The FPO-M can include the following additional admission requirements within the meaning of § 49 HG:
 1. Paragraph 6 sentence 1 (Proof of specialist prerequisites),
 2. Paragraph 6 sentence 3 (Proof of a specific grade point average for the bachelor's degree),
 3. Paragraph 7 (Proof of special preparatory training related to the degree program, artistic or other suitability or practical activity), and
 4. Paragraph 8 (Proof of specific language skills in (partially) foreign-language degree programs).
- (3) University degrees earned in degree programs at foreign state-run or state-accredited higher educational institutions will be recognized upon application, insofar as the competencies acquired as part of the degree do not differ significantly from a domestic degree that qualifies the applicant for admission to the master's degree program.
- (4) Admission to a master's degree program (non-teacher education) can be tied to preconditions. Any such conditions must be satisfied within the first two semesters of the master's degree program. Proof of fulfillment must be provided no later than at the time of registration for the master's thesis. The FPO-M can stipulate that the proof of fulfillment of the conditions be rendered at an earlier point in time. The nature and scope of these conditions will be determined on a case-by-case basis by the respective examination board based on the content of the degree program that was previously completed. Preconditions may only be based on bachelor modules. Conditions can only be issued for up to 30 credit points. The regulations stipulated in § 8–12 and 17–21 also apply to preconditions. Examinations related to preconditions are not included in the calculation of the grade point average for the degree.
- (5) Supplemental to Paragraph 1 and 2, a relevant university degree conveying a professional qualification and relevant professional experience must be proven for admission to a conversion master's degree program.
- (6) The FPO-M can stipulate that enrollment be barred to a candidate who has finally failed an examination in a degree program of notably similar content to the desired degree program and where the examination regulations define the examination in question as essential for the desired degree program (§ 50 para. 1(2) HG).

§ 5

Standard Term of Study and Credit Point Requirements

- (1) Successful completion of studies for a master's degree requires 60, 90, or 120 credit points (CP), as determined by the stipulations in these regulations as well as the regulations of the relevant FPO-M.
- (2) For full time students, the standard term of study for degree programs concluding with a master's degree is at least two and at most four semesters, including the master's thesis.

The standard term of study is defined in the relevant FPO-M. The following standard terms of study generally apply, depending on how many credit points need to be earned and the model of studies (full-time or part-time):

CP	Standard term of study (in semesters)	
	<i>Full-time student</i>	<i>Part-time student</i>
60	2	4
90	3	6
120	4	8

The FPO-M define whether a given master's degree program is available to part-time students or exclusively on a full-time basis.

§ 6

Modularization of the Academic Program

- (1) The academic program is structured modularly and works with a credit point system. Modules are self-contained units of study that are limited in topic and time frame, and which can encompass a range of teaching and learning forms (such as lectures, exercises, internships, eLearning, individual or group projects, etc.).
- (2) Credit points are awarded for successful completion of a module. Credit points are calculated based on the projected required workload for the students. On average, students are expected to perform 1,800 hours of work per academic year. Each credit point is based on representing 30 hours of work, either in the classroom or self-guided. In general, 60 credit points are awarded per academic year. The credit points for any given module should be divisible by three. Polyvalent modules must be awarded the same number of credit points across the different fields of study, and usually total nine credit points. 'Polyvalent' refers to modules offered across different degree programs that are identical in terms of module length, frequency offered, workload, credit points, qualification goals, content, work assignments (incl. form, length, scope), lectures, forms of instruction and learning, prerequisites for participation, and conditions for awarding of credit points. The prerequisites for successful completion of the module and the awarding of the credit points are defined in the FPO-M.
- (3) Admission to a course or module can be made dependent on specific prerequisites, and successful completion of another course or module(s) in particular. Specific details are regulated in the FPO-M.

§ 7

Structure of Studies toward the Master's Degree (Non-Teacher Education)

- (1) The master's degree program (excluding teacher education) comprises a degree program (single subject degree program/interdisciplinary degree program) or a combination degree program built around multiple degree components comprising a major subject [*Kernfach*] and a minor subject [*Ergänzungsfach*] (Annex 2).
- (2) The FPO-M establish which models are offered for a given degree program/degree component.
- (3) Each master's degree program should offer electives totaling at least 18 credit points. In total, the bachelor's and master's degrees should offer electives totaling 45 credit points. The FPO-M establish the technical and/or interdisciplinary modules from which students of a given degree program may choose. Electives must be identified explicitly in the FPO-M.

§ 8

Examination Board

- (1) Within the faculties, general and/or technical examination boards are formed to handle the responsibilities defined in these RPO-M and in the FPO-M. The precise composition of those boards is determined within the individual FPO-M. For degree programs involving multiple faculties, the faculties can form interfaculty examination boards. An examination board can be supported in the execution of its duties by an office of examinations. Specific details are regulated in FPO-M.
- (2) The examination boards are comprised of:
 - a) members of the teaching faculty,
 - b) members of the academic staff, and
 - c) members of the student body,and at least half of the votes must be held by members of the faculty. The FPO-M can allow for the selection of deputies in the event that appointed members are unable to attend.
- (3) An examination board may also draw upon additional members with specialized technical knowledge as needed.
- (4) The number and terms of office for the members of the examination board are determined in the respective FPO-M. The faculty council for the faculty to which the degree program belongs elects members of the examination board(s) specified in the FPO-M from a pool of candidates proposed by its respective member groups and for a term of office as specified in the FPO-M. For degree programs involving multiple faculties, the relevant faculty councils elect members of the examination board in accordance with the regulations laid out in the FPO-M.
- (5) If no new member has been elected at the end of the term of office of an incumbent member, then that incumbent member will continue in office. If a member resigns their duties early, then a replacement member shall be elected through a special election. Any member appointed through such a special election shall serve out remainder of the departed member's term of office. Re-election is permissible.
- (6) The examination boards elect a chairperson and deputy chairperson from among their teaching faculty members.
- (7) The examination boards organize examinations in their sphere of responsibility and ensure compliance with the provisions of these RPO-M and the relevant FPO-M. In particular, they are responsible for ruling on appeals against decisions made in relation to the exam procedures. Beyond this, the examination boards make decisions about the acceptance of previously acquired academic degrees and transfer of credit for coursework and examinations. The examination boards can entrust the execution of these duties to the chairperson, insofar as these duties are not already explicitly delegated to the chair by these regulations or the FPO-M; this option is not available for decisions on appeals.
- (8) The FPO-M can stipulate a reporting mandate by the examination board to the respective faculties.
- (9) Insofar as a general examination board and technical examination board are to be formed for degree components, the technical examination board is responsible for the following discipline-specific tasks:
 1. Decisions on questions regarding admission and placement,
 2. Decisions on equivalency and the acceptance of academic degrees and on the transfer of previously completed semesters as well as coursework and examinations,
 3. Appointment of examiners pursuant to § 9 para. 2,
 4. Proposal of an assessor for the master's thesis, insofar as the examination candidate has not already proposed one, in accordance with § 14 para. 7,
 5. Approval of additional languages in accordance with § 14 para. 6, and
 6. Handling of appeals to decisions made by the committee.

The technical examination boards can delegate these duties to the chairperson, insofar as these duties are not already explicitly delegated to the chair by these regulations or the FPO-M; this option is not available for decisions on appeals.

- (10) Meetings of the examination boards are convened by the respective chairperson. Meetings of

examination boards are not open to the public. The members of the examination boards and their deputies are legally obligated to confidentiality. Members who are not public sector employees [*im öffentlichen Dienst*] must be sworn to confidentiality by the chairperson of the examination board.

- (11) The examination board has a quorum if the number of members present pursuant to Paragraph 2 (a) is at least equal to the number of members present from the categories indicated in Paragraph 2 (b) and (c) and at least half of its voting members are present.
- (12) The examination board decides by simple majority. In the event of a tie, the chairperson's vote is decisive.
- (13) In matters related to the assessment and acceptance of academic degrees, the assessment, endorsement, and transfer of coursework and examination credits, and the establishment of examination tasks, student members of the examination board serve solely in a consulting role.
- (14) Examination boards are considered government agencies for their fields in the sense of the Administrative Procedures Act [*Verwaltungsverfahrensgesetz*].

§ 9

Examiners

- (1) University examinations, in compliance with § 65 para. 1 HG, may only be held by instructors at the institution of higher education and, where appropriate and necessary to ensure the testing objectives, by persons with experience in the relevant field and as educators. Examinations may only be graded by persons who, at minimum, already hold the same or an equivalent qualification to the qualification being conveyed by the examination itself. Examiners are not subject to external direction in their examination activities.
- (2) Insofar as the FPO-M does not contain any derogating regulations, the role of examiner must be performed by the instructors for the respective course or module, presuming that they satisfy the conditions of eligibility listed in Paragraph 1. Alternatively, the chairperson of the responsible examination board can also appoint other eligible persons (as previously defined in Paragraph 1) to serve as examiner. Where required for situations explicitly denoted in these examination regulations or the FPO-M, the chairperson of the responsible examination board will name a second and third examiner.
- (3) The FPO-M can restrict eligibility for potential examiners.

§ 10

Coursework

- (1) Modules can stipulate that students must complete coursework as part of courses. Coursework refers to all forms of learning, presentation of instructional materials, and other checks of knowledge and competency that are necessary to complete the module, but which do not factor into the official grade. In particular, coursework is intended to help students self-assess the success of their studies, practice methods of academic learning, explore various text and presentation formats, independently broaden knowledge and competencies acquired through seminars, and create material for additional seminar discussions and/or more in-depth exploration of personal interests within the module, where appropriate.

Coursework can take on a wide range of forms, including:

1. written test,
2. short presentations,
3. short written texts,
4. oral test,
5. samples of work or portfolios, or
6. a combination of methods of rendering as enumerated in these regulations and the FPO-M.

The FPO-M can also include other options for rendering coursework. Written tests in electronic form are

governed by § 11 para. 8 and 9 respectively.

- (2) The form and scope of coursework to be rendered must be denoted in the module description. Insofar as multiple possible methods for rendering coursework are defined, the instructor of the course must announce the format and scope of coursework in an appropriate form no later than four weeks after the start of the course.
- (3) Insofar as the successful completion of coursework is necessary for admission to an examination, this must be regulated in the FPO-M.
- (4) Failed coursework can be repeated without limit. Coursework can be graded or ungraded. Where graded, those grades do not count toward the respective module grade.
- (5) Students must register for coursework credit, typically using the campus management system. Exceptions to this rule are determined and announced by the competent examination board. Registration to receive credit for coursework must be made before a specified deadline. Students must register for coursework for each course individually. Students are responsible for informing themselves about all dates and deadlines for coursework (such as from the office of examinations or the campus management system).
- (6) Coursework grades should be released no later than six weeks after the coursework is completed or the official due date, insofar as no other deadline is stipulated by the FPO-M.

§ 11

Examinations

- (1) Modules typically conclude with an examination oriented toward the qualification objectives defined for the module. Examinations are graded. These grades count toward the final grade. Paragraph 3 remains unaffected. Examination grades are classified as administrative decisions within the meaning of the Administrative Procedures Act [*Verwaltungsverfahrensgesetz*].
- (2) Examinations can be comprised of multiple examination elements, which together represent a cumulative examination credit. The individual examination elements, including their respective weighting, must be listed in the module description.
- (3) In derogation of Paragraph 1, the FPO-M can dictate that examinations related to modules intended for the first two semesters of a degree program's curriculum (orientation modules) are not graded, or that any grades associated with such modules do not count toward the final grade. Orientation modules must be denoted as such in the FPO-M.
- (4) Students need to register for examinations, typically via the campus management system. Exceptions to this rule are established and announced by the competent examination board. Students need to register to take an examination before the specified deadline. Separate registration must be made for each individual examination. Students are responsible for informing themselves about all appointments and deadlines for examinations (such as from the office of examinations or the campus management system). Examination candidates can withdraw from the examination up to one week before the start of the examination using the campus management system or by contacting the competent examination board.

For examination dates that have not been organized and announced via the campus management system or the examination board, but rather directly by the examiner, it is possible to withdraw at any time prior to the start of the examination or the negotiated delivery date, provided that the FPO-M does not contain regulations specifying otherwise.

- (5) Examinations are only open to persons who are:
 1. officially enrolled at the University of Siegen in one or more degree programs pursuant to § 48 HG or who have been admitted as cross-registered students within the meaning of § 52 HG, and
 2. who have, where applicable, completed the prerequisites for admission to the examination as stipulated in the FPO-M.

Admission to examinations is generally handled by the examination registration function of the campus management system. Exceptions are announced by the competent examination board. The competent examination board decides on any disputed cases involving admission to examinations. Any candidate who does not fulfill the prerequisites set out in Sentence 1 shall not be admitted.

- (6) The following forms of examination, among others, are permissible:
1. written examination (including in electronic examinations (cf. Paragraph 8) and multiple-choice written examination (cf. Paragraph 9) lasting from 45 minutes to a maximum of four hours,
 2. oral examinations lasting 15 to 60 minutes per candidate,
 3. term paper, or
 4. a combination of these examination formats as enumerated in these regulations and the FPO-M.
- The FPO-M can also include other examination formats. In this case, the scope of the examination should be regulated in the FPO-M.
- (7) The format and scope of the examination to be taken are defined in the module description. Insofar as several possible methods for completing examinations are denoted, the instructor of the course must announce the format and scope of the examination in an appropriate form no later than four weeks after the start of the course.
- (8) Examinations can be produced, conducted, and scored in part or whole in electronic form (e-Klausur). In particular, electronic examinations can include editing of free text assignments, fill-in-the-blank texts, or classification tasks. The e-Klausur is to be taken on site, with proctoring. If an examination is held as an e-Klausur, then it must be ensured until the end of the retention period that the electronic data can be unambiguously and unmistakably identified and associated with the examination candidate. The retention period for electronic data is identical to the retention periods for other forms of examination.
- (9) Examinations can be conducted in a multiple-choice format if the examiner has personally set the examination. If students will be taking the exam for whom a failed examination cannot be retaken or otherwise remedied (cf. § 12 para. 6), then the examination should be set jointly by two persons eligible to set an examination. If the examination was not jointly set by two eligible examiners in this way, then the second examiner has a certain amount of discretion for interpretation in their grading. In this situation, the second examiner is not bound to the existing grading scheme.
- (10) Oral examinations must be conducted jointly by several examiners or by one examiner in the presence of an observer qualified in the subject. The FPO-M can include specific regulations about the qualifications required of any such observer. A protocol must be created for the oral examination, to be signed by all examiners and/or the qualified observer.
- (11) Students from the same degree program are allowed to attend the oral examination as observers, excepting where the examination candidate objects to this. Observers of this kind are not authorized to attend the examiners' consultation or the announcement of the examination results to the examination candidate.
- (12) In certain appropriate situations and at the discretion of the examiner, examinations can be conducted either orally in groups or as part of a group project, presuming the individual contribution of each examination candidate can be clearly identified and graded.
- (13) As a rule, examinations must be conducted in the same language as the course itself. Any derogation of this must be announced by the respective instructors no later than four weeks after the beginning of the course.
- (14) Failed examinations can be repeated with certain restrictions (cf. § 12). In specially justified cases, the FPO-M can include derogations of this rule. Sentences 1 and 2 do not apply for examinations in orientation modules.
- (15) Examination grades should be released no later than six weeks after the examination is completed or the official due date, insofar as no other deadline is stipulated by the FPO-M.

§ 12

Repetition of Coursework and Examinations

- (1) Coursework and examinations cannot be retaken once they have been successfully passed. In derogation of Sentence 1, the FPO-M can include options for retaking examinations to improve grades.
- (2) Coursework and examinations, if they are graded at all, are considered passed if a grade of 'Sufficient' [ausreichend] or better is earned or, where not graded (examinations for orientation modules and coursework), if they are assessed as 'Pass' [bestanden]. If an examination comprises multiple testing

elements, then the examination is considered passed once all testing elements are completed and the comprehensive examination credit has been passed (cf. § 21 para. 7).

- (3) Coursework and examinations, where graded, are considered failed if a grade of 'Failing' [mangelhaft] is awarded or, where not graded (examinations for orientation modules and coursework), if they are graded as 'Fail' [nicht bestanden]. If an examination is comprised of multiple testing elements, then the examination is considered failed once the comprehensive examination credit is graded as failed (cf. § 21 para. 8). In this case, all test elements of the examination must be repeated.
- (4) The FPO-M can stipulate that a failed [nicht bestanden] examination may be remedied through a supplementary oral examination.
- (5) Examinations which have been failed or which are otherwise considered failing can typically be repeated up to two times. In specially justified cases, the FPO-M can include derogations of this rule. Failed coursework can be repeated without limit. The FPO-M can stipulate time limits and deadlines for the repetition of examinations. At least two weeks must transpire between the initial announcement of results after the first attempt and any re-taking of the exam. This deadline can be shortened where requested by the student. The FPO-M can stipulate that repeat examinations be held in a different format from the original examination.
- (6) Repeat examinations for which a failure to pass would be final and not eligible for remedy must be graded by at least two examiners.
- (7) If an examination is graded as finally failed, or is otherwise deemed to be finally failing, then the chairperson of the examination board must notify the candidate of this in writing. This official correspondence must be accompanied by information detailing the appeals process against the ruling.
- (8) If the failed module is a core elective, then the FPO-M must provide information on the extent to which the student can complete alternative modules.

§ 13

Requirements and Permission to Submit a Master's Thesis

- (9) Permission to submit a master's thesis is open to students at the University of Siegen who are either enrolled in the degree program in question or who have been admitted as cross-registered students pursuant to § 52 para. 2 HG. The FPO-M can include degree program-specific qualification requirements.
- (10) An application for permission to submit a master's thesis must be submitted in written or electronic form to the competent examination board, as stipulated in the FPO-M. The application should be accompanied by documentation confirming that the eligibility requirements as defined in Paragraph 1 and, where applicable, in the FPO-M have been satisfied. The FPO-M can stipulate that additional documents must be included with the application.
- (11) Notification that permission to submit a master's thesis has been granted will be issued either as written correspondence or via the campus management system.

§ 14

Master's Thesis

- (12) The master's thesis is intended to demonstrate that the candidate is capable of working independently on a problem within a predefined period and using scientific or applied artistic methods and that they can then present the results of that work in an appropriate form.
- (13) The FPO-M governs the working time and credit points for the master's thesis. 15–30 credit points can be awarded for the master's thesis. For degree programs combining different academic disciplines [*Kombinationsstudiengänge*], students can select the degree component for which they wish to prepare a master's thesis, insofar as the relevant FPO-M do not include any derogating regulations. Topic, task, and scope of the master's thesis must be limited in such a manner that the candidate can complete it within the specified period. The topic may only be changed once, and only within a certain period of time as established in the FPO-M once the allowed working time has begun. In this case, a new topic will be provided. Any elapsed working time will not be added onto the new allowable working time. The FPO-M can require an oral examination or oral defense in addition to the master's thesis, with the results

counting toward the grade for the master's thesis.

- (14) If there is a compelling reason, the deadline for submission of the master's thesis can be extended up to one-half of the working time allowed by the stipulations of the FPO-M. In the cases of §§ 19 and 20, the examination board is authorized to extend the deadline for submission of the master's thesis to as much as double the originally intended working time. This time indicated in Sentence 1 is counted toward the working time. In general, documentation must be provided to the competent examination board no later than one week before the end of the working time. Illness must be documented without delay through a medical certificate. The option to withdraw pursuant to § 18 para. 1 remains unaffected.
- (15) The chairperson of the competent examination board shall appoint a lead assessor and second assessor, as well as a third assessor where needed.
- (16) The lead, second, and third assessors must be qualified to conduct examinations as regulated in § 9 para. 1. The FPO-M can stipulate that additional prerequisites must be fulfilled to qualify for appointment as a lead, second, or third assessor.
- (17) As a rule, the master's thesis must be composed in German or English. The FPO-M can stipulate that the master's thesis is to be submitted in a different language. The competent examination board can also allow further languages, by request of the candidate and with consent from the lead assessor.
- (18) The FPO-M can include supplemental master's thesis regulations, including for the examination process and on its formal structure and subject matter. This includes in specific:
 1. the right on the part of the examination candidate to propose assessors for the master's thesis,
 2. the process for assignment of the topic and the language of the master's thesis,
 3. the formal requirements for the preparation of the master's thesis,
 4. the securing of personal copyright for the master's thesis, and
 5. withdrawal from the master's thesis prior to the start of the allowed working time.

§ 15

Acceptance and Grading of the Master's Thesis

- (1) The master's thesis must be submitted within the prescribed time and in the format and with the number of copies stipulated in the FPO-M to the competent examination board or some other office of the board's choosing. The submission date must be officially noted. If the thesis is to be submitted by post, then the time of delivery to the postal service (postmark) is considered definitive. Any thesis not submitted within the prescribed time will be graded as 'Failing' [*mangelhaft*].
- (2) The master's thesis shall be evaluated by a lead assessor and a second assessor (cf. § 14 para. 4), working pursuant to the stipulations of § 21. The FPO-M can regulate the organization of the examiner's report and/or grade.
- (3) The examiner's report and/or grade should be returned no later than eight weeks after receipt of the thesis by the chairperson of the competent examination board. If the grades are different, then the grade for the master's thesis will be calculated as the arithmetic mean of the two grades (cf. § 21 para. 2). The grade for the master's thesis is classified as an administrative decision in the sense of the Administrative Procedures Act [*Verwaltungsverfahrensgesetz*] and is disclosed to the examination candidate, in writing or electronically via the campus management system, no later than ten weeks after the submission of the thesis.

§ 16

Repetition of the Master's Thesis

- (1) A master's thesis graded as 'Failing' [*mangelhaft*] may be repeated once.
- (2) If the master's thesis is graded as "Fail" [*nicht bestanden*] or "Final Fail" [*endgültig nicht bestanden*], or is otherwise deemed to be finally failed, then the chairperson of the examination board must notify the candidate of this in writing. This official correspondence must be accompanied by information detailing the appeals process against the ruling.

§ 17

Acceptance of Transfer Credits

- (1) Examinations and coursework from degree programs at other public or officially accredited universities, at public or officially accredited vocational academies, or from degree programs at foreign public or officially accredited universities, are accepted upon request if the acquired skills are deemed equivalent to those that would have been acquired through study at the University of Siegen.
- (2) Decisions on acceptance of transfer credits pursuant to Paragraphs 1-7 will be made by the competent examination board. The student submitting the request is responsible for providing the information needed to assess the transfer credits in question. The burden of proof for rejecting transfer credits on the basis of insufficient fulfillment of the prerequisites for acceptance of such credits (within the meaning of Paragraph 1) falls to the competent examination board. If the case is disputed, then the facts will be presented to the competent representatives of the department. Insofar as essential differences are identified and documented in the sense of the Lisbon Convention, then the decision to not accept the transfer credits must be justified in writing.
- (3) Decisions on requests within the meaning of Paragraph 1 shall be made within a two-month deadline.
- (4) Students whose transfer credits have been accepted based on the stipulations in Paragraph 1 can and, where requested by the student, must be assigned a *Fachsemester*, calculated based on Sentences 2 and 3. This *Fachsemester* reflects the number of accepted credit transfer points in relation to the overall number of credit points required to graduate in the degree programs in question, multiplied by the standard term of study for the degree program in semesters.
The *Fachsemester* is rounded up if the first decimal place is five or above, and rounded down otherwise, albeit never below at least one *Fachsemester*.
- (5) In situations where agreements and/or treaties (*Äquivalenzabkommen*) exist between the Federal Republic of Germany and other states regarding equivalency in the higher education field and where those agreements benefit foreign students in derogation of the terms in Paragraph 1, then the rules of the equivalence treaty take precedent.
- (6) By request, other knowledge and qualifications, as evidenced through appropriate documentation, can be credited toward the degree program where said knowledge and qualifications are equivalent in terms of content and level to the coursework and examinations they are to replace.
- (7) If credit is to be transferred for examination credits, the grades—insofar as the grading schemes in question are comparable—are also transferred and taken into account in the calculation of the final grade. If no grade is provided, or if the grading systems are not comparable, but sufficient evidence is present to allow for a grade to be inferred, then a grade will be assigned using the grading scale defined in § 21 para. 1 and handled as indicated in Sentence 1. If no such evidence is present, then—where applicable—the examination record will be appended with a ‘Pass’ [*bestanden*]. The acceptance of transfer credits is noted in the Transcript of Records.

§ 18

Unexcused Absence, Withdrawal, Cheating

- (1) Coursework or examinations are considered ‘Failing’ [*mangelhaft*] or ‘Fail’ [*nicht bestanden*] if the examination candidate is absent without compelling reason from an examination date or other fixed appointment, or if the candidate withdraws without compelling reason after the coursework or examination has begun. The same holds if written coursework or an examination is not submitted within the appointed deadline.
- (2) The following are considered ‘compelling reasons’: an illness-related inability to take the examination; claiming of leave based on §§ 3, 4, 6, and 8 of the German Maternity Leave Act [*Mutterschutzgesetz*] (cf. § 19 para. 1 and 2); or, in urgent cases, care for a spouse, registered civil partner, direct relative, or direct in-law who has been officially declared as invalid and/or in need of care (cf. § 19 para. 3). For the purposes of adherence to deadlines, reasons for an unexcused absence in relation to coursework or examinations, and adherence to working times for the master’s thesis or coursework or examinations, an illness suffered by a child for whom the candidate is the primary carer is categorized as being equivalent to an illness suffered by the candidate themselves.

- (3) In the case of a compelling reason being asserted as grounds for a withdrawal or unexcused absence, that reason must be submitted in writing to the competent examination board without delay, and no later than three working days (based on receipt at examination board or postmark) for review of the credibility of the claim. In cases of an illness suffered by the candidate, a medical certificate attesting to their unfitness to participate in the examination must be submitted. The candidate will be notified if the certificate is accepted. If the examination board does not accept the certificate, then the coursework or examination will be assigned a grade of 'Failing' [*mangelhaft*].
- (4) If a submission deadline is missed for a compelling reason, then an application can be submitted to the competent examination board to extend the deadline by up to half of the original scheduled working time. In the situations described in §§ 19 and 20, the examination board is authorized to extend the deadline for submission of the bachelor's thesis up to double the length of the originally scheduled working time. The option to withdraw pursuant to Paragraph 1 remains unaffected.
- (5) If a candidate attempts to influence the results of coursework or an examination by means of cheating, such as the use or carrying of unauthorized aids or through plagiarism, they will be given a grade of 'Failing' [*mangelhaft*] for that coursework or examination. The examiner or observer is responsible for investigating suspicions of cheating on oral coursework or examinations; for written coursework or examinations, this is the responsibility of the respective examiner or proctor. All investigative findings will be entered into the official record. For a master's thesis, these findings are made by the assessor.
A decision on whether cheating occurred will be made by the competent examination board following an official hearing with the concerned party.
- (6) If the examination candidate attempts to change the results of coursework or examinations by influencing the testing organ or the persons empowered by that organ to conduct the examination, then the coursework or examination can be declared 'Failing' [*mangelhaft*].
- (7) Candidates found to have engaged in multiple or otherwise grievous attempts at cheating can also be expelled.
- (8) A candidate who disturbs the orderly process of the examination can, typically after due warning, be disqualified by the examiner or proctor from further participation in the examination; in this case the coursework or examination will be graded as 'Failing' [*mangelhaft*]. Before such a decision is made, the concerned party will be granted the opportunity to provide an explanation. The hearing and reasons for the disqualification must be added to the official record. If the candidate is disqualified from coursework or an examination, then the candidate can appeal this decision to the competent examination board.
- (9) Findings of culpability must be provided to the concerned party by the competent examination board without delay, in writing and with justifying explanation.

§ 19

Familial Obligations, Protective Regulations, Academic Leave

- (1) By request, a candidate can request that maternity leave periods, as established in the Maternity Leave Act, be accounted for in deadlines. Maternity leave provisions supersede any time frames stipulated in these Examination Regulations or the FPO-M; the calculation of the deadline should not include the period of maternity leave.
- (2) In the same way, parental leave periods under the Parental Allowance and Parental Leave Act (*Bundeselterngeld- und Elternzeitgesetz / BEEG*) as amended must be taken into consideration. The candidate must notify the examination board of the period(s) during which they wish to take parental leave at least four weeks prior to the date on which they wish to enter parental leave.
- (3) By request, the deadlines will be adjusted to accommodate absence periods related to care of spouses, registered life partners, immediate relatives, or in-laws with an officially acknowledge need for care. An application must be made as soon as possible after the relevant situation arises.
- (4) Proof and documentation must be included with the application(s).

§ 20

Hardship Compensation for Disadvantages or Chronic Illnesses

If an examination candidate can present a compelling argument, including appropriate documentation, that the candidate is suffering from a chronic illness or disability within the meaning of § 2 para. 1 of the Social Security Code [Sozialgesetzbuch] IX that prevents the candidate from applying their intellectual abilities for the assignment and thus they cannot complete the coursework or examination, in part or in whole, within the appointed deadlines, then the competent examination board can authorize an extension of the allotted time for the coursework or examination or of the deadlines for submission of coursework or examinations, or can order the submission of equivalent coursework or examinations in a format compatible with the candidate's situation.

§ 21

Grades, Calculation of Grades

- (1) Grades for examinations and graded coursework are awarded by the respective examiners or instructors and announced via the campus management system. The following classifications shall be used in grading:
- | | | |
|------------------|---|---|
| 1 = Excellent | = | an outstanding performance; |
| 2 = Good | = | a performance significantly better than the average; |
| 3 = Satisfactory | = | a performance that meets the average standard; |
| 4 = Sufficient | = | a performance with some deficiencies which nevertheless, on the whole, is sufficient; |
| 5 = Failing | = | a performance with too many deficiencies to satisfy the requirements. |

For a differentiated evaluation of result, individual grades can be lowered or raised by increments of 0.3. However, the grades 0.7, 4.3, 4.7 and 5.3 are not permissible. Notwithstanding Sentence 4, the FPO-M may stipulate that interim grades of 4.3 and 4.7 are permissible. Sentences 2 to 5 also apply in respect of the master's thesis.

- (2) If the grades from two assessors are different, then the grade for the master's thesis or examination will be calculated as the arithmetic mean of the two grades. If one of the two grades is 'Failing' [*mangelhaft*] or the two scores are more than two full grades apart from one another, then the performance is to be graded by a third examiner or assessor. In this case, and where the FPO-M does not stipulate otherwise, the grade will be composed of the arithmetic mean of the three awarded grades. Any such grade formulated using the arithmetic mean must achieve at least a grade of 'Sufficient' [*ausreichend*]. Otherwise, the master's thesis or examination shall be considered failed. The entry for the master's thesis on the academic transcript will follow the regulations of Paragraph 6.
- (3) Insofar as the grade for a comprehensive examination credit (cf. § 11 para. 2) is formed from multiple individual grades, then the grade shall be drawn from the arithmetic mean of the grades from the individual examination elements in accordance with the weighting indicated in the module description.
- (4) Insofar as the FPO-M does not contain derogating provisions, the final grade for the master's degree program will be formulated from the arithmetic mean of the individual grades, weighted according to the credit points upon which the module is based. For combination degree programs, Sentence 1 applies for the formulation of a subject-specific final grade for each degree component.
- (5) Insofar as the FPO-M does not contain any derogating provision, grades formulated from multiple individual grades will be rounded to the first decimal place. This rounding process will only account for the first two digits after the decimal; all additional decimals are struck without rounding. The number 5 is to be rounded down.
- (6) If a grade is formulated from an arithmetic mean pursuant to Paragraph 4, then the final calculated grade will be graded according to the following scale:
- | | | | | |
|------|-----|----|-----|---------------|
| to | 1.5 | | | excellent; |
| from | 1.5 | to | 2.5 | good; |
| from | 2.5 | to | 3.5 | satisfactory; |

from 3.5 to 4.0 sufficient;
above 4.0 failing.

- (7) The master's thesis, an examination, or graded coursework is considered passed if the work is graded as 'Sufficient' [*ausreichend*] or better. Ungraded coursework is considered passed when scored as 'Pass' [*bestanden*] or better. If an examination comprises multiple testing elements, then the examination is considered passed once all testing elements are completed and the comprehensive examination credit has been passed (cf. § 12 para. 2).
- (8) Coursework and examinations, where graded, are considered failed if a grade of 'Failing' [*mangelhaft*] is awarded or, where not graded (examinations for orientation modules and coursework), if they are scored as 'Failed' [*nicht bestanden*]. If an examination comprises multiple testing elements, then the examination is considered failed once the comprehensive examination credit is graded as failed (cf. § 12 para. 3).

§ 22

Completion of the Course of Studies

- (1) Studies toward the master's degree are successfully completed when all academic assignments (coursework and examinations) have been completed in accordance with the FPO-M and the internship regulations for the degree program and the credit point totals for the degree program as dictated in the FPO-M have been attained.
- (2) A candidate has finally failed their studies toward the master's degree if an examination or master's thesis needed for the master's degree is finally failed.
- (3) If a degree candidate fails to complete their studies toward the master's degree, the candidate can request a Transcript of Records for all already passed academic credits, including examinations and any acquired ECTS credit points.

§ 23

Master's Degree Certificate and Diploma

- (1) A student who has successfully completed studies toward the master's degree will receive an official degree certificate indicating their grades from the degree program, including the final grades for the degree program / degree components [*Fachnoten*], the topic and grade for the master's thesis, and the final overall grade. The degree certificate indicates the date on which the last official assignment or examination was completed. It is also signed by the chairperson of the competent examination board.
- (2) Alongside the degree certificate, the student will also receive a master's diploma, dated the day of conferral. This formally documents the awarding of the university degree in accordance with § 3.
- (3) The master's diploma is signed by the dean of the faculty to which the degree program or, in the case of a combination degree program, to which the major subject [*Kernfach*] belongs, as well as by the chairperson of the competent examination board.
- (4) The master's degree certificate and diploma are sealed with the official seal of the competent faculty pursuant to Paragraph 3.

§ 24

Diploma Supplement and Transcript of Records

- (1) Alongside the master's degree certificate, each graduate also receives a Diploma Supplement and Transcript of Records.
- (2) In particular, the Diploma Supplement describes the essential academic material covered by the degree, including the sequence of courses and the competencies acquired as part of the degree. The Diploma Supplement also includes information about the institution of higher education and the German higher education system.
- (3) The Transcript of Records details the individual course sequence, the duration of study in the major

discipline and, where applicable, the selected specialist profile, all successfully completed modules, as well as all coursework and examinations completed over the course of studies (including the master's thesis), including grades. In particular, it also contains all individual module grades. Beyond this, an overview based on the respective final grades is to be provided in compliance with the ECTS guidelines as amended. It shows which percentage of students from the respective graduating class completed the program within the standard term of study and the final grades they achieved.

- (4) The Diploma Supplement and Transcript of Records are signed by the chairperson of the examination board and bear the seal of the faculty pursuant to § 23 para. 3.

§ 25

Access to Examination Records

- (1) After completion of individual examinations or the master's thesis, the candidate is to be granted access to their own examinations or master's thesis, the examiners' written reviews, as well as records of oral examinations. The application process for this access will be established by the competent examination board. § 29 of the Administrative Procedure Act [*Verwaltungsverfahrensgesetz*] for the Federal State of North Rhine-Westphalia remains unaffected by this.
- (2) Returning written work to the students satisfies the right for access pursuant to Paragraph 1.

§ 26

Invalidity of Examination Results and Revocation of the Master's Degree

- (1) If, without any intention to deceive on the part of the candidate, the requirements for admission to an examination were not actually fulfilled, and this fact comes to light only after publication of the results of that examination, this error will be considered remedied by the fact of the candidate's passing of said examination. If the examination candidate behaved in a premeditated way to unjustly achieve admission, then the competent examination board will decide on the legal consequences in consideration of the law on administrative proceedings [*Verwaltungsverfahrensgesetz*] for the state of North Rhine-Westphalia.
- (2) If a candidate cheated during an examination, and this cheating comes to light only after the announcement of the results or distribution of the certification, the examination board can retrospectively correct the grade for the examination in question and declare the candidate to have failed that examination, either wholly or in part. The incorrect certificate will be confiscated and, where necessary, a new one will be issued.
- (3) The master's degree will be revoked if it is subsequently found that it was acquired by cheating or if essential requirements for the awarding were erroneously considered to have been met. Decisions on revocation will be made by the competent examination board.
- (4) Prior to a decision, the concerned party will be granted the opportunity to present explanations.
- (5) The statute of limitations for decisions pursuant to Paragraph 1 sentence 2, Paragraph 2, and Paragraph 3 totals five years from the date upon which the degree was conferred. The period between initiation and completion of an administrative proceeding to review the revocation of the academic degree is separate from the five-year statute of limitations stated in Sentence 1. Beyond this, § 48 para. 1, 3 of the Administrative Procedure Act [*Verwaltungsverfahrensgesetz*] for the Federal State of North Rhine-Westphalia shall apply.

Special Regulations for Teacher Education [*Lehramt*]

§ 27

Master's Degree (Teacher Education)

After successful completion of studies toward the master's degree in teacher education, the university conveys the academic degree of "Master of Education" (M.Ed.).

§ 28

Admission Requirements and Barriers to Enrollment (Teacher Education)

- (1) The prerequisites for admission to a master's degree program in teacher education are regulated in the "Ordnung über den Zugang zu den Masterstudiengängen im Lehramt der Universität Siegen vom 15. Mai 2013" as amended.
- (2) Enrollment in teacher education degree programs / degree components is barred to candidates who have irrevocably failed an examination required in the FPO-M for a degree programs or degree component with significant content overlap to the degree program or degree component for which matriculation is being sought. 'Significant content overlap' here refers in specific to the combination of identical school form with the same area of specialization or area of teaching.

§ 29

Structure of the Academic Program (Teacher Education)

- (1) Studies towards the master's degree in teacher education comprise several degree components (known as a *Kombinationsstudiengang*, or combination degree program). The teacher education program can only be undertaken as a full-time course of study. The standard term of study for the master's degree totals four semesters, including the master's thesis. For teacher education for vocational colleges [*Lehramt an Berufskolleg*] (Model C), the standard term of study on the dual studies model is six semesters, including the master's thesis.
- (2) The bachelor's degree in teacher education for elementary education (*Grundschulen*, hereinafter *Gs*) is structured as follows:

Of the 120 credit points (CP) required for the master's degree, these are divided into:

1. 18 CP in field of study I: Basic language education, of which at least 3 CP must be apportioned to specialized didactics,
2. 18 CP in field of study II: Basic mathematical education, of which at least 3 CP must be apportioned to specialized didactics,
3. 18 CP of the course of studies in field of study III and/or the teaching subject, of which at least 3 CP must be apportioned to specialized didactics,
4. 15 CP for studies in pedagogy,
5. 6 CP for courses in German for students with a migration background,
6. 25 CP for the practical semester (13 CP for practical school instruction, a total of 12 CP for related university coursework and the research project),
7. 20 CP for the master's thesis.

Over the course of studying for the bachelor's and master's degrees, candidates must acquire at least 15 credit points in teaching methodology per field of study and teaching subject; at least 3 of those specialized didactics credit points must come during the master's degree program.

Over the course of studying for the bachelor's and master's degrees, at least 5 credit points per field of study or teaching subject must be acquired in the field of inclusive teaching philosophy, and at least 4 credit points in pedagogy on special topics related to the inclusion of students with special educational needs. Specific details are regulated in the FPO-M.

- (3) The master's degree in teacher education for secondary and comprehensive schools (*Haupt-, Real-, Sekundar- und Gesamtschulen*, hereinafter *HRSGe*) is structured as follows:

Of the 120 CP required for the master's degree, these are divided into:

1. 27 CP of the course of studies in the primary field of study, of which at least 4 CP must be apportioned to specialized didactics,
2. 27 CP of the course of studies in the secondary field of study, of which at least 4 CP must be apportioned to specialized didactics,

3. 15 CP for studies in pedagogy,
4. 6 CP for courses in German for students with a migration background,
5. 25 CP for the practical semester (13 CP for practical school instruction, a total of 12 CP for related university coursework and the research project),
6. 20 CP for the master's thesis.

Over the course of studying for the bachelor's and master's degrees, candidates must acquire at least 20 specialized didactics credit points per teaching subject; at least 4 of those specialized didactics credit points must come during the master's degree program.

Over the course of studying for the bachelor's and master's degrees, at least 5 credit points per teaching subject must be acquired in the field of inclusive teaching philosophy, and at least 4 credit points in pedagogy on special topics related to the inclusion of students with special educational needs. Specific details are regulated in the FPO-M.

- (4) The master's degree in teacher education for secondary and comprehensive schools (*Gymnasien and Gesamtschulen*, hereinafter *GymGe*) is structured as follows:

Of the 120 CP required for the master's degree, these are divided into:

1. 27 CP of the course of studies in the primary field of study, of which at least 3 CP must be apportioned to specialized didactics,
2. 27 CP of the course of studies in the secondary field of study, of which at least 3 CP must be apportioned to didactics,
3. 15 CP for studies in pedagogy,
4. 6 CP for courses in German for students with a migration background,
5. 25 CP for the practical semester (13 CP for practical school instruction, a total of 12 CP for related university coursework and the research project),
6. 20 CP for the master's thesis.

Over the course of studying for the bachelor's and master's degrees, candidates must acquire at least 15 specialized didactics credit points per teaching subject; at least 3 of those specialized didactics credit points must come during the master's degree program.

Over the course of studying for the bachelor's and master's degrees, at least 5 credit points per teaching subject must be acquired in the field of inclusive teaching philosophy, and at least 4 credit points in pedagogy on special topics related to the inclusion of students with special educational needs. Specific details are regulated in the FPO-M.

Art or music can be selected as a sole teaching subject in place of two teaching subjects. In this case, 54 CP are allocated for the course of studies in the instructional subject art or music, with at least 6 CP allocated to specialized didactics.

- (5) The master's degree in teacher education for vocational colleges (Track A: Teaching Subject and Vocational Specialization) is structured as follows:

Of the 120 CP required for the master's degree, these are divided into:

1. 27 CP of the course of studies in the primary field of study, of which at least 3 CP must be apportioned to specialized didactics,
2. 27 CP of the course of studies in the secondary field of study, of which at least 3 CP must be apportioned to specialized didactics,
3. 15 CP for studies in pedagogy,
4. 6 CP for courses in German for students with a migration background,
5. 25 CP for the practical semester (13 CP for practical school instruction, a total of 12 CP for related university coursework and the research project),
6. 20 CP for the master's thesis.

Over the course of studying for the bachelor's and master's degrees, at least 15 specialized didactics credit points per teaching subject or vocational specialization must be acquired; at least 3 of those specialized didactics credit points must come during the master's degree program.

Over the course of studying for the bachelor's and master's degrees, at least 5 credit points per teaching subject or vocational specialization must be acquired in the field of inclusive teaching philosophy, and at least 4 credit points in pedagogy on special topics related to inclusion of students with special educational needs. Specific details are regulated in the FPO-M.

- (6) The master's degree in teacher education for vocational colleges (Track B: Major Vocational Specialization and Minor Vocational Specialization) is structured as follows:

Of the 120 CP required for the master's degree, these are divided into:

1. 30 CP of the course of studies in the major vocational specialization, of which at least 3 CP must be apportioned to specialized didactics,
2. 24 CP for studies in the minor vocational specialty,
3. 15 CP for studies in pedagogy,
4. 25 CP for the practical semester (13 CP for practical school instruction, a total of 12 CP for related university coursework and the research project),
5. 20 CP for the master's thesis.

Over the course of studying for the bachelor's and master's degrees, at least 15 specialized didactic credit points must be acquired in the major vocational specialization; at least 3 of those specialized didactics credit points must come during the master's degree program.

Over the course of studying for the bachelor's and master's degrees, at least 5 credit points per major vocational specialization must be acquired in the field of inclusive teaching philosophy, and at least 4 credit points in pedagogy on special topics related to the inclusion of students with special educational needs. Specific details are regulated in the FPO-M.

- (7) The master's degree in teacher education for vocational colleges (Track C: Major Vocational Specialization and Minor Vocational Specialization as dual and non-dual master's degree) is structured as follows:

Of the 120 CP required for the master's degree, these are divided into:

1. 24 CP for studies in specialized didactics for the major vocational specialty,
2. 3 CP for studies in specialized didactics for the minor vocational specialty,
3. 30 CP for studies in pedagogy,
4. 12 CP for practical elements for the bachelor's degree (aptitude/orientational internship, occupational internship),
5. 6 CP for German for students with a migration background,
6. 25 CP for the practical semester (13 CP for practical school instruction, a total of 12 CP for related university coursework and the research project),
7. 20 CP for the master's thesis.

Over the course of studying for the bachelor's and master's degrees, at least 5 credit points per major vocational specialization must be acquired in the field of inclusive teaching philosophy, and at least 4 credit points in pedagogy on special topics related to the inclusion of students with special educational needs. Specific details are regulated in the FPO-M.

- (8) Annex 3 contains permissible combinations of teaching subjects and areas of learning.

§ 30

Examination Board (Teacher Education)

- (1) For the master's degree programs in teacher education, one central examination board for teacher education as well as various technical examination boards will be established. The central examination board for teacher education is supported in its work by the central office of examinations for teacher

education.

- (2) The central examination board comprises nine members, whenever possible from different instructional units involved with teacher education. The committee consists of five members who are part of the teaching faculty, two members of the academic staff, and two students. Where possible, they should also be members of the technical examination boards for teacher education. One member from the teaching faculty group must come from the area of pedagogy. The director of the central office of examinations for teacher education is a consulting member of the central examination board for teacher education. The term of office is 2 years, excepting for students, for whom it is one year. Re-election is permissible. The central examination board for teacher education is called to session and led by its chairperson.
- (3) In derogation of § 8 para. 1, the members and deputy members of the central examination board for teacher education will be selected by the board of the Center for Teacher Education and Educational Sciences (ZLB) based on faculty recommendation. The central examination board for teacher education is responsible for all tasks delegated to the examination board in these examination regulations and the FPO-Ms. § 8 para. 9 remains unaffected.
- (4) The members and deputy members of the technical examination boards are elected by the respective faculty councils. At least one member must be a professor in teacher education.
- (5) In derogation of § 8 para. 9, the technical examination board is not responsible deciding on recognition of practical elements. This is the responsibility of the central examination board for teacher education.

§ 31

Examinations (Teacher Education)

In derogation of § 11 para. 1, the modules of the master's degree in teacher education each conclude with a final module examination that is denoted as such in the Diploma Supplement and which depicts the acquisition of skills from that entire module.

§ 32

Requirements and Permission to Submit a Master's Thesis (Teacher Education)

- (1) Supplemental to § 13 para. 1, permission to submit a master's thesis requires documentation of at least 60 credit points from the entire course of study.
- (2) Proof should also be included along with the application for permission to submit a master's thesis pursuant to § 13 para. 29.
- (3) It is recommended that the master's thesis be completed only after the completion of the practical semester.

§ 33

Grades, Calculation of Grades (Teacher Education)

- (1) § 21 para. 1 sentence 5 does not apply for the master's degree in teacher education.
- (2) Insofar as the FPO-M contains no derogating regulations, all module grades (once weighted based on the underlying credit points) are counted into the final overall grade and the subject-specific final grade [*Fachnote*]. At least three module grades per subject must count toward the final grade, excepting teacher education for elementary education, which must feature at least two module grades. Both the specialized didactic and pedagogic portions must be accounted for. Specific details are regulated in FPO-M. The division into specialized didactics and pedagogy does not apply for the program in the educational sciences.
- (3) Grades calculated from multiple individual grades will be rounded to the first decimal place. This rounding process will only account for the first two digits after the decimal; all additional decimals are struck without rounding. The number 5 is to be rounded down.

§ 34

Master's Degree Certificate and Diploma (Teacher Education)

- (1) A student who has successfully completed studies toward the master's degree will receive an official degree certificate indicating their grades from the degree program alongside the designation "Master of Education" (M.Ed.) as well as reference to the specific teaching degree focus pursuant to §§ 2 to 5 of the *Lehramtszugangsverordnung*. The certificate will furthermore list the selected fields of study and the educational sciences together with subject grades as well as the grades for the practical semester and the practical examination pursuant to § 11 para. 10 of the *Lehrerausbildungsgesetz*, the topic and grade for the master's thesis, and the overall grade. It contains information about the accreditation of the degree program.
- (2) In derogation of § 23 para. 2, this formal documentation of the awarding of the university degree will be conducted in accordance with § 27.
- (3) In derogation of § 23 para. 3, the master's diploma will be signed by the dean of the faculty of the department which accepted the master's thesis. The master's diploma is also to be appended with the seal of the faculty from Sentence 1. The master's diploma is also to be signed by the chairperson of the central examination board for teacher education.
- (4) In derogation of § 23 para. 4, the certificate of degree completion is sealed with the seal of the central board of examiners for teacher education.

§ 35

Diploma Supplement and Transcript of Records (Teacher Education)

- (1) Supplemental to § 24, the Transcript of Records must include information about inclusion-oriented coursework and examinations in the specializations/fields of study as well as in the educational sciences.
- (2) In contradiction to § 24 para. 4, the Diploma Supplement and Transcript of Records are to be appended with the seal of the Central Office of Examinations for Teacher Education.

Entry into Effect

§ 36

Entry into Effect and Publication

- (1) These Examination Regulations shall enter into effect on 1 October 2018. The official German version will be published in the "*Amtliche Mitteilungen der Universität Siegen*", the official gazette of the University of Siegen.
- (2) These regulations—as restricted in § 1 para. 1—apply to degree programs and degree components for the master's degree upon entry into effect of the respective FPO-Ms, in accordance with the transitional regulations established in the FPO-Ms.
- (3) Examination regulations for master's degree programs that do not satisfy the stipulations of these general examination regulations and whose annulment has not already been ratified or was ratified prior to 1 October 2020, should be adjusted no later than Winter Semester 2020/2021 to these university-wide examination regulations.
- (4) The annulment of examination regulations that do not satisfy these university-wide examination regulations and the transitional rules are to be regulated in the respective departmental examination regulations (master's) or in a separate set of regulations.

- (5) In derogation of Paragraph 2, these General Examination Regulations apply to teacher education degree components toward the master's degree starting on 1 April 2023, however only for teacher education students who completed a bachelor's degree based on the general examination regulations (RPO-B) for the bachelor's degree at the University of Siegen dated 1 August 2018 as amended, or who completed that degree at another university and who registered for the first time for a master's degree program in teacher education [*Lehramt*] at the University of Siegen on or after 1 April 2023.

It contains elements ratified by the Senate on 16 May 2018 and 11 July 2018.

Siegen, 28 February 2019

Rector

signed

(University Professor Dr. Holger Burckhart

Annex 1

Sample Departmental Examination Regulations (FPO-M)

**Sample
Departmental
Examination
Regulations
(FPO-M)**

**for the
Master's Degree in...**

**at the
University of Siegen**

dated

In accordance with § 2 para. 4 and § 64 para. 1 of the Higher Education Act for the State of North Rhine-Westphalia (Hochschulgesetz, HG) dated 16 September 2014 (GV. NRW. p. 547), last amended by legislation dated 17 October 2017 (GV. NRW. p. 806), the University of Siegen has issued the following departmental examination regulations derived from the general examination regulations (RPO-M) for the Master's Degree at the University of Siegen (Amtliche Mitteilung [Official Gazette] XX / XX):

Article 1

Scope

Article 2

Regulations for the Single Subject Degree XX

- § 1 Degree program model
- § 2 Objective of the Course of Studies
- § 3 Master's Degree
- § 4 Special Admission Requirements
- § 5 Time Abroad and Internships
- § 6 Examination Board
- § 7 Examiners, Proctors
- § 8 Credit Point Requirements and Structure of the Degree Program
- § 9 Coursework and Examination Credits
- § 10 Repetition of Examinations
- § 11 Master's Thesis
- § 12 Grades, Calculation of Grades
- § 13 Application and Transitional Rules

Article 3

Regulations for the Combination Degree Program (Non-Teacher Education) XX

- § 1 Degree Program Models
- § 2 Objective of the Course of Studies
- § 3 Master's Degree
- § 4 Special Admission Requirements
- § 5 Time Abroad and Internships
- § 6 Examination Board
- § 7 Examiners, Proctors
- § 8 Credit Point Requirements and Structure of the Degree Program
- § 9 Coursework and Examination Credits
- § 10 Repetition of Examinations
- § 11 Master's Thesis
- § 12 Grades, Calculation of Grades
- § 13 Application and Transitional Rules

Article 4

Regulations for Teacher Education Degree Program XX

- § 1 Degree Program Models
- § 2 Objective of the Course of Studies
- § 3 Master's Degree
- § 4 Special Admission Requirements
- § 5 Time Abroad and Internships

- § 6 Examination Board
- § 7 Examiners, Proctors
- § 8 Credit Point Requirements and Structure of the Degree Program
- § 9 Coursework and Examination Credits
- § 10 Repetition of Examinations
- § 11 Master's Thesis
- § 12 Grades, Calculation of Grades
- § 13 Application and Transitional Rules

Article 5

Cross-Departmental Export Modules

Article 6

Entry into Effect and Publication

Annexes

Curricula

Annex 1 to Article 2: Curricula by degree program for single major degree programs

Annex 2 to Article 3: Curricula by degree program for combination degree programs (non-teacher education)

Annex 3 to Article 4: Curricula by degree program for teacher education core elective modules

Annex 4 to Article 2: List of core elective modules pursuant to § 8 para. 4

Annex 5 to Article 3: List of core elective modules pursuant to § 8 para. 4

Annex 6 to Article 4: List of core elective modules pursuant to § 8 para. 4

Module Descriptions

Annex 7 to Articles 2 - 4: Module descriptions

Annex 8 to Article 5: Module descriptions for the modules that are only offered for export

Derogations in the articles are possible depending on the number of degree programs, including for multiple single subject degree programs and/or the division of the teacher education regulations by individual school forms (such as Article 2a, Article 2b, etc.).

Article 1

Scope

- (1) These Departmental Examination Regulations, together with the General Examination Regulations for the master's degree (RPO-M) at the University of Siegen from XX (*Amtliche Mitteilung* [Official Gazette]) as amended regulate the course of study in the subject of XX.
- (2) XX can be studied as a single subject degree program and/or as a degree component in a combination degree program and/or degree component in teacher education.
- (3) Article XX contains regulations for studies in the subject of XX as a single subject degree program. Article XX contains regulations for studies in the subject of XX as combination degree program (non-teacher education). Article XX contains regulations for studies in the subject of XX as a degree component in teacher education.

Article 2

Regulations for the Single Subject Degree XX

§ 1

Degree program model

XX is studied as a single major degree program.

§ 2

Objective of the Course of Studies

§ 3

Master's Degree

After successful completion of degree program, the academic degree of XX¹ will be awarded by the University.

§ 4

Special Admission Requirements

- (1) Supplemental to § 4 RPO-M, the following proof is required for admission: XX²
- (2) (*Where applicable:*)^X The bachelor's degree must be a qualified degree in the sense of § 4 para. 2 RPO-M. The bachelor's degree is a qualified degree if the bachelor's degree is completed with at least a grade of XX.³
- (3) (*Where applicable:*)^X Prerequisite for admission to the course of studies in XX (non-teacher education) also includes proof of XX.⁴
- (4) (*Where applicable:*)^X Regulations for admission under conditions pursuant to § 4 para. 4 RPO-M.

¹ Depending on the degree program, the title of "Master of Arts" (M.A.), "Master of Science" (M.Sc.), or "Master of Laws" (LL.M.) is conferred pursuant to § 3 RPO-M. ²

² Indication of which specialist requirements must be proven by a first-cycle professional qualification to gain access to the master's degree program, such as indication of the exact bachelor's degree program(s) or through indication of a credit points that must be earned in a specific field.

³ A minimum grade for the bachelor's degree can be specified here. The specified grade cannot be random, but rather must be objectively justifiable.

⁴ Pursuant to § 49 para. 7 and para. 8 HG.

- (5) (Where applicable:)^X Enrollment should be barred to a candidate who has finally failed an examination in a degree program of notably similar content to the desired degree program and where the examination regulations define the examination in question as essential for the desired degree program

§ 5

Time Abroad and Internships

(Where applicable:)^X Time abroad and/or internships are (not) mandatory.

(Where applicable:)^X For internships, the Internship Regulations XX (Amtliche Mitteilung XX/20XX) shall apply.

§ 6

Examination Board

- (1) To handle the responsibilities denoted in § 8 RPO-M and in this Article, Faculty XX will form a Technical Examination Board for the single subject degree program XX. (Where applicable:)^X Regulations for the Office of Examinations.
- (2) The Technical Examination Board is comprised of
 - a) XX members of the teaching faculty,
 - b) XX members of the academic staff, and
 - c) XX members of the student body.
- (3) The term of office for members of the teaching faculty and members from the academic staff totals XX years. The term of office for members of the student body totals XX years.
- (4) (Where applicable:)^X For members pursuant to Paragraph 2, a deputy shall be elected in the event that appointed members are unable to attend, with a term of office pursuant to Paragraph 3.
- (5) (Where applicable:)^X Regulations for reporting requirements pursuant to § 8 para. 8 RPO-M.

§ 7

Examiners, Proctors

- (1) Authority to conduct an examination will be oriented toward § 9 RPO-M.
- (2) (Where applicable:)^X In derogation of Paragraph 1, an examiner may only be appointed if XX.
- (3) (Where applicable:)^X In derogation of § 9 para. 2 RPO-M, the following are to be appointed as examiner...
- (4) (Where applicable:)^X Observers for oral examinations must fulfill the following requirements XX.

§ 8

Credit Point Requirements and Structure of the Degree Program

- (1) Successful completion of a master's degree in the *consecutive/conversion*⁵ master's degree program XX requires XX credit points.
- (2) The standard term of study totals XX semesters. The course of studies can be full time (where applicable:)^X or part time.

⁵ Please cross out whichever is not applicable.

(3) Module Overview:

No.	Module	CW ¹	EX ²	CP ³	OM ⁴	C/CE ⁵	Link to module description ⁶

¹ CW = Coursework | ² EX = Examination | ³ CP = Credit Points | ⁴ OM = Orientation Module as per § 11 para. 3 RPO-M | ⁵ C/CE = Compulsory/Core Elective Module

The recommended specialist semester (*Fachsemester*) is determined from the degree program curriculum (Annex XX).

- (4) (Where applicable):^X Supplemental information about the core elective modules.
- (5) Potential instructional formats are: XX. The concrete instructional format must be listed in the module description.

§ 9

Coursework and Examination Credits

- (1) Supplemental to § 10 Paragraph 1 and § 11 Paragraph 6 RPO-M, the following formats are stipulated for coursework and examination credits.
- Coursework:
 - XX (Format / Scope)
 - XX (Format / Scope)
 - XX (Format / Scope)
 - Examination credits:
 - XX (Format / Scope)
 - XX (Format / Scope)
 - XX (Format / Scope)
- (2) (Where applicable):^X Admission to the examination for module XX is predicated on...
- (3) (Where applicable):^X The examinations for the modules noted as orientation modules pursuant to § 8 para. 3 of this article are not graded/are not calculated into the final grade.
- (4) (Where applicable):^X In derogation of § 10 para. 6 and § 11 para. 15 RPO-M, grades for coursework and examinations are to be shared no later than XX weeks after the date of provision or submission.

§ 10

Repetition of Examinations

- (1) Appointments for repeating failed examinations will be offered XX.
- (2) (Where applicable):^X In derogation of § 12 para. 5 RPO-M, examinations can be repeated in the modules XX XX.

⁶ Information must be provided here on the location of the module description for the module. This can be a reference to an appendix to this FPO-M or, in the event of imported modules, a reference to another FPO.

- (3) (Where applicable:)^X Regulations on repeated examination(s) to improve grades pursuant to § 12 para. 1 RPO-M.
- (4) (Where applicable:)^X Regulations on supplementary examination to improve grades pursuant to § 12 para. 4 RPO-M.
- (5) (Where applicable:)^X Regulations on the format for examinations in the case of repeated examinations pursuant to § 12 para. 5 sentence 7 RPO-M.
- (6) Regulations for failing a core elective module pursuant to § 12 para. 8 RPO-M.

§ 11

Master's Thesis

- (1) The master's thesis totals XX credit points towards the master's degree: (Where applicable:)^X The grade for the master's thesis represents XX% of the final grade.
- (2) Application for admission to the master's thesis is to be submitted in *writing/electronically* to the Examination Board. Admission to the master's thesis will be oriented toward § 13 RPO-M. (Where applicable:)^X Specify any specific admission stipulations/documents.
- (3) The allotted working time totals XX weeks. The length of the master's thesis should not exceed XX pages. The topic for the master's thesis can be changed only once within XX.
- (4) (Where applicable:)^X List of additional regulations for the examination process, on the preparation and language of the master's thesis pursuant to § 14 para. 5, 6, 7 RPO-M.⁸
- (5) The master's thesis is to be submitted in XX copies in XX format to the Examination Board of Faculty XX.
- (6) (Where applicable:)^X The master's thesis will be defended in an oral examination/colloquium. The grade for the oral examination/colloquium represents XX% of the grade for the master's thesis.

§ 12

Grades, Calculation of Grades

- (1) (Where applicable:)^X In derogation of § 21 para. 1 RPO-M, the awarding of provisional grades 4.3 and 4.7 is possible.
- (2) (Where applicable:)^X In derogation of § 21 para. 2 RPO-M, the grade for the master's thesis or the examination is formed through assessments by three assessors or examiners.
- (3) (Where applicable:)^X In derogation of § 21 para. 4 RPO-M, the final grade is calculated XX.
- (4) (Where applicable:)^X Derogations from § 21 para. 5 RPO-M.

§ 13

Application and Transitional Rules

- (1) These Departmental Examination Regulations apply for all students who have enrolled for the first time in this master's degree program at the University of Siegen starting with winter semester XX.
- (2) The examination regulations/discipline-specific stipulations... (AM...) will become invalid on... XX. Students who have enrolled prior to Winter Semester XX in degree program XX

⁷ Please cross out whichever is not applicable.

⁸ Pursuant to § 14 para. 5, 6, 7 RPO-M, this includes in particular the following information: supplemental regulations for qualifications of the assessor, right of candidate to propose assessors for the master's thesis, procedure for assignment of the topic and language of the master's thesis, formal requirements for the production of the master's thesis, securing of individual copyright for the master's thesis, and withdrawal from the master's thesis prior to the start of the allotted working time.

can still complete their studies under the stipulations of these examination regulations/discipline-specific stipulations.

- (3) Students who were already enrolled in degree program XX prior to the winter semester XX have the option of applying to have their studies regulated by the General Examination Regulations XX and these Departmental Examination Regulations. This application must be submitted to the relevant Examination Board and cannot be withdrawn.

Article 3

Regulations for the Combination Degree Program (Non-Teacher Education) XX

§ 1

Degree Program Models

Within the combination degree program, XX can be taken as a major subject (first subject) or minor subject (second subject). As a major subject, XX can be combined with the major subjects XX and the minor subjects XX. As a minor subject, XX can be combined with the major subjects XX.⁹

§ 2

Objective of the Course of Studies

§ 3

Master's Degree

After successful completion of degree program, the academic degree of XX¹⁰ will be awarded by the University.

§ 4

Special Admission Requirements

- (1) Supplemental to § 4 RPO-M, the following proof is required for admission: XX¹¹
- (2) *(Where applicable):*^X The bachelor's degree must be a qualified degree in the sense of § 4 para. 2 RPO-M. The bachelor's degree is a qualified degree if the bachelor's degree is completed with a grade of at least XX.¹²
- (3) *(Where applicable):*^X Prerequisite for admission to the course of studies in XX (non-teacher education) also includes proof of XX.¹³
- (4) *(Where applicable):*^X Regulations for admission under conditions pursuant to § 4 para. 4 RPO-M.
- (5) *(Where applicable):*^X Enrollment should be barred to a candidate who has finally failed an examination in a degree program of notably similar content to the

⁹ If there is an overly broad number of combination possibilities such that the body text would be cumbersome to read, it is possible to include the combination options in an appendix and reference that appendix here.

¹⁰ Depending on the degree program, the title of "Master of Arts" (M.A.), "Master of Science" (M.Sc.), or "Master of Laws" (LL.M.) will be conferred pursuant to § 3 RPO-M.

¹¹ Indication of which specialist requirements must be documented through the first professional qualification to gain access to the master's degree program, such as indication of the concrete bachelor's degree program(s) or through indication of credit points that must be earned in a specific field.

¹² A minimum grade for the bachelor's degree can be specified here. The definition of the grade cannot be random, but rather must be objectively justifiable.

¹³ Pursuant to § 49 para. 7 and para. 8 HG.

desired degree program and where the examination regulations define the examination in question as essential for the desired degree program.

§ 5

Time Abroad and Internships

(Where applicable:)^X Time abroad and/or internships are (not) mandatory.

(Where applicable:)^X For internships, the Internship Regulations XX (*Amtliche Mitteilung* XX/20XX) apply.

§ 6

Examination Board

- (1) To handle the responsibilities denoted in § 8 RPO-M and in this article, Faculty XX (*alternative*: the Faculties XX) will form a General Examination Board and General Technical Examination Board for the degree program (non-teacher education). (Where applicable:)^X Regulations for the Office of Examinations.
- (2) The Technical Examination Board comprises
 - a) XX members of the teaching faculty,
 - b) XX members of the academic staff, and
 - c) XX members of the student body.
- (3) The General Examination Board comprises
 - a) XX members of the teaching faculty,
 - b) XX members of the academic staff, and
 - c) XX members of the student body.
- (4) The term of office for members of the teaching faculty and members from the academic staff totals XX years. The term of office for members of the student body totals XX years.
- (5) (Where applicable:)^X For members pursuant to Paragraphs 2 and 3, a deputy shall be elected in the event that appointed members are unable to attend, with a term of office based on Paragraph 4.
- (6) (Where applicable:)^X Regulations for reporting requirements pursuant to § 8 para. 8 RPO-M.

§ 7

Examiners, Proctors

- (1) Authority to conduct an examination will be oriented toward § 9 RPO-M.
- (2) (Where applicable:)^X In derogation of Paragraph 1, an examiner may only be appointed if XX.
- (3) (Where applicable:)^X In derogation of § 9 para. 2 RPO-M, the following are to be appointed as examiner...
- (4) (Where applicable:)^X Observers for oral examinations must fulfill the following requirements XX.

§ 8

Credit Point Requirements and Structure of the Degree Program

- (1) Successful completion of the degree component XX requires the earning of XX credit points in the major subject and/or XX credit points in the minor subject.
- (2) The standard term of studies for the combination degree program (non-teacher education) is XX semesters. The course of studies can be full time (where applicable:)^X or part time.

(3) Module Overview:

						C / CE ⁵		Link to module description ¹⁴
No.	Module	CW ₁	EX ₂	CP ₃	OM ₄	MA	MI	

¹ CW = Coursework | ² EX = Examination | ³ CP = Credit Points | ⁴ OM = Orientation Module as per § 11 para. 3 RPO-M | ⁵ C/CE = Compulsory/Core Elective Module in the Major Subject/ Minor Subject

The recommended specialist semester (*Fachsemester*) is determined from the degree program curricula (Annex XX).

- (4) (*Where applicable*:)^X Supplemental information about the core elective modules.
- (5) Potential instructional formats are: XX. The concrete instructional format must be listed in the module description.

§ 9

Coursework and Examination Credits

- (1) Supplemental to § 10 para. 1 and § 11 para. 6 RPO-M, the following formats are stipulated for coursework and examination credits.
1. Coursework:
 - XX (Format / Scope)
 - XX (Format / Scope)
 - XX (Format / Scope)
 2. Examination credits:
 - XX (Format / Scope)
 - XX (Format / Scope)
 - XX (Format / Scope)
- (2) (*Where applicable*:)^X Admission to the examination for module XX is predicated on...
- (3) (*Where applicable*:)^X The examinations for the modules noted as orientation modules pursuant to § 8 para. 3 of this article are not graded/are not calculated into the final grade.
- (4) (*Where applicable*:)^X In derogation of § 10 para. 6 and § 11 para. 15 RPO-M, grades for coursework and examinations are to be shared no later than XX weeks after the date of provision or submission.

§ 10

Repetition of Examinations

- (1) Appointments for repeating failed examinations will be offered XX.
- (2) (*Where applicable*:)^X In derogation of § 12 para. 5 RPO-M, examinations can be repeated in the modules XX XX.

¹⁴ Information must be provided here on the location of the module description for the module. This can be a reference to an appendix to this FPO-M or, in the event of imported modules, a reference to another FPO.

- (3) (Where applicable:)^X Regulations on repeated examination(s) to improve grades pursuant to § 12 para. 1 RPO-M.
- (4) (Where applicable:)^X Regulations on the supplementary examination to improve grades pursuant to § 12 para. 4 RPO-M.
- (5) (Where applicable:)^X Regulations on the format for the examination in the case of a repeated examination pursuant to § 12 para. 5 sentence 7 RPO-M.
- (6) Regulations for failing a core elective module pursuant to § 12 para. 8 RPO-M.

§ 11

Master's Thesis

- (1) The master's thesis totals xx credit points towards the master's degree: (Where applicable:)^X The grade for the master's thesis represents XX% of the final grade.
- (2) Application for admission to the master's thesis is to be submitted in *writing/electronically*¹⁵ to the Examination Board. Admission to the master's thesis will be oriented toward § 13 RPO-M. (Where applicable:)^X Specify any specific admission stipulations/documents.
- (3) The allotted working time totals XX weeks. the length of the master's thesis should not exceed XX pages. The topic for the master's thesis can be changed only once within XX.
- (4) (Where applicable:)^X List of additional regulations for the examination process, on the preparation and language of the master's thesis pursuant to § 14 para. 5, 6, 7 RPO-M.¹⁶
- (5) The master's thesis is to be submitted in XX copies in XX format to the Examination Board of Faculty XX.
- (6) (Where applicable:)^X The master's thesis will be defended in an oral examination/colloquium. The grade for the oral examination/colloquium represents XX% of the grade for the master's thesis.

§ 12

Grades, Calculation of Grades

- (1) (Where applicable:)^X In derogation of § 21 para. 1 RPO-M, the awarding of provisional grades 4.3 and 4.7 is possible.
- (2) (Where applicable:)^X In derogation of § 21 para. 2 RPO-M, the grade for the master's thesis or the examination is formed through assessments by three assessors or examiners.
- (3) (Where applicable:)^X In derogation of § 21 para. 4 RPO-M, the final grade is calculated XX.
- (4) (Where applicable:)^X In derogation of § 21 para. 4 RPO-M, the subject-specific final grade [*Fachnote*] for the degree component is calculated XX.
- (5) (Where applicable:)^X Derogations of § 21 para. 5 RPO-M.

§ 13

Application and Transitional Rules

- (1) These Departmental Examination Regulations apply for all students who have enrolled for the first time in this master's degree program at the University of Siegen starting with winter semester XX.

¹⁵ Please cross out whichever is not applicable.

¹⁶ Pursuant to § 14 para. 5, 6, 7 RPO-M, this includes in particular the following information: supplemental regulations for qualifications of the assessor, right of candidate to propose assessors for the master's thesis, procedure for assignment of the topic and language of the master's thesis, formal requirements for the production of the master's thesis, securing of individual copyright for the master's thesis, and withdrawal from the master's thesis prior to the start of the allotted working time.

- (2) The examination regulations/discipline-specific stipulations... (Amtliche Mitteilung [Official Gazette]...) will become invalid on... XX. Students who were enrolled in degree program XX prior to Winter Semester XX can complete their studies based on the then-applicable examination regulations/discipline-specific stipulations.
- (3) Students who were already enrolled in degree program XX prior to the winter semester XX have the option of applying to have their studies regulated by the general examination regulations XX and these departmental examination regulations. This application must be submitted to the relevant Examination Board and cannot be withdrawn.

Article 4

Regulations for Degree Program in Teacher Education for XX

§ 1

Degree Program Models

A degree in XX as part of the Teacher Education program is possible for school forms XX.

§ 2

Objective of the Course of Studies

§ 3

Master's Degree

After successful completion of the course of study, the university conveys the academic degree of "Master of Education" (M.Ed.).

§ 4

Special Admission Requirements

- (1) Admission to the master's degree program in teacher education is oriented toward § 28 RPO-M.
- (2) (Where applicable:)^X Prerequisite for admission to the course of studies in XX (teacher education) also includes proof of XX.¹⁷

§ 5

Time Abroad and Internships

- (1) The "Regulations for Internships" (Amtliche Mitteilung [Official Gazette] XX/20XX) applies to internships.
- (2) (Where applicable:)^X In the degree programs for teacher education for vocational colleges, the "*Richtlinien für die fachpraktische Tätigkeit in den Studiengängen Lehramt an Berufskollegs an der Universität Siegen*" will apply.

§ 6

Examination Board

- (1) To handle the responsibilities denoted in § 8 and § 30 RPO-M and in this article, Faculty XX will form a General Examination Board as well as a General Technical Examination Board (pursuant to § 30 RPO-M) for the degree component XX in the teacher education program. (Where applicable:)^X Regulations for the Office of Examinations.

¹⁷ Pursuant to § 49 para. 7 and para. 8 HG.

- (2) The Technical Examination Board for degree component XX in the teacher education program comprises
 - a) XX members of the teaching faculty,
 - b) XX members of the academic staff, and
 - c) XX members of the student body.

The chairperson of the Central Office of Examinations for Teacher Education serves as a consulting member of the Technical Examination Board.

- (3) The term of office for members of the teaching faculty and members from the academic staff totals XX years. The term of office for members of the student body totals XX years.
- (4) For members pursuant to Paragraph 2, a deputy shall be elected in the event that appointed members are unable to attend, with a term of office based on Paragraph 3.
- (5) (Where applicable):^X Regulations for reporting requirements pursuant to § 8 para. 8 RPO-M.

§ 7

Examiners, Proctors

- (1) Authority to conduct an examination will be oriented toward § 9 RPO-M.
- (2) (Where applicable):^X In derogation of Paragraph 1, an examiner may only be appointed if XX.
- (3) (Where applicable):^X In derogation of § 9 para. 2 RPO-M, the following are to be appointed as examiner...
- (4) (Where applicable):^X Observers for oral examinations must fulfill the following requirements XX.

§ 8

Credit Point Requirements and Structure of the Degree Program

- (1) Successful completion of a master's degree requires 18 credit points for the degree component of Teacher Education for Elementary Education (*Grundschule / Gs*), 27 credit points for Teacher Education for Secondary and Comprehensive Schools (*Hauptschulen, Realschulen, Sekundarschulen* and *Gesamtschulen*), and 27 credit points for Teacher Education for Secondary and Comprehensive Schools (*Gymnasien* and *Gesamtschulen*), as well as 27 credit points for teacher education for Vocational College (*Berufskolleg*) in Model A and 30 credit points (major occupational specialization) and 24 credit points (minor occupational specialization) in Model B and 24 credit points (major occupational specialization) and 3 credit points (minor occupational specialization) for Model C.¹⁸
- (2) The standard term of study totals 4 semesters.¹⁹ The course of studies can be undertaken full time.

¹⁸ Other credit point totals apply for studies in the educational sciences. Paragraph 1 must be adjusted accordingly.

¹⁹ In Model C, the standard term of study for a dual master's degree program is 6 semesters. Paragraph 2 must be adjusted accordingly.

(3) Module Overview:

No.	Module	CW ¹	EX ²	CP ³	C / CE ⁴										Link to Module descriptions ²⁰	
					GS	HRS Ge	Gym Ge	BK					C Major	C Minor		
								A	B Major	B Minor	C Major	C Minor				

¹ CW = Coursework | ² EX = Examination | ³ CP = Credit Points | ⁴ C/CE = Compulsory/Core Elective Module in teacher education for GS (*Grundschule*) / HRS Ge (*Haupt-, Real-, Sekundar- und Gesamtschule*), Gym Ge (*Gymnasium und Gesamtschule*), BK (*Berufskolleg*, Model A, Model B Major Occupational Specialization, Model B Minor Occupational Specialization, Model C Major Occupational Specialization, Model C Minor Occupational Specialization)

The recommended specialist semester [*Fachsemester*] is determined from the degree program curricula (Annex XX).

- (4) (*Where applicable*:)^X Supplemental information about the core elective modules.
- (5) Potential instructional formats are: XX. The concrete instructional format must be listed in the module description.

§ 9

Coursework and Examination Credits

- (1) Supplemental to § 10 para. 1 and § 11 para. 6 RPO-M, the following formats are stipulated for coursework and examination credits.
1. Coursework:
 - XX (Format / Scope)
 - XX (Format / Scope)
 - XX (Format / Scope)
 2. Examination credits:
 - XX (Format / Scope)
 - XX (Format / Scope)
 - XX (Format / Scope)
- (2) (*Where applicable*:)^X Admission to the examination for module XX is predicated on...
- (3) (*Where applicable*:)^X In derogation of § 10 para. 6 and § 11 para. 15 RPO-M, grades for coursework and examinations are to be shared no later than XX weeks after the date of provision or submission.

§ 10

Repetition of Examinations

- (1) Appointments for repeating failed examinations will be offered XX.
- (2) (*Where applicable*:)^X Regulations on repeated examination(s) to improve grades pursuant to § 12 para. 1 RPO-M.

²⁰ Information must be provided here on the location of the module description for the module. This can be a reference to an appendix to this FPO-M or, in the event of imported modules, a reference to another FPO.

- (3) (Where applicable:)^X Regulations on the supplementary examination to improve grades pursuant to § 12 para. 4 RPO-M.
- (4) (Where applicable:)^X Regulations on the format for the examination in the case of a repeated examination pursuant to § 12 para. 5 sentence 7 RPO-M.
- (5) Regulations for failing a core elective module pursuant to § 12 para. 8 RPO-M.

§ 11

Master's Thesis

- (1) The master's thesis is worth 20 credit points towards the master's degree:
- (2) Application for admission to the master's thesis is to be submitted in *writing/electronically*²¹ to the Examination Board. Admission to the master's thesis will be oriented toward § 13 and § 32 RPO-M. (Where applicable:)^X Specify any specific admission stipulations/documents.
- (3) The allotted working time totals XX weeks. The length of the master's thesis should not exceed XX pages. The topic for the master's thesis can be changed only once within XX.
- (4) (Where applicable:)^X List of additional regulations for the examination process, on the preparation and language of the master's thesis pursuant to § 14 para. 5, 6, 7 RPO-M.²²
- (5) The master's thesis is to be submitted in XX copies in XX format to the Central Office of Examinations for Teacher Education.

§ 12

Grades, Calculation of Grades

§ 13

Application and Transitional Rules

- (1) These Departmental Examination Regulations apply for all students who have enrolled for the first time in this master's degree program at the University of Siegen starting with winter semester XX.
- (2) The examination regulations/discipline-specific stipulations... (*Amtliche Mitteilung* [Official Gazette]...) will become invalid on... XX. Students who were enrolled in degree program XX prior to Winter Semester XX can complete their studies based on the then-applicable examination regulations/discipline-specific stipulations.
- (3) Students who were already enrolled in degree program XX prior to the winter semester XX have the option of applying to have their studies regulated by the General Examination Regulations XX and these Departmental Examination Regulations. This application must be submitted to the relevant Examination Board and cannot be withdrawn.

²¹ Please cross out whichever is not applicable.

²² Pursuant to § 14 para. 7 RPO-M, this includes in particular the following information: right of candidate to propose assessors for the master's thesis, procedure for assignment of the topic and language of the master's thesis, formal requirements for the production of the master's thesis, securing of individual copyright for the master's thesis, and withdrawal from the master's thesis prior to the start of the allotted working time.

Article 5

Cross-Departmental Export Modules

The XX department offers the following cross-departmental export modules:

No.	Module

Article 6

Entry into Effect and Publication

These Examination Regulations enter into effect upon publication. They are published in the official gazette, i.e., "*Amtliche Mitteilungen der Universität Siegen.*"

These regulations were prepared based on the decision of the Faculty Council (the Faculty Councils) and the board of the Center for Teacher Education and Educational Sciences (ZLB) of XX.

Siegen,

Rector

(University Professor Dr. Holger Burckhart)

Annex Degree Program

Curricula²³

Annex 1 to Article 2: Curricula by degree program for single major degree programs

- Single Subject Degree Program (full time)
- Single Subject Degree Program (part time)

Annex 2 to Article 3: Curricula by degree program for combination degree programs (non-teacher education)

- Combination degree program (non-teacher education): Major subject (full time)
- Combination degree program (non-teacher education): Major subject (part time)
- Combination degree program (non-teacher education): Expanded major (full time)
- Combination degree program (non-teacher education): Expanded major (part time)
- Combination degree program (non-teacher education): Minor subject (full time)
- Combination degree program (non-teacher education): Minor subject (part time)

Annex 3 to Article 4: Curricula by degree program for teacher education degree programs, by model

- Degree Component Teacher Education for Elementary Education (*Grundschulen*)
- Degree Component Teacher Education for Secondary and Comprehensive Schools (*Hauptschulen, Realschulen, Sekundarschulen* and *Gesamtschulen*)
- Degree Component Teacher Education for Secondary and Comprehensive Schools (*Gymnasien* and *Gesamtschulen*)
- Degree Component Teacher Education for Vocational College Model A
- Degree Component Teacher Education for Vocational College Model B Major Occupational Specialization
- Degree Component Teacher Education for Vocational College Model B Minor Occupational Specialization
- Degree Component Teacher Education for Vocational College Model C Major Occupational Specialization
- Degree Component Teacher Education for Vocational College C Minor Occupational Specialization

Core Elective Module

Annex 4 to Article 2: List of core elective modules pursuant to § 8 para. 4

No.	Module	CW	EX	CP	Link to module description

Annex 5 to Article 3: List of core elective modules pursuant to § 8 para. 4 Annex

6 to Article 4: List of core elective modules pursuant to § 8 para. 4

²³ Depending on the model of studies (full time/part time), certain annexes may not apply or additional annexes may be added for multiple single subject degree programs.

Module descriptions

Annex 7 to Articles 2 - 4: Module descriptions

* If a module is used in different degree programs or degree components, then the status can vary between “Compulsory” or “Core Elective” depending on the degree program or degree component.

The binding status is determined in the module overview in § 8 and the Annex “Core Elective Modules” of the respective FPO.

No.	Module Title					Compulsory/ Core Elective*
Module Length	Frequency of Scheduling	Workload	In-Class Attendance	Self-Study	Hours Per Week per Semester	CP
Language of Instruction						
Qualification Objective						
Contents						
Academic Work		Format			Length / Scope	
Examinations						
Coursework						
Teaching and Learning Forms		(Where applicable) Courses ²⁴ / Module Elements			Group Size	Hours Per Week per Semester
Prerequisites for Participation						
Prerequisites for Awarding of CP						
Applicability in the following degree programs:						

Special stipulations in examination law regarding the module descriptions when used in multiple degree programs²⁵

Repeatability of the examination(s) (number / scheduling)					
Supplemental oral examination possible	Yes:	<input type="checkbox"/>	After each attempt:	<input type="checkbox"/>	
			After last attempt:	<input type="checkbox"/>	
Test can be repeated to improve grade	No:	<input type="checkbox"/>			
	Yes:	<input type="checkbox"/>			
Special Stipulations	No:	<input type="checkbox"/>			
	Yes:	<input type="checkbox"/>			

²⁴ Courses and/or module elements can be adopted as required.

²⁵ In the event of polyvalent modules, the module description can be followed by supplemental information about conditions of export as stipulated in examination law. This information above and beyond the module description was adopted to establish transparent conditions for exports, based on clear agreements between the participating departments and integrated as binding parts of the examination regulations.

Annex 8 to Article 5: Module descriptions for the modules that are only offered for export

* If a module is used in different degree programs or degree components, then the status can vary between “Compulsory” or “Core Elective” depending on the degree program or degree component.

The binding status is determined in the module overview in § 8 and the Annex “Core Elective Modules” of the respective FPO.

No.	Module Title					Compulsory/ Core Elective*
Module Length	Frequency Offered	Workload	In-Class Attendance	Self- Study	Hours Per Week per Semester	CP
Language of Instruction						
Qualification Objective						
Contents						
Academic Work		Format			Length / Scope	
Examinations						
Coursework						
Teaching and Learning Forms		(Where applicable) Courses²⁶ / Module Elements			Group Size	Hours Per Week per Semester
Prerequisites for Participation						
Prerequisites for Awarding of CP						
Applicability in the following degree programs:						

Special stipulations in examination law regarding the module descriptions when used in one or multiple degree programs²⁷

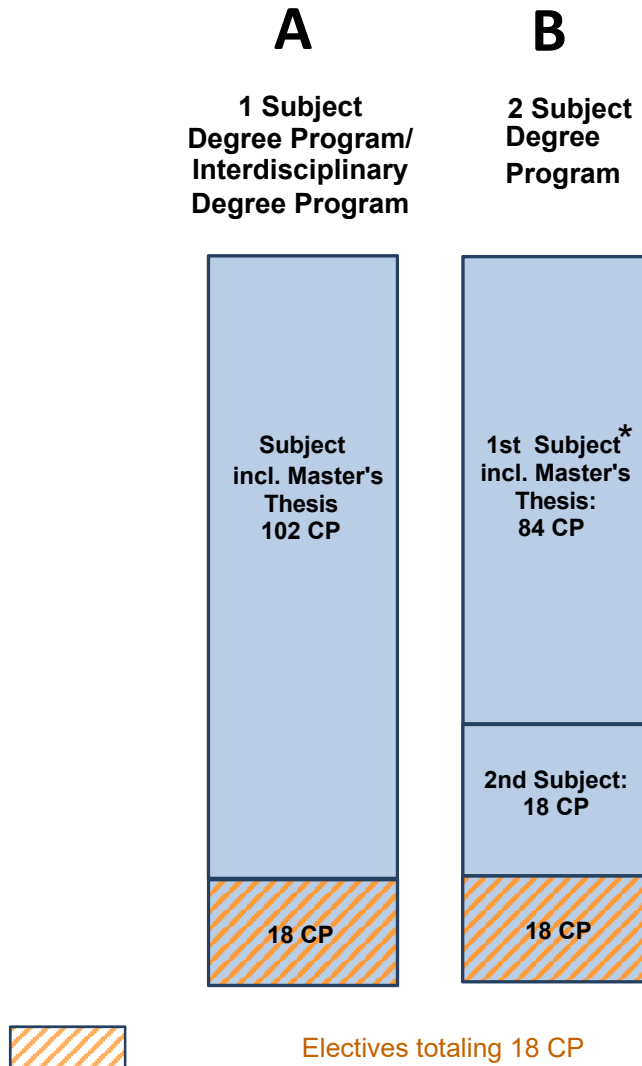
Repeatability of the examination(s) (number / scheduling)					
Supplemental oral examination possible	Yes:	<input type="checkbox"/>	After each attempt:	<input type="checkbox"/>	
			After last attempt:	<input type="checkbox"/>	
Test can be repeated to improve grade	No:	<input type="checkbox"/>			
	Yes:	<input type="checkbox"/>			
Special Stipulations					

²⁶ Courses and/or module elements can be adopted as required.

²⁷ For export modules, the module description can be followed by supplemental information about conditions of export as stipulated in examination law. This information above and beyond the module description was adopted to establish transparent conditions for exports, based on clear agreements between the participating departments and integrated as binding parts of the examination regulations.

Models for the Master's Degree Programs (Non-Teacher Education)

(With sample CP distribution in both subjects as per Track B)



******Or the master's thesis is alternatively prepared in the 2nd subject.
Based on this, the CP totals are adjusted for the first and second subjects.

Models for Master's Degree Programs (Non-Teacher Education)

Two different models with one or two subjects are possible, whereby the CP distribution between the subjects as seen in model B is used as an example here. Electives totaling 18 CP are to be provided (depicted in orange shading).

Annex 3

Majors Compatible with Teacher Education

Teacher Education for Elementary Education (*Grundschule / Gs*)

		Field of Study I and II (mandatory)	
		Field of study I: Basic language education + Field of Study II: Basic mathematics education	Educational sciences
Field of Study III: (elective)	English	•	Mandatory for all combinations
	Art	•	
	Music	•	
	Religion (Protestant/Catholic)	•	
	General Studies (<i>Sachunterricht</i>)	•	
	Sport (Deutsche Sporthochschule Köln)	•	

Teacher Education for Elementary Schools with Integrated Special Needs Instruction (*Gs-IFP*)

		Field of Study I and II (mandatory)	
		Field of study I: Basic language education + Field of Study II: Basic mathematics education	Pedagogy with integrated special needs education
Field of Study III (elective)	Music	•	Mandatory for all combinations
	Religion (Protestant/Catholic)	•	
	General Studies (<i>Sachunterricht</i>)	•	
	Sport (DSHS)	•	

Teacher Education for Secondary and Comprehensive Schools (*Gymnasien and Gesamtschulen* [GymGe])

		Subject 1 (mandatory)												Educational sciences	
		Biology	Chemistry	German	English	French	History	Mathematics	Philosophy/Practical Philosophy	Physics	Religion (Protestant/Catholic)	Social Sciences	Spanish		
Subject 2	Biology		•	•	•	•	•	•	•	•	•	•	•	•	
	Chemistry	•		•	•	•	•	•	•	•	•	•	•	•	
	German	•	•		•	•	•	•	•	•	•	•	•	•	
	English	•	•	•		•	•	•	•	•	•	•	•	•	
	French	•	•	•	•		•	•	•	•	•	•	•	•	
	History	•	•	•	•	•		•	•	•	•	•	•	•	
	Information Technology	•	•	•	•	•	•	•	•	•	•	•	•	•	
	Art	•	•	•	•	•	•	•	•	•	•	•	•	•	
	Mathematics	•	•	•	•	•	•		•	•	•	•	•	•	
	Music	•	•	•	•	•	•	•	•	•	•	•	•	•	
	Philosophy/Practical Philosophy	•	•	•	•	•	•	•		•	•	•	•	•	
	Physics	•	•	•	•	•	•	•	•		•	•	•	•	
	Religion (Protestant/Catholic)	•	•	•	•	•	•	•	•	•		•	•	•	
	Social Sciences	•	•	•	•	•	•	•	•	•	•		•	•	
	Spanish	•	•	•	•	•	•	•	•	•	•	•		•	
Sport (DSHS)	•	•	•	•	•	•	•	•	•	•	•	•	•		
Mandatory for all combinations															

Teacher Education for Vocational Colleges Track A (BK A)

		In combination with															
		Teaching subject											BF*				
		Chemistry	German	English	French	Information Technology	Art	Mathematics	Music	Physics	Religion (Protestant/Catholic)	Spanish	Business Studies /Economic Policy	Electrical Engineering	Mechanical Engineering	Economics	Educational sciences
BF*	Electrical Engineering	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
	Mechanical Engineering	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
	Economics	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Teaching subject	Chemistry	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
	German	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
	English	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
	French	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
	Information Technology	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
	Art	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
	Mathematics	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
	Music	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
	Physics	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
	Religion (Protestant/Catholic)	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
	Spanish	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
	Business Studies/Economic Policy	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
	Sport (DSHS)	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
	Mandatory for all combinations																

* Occupational specialization (*berufliche Fachrichtung/BF*)

Teacher Education for Vocational

Major occupational specialization			Minor occupational specialization	
Economics	Mechanical Engineering	Electrical Engineering		
	•			Automotive Engineering
	•			Production Engineering
•				Taxes and Accounting
		•		Communications Engineering
•				Production/Logistics/Marketing
		•		Technical IT
•			Business IT	
Mandatory for all combinations			Educational sciences	

Teacher Education for Vocational

Major occupational specialization			
Mechanical Engineering	Electrical Engineering		
•		Automotive Engineering	Minor occupational specialization
•		Production Engineering	
	•	Communications	
	•	Technical IT	
Mandatory for all combinations		Educational sciences	