

Examination Office of the
Faculty of Civil and Environmental Engineering
Ruhr-Universität Bochum

Application for Distance Examination

Home Institution - RUB

Student (family name, first name)

RUB student identification code

Study programme

please chose one option

Host institution, country

Examination Title

Examiner at RUB (family name, first name)

Email address and phone number

The examination is scheduled to take place on

from start time, Germany

to end time, Germany

from start time, local

to end time, local

Due to time difference, the examination will take place as follows:

from start time, Germany

to end time, Germany

I agree to organize the above distance examination according to the Guidelines for Distance Examinations of the Ruhr-Universität Bochum.

Date

Signature of the examiner at RUB

Date

Signature and stamp of the Examination Office of the
Faculty of Civil and Environmental Engineering
Ruhr-University Bochum

Confirmation of the Host Institution

Student (family name, first name)

Examination Title

The examination is scheduled to take place on

from start time, Germany

to end time, Germany

from start time, local

to end time, local

Due to time difference, the examination will take place as follows:

from start time, Germany

to end time, Germany

Designated monitor at host institution

(family name, first name)

Department / Faculty

Email address and phone number

I agree to organize and supervise the above distance examination according to the Guidelines for Distance Examinations of the Ruhr-Universität Bochum.

Date

Signature of the designated monitor at the host institution

Confirmation of the Student

Student (family name, first name)

Examination Title

The examination is scheduled to take place on

from start time, Germany

to end time, Germany

from start time, local

to end time, local

Due to time difference, the examination will take place as follows:

from start time, Germany

to end time, Germany

I request to simultaneously take the above RUB examination according to the Guidelines for Distance Examinations of the Ruhr-Universität Bochum, and agree to the following regulations:

- In case my exam has to be shifted to a later time due to time difference, I declare not to get in contact with any person who took the exam at the regular time at RUB.
- I am aware of the fact that I have no possibility to ask the RUB-examiner any questions during the exam.
- I am aware that I am only allowed to use additional aids as stated by the course catalogue of RUB.
- I am aware of the fact that a violation of this declaration will entail disciplinary measures in accordance with the disciplinary code of the RUB.
- I declare that the relocation and the time of this examination and the consequential impact of these do not entitle me to lodge an appeal against the examination result.

Date

Signature of the student

Guidelines for Distance Examinations

Effective: SoSe 2019

General procedure

- During a period of study abroad, students can take examinations as distance examinations.
- Undertaking distance examinations requires written permission by the examination office.
- Only written tests can be taken as distance examinations.
- Distance examinations are not permitted for final attempts (second resits).
- The respective student must independently organize an examination monitor (teaching or administrative staff member) and a room at the host institution.
- The monitor must supervise the examination, hand out the written test and collect it when completed. For checking purposes the student must inform the examination office of this person's identity and provide contact details, including a confirmation of the host institution.
- The written examination should take place at exactly the same time as the corresponding examination at RUB. If there is a time difference this may result in the student sitting the examination at a rather unusual time at the host institution. Shifting the examination to regular office hours can therefore be arranged and communicated with the following form. Please note that such a change has to be approved by the examination office as well.
- After receiving the form signed by the student and the monitor, the examination office will confirm the arrangements by email to all persons involved.
- Deadline for handing in the complete set of documents to the examination office is 4 weeks prior to the examination date.

Monitor at host institution

- The monitor will print out the examination and hand it to the examinee at the appointed time. Examinees have exactly as much time to complete the examination as their colleagues at RUB.
- The designated monitor undertakes to
 - receive the exam one hour before the examination starts and not give it to the student before the official local start-time of the exam,
 - ensure that the student writes the exam under supervision and does not have access to any material other than what is permitted by the RUB,
 - ensure that the student does not have access to any communication devices during the exam.
- The monitor scans the completed examination and emails it to the examiner for security reasons.
- The monitor places the hard copy of the examination in an envelope and sends it by post to the examiner at RUB.

Student

- The student declares not to get in contact with any person who took the exam at the regular time at RUB in case the exam is shifted to a later time due to time difference.
- She/he is aware of the fact that he / she has no possibility to ask the RUB-examiner any questions during the exam.
- She/he is aware that only additional aids as stated on the exam cover page are allowed to be used.
- She/he is aware of the fact that a violation of this declaration will entail disciplinary measures in accordance with the disciplinary code of the RUB.
- The student declares that the relocation and the time of this examination and the consequential impact of these does not entitle her/him to lodge an appeal against the examination result.
- The student must sign a form renouncing the right of appeal, obtain the confirmation of the examiner and submit it to the examination office together with the confirmation of the host Institution.

Examiner at RUB

- The examiner will send a PDF version of the examination to the monitor one hour before the examination starts.
- The examiner corrects the exam after receiving it by post together with the other (regularly completed) examinations.