

**First Amendment to the “Examination Regulations for the
Double Degree Master Programme
“Comparative Public Governance”
at the Westfälische Wilhelms-Universität Münster and University of Twente
of 21. August 2018”**

of 27. July 2021

Based on § 2 Abs.4 and § 64 Abs. 1 of the *Gesetz über die Hochschulen des Landes Nordrhein-Westfalen (Hochschulgesetz –HG)* (Higher Education Act of the State of North Rhine-Westphalia) as amended by the *Hochschulzukunftsgesetz* (Higher Education Autonomy Act) of 16 September 2014 (GV NRW p.547), in the version of the amendment of 25 March 2021 (GV. NRW S. 1110) the Westfälische Wilhelms-Universität Münster has published the following Examination Regulations:

Article I

The version of the “Examination Regulations for the Double Degree Master Programme “Comparative Public Governance” at the Westfälische Wilhelms-Universität Münster and the University of Twente of 21. August 2018” is to be amended as follows:

1. The table of contents is to be amended as follows: „§ 17 Adjustments for Handicapped and Chronically Ill Students“ is to be replaced by „§ 17 Compensation for Disadvantages“.

2. § 11 (2) and (7) contains the following amended version:

(2) Students are usually required to pass one degree-relevant examination (WWU: Prüfungsleistung; UT: examination) in each module. Additionally, coursework may be asked for that is not relevant for the examination. Required coursework may be: presentations, work placements and reports, practical classes, minutes and (at the UT) class participation. Degree-relevant examinations comprise: essay assignments, oral presentations, written exams, research papers as well as reports.

(7) The types of degree-relevant examinations mentioned in § 11 (2) may also be administered and evaluated in electronic, software-based form, or in electronic, communicative form. The form of examination must be announced by the instructor in advance and in due form at the beginning of the course. If the examination possesses the character of an interview, the rules for oral examinations are applied accordingly on the condition that both the respective student and examiner/assessor give their written consent in advance to this form of examination. For all other cases, the rules on written degree-relevant examinations apply accordingly.

3. § 16 (1) and (6) contains the following amended version:

(1) Required coursework (Studienleistungen) and degree-relevant examinations (Prüfungsleistungen) completed within the same degree programme at other German or Dutch

universities are recognized upon request unless there are substantial differences concerning the competencies to be acquired; verification of equivalence does not take place. This is also the case for coursework and examinations completed in other programmes of the Westfälische Wilhelms-Universität Münster or other universities in Germany or the Netherlands.

(6) Upon providing substantiating documentation, the student may request recognition for up to half of the programme's degree-relevant examinations and required coursework for additional skills and qualifications obtained in ways other than academic study. Recognition of credit can only be granted on the condition that the student's skills and knowledge are equivalent to the coursework and degree-relevant examinations they replace in terms of content and level.

4. § 17 contains the following amended version:

§ 17

Compensation for Disadvantages

(1) If a student can demonstrate that due to disability or chronic illness he/she is partially or entirely unable to complete degree-relevant examinations or required coursework in their intended manner or by the deadlines set forth in these examination regulations, the examinations board must offer the student upon request suitable alternatives with respect to the form, duration and use of aids or assistants in accordance with the principles of equal opportunity. The same applies should these examination regulations stipulate certain requirements for participating in modules and completing their required coursework/degree-relevant examinations.

(2) At the student's request, the faculty representative for students with disabilities must be consulted with regard to decisions specified in § 17 (1). If consultation with a representative is not possible within the faculty, the University representative is to be consulted.

(3) Compensation for disadvantages is granted on a case-by-case basis in accordance with § 17 (1); students may be required to submit adequate documentation substantiating their chronic illness or disability. This includes, for example, medical certificates or, if applicable, a disability certificate (Behindertenausweis).

(4) The compensation for disadvantages as per § 17 (1) should extend to all required coursework and degree-relevant examinations administered during the student's course of study insofar as there is no change to his/her illness or disability.

(5) If due to maternity protection regulations, a female student cannot complete her required coursework or degree-relevant examinations in part or whole as prescribed, then § 17 (1) to (3) apply accordingly.

(6) From their first semester on students with a disability are entitled to the extra facilities offered at the University of Twente, described in section 7 of the Students' Charter

5. § 19 (1) and (2) contains the following amended version:

§ 19

Grading of Single Examinations, Module Grades, and Calculation of Overall Grade

(1) The examiners determine the grades of single examinations and their components using their national grading system. This can be transferred to the other grading system by applying the following scheme:

German to Dutch	
1	9.5
1,3	9
1,7	8
2	7.5
2,3	7
2,7	6.5
3	6
3,3	6
3,7	6
4	6
Dutch to German	
10	1
9.5	1
9	1,3
8.5	1,3
8	1,7
7.5	2
7	2,3
6.5	2,7
6	3,3

Based upon distribution tables with 706 German results and 6119 Dutch results from the last academic years available, calculated in November 2014. The conversion was recently checked with new results in 2020. Grade conversion is based on best match (instead of Never higher or Never lower), i.e. the nearest by cumulative percentage of scores.

From Dutch to German with broken Dutch numbers:

Dutch grade	German grade	Definition
9.3-10	1	VERY GOOD
8.4-9.2	1,3	VERY GOOD
7.9-8.3	1,7	GOOD
7.6-7.8	2	GOOD
6.7-7.5	2,3	GOOD
6.4-6.6	2,7	SATISFACTORY
6.1-6.3	3	SATISFACTORY
5.9-6.0	3,3	SATISFACTORY
5.7-5.8	3,7	PASS
5.5-5.6	4	PASS

Diversification of grading at the WWU is possible by decreasing or increasing the grades by 0,3. The grades 0,7; 4,3; 4,7; 5,3 and 5,7 do not exist.

(2) Grades are weighted and rounded within the national systems

- WWU: Decimal points after the first position are deleted without being rounded.
- UT: Grades will be rounded to the nearest half number, with the exception of 5.5 that will be rounded to 5 (lower than 5.50) or 6 (5.50 and higher).

6. § 22 contains the following amended version:

§ 22

Access to the Examination Files

After completing each degree-relevant examination, students can, upon request, gain access to their examination papers, the examiners' assessments and examination minutes. As a rule, students are permitted to make copies or other faithful reproductions of their documents during the review of their examination files. Requests must be filed with the examinations board via the Examinations Office no later than two weeks after the results of the examination are announced. The Examinations Office stipulates the time and place of access on behalf of the examinations board. The same applies with regard to the master's thesis. § 29 VwVfG NRW remains unaffected.

7. § 23 contains the following amended version:

§ 23

Non-Appearance, Withdrawal, Deception, Breach of Regulations

(1) A degree-relevant examination is considered a fail (WWU: 5,0, UT: 5 or lower, Fail or Not Accomplished) if the student, for no valid reason, does not appear at the examination on the

designated date, or if he/she withdraws for no valid reason after beginning an examination. The same applies if a written degree-relevant examination or the master's thesis is not completed within the allocated time limit. Examples of valid reasons include illness and leaves of absence afforded by the Federal Parental Benefit Act (*Bundeseltern-geld- und Elternzeitgesetz*), or nursing or caring for a spouse, a registered civil partner, a direct relative or a first-degree relative by marriage if such care or assistance is necessary.

(2) If the University of Münster prohibits a female student from pursuing academic study due to provisions of the Maternity Protection Act (*Mutterschutzgesetz*), the administration of examinations is also prohibited.

(3) The reasons for non-appearance or withdrawal according to § 22 (1) must be submitted immediately and substantiated to the examination board in written form. In the case of illness, the examinations board may request a medical certificate. If the reasons given are not accepted, the student is notified in writing. If the student does not receive written notification within a four-week period, then the reasons have been accepted.

(4) If the student withdraws on account of illness, yet there is sufficient reason to believe that the student was capable of taking the examination or that another form of proof would be more appropriate, the examinations board may request a medical certificate from a University-appointed physician (*Vertrauensarzt*) in accordance with § 63 (7) HG. With respect to § 23 (4) sentence 1, sufficient reasons exist e.g. if the student has failed to appear to more than four examinations or has withdrawn more than twice from the same examination due to illness in accordance with § 23 (1). The student is to be immediately notified of this decision and provided with the names of at least three physicians, designated by the University of Münster, from one of whom the student must obtain a medical certificate.

(5) If a student attempts to influence the outcome of a degree-relevant examination or the master's thesis through dishonest means such as the use of unauthorised material or devices, the examination is regarded as not having been completed and is considered a fail (WWU: 5,0, UT: Fail). A student who disrupts an examination may, usually after a warning by the invigilator, be excluded from continuing that particular examination. In this case, the degree-relevant examination is not completed and is considered a fail (WWU: 5,0, UT: Fail). In serious cases, the examinations board may exclude the student from the master's examination entirely, and the master's examination has then been permanently failed. The reason(s) for exclusion must be put on record.

(6) Adverse decisions must be immediately disclosed to the student concerned in written form by the examinations board. The decision(s) must be justified and accompanied by information on the legal remedies available. Before a decision can be made, the student must be given the opportunity to state his/her case.

Article II

(1) These amended Regulations come into force on the day following their publication in the official announcements (Amtliche Bekanntmachungen) of the Westfälische Wilhelms-Universität Münster.

(2) The amended regulations regarding § 19 apply to all students who begin their studies in the Master programme “Comparative Public Governance” in or after the winter semester 2021/22. For students who began their studies in this programme before the winter semester 2021/22 the amended regulations regarding § 19 in this amendment is not to apply.

Issued following the resolution of the faculty board of Faculty 06 of the Westfälische Wilhelms-Universität Münster on 07. July 2021 and the Dean of the Faculty of Behavioural, Management and Social Sciences (BMS) of the University of Twente on _____. The above Examination Regulations are hereby announced.

It is pointed out that, pursuant to § 12 (5) of the Higher^oEducation Act of the Federal State of North Rhine-Westphalia (Hochschulgesetz – HG NRW), infringement violation of procedural requirements or formal requirements of the regulatory law or other autonomous law of the university cannot be asserted after the expiration of one year after this publication, unless

1. the regulations have not been duly published,
2. the University Management has previously objected to the resolution of the body deciding on the regulations,
3. the formal or procedural deficiency has been reported to the university in advance and the violated legal provision and the fact that results in the deficiency have been specified, or
4. In the public announcement of the regulations, no reference was made to the legal consequence of the exclusion of complaints.

Münster, 2021/07/27

Rector

Prof. Dr. Johannes W e s s e l s

Enschede, 2021/09/01

Dean of the Faculty of Behavioural,
Management and Social Sciences

Prof. Dr. Theo T o o n e n