

Guidelines on the topic of

## **Additional Requirements for Master's Courses of Study**

as part of the Handbook for Study, Teaching and  
Learning

Please note that the English  
version of the present guideline  
is for your convenience only  
and is not legally binding. Only  
the German version is legally  
binding.

**Contact:**

Devision 1.5 – Examination and Statutory Law

E-Mail: [pruefungsrecht@zhv.rwth-aachen.de](mailto:pruefungsrecht@zhv.rwth-aachen.de)

## 1) Legal Basis

According to Section 3(3) of the Master's Framework Examination Regulations (RPO), the Board of Examiners can admit a student to the program on the condition that he or she obtains additional qualifications before registering for the Master's thesis. The student must acquire these qualifications in addition to the regular Master's exams as he or she did not gain all the required knowledge and expertise required for the Master's program during their Bachelor's studies.

This is the case, for example,

- If the Master's course of study builds on a 7-semester Bachelor's course of study, and the applicant has completed a 6-semester Bachelor's course.
- If the applicant has chosen a specialization in the Bachelor's course of study which is different from the specialization he or she wants to choose in the Master's course.
- If a student transferring from another university has not gained a sufficient number of bonus credit points (CPs) in a certain basic subject area, e.g. if he or she does not have the required basics in mathematics.

Also it is legally possible to establish a standardized limit on additional requirements. It is to be expected that a student who has to gain a large number of additional credit points, e.g. above 30 CPs, will have problems to complete the exams and assessments of the regular Master's course. For this reason, we recommend to introduce a limit to the additional requirements into Section 3(3) RPO.

## 2) What Forms Can an Additional Requirement Take?

- Additional requirements/qualifications can be achieved in the form of Bachelor's examinations, both oral and written, with the exception of the Bachelor's thesis.
- For such additional qualifications, the student does not gain any CPs. The student has to complete the additional qualifications in addition to the CPs required by the Master's program.

## 3) Implementation

- For additional requirement exams in both written and oral form, the general exam regulations apply (Sections 9-14 RPO Master). These additional exams will not be part of the degree certificate and the final academic transcript. All additional requirement exams, however, must be passed before the Master's degree can be completed. As a rule, they must be completed before the student formally registers his or her Master's thesis.

- In the student account statement, the exam will be listed as “Auflagen zum Masterstudium” (“Additional Requirements for the Master’s Course”).
- Examiners must be notified that these exams are to be registered with the Central Examination Office (ZPA), similar to Master’s exams taken in advance. This is to make sure that the exam and the student’s performance are officially recorded and all relevant regulations are applied.
- The ZPA must be immediately notified of decisions concerning additional requirements, to make sure that the attendant processes are managed and the requirements met by the student.