

## Information on the implementation of the second amendment to the RSPO of 17.10.2022

With the second amendment statute of the RSPO approved by the MWFK on 02.12.2022 and published on 06.12.2022 in the official notices of the HNEE at <https://cms.hnee.de/de/Studium/Infos-zum-Studium/Studien-Prfungsordnungen/Amtliche-MitteilungenImmatrikulations-Studien-und-Prfungsordnungen-K714.htm>, the following new regulations come into force:

### 1. starting with the summer semester 2023, there will be a **change to an explicit exam registration for all students** who started their studies after 01.09.2016.

In order to strengthen the students' personal responsibility, they are no longer automatically (implicitly) registered for examinations in mandatory and elective modules, but decide themselves through active (explicit) registration whether or not to sit for the examinations of the modules taken in the current semester.

- For exams within the first two months of the lecture period, the deadline for binding exam registration is 24 hours before the exam date.  
Examiners must, 24 hours before the examination
  - o retrieve the registration list of examiners from EMMA,
  - o check attendance at the beginning of the examination, and
  - o archive with the examination protocol.
- Registering for exams that take place from the third month of lectures and in the exam period:

Semester	Lecture start	Deadline for exam registration <i>( 2 month after the lecture start )</i>
Summer term 2023	20.03.2023	Mo 22.05.2023
Winter term 2023/24	25.09.2023	Mo 27.11.2023
Summer term 2024	18.03.2024	Mo 20.05.2024
Winter term 2024/25	23.09.2024	Mo 25.11.2024
Summer term 2025	17.03.2025	Mo 19.05.2025
Winter term 2025/26	22.09.2025	Mo 24.11.2025

- These binding registration and deregistration phases are included with the semester dates and published at <https://cms.hnee.de/de/Studium/Infos-zum-Studium/Semestertermine/Semestertermine-E1786.htm>

This may mean that registration for the exam must be done before the module has started (e.g. modules in the respective university-wide block weeks). However, after the first two months of the lecture period, students should be able to estimate the workload of the current semester. As before, it is possible to withdraw from a module exam up to seven calendar days prior to the start of the exam in the campus management system.

- **If the registration deadline is missed, participation in the examination is excluded.** If an examination is nevertheless taken, this examination will not be assessed in any case.

At the same time, the implementation of these regulations requires that teachers publish the exam results in the campus management system no later than six weeks after the start of the lecture period of the following semester, so that students know whether they have to take repeat exams.

### 2. **online examinations** may be offered as an alternative to face-to-face examinations.

- The form of examination specified in the respective study and examination regulations remains in place.
- The examiners themselves decide whether they offer an online examination.
- No decision of the examination board is required.
- Students must submit the declaration of consent before each examination and confirm that they have read and understood the data protection information. The form for the declaration of

consent and the corresponding notes on data protection were prepared by the Department of academic affairs in consultation with the Data Protection Officer (see attachment).

- The form and the information sheet on data protection are published on the HNEE website at <https://cms.hnee.de/de/Studium/Infos-zum-Studium/Fr-Studierende/Formulare-und-Antrge/Formulare-und-Antrge-K1144.htm>
- The consent form and the corresponding notes on data protection will be
  - o signed by the student prior to the online examination,
  - o registered by the examiner and
  - o archived with the examination protocol or the examination.

### **3. Deadlines for registration and processing of bachelor and master theses according to the 2nd amendment statute of the RSPO**

Many of the previous study and examination regulations provide only for short deadlines for the registration of final theses and the processing time. As a possibility for a legally compliant university-wide quick implementation of the changes, the departmental councils of all departments as well as the Joint Commission for the study program BIOM shall pass the following resolution:

*"For all study and examination regulations of the department ....., which are based on the RSPO 2016 and possibly higher, the regulations regarding the deadlines for registration and processing of bachelor and master theses, which came into force on 06.12.2022, shall **apply with immediate effect**.*

Thereafter, the new regulations will also apply to these study and examination regulations:

- The registration of final theses must take place at the latest by the end of the following semester in which the last examination was taken.
- The processing period of Bachelor's theses is up to 3 months.
- The processing period of master's theses is up to 6 months.

### **4 "Second examination period"**

The introduction of a "real" second examination period is waived, but all examinations are generally offered in each examination period.

Moreover, this information is available on the website <https://hnee.de/de/Studium/Infos-zum-Studium/Fr-Studierende/Prfungsangelegenheiten/Prfungsangelegenheiten-E3316.htm>