INSTITUTE FOR SECURITY AND SAFETY
AT TH MANNHEIM

Admission and Examination Regulations

The admission and examination regulations are based on the Study and Examination Regulations of the Mannheim University of Applied Sciences for bachelor's degree programs (current version dated January 29, 2026). In particular, the following regulations apply to the ACTP training program:

Admission and Registration for the Training Program

The ACTP training program follows an open admission model. Successful completion of vocational training relevant to the program's content and initial professional experience are recommended as minimum requirements.
Registration can be completed via email or directly through the program's registration page. Applicants must provide contact information and cover the program fees.

Examination Components

The examination itself and the written assignment (term paper) are considered examination components.

	Examination	**Written Assignment**
Admission	(1) Attendance at the in-person training is a prerequisite for admission.	(1) Attendance at the in-person training and passing the exam are prerequisites for admission.
Registration	(2) Registration must be submitted in written form to one of the instructors no later than one week before the exam date.	(2) Registration must be submitted in written form to one of the instructors no later than one week after the exam results are announced.
Submission	(3) The exam takes place on-site (at the same location as the training) and is supervised. (4) Before the exam begins, participants must verify their identity, e.g., by presenting a valid photo identification. (5) Participants must bring their own laptop to take the exam. No other aids are permitted. (6) The exam is administered on ISS's own learning management system (LMS).	(3) The topic is selected in consultation with one of the instructors. The topic must be related to the content of the training program and, if possible, relate to the participant's professional field or daily work. (4) The assignment must be approximately 20 pages in length. (5) Participants have 6 weeks to complete the assignment,

	(7) The most important details and conditions of the exam are made available to participants in advance via the LMS and are distributed again as an information sheet at the start of the exam. (8) Participants have 90 minutes to complete the 60 exam questions. (9) The question formats used are multiple choice, single choice, drag-and-drop, and fill-in-the-blank. (10) Once the participant has finished the exam, the exam is considered complete. (11) The passing score is 75% of the total possible points. Partially correct answers are taken into account.	starting from the date the topic is officially assigned.
Bewertung	(12) The LMS automatically evaluates the test results based on the predefined correct and incorrect answers.	(6) The instructor evaluates the written assignment based on transparent evaluation criteria.
	(13) The exam is not graded; instead, it is evaluated as either “passed” or “failed”.	(7) The written assignment is not graded; instead, it is evaluated as either “passed” or “failed”.
Wiederholung	(14) If a student fails the written exam, he or she may retake it twice.	(8) If the written assignment is not passed, it may be revised and resubmitted within one week.

Absences, Illness, Withdrawal, and Extenuating Circumstances

(1) Participants may withdraw from the exam up to the day before the exam without providing a reason. To do so, they must submit a written withdrawal notice to the instructor.
(2) If a participant misses an exam due to illness, a doctor’s note must be submitted.
(3) If a participant misses an exam without providing timely notice and / or a doctor’s note, the exam will be graded as “failed.”

To take into account the special circumstances of working while pursuing further education and to ensure fairness, transparency, and equal opportunity, the following also applies:

INSTITUTE FOR SECURITY AND SAFETY
AT TH MANNHEIM

(4) If a student misses (part of) the mandatory in-person training, it may be repeated at the next available time upon presentation of a valid reason and after prior consultation with the instructor, in order to receive the certificate of attendance or to meet the requirement for registration for the final exam. In exceptional cases, the absence may be made up by completing an additional assignment agreed upon with the instructor.
(5) Registration for the written exam may take place despite a missed session (upon presentation of a valid reason) if a compensatory and agreed-upon additional assignment has been completed. It is then the participants' responsibility to independently catch up on the missed materials. The instructional materials used as part of the training (e.g., presentation slides) will be made available to the participants for this purpose.

Cheating and Violations of Examination Rules

(1) An examination is considered failed, regardless of performance, in the following cases:
- Failure to appear without a valid reason,
- Cheating or use of unauthorized aids,
- Failure to submit the exam by the deadline.
-

Compensation for Disadvantages and Special Provisions

(1) Special circumstances and needs of participants with children or family members requiring care, as well as of pregnant women or participants with disabilities or chronic illnesses, will be taken into account, provided that the instructor is notified in a timely manner (at least 3 weeks prior to participation). If necessary, the impairment must be described in detail and documented accordingly so that individually tailored solutions can be found.

Exam Results, Certificate of Attendance, and Training Certificate

(1) Participants will be notified of their individual exam results immediately after the exam ends.
(2) Participants will be notified of their individual scores on the written assignment via email.
(3) If the exam is passed, the certificate will be issued within 2 weeks.
(4) Upon successful completion of the in-person training (without an exam), participants will receive their certificate of participation at the end of the last day of training. Alternatively, it will be mailed to them.

Responsibilities and Points of Contact

(1) The instructors are considered the primary points of contact for participants. They are responsible for:
- academic questions,
- questions regarding exams,
- the evaluation of participants' work.