



Guide on studies

Answers to the most common questions

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Modules

We often get asked about exams and the completion of modules, dispositions. Here is a brief summary.

Completion of modules Modules can be completed in different forms, e.g. written or oral examinations, academic elaborations and presentations or laboratories. If a module is divided in more than one partition (e.g. lecture and exercise), you only get your ECTS points after successful completion of all parts. It also can be that you have to do a partial performance before the admission to the exam. In general all requirements for a completion have to be stated in the study guides, examination order and announcements of the lecturers.

Content of exams In general the examinant can question everything that was introduced in lectures, exercises and corresponding literature. If there is an exercise to a lecture, the exam often has a comparable difficulty. However, the content of the exam is not limited to the parts of the lecture that have been learned in exercises. Even if there is no compulsory attendance in general you should know all relevant content. In case of laboratories it can be that the content of lectures and exercises are recessed and the laboratory is tested separate. Academic elaborations are usually made by your own without help and overseen by a person that gives you advice. Often you have to make interim presentation. The exact content and schedule are established at the beginning of a seminar.

Compulsory Attendance in courses

Since the amendment of the „Hochschulzukunftsgesetz NRW“ in year 2014 there can not be a general demand for compulsory attendance as requirements for exams of courses. Exceptions can be excursions, language courses, internships, practical exercises and comparable events.

Where is a compulsory attendance allowed? In events where students only can reach the learning target by attending the course, e.g. laboratory exercises where data is collected and collecting data is the learning target. It is important, that this learning target is stated in the auditing regulations or module manuals and is a base of the accrediting of the degree program.

Compulsory attendance in seminars Seminars are not a generally comparable course according to §64, Abs. 2a HG NRW. Most seminars have a primary focus on topics and are not primarily intended to teach academic discourse. In view of technologies of today, the learning target of most seminars can be learned in multiple ways and not only through compulsory attendance in place. Therefore the lecturer of most seminars can not request a compulsory attendance. An exception are seminars with less than 20 to 30 students, which have a primary focus on teaching the academic discourse.

Demission of an exam

Sometimes it is impossible to participate in an exam which you already applied for. Here is an overview of possible reasons:

Timely Demission is possible without declaration of reasons on short-term since 2015:

- in case of written exams up to one day...
- in case of verbal exams up to one week...

...before the exam. Please note that one day in the BOSS-system equals 24 hours, that means: If your exam will start at 10 o'clock, it will not be possible to sign off at 10:01 o'clock. If you are having trouble while signing off from the exam in the BOSS-system, you have to use the form linked at [1] and hand it in.

Non-compliance before the exam If you become unexpectedly ill, you have to report this to the supervisor **BEFORE** you participate in the exam. You are not allowed to start the exam and you have to prove it closely appropriate to your studying regulations.

More reasons for a demission of an exam can be death or serious illness of a relative, being late through no fault of your own or because of failure of your train or an accident. In all cases you have to hand in an appropriate proof (like a certificate of your doctor, accident sheet from the police, a form letter of the train company, ...).

[1] http://www.tu-dortmund.de/uni/studierende/pruefungsangelegenheiten/termine_vordrucke/Abmeldung-alle.pdf

The post-exam review

The primary function of the post-exam review is to examine the exam evaluation, to see your mistakes and have the chance to find mistakes in the correction of your exam. When speaking to the lecturer and the staff, please have consideration for the remaining time for other students and have regards for the volume in the room not being too loud.

Notes Normally it is possible to make notes for later request whilst the post-exam review. Nobody can deny you to make notes, but your questions and comments should have a direct reference to the review, should have a preferably small scope of the exam and not reproduce the whole contents of the exam.

Looking something up can be forbidden, even if you want to, because own notes and materials are not allowed in a review.

Copies The right to get insight into documents of the examinee includes the unrestricted right to make notes (because of §29 VwVfG/“Verwaltungsverfahrensgesetz“). If and how the auditing authority permits the examinee to make copies on his own costs, is at its discretion. The auditing authority has to make thorough considerations between the interests of the examinee and other interests (e.g. the prevention of spreading original exercises of the exam). It is important that the considerations have to be made per case and in no case can the production of photocopies be generally rejected or demanded.

Supplemental exams

Are there supplemental exams in my studies? There are studies at TU Dortmund with supplemental exams, the so-called fourth (third) tries.

What is a supplemental exam and how is it structured? In most studies there are two tries for each module or partial accomplishments. It can be something else with modules of your choice and their partial accomplishments, have a look at your special examinational laws for information on this. If the grade is still „not sufficient“ (5,0) after two tries of a exam or partial accomplishment, the candidate can get a supplemental exam where the grade can be improved to a „sufficient“ (4,0). The result will be written down in a protocol and the student is informed directly afterwards. There are cases where there can not be a supplemental exam, especially when the „not sufficient“ (5,0) is given because of an attempt to deceive, an omission or a recession of an exam without important reason. What are valid reasons for a recession of an exam is written down in your examinational laws or can be informed at AStA.

Academic elaborations

In advanced progress of your studies you will have to do academic elaborations. At least in your final assignment you will have to show your skills on academic elaborations. It is important, that you create the work on your own without help, if it is not explicitly defined as a group work. Often you have to sign an declaration of an oath where you declare to have done the elaboration without any help of others. If you got help without permission, you will probably not pass the module. In worst case you can lose your graduation – even after you got it. The same is true, if you don't cite properly. You will get a supervisor who tells you how to handle content and form of the work. Sometime you have to do presentations before, while and/or after working on the elaboration. These presentations are important and can give you the needed feedback.

It is a good advise to create a formless protocol of search that helps to find cites and their sources again. For exact content, structure and main emphasis you usually will have to do preliminary talks in which it is defined.

In addition to these basics the institute will give you further rules on your elaboration, which are binding for you.

If you consider everything which is written, heard and defined by the supervisors of your elaboration, you should have good chances to pass the academic elaboration.

Studentic Panels

In Nordrhein-Westfalen students have the right, to take part in the shaping of everyday at university and to organize themselves on their own in a constituted student body. A brief overview over the most important panels of the student body can be found on this page.

The Fachschaft includes all students that study on a topic in common. The representatives of the Fachschaft, **the Fachschaftsrat** represents you on important concerns that affect the students of the Fachschaft. On top of that the Fachschaftsrat organizes events for you. **The Fachschaftsrätekonferenz** is the panel where all representatives of the Fachschaftsräte meet and speak about common concerns.

The Allgemeine Studierendenausschuss (AStA) vertritt represents all concerns of Fachschaften and their students, informs on social and studentic questions, represents you at the Campus and organizes cultural events for you. Besides the self-chosen tasks the AStA executes decisions of the Studierendenparlament.

The Studierendenparlament is the highest decision-making panel of the constituted student body. All representatives are elected. For the election voluntary students freely affiliate in election lists and stand in for their goals. Therefore it is important that you go to the election and decide, who is elected. One legislature normally lasts one year. In this time they elect the AStA, decisions can be made and tasks can be given to the AStA. If you have ideas, speak to the representatives of your Fachschaft or the election lists. Most of them can be found on social media. Because of the importance of this panel: Go elect!