

## **Examination Board for the Bachelor's degree programmes Department of Business and Economics: General decisions**

### **1/2022: Affidavit**

Dissertations may only be accepted if the students submit a signed declaration of the following wording:

“Declaration in lieu of oath

I hereby declare in lieu of an oath that I have written this dissertation independently and without outside help and that I have not used any sources or resources other than those specified. I have identified the parts taken verbatim or substantively from the sources used (direct or indirect quotations) as such by naming the author and the reference. If I have submitted the work elsewhere for examination purposes, either in whole or in parts, I have informed the examiners and the board of examiners of this. Place, Date, Signature”

### **2/2022: Procedure for compensation measures in case of chronic illness, pregnancy or disability**

If students are entitled to claim reliefs in the examination procedure due to chronic illness, pregnancy or disability, e.g. an extension in the preparation time or the use of certain resources (computers), a corresponding application must be submitted to the student office at least two weeks before the examination date. Otherwise, the relief may be denied.

### **3/2022: Assignments during semesters of leave**

Students who are on leave of absence due to pregnancy, maternity leave, parental leave or for taking care of a minor child may take individual courses during the semester of leave, upon submitting an application. The number of courses to be taken is limited to two. Missed out and failed examinations can be taken again or repeated. Assignments prior to the model study plan are not permitted.

### **4/2022: Carrying mobile phones and other internet-enabled or programmable devices during examinations**

The use of mobile phones, programmable calculators or internet-enabled or programmable devices during the examination is not permitted unless expressly authorised by the examiner. The same applies to carrying such devices in the examination room. A device is deemed to be carried if it is within reach of the examinee (for example on the table, on the body) during the examination period. A violation of this prohibition will be considered as attempt to cheat.

### **5/2022: Multiple-choice question examinations**

Multiple-choice questions are questions in which the correct answer/answers has/have to be chosen from given options. Written examinations (also as partial examinations of a combined examination) may be partially conducted in multiple-choice mode if the following conditions are met:

1. The proportion of multiple-choice questions does not exceed 50% of the total points attainable in the examination. The planned time for answering the multiple-choice

questions does not exceed 50% of the planned total answering time for the written examination.

2. The assignment must state whether only one answer is to be marked as correct (type 1) or whether several answers can also be correct (type 2).
3. For type 2 tasks, it is important to remember that not marking the wrong answer is also a correct answer, just like marking the correct option. These two correct practices are to be treated equally when allocating the points. However, in case no tick was marked, the question as a whole may be evaluated as not correctly solved. Then no points need to be awarded for the fields that were rightfully left unmarked.

An acceptable method of assessment recommended by the board of examiners is as follows:

Up to (and including) 50% correct answers: 0%

With 100% correct answers: 100% of the points

With more than 50% but less than 100% correct answers: proportional (for example linearly distributed) partial points

4. In the assessment procedure for type 2 examinations, it must be ensured that all correct answers are taken into account as such. This implies that no points are deducted for answers given incorrectly.
5. To avoid randomly correct answers, at least four answer options must be given for questions of both types.
6. If a question subsequently turns out to be absolutely unsolvable, it must be removed from the assessment as a whole. It may not be taken into account when assessing the number of points that can be achieved overall, nor when assessing the points achieved individually.

Other multiple-choice examinations are not permitted.

### **6/2022: Examinations according to § 11 of the BerlHG (Berlin Higher Education Act)**

1. The written examination consists of 3 parts. The examination is deemed to have been passed if more than 50 % of the obtainable points are achieved in all parts.
2. Re-examinations will take place as follows:
  - a) Those who have scored more than 50% overall in the first examination will be re-examined according to the degree programme. The examiner, who is appointed by the Chair of the board of examiners, decides on the form.
  - b) All other candidates take a written re-examination, which is passed under the conditions according to No. 1.

### **7/2022: Portfolio examination**

A portfolio examination is in any case not the mere division of examination performances. This is actually a combined examination/partial examination. However, the study/examination regulations regulate these two forms of examination separately, from which it follows that the portfolio examination must be different.

It is also not sufficient to formally link individual parts of the examination with each other. It is at least necessary that the desired learning process as well as the nature of its assessment are at the forefront of the examination concept. The board of examiners is currently not in a position to provide a more concrete definition. This decision is therefore subject to amendment and will be amended if practical instances indicate that this is necessary.

### **8/2022: Rescheduling of examination dates due to stay abroad or professional commitments**

No examination dates will be rescheduled on the grounds of professional activity or study abroad. A stay abroad which is compulsorily induced by study abroad constitutes a valid reason for missing the examination date.

### **9/2022: Procedure upon missing an examination date in the case of a combined examination and term paper**

1. The following applies to courses with the examination form "combined examination": If students happen to miss one part of the combined examination and can provide proof of a valid reason for being absent, they will be given a one-time compensatory examination date. The proof can be provided to the lecturer or to the student office.
2. The following applies to courses with the examination form "term paper": Students who can prove that they are unable to hand in the term paper within the time limit for a valid reason will be granted an extension of a maximum of two weeks upon application.

### **10/2022: Group examinations**

Group performances are only assessed separately if the students request individual assessment before the examination or if the examiner is convinced that joint assessment is not appropriate.

### **11/2022: Note on the deadline for substantiating valid grounds for missing an examination**

The board of examiners points out that a working day within the meaning of § 16 paragraph 3 sentence 1 of the RPO (Examination Regulations Framework) 2022 also includes Saturday.

### **12/2022: No further examination date after re-examination**

If the re-examination is not passed, no further dates will be offered

### **13/2022: Cheating during combined examination**

If the form of examination is a combined examination and cheating is involved in partial performance of the combined examination, then the cheating shall be deemed to cover the entire combined examination. The examination is therefore deemed to have been failed. The possibility of repeating the examination depends on whether the case is particularly serious (cf. § 24 paragraph 2 of the RPO 2022)

### **14/2022: Compulsory attendance for key qualifications**

In case of modules from the field of key qualifications, there is no possibility of a re-examination by virtue of the nature of the matter, if attendance of 80% of the session dates is a requirement for passing. The order for compulsory attendance must be announced in good time at the beginning of the course series.

Examination attempts will not be used up if a valid reason is given for violation of the compulsory attendance requirement.

### **15/2022: Repetition of partial performances in case of combined examinations form**

The examiner decides on the form of the re-examination in case of failure. If the examiner selects the examination form “combined examination” once again, he can determine the extent to which performance parts that have already been passed are to be credited for a part of the re-examination.

### **16/2022: Recognition of performances**

§ 4 paragraph 5 sentence 2 of the StudPrüfO (Study and examination regulations) of the Bachelor's degree programmes guarantees the recognition of every examination performance if the content is comparable. According to § 4 paragraph 5 sentence 3 of the StudPrüfO, performances from certain modules can also be substituted without checking the comparability of content.

The board of examiners interprets recognition without comparability of content as follows:

If the student applies for recognition in accordance with § 4 paragraph 5 of the StudPrüfO to an extent of more than five credit points, at least 50 percent of the credit points earned abroad and applied for “offsetting” must come from the subject area of the modules to be recognised. Subject area is to be understood here in a restrictive sense (for example Business Administration, Economics) rather than in a broad sense. In other words, the module taken abroad must be related closely to the field of the module to be replaced (e.g. accounting, marketing, corporate law, etc.).

### **17/2022: Elective modules and compulsory elective modules**

The course selection for selecting the specialisation modules as well as the compulsory elective modules is compulsory. A change is not permitted.

### **18/2022: Choice of examination dates**

When assigning a module with the examination form “written examination”, the student is given the choice of the first examination date. It is possible to change this choice within a deadline communicated in the campus management system S.A.M., by changing to the second examination date. Another change is not permitted.

### **19/2022: Additional examination attempt with subject guidance:**

The student office notifies students of the date for subject guidance in accordance with § 30 paragraph 4 sentence 1 main clause 2 of the BerlHG by email to their HWR email inbox. If the student misses the appointment, he/she is deemed to have definitively failed to attend the subject guidance. Students can apply for a new appointment at the student office if they miss the appointment through no fault of their own. The rules in the study and examination regulations concerning withdrawal from examinations during the course of studies shall apply accordingly.

### **20/2022: Official medical certificate in case of repeated sick note for the examination**

Students, who were unable to take a module examination during their studies due to inability to take the examination, must provide proof of their inability to take the examination on the repeat date by submitting a medical certificate from an official doctor. The official medical examination must take place on or before the day of the examination. The board of examiners may, on application, exempt students from the obligation to submit a medical certificate, especially in the case of chronic illness.

### **21/2022: Written examinations for the examination form combined examination**

All written examinations from partial examinations of the examination form - combined examination - must be held before the examination period. In justified exceptional cases, the student office may grant deviations.

### **22/2022: Final examinations with registration in WS 21/22**

Final examinations for which registration has taken place by 31.03.2022 are subject to the old examination law.

### **23/2022: 2nd Study section**

The previous regulations shall apply to all applications for provisional admission to the 2nd study section that have already been approved and to new applications submitted for the 2022 summer semester (SoSe).

### **24/2022: Cheating with respect to policy decisions**

a) Cheating shall be deemed to have occurred when a candidate attempts to influence the result of his examination performance by faking false facts, suppressing facts or using unauthorised resources. Facts include, in particular, compliance with academic standards.

b) A candidate is deemed to be faking compliance with academic standards, especially by acknowledgement of outside sources, if he violates the lecturer's instructions in this regard in a manner that is not trivial.

### **25/2022: Decision on the cover sheet for the term paper**

In the future, the wording on the form of the students' declaration shall read:

“The work was carried out independently and according to the instructions of the lecturer for academic work”.

### **26/2022: Recognition of the General Studies course as a compulsory elective module**

The decision on the recognition of General Studies modules according to § 5 of the StudPrüfO and § 6 of the RStPrüfO (Provisional Examination Regulations) is delegated to the directors of the degree programmes.

### **27/2022: Bachelor thesis registration**

The decision on admissions to the final examination, topics of the dissertations and the examiners is delegated to the directors of the degree programmes.

### **28/2022: Documentation of compulsory attendance**

In modules that require compulsory attendance, compulsory attendance must be documented by the teaching staff in S.A.M.