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Examination regulations for the Joint Degree Program
Integrated Water Resources Management - Awarding
the degree Master of Science (M.Sc.) of the Institute for
Technology and Resources Management in the Tropics
and Subtropics at THKöln - University of Applied
Sciences and the Water, Energy and Environment
Center at the University of Jordan

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Technology
Arts Sciences
TH Köln

Examination regulations

**for the
Joint Degree Program**

Integrated Water Resources Management

Awarding the degree

Master of Science (M.Sc.)

of the

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At

The University of Jordan

June 6th 2016

By virtue of sections 2 (4) and 64 (1) of the North Rhine-Westphalia Higher Education Act (Gesetz über die Hochschulen des Landes Nordrhein-Westfalen - Hochschulgesetz (HG)) of September 16, 2014 (Gesetz und Verordnungsblatt NRW (GV. NRW), p. 547) TH Köln - University of Applied Sciences has adopted in collaboration with the University of Jordan the following joint examination regulations by statute:

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I. General information

Section 1 Applicability of the examination regulations; module catalog and curriculum

- (1) The purpose of these examination regulations is to administer the studies and examinations of the Master's programs in "Integrated Water Resources Management", at the Institute for Technology and Resources Management in the Tropics and Subtropics at TH Köln - University of Applied Sciences (TH Köln) and the Water, Energy and Environment Center at the University of Jordan.
- (2) Based on these examination regulations, TH Köln - University of Applied Sciences and University of Jordan are to establish a curriculum and a module catalog. Taking into account developments in the fields of science and university teaching as well as profession-specific requirements, the module catalog is to outline the course contents and structure of the Master's program. The curriculum is to provide students with a recommendation on how to adequately structure their studies.

Section 2 Program objective; purpose of the examinations; academic degree

- (1) By passing the Master's examination, graduates are awarded an additional science degree qualifying them to exercise professional work in the field relevant to the program and entitling them to admission to doctoral/PhD-level studies.
- (2) Taking the general educational objectives into account, the program leading to the Master's examination is designed to convey scientific findings and application-oriented topics of the program's field of study. It is to qualify the students to analyze and manage processes, problems and interdependencies of the tropics and subtropics using a holistic approach and taking the natural, technical, social and economic elements into account. The program is designed to enhance the students' creative and planning skills and to prepare them for their Master's examination. Moreover, the program is to provide students with an opportunity to specialize in a specific field and delve deeper into an academic discipline.
- (3) The language of instruction is English.
- (4) The Master's examination is to determine whether the examinee has acquired sound specialized knowledge thus expanding his or her professional qualification, and whether he or she is capable of independently exercising work and conducting research on the basis of scientific findings and methods.
- (5) By passing the examinations, students will have completed a scientific degree program, allowing them to exercise work in the designated profession. Based on the successful completion of all examinations, TH Köln - University of Applied Sciences and the University of Jordan are to award a joint academic degree "Master of Science" in accordance with the regulations stated hereinafter.

Section 3 Admission requirements; placement test

- (1) Admission to the Master's program requires at least a Bachelor's level degree with a minimum grade average "good"(2,5) or an equivalent qualification from a state or state-recognized university. The examination board of ITT, TH Köln - University of Applied Sciences and the Committee of Graduate Studies at the University of Jordan jointly decide on the suitability of the degree. Exceptions regarding the minimum grade average might be accepted depending on the decision of a joint committee by both universities and under consideration of non-academic qualifications of applicants.
- (2) Proof of sufficient English language proficiency is required. The minimum English language proficiency required for admission is to be determined by the examination board and the Committee of Graduate Studies at the University of Jordan to be published in writing at the beginning of each application period.
- (3) Applicants selection process: Based on the documents submitted as part of the application, the following criteria will be assessed during the selection process:
 - Content of the previous degree program and its suitability

- Academic and professional background
- Personal motivation to enroll in the Master's program
- Relevance of the applicants' previous professional experience for the Master's program (if applicable)

A selection committee will conduct the selection process. The committee is appointed by the institute's executive boards of both universities.

- (4) A graduate student cannot be admitted to two programs simultaneously at any time during his study on the program. If a graduate student was dismissed from a Master's program, he or she may not be admitted to the same program again.

Section 4 Standard program duration; scope of the program

- (1) The standard program duration is four semesters. By the end of the program, and at TH Köln - University of Applied Sciences, students are awarded a total of 120 credit points according to the European Credit Transfer System (ECTS). At the University of Jordan, students within this program are awarded a total of 36 Credit Hours (see section 13).
The standard duration of the program includes the examination period.
- (2) The program is divided into individual modules. The curriculum provides additional details on the program structure.
- (3) If certain modules are chosen other modules may no longer be up for selection. Additional information is provided in the curriculum. The examinee is to take the module examinations in the modules he/she selected.
- (4) Students are enrolled in the program's first semester in the winter semester of each year.

Section 5 Scope and structure of examinations; examination deadline

- (1) A student's successful completion of the program is to be determined by the examinations taken throughout the program (module examinations) and a final exam (Master's thesis and the thesis defense colloquium).
- (2) In general, module examinations take place upon conclusion of the respective course. The curriculum is to guarantee that the examinee has the possibility to have taken all module examinations by the end of the third semester.
- (3) The examination procedures make allowances for the legal provisions for maternity and parental leave periods as well as periods of leave for the nursing and care of spouses, registered partners, relatives in direct line of descent or brothers and sisters in-law if they are in need of nursing or care.
- (4) Examinations are held in English.

Section 6 Examination board at TH Köln

- (1) The Institute for Technology and Resources Management in the Tropics and Subtropics is to establish an examination board that is in charge of the organization of examinations and the arrangement of the duties assigned to it by this examination regulation. The examination board is an independent body of the institute.
- (2) Members of the examination board are elected by the executive board of the Institute for Technology and Resources Management in the Tropics and Subtropics. The examination board consists of
 - 1) the chairperson and the vice chairperson selected from the pool of professors;
 - 2) one additional member selected from the pool of professors;
 - 3) one member selected from the pool of academic staff or lecturers;
 - 4) one member selected from the pool of students.
- (3) Deputies are to be elected for all members of the examination board except for the chairperson and the vice-chairperson. The members of the board employed at the university and their deputies have tenure of two years; the student members and their deputies have tenure of one year. Re-election is permissible.
- (5) The examination board is responsible for the organization of examinations. It is also to ensure that the examination regulations are complied with and examinations are conducted properly. In particular, it is to decide on objections brought forward against decisions that were made in exam-related matters. The responsibilities of the examination board correspond to the exams offered at TH Köln. For the Master thesis examination special arrangements are provided (see section 28).
- (6) Upon request, the examination board is to report annually to the executive board of the Institute for Technology and Resources Management in the Tropics and Subtropics on the developments related to examinations and the duration of studies. It is to give advice on potential reforms of the examination regulations, the catalog of modules and the curricula. The examination board may transfer its regular duties to the chairperson of the examination board; this does not apply to decisions on objections.
- (7) Members of the examination board and a representative of the President's Office have the right to be present during examinations. Exempt from this right are student members of the examination board who are to take the examination concerned during the same examination period.
- (8) Meetings of the examination board are not open to the public.
- (9) The examination board has a quorum if, in addition to the chairperson or vice-chairperson, a member from the pool of professors and at least two additional members eligible to vote are present. Decisions require a simple majority. In case of a tie, the chairperson has the casting vote. Student members and research assistants do not contribute to decisions on matters related to education and academics, particularly when it comes to the recognition or other evaluation of examinations and assessments or the appointment of examiners. Moreover, student members are not to participate in the debate and decision-making on matters related to examination topics or their own examinations.
- (10) All members of the examination board, their deputies, the examiners are to be sworn to official secrecy. If they are not employed in the German civil service, they are to be sworn to secrecy by the chairperson of the examination board.
- (11) Incriminating decisions of the examination board or its chairperson are to be reported to the affected student immediately. Prior to any action, the affected student has to be granted the right to be heard.

Section 7 Examination board at UJ

- (1) Graduate Studies Committees:
The Dean of the Faculty at the University of Jordan forms the Department Committee of Graduate studies. The Department Committee will have the responsibility of Department Council with respect to graduate studies. The formation of the committee will be as follows:
 - 1) Head of Department as Chairman
 - 2) Three to five members of the professors and associate professors. The committee may include assistant professors provided that they meet the requirements of teaching and supervision of graduate students at UJ (refer to Section 9 / 2).
- (2) The responsibilities of the Department's Committee include the following:
 - 1) Supervising the Graduate Studies affairs in the department.
 - 2) Advising the graduate students of the department academically
 - 3) Approving the examination results of the courses of the graduate students.
 - 4) Submitting proposals related to the following items to the Faculty Graduate committee:
 - a) Establishing new graduate program
 - b) Proposals of the curricula (study plan)
 - c) Advising on the number of students to be admitted to the programs
 - d) Appointing examiners
 - e) Approving thesis proposals
 - f) Forming theses' discussion panels
 - g) Fixing theses' discussions dates
 - h) Preparing the list of students nominated for scholarship grants.
- (3) The Faculty's committee of Graduate Studies is formed by the Faculty council and is given the responsibility of the Faculty council related to the affairs of graduate studies. The committee consists of:
 - 1) Dean as chair (or whomever is designated by the dean, provided they meet the requirements of teaching and supervision of graduate students at UJ; ref Section 9/1 or 9/2)
 - 2) Heads of departmental committees
 - 3) Two members of the faculty according to the section 9/1 or 9/2.
- (4) The responsibilities of Faculty's committee involve the following:
 - 1) supervising the graduate studies affairs in the Faculty
 - 2) Deciding on the proposals and recommendations submitted by the departmental committees.
 - 3) Approving the examination results of the courses of the graduate students.
 - 4) Take the role and responsibilities of the department's committee if the latter does not exist.

Section 8 Examiners at TH Köln

- (1) The examination board is to appoint the examiners. A person may be appointed as examiner if he or she holds at least the qualification that is to be determined by the examination or an equivalent qualification and – provided that no compelling reasons necessitate a divergence – has held an independent teaching position in the subject relevant for the examination. Examiners are independent for examination purposes.
- (2) The examinee may suggest one or more examiners for his or her oral examinations. He or she may also suggest an examiner to be his or her thesis supervisor. The examination board is to ensure that examination duties are split as evenly as possible amongst the examiners. If possible, a student's suggestion is to be taken into consideration.
- (3) The examination board is to ensure that examination duties are split as evenly as possible amongst the examiners. The chairperson of the examination board is to ensure that the examinee will be informed about his or her examiner in time. This shall happen simultaneously to the registration for the examination, i.e. usually at least two weeks before the examination is held. Posting the information on the corresponding bulletin board or on an electronic examination management system is deemed sufficient.

Section 9 Examiners at UJ

- (1) Every professor or associate professor of the faculty is entitled as the examiner.
- (2) A faculty member who has published (or has acceptance for publishing) at least two papers, one of which should be after receiving his Ph.D. that is not extracted from his Master's or Ph.D. theses, of which he or she is the first or single author is entitled as examiner.
- (3) The committee of graduate studies may appoint a person from outside the university as examiner, on condition that they are qualified according to section 9/2.

Section 10 Recognition of examinations and assessments offered at TH Köln

- (1) Examinations and assessments completed in the same or in other degree programs within the jurisdiction of the Convention on the Recognition of Qualifications concerning Higher Education in the European Region of April 11, 1997 (Federal Law Gazette (BGBl) II 2007; p. 712 - Lisbon Recognition Convention) are to be recognized upon request if it can be proven that they do not considerably differ from the examinations and assessments required. If the recognition of such examinations and assessments is denied, the university is to issue a substantiated notification on this matter.
- (2) Examinations and assessments completed in degree programs outside the jurisdiction of the Lisbon Recognition Convention are to be recognized upon request corresponding to subsection 1.
- (3) Achievements that were not part of an academic program may be recognized as examinations or assessments upon request if they are equivalent to the examinations and assessments required. Such achievements may constitute up to half of the total number of examinations and assessments required for the successful completion of the program at most.
- (4) For examinations and assessments that have been recognized, students are awarded the number of ECTS credits specified in the curriculum (annex 2). Non-graded examinations taken at other universities or in other programs are to be recognized in accordance with subsections 1 to 2. They are to be identified accordingly on the examination certificate and are not accounted for in the calculation of the final cumulative grade.
- (5) The examination board is the decision-making body in all cases laid out in subsections 1 to 4. In cases of doubt, it is to consult the examiners responsible for the individual courses.

Section 11 Recognition of examinations and assessments offered at UJ

Students are not allowed to switch or transfer to this program at UJ

Section 12 Evaluation of examinations

- (1) Examinations are to be graded and evaluated in a differentiated manner, unless otherwise stated below. Module examinations may be graded or non-graded. Evaluations for individual examinations are to be determined by the respective examiner.
- (2) Non-graded examinations are to be evaluated with either "passed" or "not passed".
- (3) Graded examinations are to be evaluated in a differentiated and comprehensible manner. Reasons for the evaluation are to be explained in writing upon request of the examination board. Grades for individual examinations are to be determined by the respective examiner.
- (4) If several examiners participate in an examination, the examiners are to jointly evaluate the examination, provided that no other provisions are made hereinafter. Should the evaluations differ from one another, the grade is to be determined by the arithmetic mean of the individual grades.
- (5) At TH Köln - University of Applied Sciences, the following grades are to be used for the evaluation of graded examinations:

1.0 or 1.3	= excellent	= an excellent examination result
1.7 or 2.0 or 2.3	= good	= an examination result well above average

2., 7 or 3.0 or 3.3	= satisfactory	requirements = an examination result that meets average requirements
3.7 or 4.0	= sufficient	= an examination result that meets the requirements despite its shortcomings
5.0	= insufficient	= an examination result that does not meet the requirements due to substantial shortcomings

Grades 0.7, 4.3, 4.7 and 5.3 are invalid.

- (6) Calculated grades that differ from the grades listed above are to be determined as follows.
- | | |
|------------------|----------------|
| up to 1.5 | = excellent |
| above 1.5 to 2.5 | = good |
| above 2.5 to 3.5 | = satisfactory |
| above 3.5 to 4.0 | = sufficient |
| above 4.0 | = insufficient |
- When it comes to the calculation of grades, only the first decimal is to be factored in; all other decimals are to be dropped without rounding.

- (7) At University of Jordan, the following grades are to be used for the evaluation of graded examinations:
- 1) Each of the letter grades for courses is assigned points as follows:
- | | |
|-----------------|---------------|
| Letter Grade A | = 4.0 points |
| Letter Grade A- | = 3.75 points |
| Letter Grade B+ | = 3.5 points |
| Letter Grade B | = 3.0 points |
| Letter Grade B- | = 2.75 points |
| Letter Grade C+ | = 2.5 points |
| Letter Grade C | = 2.0 points |
- 2) Semester average and accumulative average are given the following rating that have their pertinent points as follows:
- | | |
|--------------------|------------------------------|
| Points 3.65 – 4.00 | = General Rating “excellent” |
| Points 3.00 – 3.64 | = General Rating “very good” |

- (8) The transfer of grades between TH Köln - University of Applied Sciences and the University of Jordan is defined as following:

TH Köln			The University of Jordan		
Points	German Grade	Transfer to Jordan	Points	Jordanian Grade	Transfer to Germany
100-95	1,0	A	relative distribution	A	1,0
94-90	1,3	A-		A-	1,3
89-85	1,7	B+		B+	1,7
84-80	2,0	B		B	2,0
79-75	2,3				2,3
74-70	2,7	B-		B-	2,7
69-65	3,0	C+		C+	3,0
64-60	3,3				3,3
59-55	3,7				3,7
54-50	4,0				4,0
49-0	5,0	C	C	5,0	

- (9) An examination is passed if the student's performance is deemed at least “sufficient”. If the module examination is made up of two or more individual examinations, the module is considered to be passed if the weighted average of examination grades equals the grade “sufficient” (4.0 or C+).
- (10) The evaluation of examinations is to be completed within six weeks of the examination. Students are to be informed of the results. Posting the results on the corresponding bulletin board or on an electronic examination management system is deemed sufficient. Students are to be notified of the results of the Master’s thesis within eight weeks.

Section 13 Credits in accordance with the ECTS (European Credit Transfer System) at TH Köln

- (1) Credits are to be assigned to each module of the Master's program as well as to the Master's thesis and the thesis defense colloquium, enabling recognition in accordance with the European Credit Transfer System (ECTS). Credits are a quantitative measure of the workload that averagely gifted students need to successfully complete a component of the program. This workload includes courses, preparation and follow-up work of a course, self-study as well as examinations and preparation for examinations.
- (2) The workload required to successfully complete the Master's program as laid down in the curriculum amounts to 30 credits per semester. 1 credit corresponds to a workload of 30 hours.
- (3) Students only receive credits if they have successfully completed a module. This means that students are awarded the total number of credits for every graded module examination that has been passed with a grade of at least "sufficient", irrespective of the grade received for the examination. A total of 120 ECTS credits are required to successfully complete the Master's program. Students will receive credits for non-graded examinations if these are passed.
- (4) An overview of the number of credits assigned to the individual modules and to the Master's thesis as well as the thesis defense colloquium is provided in the curriculum (annex). More detailed information can be found in the module catalog.
- (5) Credits obtained in accordance with the ECTS at other institutions of higher education within and outside the jurisdiction of the German constitution are to be recognized, in accordance with section 10, with at most the number of credits assigned in the current program.

Section 14 Credits in accordance with the Credit Hour System atUJ

- (1) At the University of Jordan Credit Hours are to be assigned to each module of the Master's program as well as to the Master's thesis and the thesis defense colloquium. Like the European Credit Transfer System (ECTS), Credit Hours are a quantitative measure of the workload that averagely gifted students need to successfully complete a component of the program. This workload includes courses, preparation and follow-up work of a course, self-study as well as examinations and preparation for examinations.
- (2) In regards to the MSc IWRM 1.5 Credit Hours at the University of Jordan equal 5 ECTS at TH Köln - University of Applied Sciences. In consequence, each semester sums up to 9 Credit Hours (equal to 30 ECTS and 6 modules) and the full program contains 36 Credit Hours (equal to 120 ECTS).

Section 15 Evaluation of examinations in accordance with the ECTS grading scheme

The certificate awarded to graduates in accordance with section 34 (1) is to list a relative rating of the final cumulative grade according to ECTS grade rating scale as well. The program is to form the reference group in which all awarded final cumulative grades in a period of at least two years are recorded and the spread of grades is counted according to the respective percentages. The scale of the grade percentages has to be part of the diploma supplement mentioned in section 34 (7).

Section 16 Retaking examinations for modules at ITT

- (1) The regulations of retaking exams are determined at each university. However, the universities agree to accept the regulations of the other universities in periods of student transfer.
- (2) Students may retake module examinations if they do not pass them or if the examinations are considered "not passed" according to section 12, subsection 9. If a module examination consisting of two or more components is not passed, all exam and module components of the concerned module are to be retaken, even if one or more of these components have been passed. The examination is to be retaken within two semesters of the failed examination attempt, otherwise the second examination attempt is considered "not passed". A second retake of the examination is also to be taken within two semesters of the failed first retake. If the second retake of the examination does not take place within this period, students will irreversibly lose the right to take this examination. If the student provides evidence that he or she is not responsible for missing the deadline stated in sentence 3 or 4, the deadline for the retake of the examination is extended by one semester. Times spent on a mandatory or optional semester abroad or internship and times on leave are not taken into account for the determination of the deadline for the retake, i.e. the deadline is extended by the amount of time spent on leave or on a semester abroad or internship.
- (3) An examination graded at least "sufficient" may not be retaken.

Section 17 Retaking examinations for modules at UJ

- (1) Attendance: Anyone who misses the final exam that has a fixed date due to an excuse accepted by the dean of the Faculty of Specialization will be earmarked with the note of (incomplete), the approval of the excuse will be sent to the instructor of the course, in order to examine the student at a later date not exceeding the end of the semester that follows the one in which the student missed the final exam. If the student has officially postponed the following semester or not enrolled in it due to an excuse, the exam is conducted in the semester that follows the postponed semester.
- (2) Students may retake module examinations if the examinations are considered "not passed". If a module examination consisting of two or more components is not passed, all exam and module components of the concerned module are to be retaken, even if one or more of these components have been passed. The examination is to be retaken within two weeks after the end of the semester of the failed examination.

Section 18 Absence; withdrawal from examinations; cheating at TH Köln

- (1) An examination is deemed "insufficient" (5.0) if the examinee does not appear for an examination and is not able to present a good reason for his or her absence. An examination is also deemed "insufficient" if the student withdraws from it without good reason after the examination has begun or if he or she does not submit the examination within the foreseen time. The provisions stated above also apply if the student fails to submit his or her Master's thesis in due time.
- (2) The reasons for missing or withdrawing from an examination are to be immediately reported to the examination board, to be documented in writing and to be substantiated by the student. In case of sickness, students are required to submit a comprehensible medical certificate confirming that they are incapable of taking the examination. If the examination board accepts the reasons given, the examinee is to be notified that he or she may again fill a request to be admitted to the examination concerned.

- (3) If a student attempts to manipulate the result of his or her examination by cheating or by using non-permissible means, the respective examination is to be graded "insufficient" (5.0). An examinee who disrupts the proper course of an examination may be expelled from the examination by the examiner or the invigilator after having been given prior warning; in such a case, the examination concerned is to be graded "insufficient" (5.0). The reasons for the expulsion are to be put on record. If the examinee is barred from retaking the examination, he or she may request the examination board to review this decision. This also applies to the decisions made by an examiner or an invigilator, such as the ones laid down in sentence 1. Possible penalties as set down in section 63 (5) HG are to be acknowledged.
- (4) Non-permissible means are all documents and resources not explicitly allowed for the examination concerned. Students are required to mark other people's intellectual property (text passages, images, statistics, etc. by other authors from offline or online sources) adopted in their written papers or examinations as quotations. Whether an examination may be retaken in cases of alleged plagiarism may be subject to meeting certain conditions, such as the successful participation in a seminar or workshop on academic writing techniques. In cases of severe plagiarism (copying of long text passages not marked as quotations) or in case of multiple or serious cheating attempts the examination board may decide that the examination is deemed irreversibly failed.

Section 19 Absence; withdrawal from examinations; cheating at UJ

- (1) The student is allowed to withdraw from one or more courses within the first ten weeks of the semester, and within the first 5 weeks of the summer semester. In this case his record will be marked (withdrawn).
- (2) The withdrawal application requires a special form prepared by the Unit of Registration and Admission. The application form includes the recommendations of the instructor, head of department and the approval of the director of the unit of registration and admission.
- (3) A student whose absences due to an excuse that the Dean of the Faculty of Specialization accepts exceed 20% of the total number of hours allotted for semester course is considered to be withdrawn from the semester and his record will be marked withdrawn. His studies for that semester will be considered postponed and will not be counted from the maximum period for postponement.
- (4) The dean of the faculty of specialization may approve the student's withdrawal from all the courses registered in that semester, on condition that the withdrawal application form was handed within the first (14) weeks of the semester, and within the first (7) weeks of the Summer semester, the student record will be earmarked (withdrawn), consequently, the whole Semester is considered to be postponed.
- (5) The Dean may approve the final withdrawal of the student from the program on condition that the withdrawal application form is submitted at least two weeks before the final examinations.
- (6) The student may not apply to a program he or she had withdrawn from.

II. Module examinations

Section 20 Objectives, length and type of module examinations

- (1) The Master's program is divided into individual modules, each of which concludes with an examination. The content of a module may be taught in one or more courses with different methods of teaching and study. A module examination may be subdivided into several individual examinations of the same or different type. The examinations are to determine whether students are proficient in the essential topics and methods taught in the modules and whether they are capable of independently applying the knowledge and skills acquired.
- (2) On the basis of the courses offered, the examination requirements are to be aligned with the learning outcomes defined for the individual module, which are outlined in the module catalog. Students may be required to be familiar with relevant contents of previous modules.
- (3) A student's total workload for module examinations made up of a combination of several types of examination is not to exceed the typical workload that a single type of examination would generate.

- (4) After consultation with the examiners concerned and in observance of the module outline and the feasibility to complete the program within the allotted time frame, the corresponding authority of the university where the course is offered is to determine the type and modalities of examination for each module at the beginning of each semester. If an examination within a module comprises several components or a combination of different types of examination, the examination board is also to specify how to weight the individual components. If no specific weighting factors have been established, the final cumulative grade is to be determined based on the arithmetic mean of the individual evaluations.
- (5) At the suggestion of the respective examiners, the examination board sets the dates for the examination period for written and oral examinations usually one month prior to the examination period. The decision is binding for all students who intend to take the particular module examination.
- (6) In case of other examination types, the examiner is to determine the examination schedule in the first quarter of the respective course and is to notify the examination board. The examiner is to announce the examination schedule within this period. Posting the information on the corresponding bulletin board or on an electronic examination management system is deemed sufficient.

Section 21 Admission to module examinations

At TH Köln:

- (1) Students are to register for examinations within the registration period determined by the examination board using the electronic registration/withdrawal system provided by the Office of Student and Examination Services. If necessary, students may alternatively submit a written registration request to the Office of Student and Examination Services (or the examination board). Students are required to verify that their registration was properly recorded by consulting the appropriate registration lists. Only registered students may take part in an examination.
- (2) Students may only be admitted to an examination if they
 - 1) Meet the admission requirements stated in Section 3 and
 - 2) Are enrolled at or admitted to the university where the module examination takes place as regular students
- (3) The elective modules in which the student intends to take an examination and which are stated in the examination registration become binding with the registration request. For all other relevant matters, the regulations set down in subsection 6 apply.
- (4) Students are required to include the following documents with their registration or hand them in by a date set by the examination board, unless they have already done so at an earlier point in time:
 - 1) proof of having met the admission requirements stated in subsections 2 and 3
 - 2) A statement on previous relevant examination attempts as well as on previous endeavors to take the Master's examination or another final examination in the same program.
 - 3) A declaration on whether the student objects to the presence of an audience during oral examinations if the examinee cannot duly submit one of the documents required according to sentence 1, the examination board may allow him/her to provide the respective proof in a different manner.
- (5) Students may revoke the registration for a module examination by submitting a written request to the Office of Student and Examination Services or - if possible - via the electronic registration/withdrawal system provided by the Office of Student and Examination Services up until one week prior to the set examination date. In this case, students will not be charged with an additional examination attempt.
- (6) Admission to a module examination is to be decided upon by the chairperson of the examination board and, in cases of doubt, the examination board itself.
- (7) Admission is to be denied if
 - a) The examinee does not meet the requirements stated in subsections 2 to 4, or
 - b) The examinee fails to submit all documents and does not submit them by the date set by the examination board, or
 - c) The examinee has irreversibly failed a corresponding examination in a comparable program or has irreversibly failed a Master's or other type of final examination in the same program within the jurisdiction of the German constitution, or

- d) The examinee has – within the jurisdiction of the German constitution – lost the right to take an examination that is deemed required according to the examination regulations, e.g. by missing the deadline for retaking an examination.

At UJ

Students must take the examination of the module they have registered for. No separate examination admission is required.

Section 22 Conduct of module examinations

- (1) One examination date per semester is usually to be scheduled for each module examination. The examinations are to be held within the examination periods specified by the examination board and to be announced at the beginning of the semester or towards the end of the previous semester. No courses are to be held during the examination period.
- (2) Usually at the beginning of each semester, the examination periods for all examinations are set by the examination board at the suggestion of the respective examiners. The examination periods are binding and identical for all students.
- (3) Students are to be informed of the individual examination dates and their admission to the examinations in time - usually at least two weeks prior to the examination concerned. Posting the information on the corresponding bulletin board or on an electronic examination management system is deemed sufficient.
- (4) Upon request, students are to identify themselves with an official photo ID.
- (5) At TH Köln, if a student substantiates – by submitting a medical certificate or in a different manner - that he or she is not capable of completely or partly taking the examination or assessment in its intended form due to a permanent disability or chronic disease pursuant to section 3 of the German Act on Equal Opportunities for Disabled Persons (*Behindertengleichstellungsgesetz*), the chairperson of the examination board may extend the time frame allotted for writing an examination or the deadline for taking an examination. The chairperson may also allow the student to take an equivalent examination in a different form. If several equivalent ways of offsetting a disabled person's disadvantage are considered suitable, the chairperson of the examination board is to decide on the type, date and duration of the examination at his or her discretion after having duly considered all circumstances. This provision also applies to assessments and admission tests. In exceptional cases, sentences 1 to 3 also apply to persons with temporary health impairments.
- (6) Examinations which finish the Master's program, and retake examinations which have to be passed to continue the program have to be evaluated by at least two examiners.

Section 23 Written examinations

- (1) In written examinations the examinee is to prove that – within a limited time frame and with limited resources – he or she is capable of identifying and correctly solving problems stemming from areas covered by the module by means of common scientific methods of his or her subject field.
- (2) A written examination is to be held under supervision. It is the examiner's responsibility to decide as to whether students may use additional resources.
- (3) A written examination is normally drawn up and evaluated by one examiner only. In specific cases, especially when a module examination covers several subject fields, the examination may also be drawn up and evaluated by more than one examiner. In such a case, the examiners or in exceptional cases the examination board, jointly determine prior to the examination how the individual elements of the examination shall be weighted. If the evaluation by the individual examiners differs by more than two grades or more than 30% of the maximum possible score, the examination board decides on how to proceed. Notwithstanding sentence 3, subclause 2, the examination board may alternatively determine that due to the special character of a subject field, an examiner shall only evaluate the part of a written examination that corresponds to his or her subject field.
- (4) Examinations held using electronic equipment are to be treated like written examinations.

Section 24 Written multiple-choice examinations

- (1) Written examinations may be completely or partly held as multiple-choice examinations. In multiple-choice examinations, students are asked to answer written questions under supervision by selecting the correct answers from a list of suggested solutions. Multiple-choice examinations may be held in modules suitable for this type of examination upon request by the examiners and with approval of the examination board.
- (2) The questions asked in multiple-choice examinations are to target the knowledge and skills taught in the module concerned and need to ensure reliable examination results.
- (3) It is the examiners' responsibility to determine the examination questions and the suggested solutions (examination exercises). It is to be recorded in writing which of the suggested solutions are to be accepted as correct answers.
- (4) The evaluation of a written examination is to include the following information:
 - a. The number of questions asked and the number of questions answered correctly by the examinee,
 - b. the minimum number of correct answers required order to pass the examination,
 - c. in case the examination has been passed, the percentage by which the number of correctly answered questions exceeds the minimum requirements,
 - d. the grade obtained by the student.
- (5) When evaluating examinations, examiners are to pay attention as to whether a frequent occurrence of wrong answers to a specific question might indicate that the question was worded incorrectly. If it is determined after the examination that individual questions or possible answers are erroneous, the examination exercises concerned will not be factored in. As a consequence, the number of examination exercises is to be reduced. This reduced number of exercises is to form the basis of the evaluation. Reducing the examination exercises may not put students at a disadvantage.

Section 25 Oral Examinations

- (1) Oral examinations are to be held in the presence of an examiner and a competent co-examiner or in the presence of several examiners (panel examination) as group examinations or individual examinations. Prior to grading the examination, the examiner is required to consult with the co-examiner or the other examiners.
- (2) A written record of the essential topics and the results of the examination, in particular of facts that are essential for the grading of the examination, have to be kept. The grade is to be reported to the students after the examination.

- (3) Students enrolled in the same program are to be given the opportunity to be present at oral examinations as audience, provided that there is enough space and that no student has objected to this provision when registering for the examination. Students may neither be present during the examiners' consultation nor during the announcement of examination results.

Section 26 Other types of examination

- (1) Besides written and oral examinations, other types of examination may be applicable for module examinations, in particular oral reports and presentations, term papers, project papers, concepts or internship reports.
- (2) Other types of examination are usually evaluated by one examiner.
- (3) A term paper (e.g. a case study or research paper) is to determine whether the examinee is capable of independently completing a written technical assignment within a given time frame, using scientific and subject-related methods. The examiner is to determine the topic and length of the paper (e.g. number of pages or words of the main part) at the beginning of the semester. The grade given for the term paper is to be announced to the examinee three weeks after the term paper was submitted at the latest.
- (4) An oral report (e.g. presentation, negotiation, mediation) is to determine whether the examinee is capable of independently solving and adequately presenting a practice-based assignment by means of verbal communication within a given time frame, using scientific and subject-related methods. The examiner is to determine the duration of the oral report at the beginning of the semester. Minutes are to be kept about facts that are essential for the grading of an oral report. The grade is to be announced to the examinee within one week of the oral report at the latest.
- (5) Term papers and oral reports in the form of a team project may be treated as an examination if the individual student's contribution to be evaluated as an examination is clearly distinguishable and can be assessed accordingly. In order to verify the student's contribution, aspects such as passages, subject fields, page numbers (for term papers) or other objective criteria allowing for a clear distinction are to be indicated.

III. Curriculum (Study Plan)

Section 27 Modules and completion of the program; additional modules

- (1) In all required modules (obligatory and elective modules), module examinations are to be held as specified in sections 23 – 26, or a combination of these types of examination. The program's modules are listed in the curriculum (annex); the corresponding types of examination can be found in the module catalog, unless individually determined by the examination board. Information on the selection of modules and courses can be found in the curriculum (annex) and is further explained in the catalog of modules.
Students enrolled in the **program "Integrated Water Resources Management"** are to select 10 elective modules (50 ECTS) out of the electives offered. Out of these 10 elective courses:
 - at least five elective modules (25 ECTS) are to be selected from the electives area "Integrated Water Resources Management" and
 - at least two elective modules (10 ECTS) are to be selected from the electives area "Methods and Tools"
- (2) The curriculum and the examination procedures are to be designed in a way that makes it possible for students to have taken all required examinations by the end of the fourth semester.
- (3) Students pursuing a joint degree program are required to spend at least one of the first three semesters at each of the two institutions of higher education involved.
- (4) Students are required to obtain a minimum of 30 credit points/ 9 credit hours at each of the two institutions of higher education involved. This excludes the master thesis and the thesis defense colloquium.
- (5) At TH Köln, if a student has successfully passed the examinations of more electives than required, those module examinations which have been taken at an earlier point in time will be accounted for

in the calculation of the final grade unless student objects to this at the time of registration. In their request for admission to the module examination, students bindingly declare if the module in question is to be deemed an additional module.

IV. Master's thesis and thesis defense colloquium

Section 28 Master's thesis; purpose; topic; examiners

- (1) The Master's thesis is to be submitted as a written paper. It is to demonstrate that the examinee is capable of independently completing an assignment on a subject from his/her field of study within a given time frame by elaborating on subject-related specifics as well as on interdisciplinary contexts. The student is to take scientific and subject-related aspects into account. When writing their Master's theses, students should take an interdisciplinary collaboration into consideration.
- (2) (2) The Master's thesis is supervised by one main supervisor according to Section 28/3 and the second examiner from the partner university according to Section 32/4,1. According to the affiliation of the main supervisor at either the University of Jordan or TH Köln, the respective regulations for the Master thesis and defense (according to sections 28 to 32) apply.
- (3) The topic of the Master's thesis will be suggested by the supervisor with accordance with the examiner from the partner university to the chairman of the examination board. Students are to be given an opportunity to suggest topics for their Master's thesis. The supervisor is typically stemming from ITT or WEEC, who are appointed as such in accordance with sections 8 and 9. Upon request of the examinee, the examination board may also name a qualified person according to section 8/1 and 9/1 or 9/2 as additional supervisor. If it has been determined that no professor or lecturer of the ITT or WEEC can serve as an examiner, examiners may also be chosen from other faculties or from the group of honorary professors. Students may write their Master's thesis at an institution outside TH Köln or UJ, if this institution provides sufficient advice and support. In this case, members of said institution may be accepted as additional supervisors and can be included in the examination panel (see section 32(4)). In these cases, sections 8 and 9 apply accordingly.
- (4) (4) If the exam is to follow the rules of TH Köln, upon request, the chairperson of the examination board is to ensure that an examinee is provided with a topic for the Master's thesis in time.
- (5) (5) If the exam is to follow the rules of UJ, the Council approves the appointment of the supervisor, the thesis title and the research proposal, that are presented on a special form, upon recommendations of the two specialized committees of the department and faculty.

Section 29 Admission to Master's thesis

- (1) Students are permitted to write their Master's thesis if they
 - 1) meet the requirements stated in section 16,
 - 2) have accumulated a minimum of 85 ECTS/25,5 credit hours and
 - 3) have passed all obligatory modules
 - 4) have submitted the thesis proposal
 - 5) have an accumulative average of C+
- (2) The registration request is to be sent to the address specified by the Office of Student and Examination Services (or equivalent of both universities. Students are required to submit the following documents along with their registration request, unless they have already done so:
 - 1) proof of having met the admission requirements stated in subsection 1,
 - 2) declaration on previous attempts of writing a Master's thesis and on taking the Master's examination in the same program or a Master's examination in a comparable additional program,
 - 3) Suggested topic of the Master's thesis.
 - 4) statement on which examiner approves the topic of the Master's thesis as supervisor,
- (3) Students may revoke the registration for the Master's thesis in writing up until the day the decision on admission is announced. By complying with this provision, students will not lose an attempt to write the Master's thesis.

- (4) Admission to the Master's thesis is to be granted by the chairperson of the examination board and, in cases of doubt, the examination board itself. Admission is to be denied if
- 1) the student does not meet the requirements stated in subsection 1, or
 - 2) the documents to be submitted are incomplete, or
 - 3) within the jurisdiction of the German constitution, a final thesis written by the student has been evaluated as "insufficient" and may not be written again, or if the student has irreversibly failed one of the examinations stated in subsection 2 sentence 2 no. 2.
- In all other cases, admission is only to be denied if the examinee has lost the right to take examinations in the same program, e.g. due to having failed to meet a deadline for retaking examinations.

Section 30 Assignment of the topic and completion of the Master's thesis

- (1) The topic of the Master's thesis is to be assigned by the chairperson of the examination board and faculty of graduate studies. The time of assignment is to be the day on which the chairperson of the examination board informs the student of the topic of the Master's thesis assigned by the thesis supervisor; the time of assignment is to be put on record.
- (2) Students have four months to write the Master's thesis (starting with the time of assignment to the day of submission). The thesis may be submitted four weeks prior to the submission deadline at the earliest. The topic and assignment must be designed in a way that allows for the Master's thesis to be completed within the allocated time frame of four months. In exceptional cases, the chairperson of the examination board may extend the submission deadline by up to four weeks upon request. This request is to be submitted prior to the deadline; reasons are to be detailed. The thesis adviser is to be consulted on the request.
- (3) Students may withdraw from a topic of their Master's thesis only once and may only do so within the first four weeks of the assigned time frame, without stating their reasons for doing so. If a student undertakes a second attempt to write a Master's thesis, the student is only permitted to withdraw from the thesis if he or she did not do so during their first attempt of writing a Master's thesis.

Section 31 Submission and evaluation of the Master's thesis

- (1) A digital copy of the Master's thesis is to be submitted to the address specified by the Office of Student and Examination Services (or equivalent) prior to the submission deadline; a common word processing format is to be used. Submission deadlines are set in Central European Time. The date of submission is to be put on record. In addition, three hardcover copies of the thesis are to be submitted prior to the thesis defense colloquium to the examiners.
- (2) When submitting the thesis, the student is required to declare in writing that he or she has independently written the thesis and has used no other sources and means than the ones indicated. In case of quotations sources are to be identified.
- (3) The Master's thesis is to be assessed by the thesis supervisor and the examiner from the partner university.

Section 32 Thesis defense Colloquium (oral examination)

- (1) The thesis defense colloquium is to be held within one month of the submission of the Master's thesis. The thesis defense colloquium is used to determine whether the examinee is capable of orally presenting and independently justifying the findings of the Master's thesis, its scientific fundamentals as well as inter- and multidisciplinary contexts, and of assessing the thesis' significance for practice. The examinee's approach to the topic shall also be discussed in the thesis defense colloquium.
- (2) Students may only be admitted to the thesis defense colloquium if they
 - a. have successfully completed all module examinations,
 - b. are enrolled or admitted as students
 - c. have submitted the master thesis, and
 - d. the Master's thesis has been accepted to the colloquium by the supervisor and the examiner from the partner university.

- (3) The written registration request for the thesis defense colloquium is to be sent to the address specified by the Office of Student and Examination Services (or equivalent) of the partner university at which the student chooses to have the colloquium to be held. Students are required to submit proof of having met the admission requirements stated in subsection 2, unless the examination board is already in possession of such proof. Students may submit a registration request for the thesis defense colloquium along with their application for admission to the Master's thesis; in this case, students are admitted to the thesis defense colloquium as soon as all required proof and documents have been submitted to the Office of Student and Examination Services.
- (4) The examination panel consists of three members as follows of:
 - 1) The supervising examiner as chairman and the second examiner from the partner university.
 - 2) A member from outside both Universities whose specialization is pertinent to the student thesis.
- (5) The Council (UJ) and examination board (TH Köln), after consulting with the supervisor and the examiner from the partner university, approve the examination panel and the defense date, upon recommendations of the two specialized committees of the department and faculties.

Section 33 Grading of thesis and thesis defense colloquium

- (1) The chairman manages the discussion. The examination panel evaluates written thesis and oral defense (Colloquium) by a written statement including grades for the written part and the oral part based on unanimous decisions.
- (2) If the examination panel does not agree on a grade, then the average of all the grades will be taken as the final thesis grade. In case that the verdict of two of the examiners was below C+ (Fail) then the decision of the evaluation is fail (i.e. the student is failed in this part of the thesis).
- (3) The final thesis needs to be submitted within four weeks after the oral examination. The supervisor will control whether the corrections are fulfilled as required. The Master's candidate will be informed of the results of the thesis grading immediately after the defense.
- (4) In the case of fail the student needs to start a new Master's thesis. If a student does not pass the Master's thesis or the thesis defense colloquium, he or she may retake each of these examinations once.
- (5) A total of 30 credits/9 credit hours are awarded., 25 credits/7.5 credit hours for passing the Master's thesis and 5credits/1.5 credit hours for passing the thesis defense colloquium(Colloquium).

V. Results of the Master's examination

Section 34 Results of the Master's examination

- (1) The examinee has passed the Master's examination if he or she has obtained 120 ECTS/36 credit hours. This requires students to have passed all required module examinations and to have obtained a grade of at least "sufficient"/C+ for the Master's thesis, the thesis defense colloquium is "passed" and possible requirements are fulfilled.
- (2) The examinee has failed the Master's examination if one of the examinations stated in subsection 1 has been irreversibly evaluated as "insufficient"/For is irreversibly deemed "insufficient"/F. Students are to be notified of having failed the Master's examination. This notification is to include information on legal remedies. After the student's removal from the register of students, the chairman of the examination board will upon request issue a certified document listing all examinations and assessments taken by the student, including the respective grades, as well as the examinations missing in order for the student to complete the Master's examination. This certification must include a statement that the student has irreversibly failed the Master's examination. Upon request, the chairperson of the examination board will issue a document listing only the completed examinations and assessments and the respective grades.

Section 35 Examination certificate; final cumulative grade; diploma supplement

- (1) Graduates are to receive a certificate on the passed Master's examination promptly, if possible within four weeks after the last examination. This examination certificate is to include the grades and credits/points and credit hours for all module examinations, the topic of the Master's thesis, the grades for the Master's thesis, the final cumulative grade for the Master's examination and the locations at which these assessments were completed.
- (2) The final cumulative grade for the Master's examination is determined by the arithmetic mean of the grades awarded for the module examinations and the Master's thesis which have been weighted by the corresponding credits.
- (3) Grades for additional modules are not accounted for in the calculation of the final cumulative grade.
- (4) The examination certificate is to be signed by the chairperson of the examination board and is to bear the date of the day on which the last examination was completed.
- (5) Graduates are to receive their Master's certificate along with the examination certificate. The Master's certificate bears the same date as the examination certificate. The Master's certificate certifies that the Master's degree has been awarded in compliance with section 2 (5).
- (6) The Master's certificate is to be signed by the director of the Institute for Technology and Resources Management in the Tropics and Subtropics and the director of the Water, Energy and Environment Center. The certificate is to bear the TH Köln - University of Applied Sciences' and University of Jordans' seal.
- (7) Along with the examination certificate and diploma, graduates receive a diploma supplement.

VI. Final provisions

Section 36 Access to examination papers

- (1) After having taken a module examination or having completed the Master's thesis and the thesis defense colloquium, the examinee is, upon request, to be granted access to the written examination concerned, of – if available – the examiners' records related to the written examination and of the examination records of an oral examination. Access to a Master's thesis that was graded at least "sufficient"/C+ is to be granted only after completion of the corresponding thesis defense colloquium. Access to these documents is to be requested with the chairperson of the examination board within one month of the announcement of the grade for the module examination or within one month of the delivery of the examination certificate or the certification on irreversibly failing the Master's examination. The chairperson is to determine time and place of the inspection.

Section 37 Invalidity of examinations

- (1) If a student cheated during an examination and the cheating was detected only after the delivery of the examination certificate, the Master's certificate or the certifications mentioned in section 34 (2) sentences 4 and 6, the examination board is entitled to retroactively amend the grades for those examinations during which the student cheated and to render the Master's examination failed.
- (2) If the requirements for admission to an examination were not met but the student did not attempt to cheat and if this matter was detected only after the delivery of the examination certificate, Master's certificate or the certification mentioned in section 35 (2) sentences 4 and 6 were issued, this shortcoming is offset by the student's passing of the examination. If the student deliberately effected a wrongful admission, the examination board is to decide on the legal consequences with due regard to the Administrative Procedures Act (*Verwaltungsverfahrensgesetz*) of North Rhine-Westphalia, Germany.
- (3) The incorrect examination certificate, the Master's certificate and the diploma supplement or the incorrect certification mentioned in section 34 (2), sentences 4 and 6 are to be collected and reissued if

need be. A decision pursuant to subsection 1 is to be ruled out after five years have passed since the examination certificate or certification mentioned in section 34 (2) sentences 4 and 6 were issued.

Section 38 Entry into force; transitional regulations

- (1) These examination regulations enter into force as of September 1st 2014, and are to be published in TH Köln - University of Applied Sciences' official communication (*Amtliche Mitteilungen*).
- (2) These examination regulations apply to all students who have enrolled or will enroll in the Master's programs in "Integrated Water Resources Management" at TH Köln - University of Applied Sciences and the University of Jordan in the winter semester 2014/2015 or later.
- (3) The examination regulations are published on the basis of the resolution of the executive committee of the Institute for Technology and Resources Management in the Tropics and Subtropics at TH Köln - University of Applied Sciences and the Water, Energy and Environment Center and the University of Jordan of DATE TO BE DEFINED and after legal review by the President's Office of TH Köln - University of Applied Sciences and the University of Jordan.

Cologne, June 5th, 2016
The President
TH Köln University of Applied Sciences
signed
Prof. Dr.-Ing. Klaus Becker

Amman, June 5th, 2016
The President
University of Jordan
signed
Prof. Dr. Mohammad W. Batsh