

# Summary of the Examination Regulations

## *Master Study Courses*

---

**(1) „Aerospace Engineering“**

**(2) „International Automotive Engineering“**

---

Faculty of Aerospace Technology  
Fachhochschule Aachen

Version 23<sup>th</sup> Nov.2021

---

- Extremely reduced version (only very important and very special excerpts)
- The Examination Regulations can be downloaded ([www.fh-aachen.de](http://www.fh-aachen.de))

RPO: Rahmenprüfungsordnung (der FH Aachen)  
**general examination regulations  
2020\_79\_RPO**

MPO: Prüfungsordnung (des Fachbereiches)  
**examination regulations of the faculty  
2021\_65\_PO\_M  
study program, included in the MPO**

ZO: Zugangsordnung für den Studiengang  
**admission regulations of the faculty  
2021\_107\_ZO**

## Brief explanation of MPO

### **§1 Scope of the RPO (General Exam. Reg.)**

Valid for all the Bachelor and Master study courses of the FH Aachen

### **§3 Intention of the study course, final degree**

Final degree: *Master of Science* (abbr. „M.Sc.“)

Double Degree of RMIT possible if student is elected for the partner programme

### **§4 Number of terms and scale of the study course**

Aerospace:

- 3 or 4 semesters (SS / WS / SS) or (WS / SS / WS)
- 90 or 120 credits total workload (1 credit = 30 work hours)

International Automotive

- 3 or 4 semesters (SS / WS / SS) or (WS / SS / WS)
- 90 or 120 credits total workload (1 credit = 30 work hours)

### **§5 Module structure and credit point system**

- Overview = *study program* (appendix of the PO)
- Details in the *module descriptions* ([www.fh-aachen.de](http://www.fh-aachen.de))
- The credits include *private study* !!!
- The credits are allocated after successful examination

## **§7 Extent and structure of the master examination**

*Master exam. 90/120 Cr =      module exams (60/90 Cr)*  
   +   *master thesis (29 Cr)*  
   +   *colloquium         (1 Cr)*

Mandatory choice of study plan according to the appendix before each semester (→ digital course scheme, Master orientation day).

- Correct total number of GAE/AAE subjects is required**
- One change of the study plan is possible before admission to the master thesis if the module to be exchanged has either been passed or no exam has taken place.**

## **§8 Examination board**

4 professors (incl. the ***chairman*** of the examination board: currently Prof. Havermann)

1 scientific employee

2 students

Main tasks

- Monitoring of compliance with examination regulations
- Decisions about contestations
- Nomination of the examiners

**For all practical questions first contact:**

***Examination Secretary's Office*** (Take notice of the opening times!)  
*Hohenstaufenallee 6, room Hoh O0101*  
*Ms. Bergstein*

## **§10 Crediting of student times, study and examination amounts**

- Equal examinations of other master study courses can be credited. “Equal“ means: learning outcomes, ECTS credits, exams,... are comparable to courses in study plan.
- Grades of comparable grading systems are converted
- Externally credited examinations cannot be repeated here.

Reversely: After an examination appointment here the external examination can no longer be credited!

## **§13 Evaluation of examinations**

### *Grade scheme*

1 = sehr gut	= very good	(passed)
2 = gut	= good	(passed)
3 = befriedigend	= satisfactory	(passed)
4 = ausreichend	= sufficient	(passed)
5 = nicht ausreichend	= failed	( <i>not</i> passed)

Further intermediate grades: 1,3 / 1,7 / 2,3 / 2,7 / 3,3 / 3,7

Grade 5 as well for *unexcused absence* and *deception*

Rounding: Only the 1<sup>st</sup> decimal place is considered, e.g. 1,5999999 results in 1,5.

After that rounding the grading is

- up to 1,5 : sehr gut = very good
- up to 2,5 : gut = good
- up to 3,5 : befriedigend = satisfactory
- up to 4,0 : ausreichend = sufficient
- $\geq 4,1$  : nicht ausreichend = failed

Grade announcement max. *6 weeks* after the examination.

You must inform yourself using your QIS-account regularly.

The date of the announcement can be found on the website of the Prüfungsamt and on the paper lists in the faculty building.

Final fail of an examination  $\Rightarrow$  removal from the university register

## **§15 Admission to examinations**

Examinations have to be registered online  
within the stipulated period

- The *General Competencies module* becomes obligatory by its first registration
- Without a correct registration an exam is invalid!

*If not already officially enrolled in the Master course, the following preconditions hold:*

- Master admission was officially obtained
- Bachelor studies are fully completed (certificate)
- English test successfully passed
- Approved study plan (course scheme)

## Examination dates

The examination dates are fixed after start of lectures and can be found on the blackboard on ground floor. Complaints about date collisions have to be done immediately. The responsible person is Dipl.-Ing. Uwe Herrmann.

## §16 Performance and duration of examinations

- Normally *written* examinations, sometimes *oral examinations* or *academic assignments*
- Examination type has to be fixed 4 weeks after the beginning of the lectures period at the latest (website)
- Most module examinations are offered 3 times a year
- Candidates: *Obligation to carry identification papers* (identity card, student card, attestation of the practical trainings)
- The application for examination can be withdrawn 1 week before the examination at the latest.
- The duration must be 20-40 min. per credit, max. 4 hours (5-10 minutes per credits for *oral* examinations)

## §17 Written examinations

- Examinations can be *repeated* only two times. After the third failure an ***oral completion examination*** is possible (not in case of deception or unexcused absence), but only for ***one*** subject during the whole study course). Only the grades 4,0 or 5,0 can then be reached!  
***The application for this is only permitted within 14 days from the publication of the examination results!***

## **§18 Oral examinations**

- At least 1 examiner and 1 assessor (the latter has to decide about the grade as well)
- The result will be given *immediately* after the examination
- Oral exams: Here no oral *completion* exam is possible!

## **§19 Other types of examinations**

- Preceding written tests during the lectures period, homework, study trip reports, seminar papers, project papers and presentations.
- Note the column „remarks“ in the study program!

## **§20 Improvement attempt of an examination**

- To improve the grade, a passed examination can be repeated once, but only within the 3 following examination periods
- Attempt has to be registered personally at exam office
- Only one improvement attempt is allowed
- The best grade of the improvement attempt and its preceding examination is valid.

## §21 Repetition of examinations

- Master thesis and colloquium can be repeated once
- Other examinations can be repeated twice
- Passed examinations cannot be repeated, except for an improvement attempt (see §20)
- ***The swapping of master courses of the FB6 doesn't give a reset of the number of failed tries to zero.***

## §22 Withdrawal from an examination

- More than 1 week before examination: possible online
- Less than 1 week: illness documented by medical certification or documented force majeure (accident, strike of public transportation, ...)
- During examination: only sudden illness accepted, must be documented by specific form and immediate medical certification (*only medical certification from the same day is accepted*) → see website of examination office for more details
- After finishing examination: withdrawal no longer possible



## §27 Master thesis

- Application for an external thesis work is permitted (if a sufficient guidance is provided)
- Suggestions for the subject can be taken into account
- A group work is permitted, if the individual work can be evaluated

## §28 Admission to the master thesis

- ***Minimum of 30 ECTS credits must have been reached***
- ***The study plan must be presented in its final form***
- ***The colloquium should take place within 2 months after submission of master thesis***
- ***Non-German speaking students must proof German language level B1(Zertifikat Deutsch)***
- Application for admission with proofs and signature (see the application form) of the examiners.
- The application can be withdrawn until the reply is given.

## §29 Issue and performance of the master thesis

- *Issue of the topic* by the examination board (you receive a letter!)= start of the *performing period* of 6 months.
- An extension of the deadline by 8 weeks can be conceded only in case of acceptable justifications.  
If the supervisor agrees, apply at the examination office.
- The *minimum duration* is 4 months.

- The problem can be returned only once and within 4 weeks after the issue at the latest.

### §31 Colloquium

***Admission to the colloquium requires that all necessary exams according to the final study plan have been passed. The colloquium should be finished within 2 months after submission of the master thesis.***

The colloquium is an oral examination of at least 45 minutes including a presentation of about 30 minutes regarding the master thesis. The rest of the time is devoted to discussions and questions.

### §33 Certificate, Report, Overall Grade, Diploma Supplement

After passing you get:

- ***Master-Certificate*** „*Master of Science*“
- ***Report*** including
  - Grades of ***all*** examinations
  - Topic and grade of the master thesis
  - Grade of the *colloquium*
  - Overall grade

- Overall grade = 70% overall grade of module exams (credit-weighted)
  - + 27% grade of the master thesis
  - + 3% grade of the colloquium
- The overall grade is additionally given as a number with one decimal, e.g. “*good (1,7)*”
- Overall grade  $\leq 1,3 \Rightarrow$  very good „*with honors*“
- ***You can also ask for:***  
***Diploma Supplement*** (in *German* and in *English*)  
 Brief description of the study course, grades, special remarks, description of the European university system
- Leaving without having passed: ***Transcript of Records*** with the passed exams (credits+grades) and the missing exams.

### **§34 Additional modules**

Additional modules, which are not necessary according to the study plan, are printed in the Diploma Supplement and (if applied) in an appendix of the report. They do not influence the overall grade.

## **§35 Exam inspection**

- If the process of an examination is finished, the students may inspect the exam documents
- The grades are published both online in QIS and on paper lists in the faculty. You are responsible for checking. An appeal against a grade is possible within 1 month after publication. This deadline is extended until the inspection date
- Normally there is an official inspection date, which is published on the examiner's list and on the website of the examination office
- Otherwise, an inspection must be applied within 4 weeks after the official publication of the exam results
- No inspection before an oral completion examination is possible!