

# TECHNISCHE UNIVERSITÄT ILMENAU

## Examination and Study Regulations - General Provisions - for majors in the academic degree programs "Bachelor", "Master" and "Diploma"

- as amended by the third amending statutes of 8 July 2021 -

According to § 3 par. 1 in conjunction with §§ 35 par. 1 No. 1, 53 par. 1, 55 par.1 of the Thüringer Hochschulgesetz (Thuringian University Act, ThürHG) dated 10 May 2018 (GVBl., page 149), last amended by article 7 of the Act dated 23 March 2021 (GVBl., page 115/118), the Technische Universität Ilmenau (hereinafter referred to as "university") has enacted the following Examination and Study Regulations – General Provisions – for majors in the degree programs Bachelor, Master and Diploma (PO-AB), which were published in the official University Journal No. 174/2019 and last amended by the third amending statutes of 8 July 2021 and published in the University Journal No. 216/2021.

After hearing the departments, the Senate of the Technische Universität Ilmenau determined the statutes on 4 June and 17 September 2019. The Rector approved the regulations on 26 September 2019. After hearing the departments, the Senate determined the third amendment to the statutes on 6 July 2021. The President approved the regulations on 8 July 2021.

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## **A. General regulations**

### **§ 1 Scope of regulations**

(1) In accordance with the Thuringian Higher Education Act (ThürHG) and the Thuringian Study Accreditation Regulation (ThürStAkkVO) and with reference to compliance with the UN Disability Rights Convention and the university's action plan for its implementation, these regulations shall govern the content, structure and completion of studies, the establishment, substantial modification and cancellation of majors, and the examination procedure for all majors in which the university awards the academic degree "Bachelor", "Master" or "Diploma". These regulations are supplemented and specified by the Examination and Study Regulations - Special Provisions (PStO-BB as BPStO-BB for Bachelor programs, MPStO-BB for Master's programs or DPStO-BB for Diploma programs), which define the subject-specific regulations for each major. As far as regulations of PStO-BB are not conform with the PStO-AB, the PStO-AB have priority.

(2) The respectively agreed regulations shall apply to majors which the university shares with other universities (§ 9). They may determine the application of these regulations, in whole or in part, to the relevant majors.

(3) All references to persons and functions apply equally irrespective of gender.

## **B. Establishment, substantial change and cancellation of majors, content and structure of study programs**

### **§ 2 Procedures for the establishment, substantial modification and cancellation of majors**

(1) When a department intends to establish, substantially modify or cancel a major, it must first consult with the Presidential Board. When the required agreement with the Presidential Board has been achieved, the Department Council must apply to the Senate for a resolution on the establishment, substantial modification or cancellation of the major in accordance with § 35 par. 1 no. 8 ThürHG. The resolution is passed in accordance with § 13, paragraphs 1 and 2 of the University's Basic Regulations (GO), considering the result of the establishment of the department's agreement with the Presidential Board. The resolution on the establishment of a major shall simultaneously include the appointment of the Committee on Study Programs in accordance with § 22, par. 2 of the Basic Rules of the University (GO), its assignment to prepare the study documents and the determination of the department responsible for the major. The corresponding procedural instructions of the university specify further detailed discussions.

(2) All students enrolled in a degree program at the time the cancellation of a major becomes effective shall be entitled to continued instruction in that major until the end of the fourth semester following the end of the standard period of study, based on the enrolment year of the last cohort. The students shall be guaranteed the completion of graded assignments and examinations (§ 13) until the end of the examination and re-sit period (§§ 19, 20). The completion of course work and non-graded academic achievements (§ 14) shall be guaranteed until the expiry of the deadlines according to sentence 2.

(3) Enrolment for the first semester of a discontinued major is excluded. The Examination Board shall decide on enrolment in a higher semester of study on application in each individual case and in accordance with the available capacities.

(4) In a discontinued major, teaching shall be ensured at least for the period referred to in paragraph 2, first sentence. In cooperation with those responsible for the modules involved in the major, the department responsible for the major shall ensure that the courses and the university examination are held (§ 7).

(5) The courses offered in the individual semesters can be discontinued on a continuous semesterly basis. However, if equivalent courses are offered in other majors at the university which enable students of the discontinued major to meet the study and examination requirements for the completion of their studies, the courses may be discontinued at an earlier date. Before discontinuing courses, the students shall be informed about the possibilities according to sentence 2 and advised as required.

### **§ 3 Objectives, content and structure of the degree program, modularization of majors**

(1) The degree program is dedicated to scientific education and provides knowledge, skills and methods for a scientific professional activity. As a rule, the academic program shall take place within the framework of a major chosen by the students and shall be completed with the university examination (§ 7). Within this framework, students may also take advantage of the courses offered by the university other than those in the chosen major and, within the scope of such courses, may earn additional credit points (§ 14).

(2) Degree programs are modular in structure. The modular division of a major with the assigned credit points (§ 4) is shown in the PStO-BB (appendix curriculum).

(3) Degree programs may be structurally divided into study sections as well as in terms of content into study foci and further areas of competence. These may

consist of one or more modules (paragraphs 5, 6). When an area/ a segment consists of optional modules (paragraph 7), aggregated information on credit points and type of degree in the PStO-BB (annex to the curriculum) and the reference to the corresponding selection catalogue (paragraphs 7, 8) are adequate. The completion of a specialization or a further area of competence requires the completion of the modules specified in the PStO-BB (curriculum) (paragraphs 5, 6). The final thesis (§ 24) is a mandatory part of a major.

(4) In designing the majors, the PStO-BBs may decide to determine that admission to study sections is subject to certain subject-related (qualitative and quantitative) requirements, in particular the successful completion of a preceding study section according to the curriculum, attendance of other modules or other courses, proof of academic achievements or the passing of examinations, if this is necessary for the proper completion of the studies. Within a study entry phase to be defined in the PStO-BBs, the PStO-BBs may, in accordance with sentence 1, also determine that admission to individual modules or their individual courses depends on professional requirements. Admission to the final thesis is subject to § 23. For part-time studies (§ 5), distance learning (§ 6) and, if necessary and upon application, in cases of compensation for disadvantages (§ 28), during periods of maternity leave or the actual care of a close relative (§ 29) or the active participation in university bodies and committees, the examination board shall determine a special study plan that differs from the regular study plan.

(5) The courses offered by the university are divided into modules and courses. Each module and each course shall be described in the university's catalogue of courses by the person responsible for the module or course in agreement with the department offering it (module and course description).

(6) A module is the smallest unit of the curriculum of a major. A module consists of one or more forms of teaching and learning that are coordinated in terms of content and timing. The content of a module shall be designed in such a way that it can be taught in one semester as a rule; in justified exceptional cases, a module may cover two semesters. For certain modules or individual courses, separate registration may be necessary for reasons of course planning; this should be done consistently. The offering department is responsible for the content and organization of a module through the module supervisor appointed by the Department Council on the recommendation of the Studies Committee.

(7) A module can be provided as a compulsory or optional module in accordance with the PStO-BB (curriculum). A compulsory module shall be completed in accordance with § 10 paragraph 1. Students may choose optional modules from a given range of courses (module catalogue) in a scope of credit points specified in the curriculum. In the event of failure to pass the final examination

in accordance with § 10 paragraph 1, an optional module may be replaced by another optional module for the successful completion of the degree program (§ 7). The regulations on deadlines according to §§ 19, 20 do not apply to optional modules. The combination of modules provided in a module catalogue is not an integral part of the curriculum approved in the PStO-BB. The PStO-BBs must, however, specify competence goals and content framework conditions. Taking these specifications into account, the Department Council of the department offering the major can decide on the actual structure of the module catalogue on a semesterly basis. The catalogues are published on the university's website before the beginning of the semester in which they are valid.

(8) A course is the smallest unit of the university's academic program (paragraph 5). A course shall consist of one or more forms of teaching and learning which are coordinated in terms of content and timing. Courses may be offered outside of majors and may be completed exclusively by means of academic achievements (§ 14). In well-founded exceptional cases, course content may be embedded in modules to the extent of a maximum of ten credit points per major, especially if this provides students with appropriate options. The provisions for the completion of a module shall apply accordingly to the completion of a course, unless otherwise provided for in these Regulations.

(9) All modules of a major with their module descriptions shall be published on the university's website in the form of a course-related module schedule. Modifications of the module description are permitted on a semesterly basis. The module descriptions shall be updated in good time so that all significant changes are announced before the start of the semester according to sentence 1; later changes are not permitted. This does not apply to the specification of the form and duration of the completion of the module on a semesterly basis in accordance with § 11 paragraph 2 or other changes, such as the specification of the preparatory and accompanying literature, which can be updated at any time by the respective module supervisor. The university shall ensure the long-term documentation of the module schedule for each semester.

#### **§ 4 Volume of studies and credit points**

The standards for the allocation of credit points correspond to the European Credit Transfer System (ECTS). According to § 3 and the ThürStAkkVO in the PStO-BB, credit points are assigned, and the volume of study is determined. A major comprises an average of 30 credit points per semester of the standard length of study. One credit point corresponds to a workload of 30 hours.

## **§ 5 Standard length of study**

(1) The standard length of study related to the degree program is defined in the PStO-BB. It is a maximum of 7 semesters for Bachelor programs, a maximum of 4 semesters for Master's programs and a maximum of 10 semesters for Diploma programs. The study program concept is intended to create suitable conditions for the support of student mobility, enabling students to stay at other universities with no loss of time.

(2) In justified cases, the PStO-BBs may provide for a standard length of study differing from paragraph 1. An extension of the standard length of study is permissible to the extent of a maximum of two semesters and only in particularly justified cases, e.g. for majors which require special forms of study (e.g. extended introductory phase in the Bachelor program). If participation in a special form of study is provided, the standard length of study of the major is extended by a maximum of two semesters for participating students in the respective major. The extension of the standard length of study is to be considered when determining the examination and re-sit period in accordance with §§ 19, 20, 21 of these regulations. Within the framework of the special forms of study, the structure of the major shall ensure that the curricular and extra-curricular components of these forms of study also correspond to a full-time course of study, without affecting the free decision of the student to participate in the special form of study.

(3) If there are compelling reasons for a leave of absence in accordance with the university's Enrolment Regulations, an application may be submitted to modify the examination deadlines ( §§ 20, 21) or to arrange the major as a part-time major with a special study plan instead of a leave of absence. The reasons shall be substantiated and proven in a suitable manner; in cases of permanent disability or chronic illness, this shall generally be done by means of a medical certificate issued by a specialist, stating the expected period of validity. Further details on part-time studies are provided in the Enrolment Regulations.

## **§ 6 Distance learning**

(1) The degree program can be carried out as a distance learning course, as far as the PStO-BB allow it and provide a study plan for it. Distance learning is subject to the provisions of these regulations and the PStO-BB, including their curricula of the corresponding attendance courses with the following special features.

(2) The distance learning course is completed on a part-time basis. These courses are offered with integrated attendance times and are aimed mainly at



working people and prospective students with special family obligations in accordance with the Enrolment Regulations. The study program is subject to fees according to the General Fee Regulations (AGO) of the university.

(3) The implementation of distance learning requires a minimum number of students. The precise number shall be specified in the PStO-BB applicable to the respective major. If the required number of students is not met by the deadline for applications, it will not be possible to start the distance learning program in the respective major and semester.

(4) Two semesters of distance learning correspond to one semester of on-site classes for the standard length of study (§ 5) and the examination and re-sit periods (§§ 19, 20). Deadlines in the examination and study regulations which refer to semesters of study completed are doubled for those semesters which are completed by distance learning. Other examination deadlines or dates are not affected. The PStO-BB can determine deadlines for distance learning that vary from sentences 1 and 2 if this is necessary due to special features of this type of study in the respective major.

(5) The PStO-BBs, including their curriculum, determine the division of studies into attendance and distance learning phases as well as the special forms of teaching and learning offered (e.g., block courses, computer-assisted teaching, self-study, internships). As a rule, the scope of the attendance phases should not exceed one quarter of the scope of the study program. Block courses usually take place on at least two consecutive days at the end of a calendar week (e.g. Friday and Saturday). As an exception to § 16 paragraph 3 of these regulations, the study and examination achievements are to be completed during the major and in a timely manner to the courses offered (attendance phases).

(6) It is only possible to switch between distance learning and attendance studies at the beginning of the semester. A corresponding application must be submitted within the re-registration period. If admissions or maximum numbers have been set for the major, a change in the form of study is only possible if corresponding free places are available. Admission to the next higher or commenced semester is determined by the number of places in the program that applies to the type of degree program to which the student is transitioning. Admission to a higher semester based on recognition of study or examination achievements by the examination board remains unaffected.

## **§ 6a Computer-assisted distance studies, teaching, examinations**

(1) Provided the PStO-BB permit, degree programs may offer individual courses and examinations as distance teaching and distance examinations either with or instead of face-to-face forms using electronic communication systems

("Teaching and Examinations in Electronic Communication"). Sentence 1 may also be applied to the entire studies of a degree program in accordance with the PStO-BB ("Distance Studies").

(2) Distance learning, distance teaching and distance examinations transmit teaching content as well as components of examinations by means of hardware and communication networks, which may not be fully provided by the university for the purpose of studying and teaching. Furthermore, this applies to the technical devices and the network connection used.

(3) When paragraph 1 applies, the PStO-BB shall specify the extent to which the degree program is offered partly or entirely for or instead of face-to-face classes by means of electronic communication. They shall determine the requirements, including the minimum technical requirements, for participation in the distance study program as well as the possibilities and conditions for any switch between face-to-face and distance studies/learning. Section 11a is to be observed. The specific technical requirements for the individual modules shall be specified in the module descriptions. Students are responsible for using a suitable technical device and Internet connection for participation in distance learning, distance teaching and distance examinations.

(4) In the process of distance studies, distance teaching and distance examinations, the principle of equal opportunities shall be observed for students in attendance studies as well as for students participating in distance studies, about access to teaching, participation in examinations and the arrangement of comparable examination conditions and requirements.

### **C. Degree, academic degree, double/joint degree, examinations and examination procedures**

#### **I. Degree, academic degree, double degree and joint degree**

#### **§ 7 Completion of the degree program, university examinations, general admission requirements**

(1) The degree program is completed by passing the university examination accompanying the major (Bachelor's, Master's, and Diploma examination). The date of graduation shall correspond to the date of completion of the last examination or academic achievement; for the final thesis (§ 24) without obligatory colloquium, this shall correspond to the date of submission of the written thesis. The university examination is passed when all compulsory and optional modules (§ 3) of a major as specified and required by the PStO-BB (appendix Curriculum) and the final thesis (§ 24) have been successfully completed. The graduation requires enrolment at the university and simultaneous admission to a degree program/major at the university.

(2) The successful completion of a module is determined by the Regulations in section C. II, that of the final thesis according to the Regulations in section C. III.

(3) The university examination shall determine whether the students have achieved the qualification and learning objectives of a degree program in the chosen major as set out in § 50 ThürHG.

(4) All students who are registered in a degree program/major at the university in which they have not yet lost their entitlement to take the examination (§ 31) shall in principle be entitled to take final examinations for modules and courses (§ 10) as well as for the final thesis (§ 24). Further course-specific admission requirements can be determined by the PStO-BB. These are to be presented in the module description. In addition, §§ 23ff in conjunction with the PStO-BB apply to the completion of the thesis.

(5) According to the Enrolment Regulations, students on leave of absence are entitled to take final examinations (§ 10) and to complete parts of the final thesis (§ 24). The provisions on examination procedures and deadlines apply equally if and to the extent that students wish to take their final examinations during a leave of absence.

(6) Cross-registered students as defined by the Enrolment Regulations are entitled to take the final examinations specified or required for the successful completion of the course of studies/part of the course of studies specified in the letter of admission. Doctoral students of the university who are not at the same time students according to the Enrolment Regulations are entitled to take final examinations as academic work (§ 3, paragraph 1, sentence 3).

(7) Final examinations and academic achievements (§ 10) as well as the final thesis (§ 24) may be completed for the last time by the end of the deadlines specified in § 2, paragraph 2, in discontinued degree programs (§ 2). The registration of the final thesis (§ 24) should be submitted within two semesters of the expiry of the deadline at the latest. An extension of the standard length of study (§ 5) shall be considered when determining the deadlines.

(8) Students who have not completed their studies within the deadlines specified in paragraph 7 may no longer be awarded the degree in that degree program (loss of entitlement to examination). They shall be de-registered unless they wish to change to another major at the university or unless an exception under paragraph 9 applies. The regulations on the recognition of study and examination achievements (§ 26) apply to the change to another major at the university).

(9) When students have failed to take the examinations and complete the academic achievements listed in paragraph 7 within the time limits specified therein and are not responsible for this failure, or when the regulation in paragraph 7 results in undue hardship, the Examination Board may decide on exceptions on application. Exemption decisions are made once and finally. Undue hardship is given when students were prevented by exceptional circumstances from meeting the deadlines specified in paragraph 7.

This is particularly the case:

- when students were forced to suspend their studies due to illness,
- when the studies have been extended due to a longer lasting or permanent disability or chronic illness,
- in periods of maternity leave and in periods in which students were restricted in their ability to study due to the birth of a child and the necessary care and support of that child,
- in times of care of a close relative in need of care according to the German Pflegezeitgesetz (Home Care Leave Act / Nursing Leave Act),
- when students are close to graduation.

Students shall provide evidence of the existence of the conditions for undue hardship by presenting the facts in text form and by submitting evidence.

(10) If, according to paragraphs 7 to 8, students still have a right to take an examination and the opportunity to complete the required academic achievements of the major although a corresponding course is no longer available, students must immediately agree with the Examinations Office on an individual plan for the completion of their studies. If students do not comply with this obligation, the responsible Examination Board can deny the right to take the examination by notice after request and expiration of a defined reasonable period.

## **§ 8 Academic degree, purpose of the examination**

(1) After passing the Bachelor examination, the academic degree "Bachelor" is awarded in accordance with the stipulations of the respective BPStO-BB.

(2) After passing the Master's examination, the academic degree "Master" is awarded in accordance with the respective MPStO-BB.

(3) After passing the Diploma examination, the academic degree "Diplom" is awarded in accordance with the respective DPStO-BB.

## **§ 9 Double Degree, Joint Degree**

The university shall also award the academic degree based on a cooperation agreement with a partner university, in contrast to § § 7 and 8, within the framework of a double degree and a joint degree program according to the provisions of Annex 1 to these Regulations. The PStO-BB may contain further supplementary regulations. The certificate of the award of the academic degree shall indicate that the degree is awarded in cooperation between the university and the participating partner universities (appendix 2). If the requirements specified in Appendix 1 are not met, students of the partner university will receive a certificate detailing the academic achievements at the university.

## **II. Module completion - type, admission, procedure**

### **§ 10 Module completion**

(1) As a rule, a module shall be completed with an examination (§ 13) or an academic achievement/course work (§ 14). The PStO-BB (appendix Curriculum) and the catalogue of optional modules (§ 3) shall determine the type of module completion. As a rule, the number of planned final examinations/achievements per semester should not exceed six. Beyond the major chosen by students, a module can only be completed as a course credit (§ 3, paragraph 1, sentence 3).

(2) The passed examination/completed study achievement proves that the qualification and learning objectives of the module have been achieved by the student. For this purpose, the examination/study achievement shall be designed in such a way that it is suitable for verifying to what extent the intended learning outcomes of the module have been achieved. This may also include the completion of internships, the performance of laboratory experiments and the participation in excursions and other courses if and to the extent that this is necessary for the proper verification of the achievement of the qualification objective and for the successful completion of the studies (§ 7). The obligation to participate in courses (participation without grading) shall be considered fulfilled if at least 60 percent of the specified performance obligation is met. In the event of illness, a possibility of retaking classes in the same semester should be offered. Provided the exams/study achievements according to sentence 3 are prerequisites for the successful completion of the module, this must be defined in the PStO-BB according to type and scope and § 30 must be considered.

(3) In justified exceptional cases, the module completion may, differing from paragraph 1, also consist of several examinations/study achievements including those according to paragraph 2 sentence 3. A module completion according to sentence 1 is particularly permissible if the module extends over two semesters

or if different qualification and learning objectives with different teaching and learning methods are aimed at within a module. The consideration of semester-accompanying final exams/achievements is permissible if different forms of final exams/achievements (§ 11) are required due to the qualification and learning objectives of the module, if the division of the final exams/achievements opens meaningful options for the students, or if a reduction of the examination load during the examination periods at the end of the semester can be achieved through this. The person responsible for the module shall specify in the module description whether and with what weighting the individual achievements according to sentence 1 are included in the module grade (§ 17, paragraph 3). If the module description does not contain any information on the weighting, the grade shall be calculated in accordance with § 17, paragraph 3, sentence 2.

(4) A module is successfully completed when all associated final examinations according to §§ 13, 14 have been passed and all further associated ungraded study achievements as well as achievements according to paragraph 2 sentence 3 have been completed.

(5) Final examinations/study achievements for modules which are no longer subject to the university examination due to a change in the PStO-BB or a change in the catalogue of modules will be offered for the last time for at least four semesters from the date of validity of the change. The Examination Board may determine regulations differing from sentence 1 for final examinations dependent on the course offered.

## **§ 11 Form, duration and language of the provision of final examinations**

(1) The form of the final examination means the procedure in which the competence-oriented proof of academic achievement/examination according to § 10 is to be provided. The form of the final examination is determined by the module officer in the module description (§ 3 para. 9) by choosing from the catalog in para. 3.

(2) The form may be specified on a semesterly basis. Any change must be included in the module description no later than three weeks after the start of the semester. Semester-accompanying final examinations are subject to § 3 paragraph 9 sentences 2 and 3.

(3) Final examinations can be conducted/provided as

- a. written supervised examination (written exam),
- b. oral examination/exam talk (oral examination),
- c. written assignment/term paper,

- d. alternative final exam (e.g., talks, presentations, constructive/experimental or other development projects or practical work),
- e. Internship with certificate,
- f. practical training,
- g. electronic examination,
- h. colloquium.

Examinations as defined in sentence 1 may be taken as distance examinations in accordance with § 6a.

(4) In electronic examinations (paragraph 3, letter g), both the tasks and the answers are exclusively computer-assisted in an examination system provided by the university. The examinations shall be conducted in the examination rooms provided by the university for this purpose. The examination in electronic form can be fully or partially automated. In a fully automated examination procedure, in addition to the setting of tasks and the provision of answers, the assessment of the answers/solutions is also computer-based and based on the assessment criteria previously specified by the examiner. The examiners must determine the selection of the tasks to be used in a specific examination as well as their scoring criteria. This does not affect the independent exam activity of the second examiner in cases of § 19 para. 5 (two-examiner principle). However, in the case of a partially automated procedure, the assessment of the final examination is carried out by the examiners after the examination. The details of the examination procedure are to be specified in the module descriptions.

(5) Written supervised examinations, final examinations in electronic form as well as alternative final examinations may be conducted in the form of an answer-choice procedure to the extent of up to 30 percent of the achievable points. In these cases, the regulations in Annex 3 of these regulations must be applied.

(6) When written assignments/term papers or alternative final examinations (para. 3 sentence 1, letters c and d) are to be submitted, these may be supplemented by a colloquium (scientific examination discussion on the topic and results of the preceding final examination) in accordance with the PStO-BB. As a rule, the colloquium is open to the public. Furthermore, the regulations for oral examinations (§ 12) apply accordingly to the colloquium. In these cases, the module grade is determined by the grading of the written paper and the grading of the colloquium, but both parts must be graded with at least "sufficient". The PStO-BB may contain different regulations. A failed colloquium can be repeated once within four weeks after the announcement of the result. The weighting of the parts for the module grade is determined by the module officer.



(7) When a module is completed with more than one grade/exam (§ 10), the associated grades in the form of internships can only be taken as course work (§ 14).

(8) In the case of a final examination passed in a group, the contribution of the individual student must be clearly recognizable and assessable

(9) The duration of the final examinations is determined by the scope and content of the module. The following framework conditions apply:

- a) The duration of a written exam or a comparable test/paper and an electronic final exam should not be less than 60 minutes and not exceed 180 minutes.
- b) The duration of an examination interview/oral exam should be a minimum of 15 and a maximum of 60 minutes per student.

When a module is completed by more than one final examination, the total duration of the individual examination may not exceed the requirements according to sentence 2, unless this is justified by the scope or duration of the module. Term papers, alternative final achievements and internships in the module are to be considered in relation to the work involved. Details are specified in the module descriptions (§ 3).

(10) The language of instruction and examinations in degree programs at the university shall in principle be German unless the aim of the courses is the acquisition of knowledge of another language. The PStO-BB determine the specific language of instruction and examination for the entire degree program. The PStO-BB can determine whether a different language of instruction and examination applies for the specific degree program or for individual modules. The language of instruction and examination of the individual module is determined in the module descriptions by the module officer in accordance with the PStO-BB pursuant to sentence 3. The Examination Board's approval is required for any differences between the language in which individual final exams are to be taken and the language of instruction and examination specified for the major.

(11) In the case of final examinations in electronic form (paragraphs 3 and 4) or by means of electronic communication (§ 6a), the supplementary provisions in accordance with § 11a must be followed to ensure data protection, the clear identification of students, the documentation of the examination process, the assurance of the authenticity and unchangeability of the examination results, the prevention of attempts at misuse and cheating, and the handling of technical malfunctions.



(12) In a timely manner prior to the deadline for the provision of a final exam, the permissible aids, in accordance with these regulations, a privacy policy and, if required, the minimum technical requirements for proper participation shall be announced.

### **§ 11a Regulations for conducting examinations in electronic form or by electronic communication**

(1) For electronic final examinations (§ 11 (3) and (4)) and the provision of final examinations as distance examinations (§ 6a), personal data may be processed insofar as this is necessary for the proper administration of the examination. This applies for the purposes of authentication (paragraph 4) and examination supervision (paragraph 6).

(2) For safeguarding and providing equal opportunities, students may be required to have freely available standard software installed on their technical device for the purpose of conducting examinations, the software shall be determined in a timely manner in accordance with Paragraph 7. This can be a web browser or a client for the video conferencing system to be used. The use of software for monitoring the student's technical device is excluded.

(3) In principle, only information technology services (IT services) that are hosted on servers of the university may be used for the processing of students' personal data. The students' technical devices including software installed on them and the Internet connection are excluded here. Furthermore, video conferencing systems and plagiarism detection systems approved by the University Computer Centre may be used. By way of exception, other IT services hosted by third-party providers may be used when they are based in the European Union and the servers they use are in the European Union, an order processing agreement has been concluded and a data protection impact assessment has been carried out in accordance with Art. 35 DSGVO.

(4) As a rule, students are identified by using an IT service of the University Computing Center (e.g., Moodle Instance or TUIL mail), which can only be accessed with a university account (i.e., individual data assigned by the university for access to university-wide IT services). As an exception, for types of examinations that use a videoconferencing system as an electronic means, identification may be performed by means of the student ID card or by official identification documents such as ID card or passport. Electronic transmission of official identification documents as a photograph or scan must not be carried out.

(5) In accordance with the regulations for examinations in text form as face-to-face examinations, the tasks, the students' processing of the tasks and answers and the examiners' assessments/grading of a final examination must be kept either in paper form or electronically in a format standardized according to ISO for long-term archiving and must be provided with an advanced electronic signature.

(6) Digital supervision is required to conduct an examination that complies with the principles of examination law, takes sufficient account of equal opportunities for students, and excludes the possibility of cheating as far as possible.

This includes the following authorities:

- a) Video-audio transmission of the face and upper body of the person to be examined to an examiner, observer/assessor, or other person responsible for supervision from the beginning to the end of the examination using video conferencing systems is permitted, provided they have been approved by the data protection officer. The purpose of the transmission is to reduce opportunities for cheating through communication with another person on site, through aids such as overviews, notes ("cheat sheets") and the like, and through other electronic devices not connected to the examination device (e.g., a smartphone). There is no authority to record this video-audio transmission.
- b) Inspection of the room in which the students are taking the examination ("room inspection"). In the event of justified suspicion, the examiners, observers/assessors, or other persons responsible for supervision may require the students to perform a 360-degree camera pan before the start of the examination or during the examination to detect unauthorized aids or assistants. During this process, the camera shall be panned slowly over the entire workstation, and, if there is reasonable suspicion (such as a suspicion that students are communicating with other students or persons during the examination), additionally through the entire room where students are present under the instructions of the examiner, observer/assessor, or other person assigned to proctor the examination. For reducing opportunities for deception through a prepared workstation (e.g., hiding a person under the table or hiding papers under the keyboard), students may be required to show uncovered or conspicuous areas ("post-taking"). The video image must not be altered electronically, for example by virtual backgrounds or distortions of the person being shown.
- c) Ensuring simultaneity between distance examinations and face-to-face examinations by video-audio transmission of the student's face and upper body to an examiner or supervisor slightly before, after, and during the examination, expressly without the authority to record such transmission, for the purpose of verifying the duration of processing and, if necessary, preventing processing beyond the scheduled time of the exam.
- d) During each examination session, all participants (examiners, observers/assessors, or other persons responsible for supervision, students) must ensure that only persons authorized by examination law are present during the examination, whether in person or via electronic video/audio transmission. According to § 54 para. 6 ThürHG in the context of oral examinations according to § 11 para. 3 b, participation is only permitted in the examiners', or observers'/assessors' physical or digital rooms.
- e) In oral examinations and colloquia (§ 11 para. 3 b and h), the video-audio transmission of all participants in the examination may only be transmitted by the approved video conferencing system to the other participants in the conversation without the authority to record this transmission.
- f) If the video-audio transmission for a final examination does not start at

the agreed time and the connection cannot be established at short notice for technical reasons, the examination shall be terminated for the students affected; a new date shall be scheduled promptly. Furthermore, the regulations of paragraph 11 are to be observed. According to sentences 1 and 2, the examiner or the person in charge of supervision and decision-making shall make the decisions at his or her own discretion. These decisions must be documented in accordance with paragraph 12.

(7) The students shall be informed in writing about the technical procedure of the examination at least ten days before the day of the examination. Thereby, reference can be made to general, freely available documents, as far as this is possible due to the standardization of the examination.

(8) In general, if students request it, the examiner will arrange for them to practice the technical procedure and to test the suitability of their technical equipment, in particular the computer with the software installed on it and the Internet connection, under realistic conditions at least seven days before the exam.

(9) Upon request, students are offered to ask questions about the examination process in advance of an examination by e-mail, as well as orally, by telephone, or by video conferencing at times specified by the examiner. During the examination as well as immediately before and after it, technical support by e-mail and telephone must be guaranteed subject to staffing possibilities. Video conferencing systems can be used for this purpose if their use is voluntary for the students.

(10) The student is responsible for the technical device/computer/laptop suitable for conducting the examination and a suitable Internet connection. If necessary, the university provides students with loan devices and university rooms with appropriate Internet access/capacity for conducting examinations depending on the existing possibilities.

(11) If the transmission of the examination tasks, the processing of the examination tasks and their transmission or the video-audio supervision is technically not feasible at the time of the distance examination, the distance examination is terminated at the respective stage and the examination performance is not graded. The examination attempt is deemed not to have been taken. This does not apply if students have caused the disruption intentionally or through gross negligence. Sentences 1 to 3 shall also apply in cases where the technical problems lead to the fact that the supervision of the examination conducted via video-audio transmission cannot be held in accordance with the principle of equal opportunities and the requirement of fairness. Decisions under this paragraph shall be made by the examiner or the person in charge of the supervision, according to his/her discretion. In accordance with paragraph 12, these decisions shall be documented.

(12) The organizational examination procedure, in particular special incidents, such as technical malfunctions, notes and comments of the students on the examination procedure or termination of the examination and its reason, shall be documented in writing, supplementing the minutes in cases of § 15, and shall be properly stored.

## **§ 12 Oral examinations**

(1) Oral final examinations shall be taken either in front of two examiners or in front of one examiner in the presence of a competent assessor. The examiners shall discuss the grade before it is determined. If the examiners' grades differ, they shall be averaged in accordance with § 17, paragraph 3. Assessors shall be heard by the examiner before the grade is determined. The discussion of grades shall not take place in public. The result shall be announced to the students individually, in each case immediately after the oral examination and the subsequent grading debate; § 37 shall be observed.

(2) According to § 54 paragraph 6 ThürHG, students may be present at oral final examinations.

## **§ 13 Examination performances**

(1) Examination performances are evaluated (§ 17) and are included in the overall grade. They shall have limited repeatability (§ 19). Examination and re-sit deadlines apply to examination performances (§§ 19, 20).

(2) The admissible content of an examination paper depends on the specific content of the respective course in the examination semester. This also applies to the re-sitting of examinations.

(3) An examination is passed when the grade is at least "sufficient" (4. 0).

## **§ 14 Studies/Academic achievements**

(1) Academic achievements are completed in connection with courses of a module or a course. Academic achievements are an individual, graded or non-graded performance review of students. They are evidence of the achievement of the qualification goal to be verified by the performance review. An academic achievement can be graded or only be evaluated with "passed" or "failed". When a module is completed as academic achievement (§ 10, paragraph 1), the grade shall not be included in the overall grade (§ 17); the regulation on the formation of the module grade (§ 17) shall remain unaffected.

(2) An academic achievement can be repeated. The regulations on examination and re-sit periods (§§ 19, 20) shall not apply.

(3) The provision of academic achievements should be registered for the purpose of the organization. Students who have not registered may be refused the provision of academic work at a certain point in time for organizational reasons.

In cases where admission requirements are to be met (paragraph 5, § 13), registration (§ 16) is mandatory. Academic achievements are not subject to the regulations on examination de-registration (§ 16) or withdrawal (§ 22).

(4) An academic achievement is passed when it is assessed as "passed" at the performance review or, in case of graded papers, when it is graded at least "sufficient" (4.0).

(5) The regulations on content (§ 13, paragraph 2) shall apply accordingly to academic achievements.

## **§ 15 Minutes**

(1) The main topics and the result of the oral examination shall be recorded in minutes. The minutes are to be signed by the examiners and assessors and kept in the examination files.

(2) A supervisor present during the entire written examination shall write the minutes of the examination, which shall include the beginning and end of the examination period, any special incidents during this period and the names and attendance times of the supervisors. The minutes must be signed by the examiner and a supervisor and kept with the examination documents.

## **§ InhOrganisation Organization**

(1) The periods for taking examinations (examination periods) in the semesters shall be determined separately for each academic year by the Academic Committee and published by the Presidential Board on the university's website or in any other appropriate form.

(2) No later than five weeks before the end of the lecture period of a semester, an examination schedule for the corresponding examination periods shall be published, preferably in the electronic examination system.

(3) All examinations, apart from semester-accompanying examinations, must be offered in each semester. The respective examination period must be provided for written examinations. Other arrangements may be approved in individual cases by the Examination Board. Oral examinations may also be performed outside the examination period by mutual agreement between student and examiner. The provision of semester-accompanying academic achievements is possible at least every two semesters within the framework of the corresponding course and outside the examination period. When such an option

in accordance with sentence 5 is only offered every two semesters, the re-sit periods shall be extended accordingly in justified cases upon application.

(4) Participation in an examination requires registration in the university's examination administration system. Section 14, paragraph 3, shall apply to academic achievements. The Examination Office may provide for exceptions to the form of registration. The registration period for graded examinations and their re-sits which are taken during the examination period shall end no later than two weeks before the end of the lecture period of a semester. The specific period shall be determined by the Academic Committee in connection with the examination periods. The Examination Board must accept a later registration if the student has missed the registration deadline through no fault of his/her own, if he/she can credibly demonstrate this in the case of late registration and if the registration is made immediately after the cause of the delay has been removed (reinstatement to the previous status). When a module is completed by more than one examination (§ 10), sentences 1 to 6 apply to each individual examination.

(5) When the admission requirements (§ 7) are met at the time of registration for the first taking up (attempt) of an examination, admission to this examination will be granted (justification of the legal right to examination). Admission shall continue to apply for all further attempts, provided that the right to take the examination during major concerned has not been lost in the meantime. In the case of admission to the examination, the respective examination procedure is opened with the registration for an attempt to sit the exam the first time. The examination procedure ends with the passing or failing of the examination or by de-registration or withdrawal from the examination. The legal right to examination ends with the passing or irrevocable failing of the examination. It does not end in the event of de-registration or leave of absence.

(6) Students may cancel their participation in the examination in the university's examination administration system or in text form up to four days prior to the date of the examination at the Examinations Office responsible; withdrawal after this deadline is only possible in accordance with § 22. The Examination Board must accept a later withdrawal if students have missed the withdrawal deadline through no fault of their own and can credibly demonstrate this (reinstatement to the previous status). Such cancellation must be made immediately after the reason for the withdrawal has ceased to exist.

(7) Notwithstanding paragraph 6, students on maternity leave may deregister from an examination up to the start of the examination date, provided that the existence of maternity leave is simultaneously notified and proven. They may re-register without stating reasons if they submit the declaration according to § 3 paragraph 3 MuSchG (Maternity Protection Act) and the university's Regulations. Taking an examination during maternity leave shall be deemed to be a

declaration according to sentence 2, with the proviso that revocation is not possible in such cases. The general provisions on withdrawal (§ 22) shall apply to the termination of an examination that has begun. The university is entitled to exclude students on maternity leave from examinations where the use of hazardous substances poses a risk to mother and child. The exclusion may not be to the detriment of students in the further examination procedure; it must be considered primarily when determining examination deadlines.

(8) The registration procedures for semester-accompanying examinations will be announced in a suitable manner at the beginning of the semester and recorded in the module description. In addition, a list of all semester-accompanying examinations, including the registration deadline and form, is published on a central university website. Withdrawal is possible up to 4 days before the submission of the first part of the course work or up to 4 days before taking up the first tutorial appointment, after that only withdrawal (§ 22) is possible.

(9) Participation in the laboratory internship requires registration in the examination administration system, which must be done at the beginning of the semester, at least before the first experiment starts. The responsible structural unit will enter the results of passed experiments on the certificate card. If the laboratory internship consists of several internships with several experiments, the specified number of experiments must be passed. An experiment missed due to illness should be completed after consultation with the respective laboratory/group during the current semester. The overall result of the lab internship is recorded on the certificate card by the responsible structural unit and entered in the examination administration system.

## **§ 17 Grading of academic achievements/exams and determination of the grade**

(1) The grades for the individual examinations are determined by the respective examiners. The following grades are to be used for the assessment of academic achievements/examinations:

1 = very good	an outstanding, excellent achievement,
2 = good	an achievement which is considerably exceeding the average requirements,
3 = satisfactory	an achievement, which meets average requirements,
4 = sufficient	an achievement which, despite its weaknesses, still meets the requirements,
5 = not sufficient	an achievement, which does not meet the requirements due to substantial weaknesses.



(2) For a differentiated assessment of the examinations, intermediate values between grades 1 and 4 can be created by lowering or raising the grades by 0.3.

(3) The academic achievement/examination is assessed with a module grade. If the module is completed by several examinations/academic achievements (§ 10), the grade shall be calculated, taking into account the weighting of all individual contributions, from the average (weighted arithmetic mean) of the grades of the individually graded achievements weighted with the credit points, unless the module description provides for a different weighting. The second and all further digits after the decimal point shall be deleted. No academic achievement/examination may contribute to more than one module grade of the same major.

Grading in terms of averages:

- from 1.0 to 1.5 = very good
- from 1.6 to 2.5 = good
- from 2.6 to 3.5 = satisfactory
- from 3.6 to 4.0 = sufficient
- starting from 4.1 = not sufficient/failed.

(4) When a final examination is graded by two examiners, it is passed provided that both examiners grade the examination with at least "sufficient" (grade 4.0). In this case, the grade is the arithmetic mean of the individual grades.

(5) The examiners may deviate from the grades calculated for an examination/academic achievement if, based on the overall impression, these grades reflect the students' level of achievement in a more accurate way. Bonus points may be awarded for work performed during the semester if these are not already included in the module grade and not exceed a maximum of 30 percent of the overall result of the examination/academic achievement. The achievements resulting in the award of bonus points shall be announced publicly in a suitable manner before the beginning of each semester. Earned bonus points shall not expire before the end of the semester following the semester in which the bonus was awarded. Within this period, they shall also be credited towards the result of a re-sit examination. Bonus points are not part of the module grade and can only lead to its improvement. Even without bonus points, the full number of points can be achieved in an examination.

(6) The overall grade to be shown on the certificate is calculated from the individual module grades including the thesis in accordance with the procedure pursuant to paragraph 3; § 14 para. 1 sentence 5 is to be considered. The PStO-BB (Annex Curriculum) may stipulate that individual final achievements as well as the final thesis are included in the overall grade with a weighting other than that specified by the corresponding credit points. If students achieve an average



grade of up to 1.2, the Examination Board shall award the overall grade "with distinction".

(7) Credit points and grades shall be shown separately. In addition to the grade based on the German grading scale from 1 to 5, the final grade must also show a grade distribution scale in accordance with the ECTS guidelines.

## **§ 18 Determination, administration and announcement of the results of examinations and study achievements**

(1) The results of the individual examinations/academic achievements, including the module name, the examiner's name, the date, and the grade, shall be entered in the examination file kept for all students according to the written evidence (transcripts, examiner's grade lists, written examination papers) at the Examination Office or in the university's examination administration system.

(2) The assessment procedure must be completed two weeks after the beginning of the following semester. All grades shall be notified individually promptly after the assessment, preferably and as far as possible by entry in the university's examination administration system, otherwise in an appropriate and data protection-compliant manner. In the case of entry in the electronic examination administration system, the grade is considered to have been announced six weeks after the start of the semester; § 36 must be observed. Students are responsible for obtaining information on the results of their assessment of their examinations and study achievements.

(3) The results of oral examinations shall be published in accordance with § 12 paragraph 1.

## **§ 19 Repeatability of examinations**

(1) Each failed examination (§ 13) may be re-taken once. The second re-take of an (graded) examination is permissible in six cases in Bachelor degree courses, in three cases in Master's degree courses and in Diploma degree courses in accordance with the PStO-BB. The PStO-BBs may determine a higher number of up to 40 percent of the graded and non-graded achievements in the major. In addition to the reattempts referred to in sentence 2, the Examination Board shall, at the request of students, grant them a third reattempt once in the major when they have already successfully completed 80 percent of all examinations required for a successful completion (§ 10).

(2) The retake of an examination must be completed within the following two semesters (retake deadline). De-registration or leave of absence do not extend

the retake period. If re-examinations are not taken within the re-examination period, they shall be considered to have been taken and not passed (grading "insufficient"). This does not apply in cases in which the student is not responsible for the failure. When students return to the university after a previous change of university, the results of final examinations taken at other universities before the end of the retake deadline (sentence 1) shall be recognized on application (§ 26). An extension of the standard length of study (§ 5) shall be considered when determining the deadlines.

(3) When determining whether the examination has been taken in due time within the meaning of paragraph 2 sentence 1, the following periods shall not be considered:

- the maternity protection according to the Maternity Protection Act (MuSchG), parental leave according to the Parental Benefits and Parental Leave Act (EGEZG) and the care of close relatives according to the Care Time Act/Nursing Leave Act (PflegeZG))
- the performance of other special family obligations, e.g. custody of at least one child under the age of 14 who lives in the same household and is mainly looked after by the applicant him/herself
- an illness or disability that impairs the proper completion of the major over a longer period.

This also applies when students were on leave for the same reason.

(4) When a module completion consists of several graded or non-graded examinations/academic achievements, the failed graded or non-graded examination or academic achievement must be repeated.

(5) Repeat examinations, which result in the loss of the examination entitlement in the degree program due to failing, shall be graded by two examiners; at least one examiner shall be a professor or another member of the university staff who fulfills the employment requirements for university professors. Final repeat oral examinations pursuant to sentence 1 shall be taken either in the presence of two examiners or in the presence of one examiner accompanied by a competent assessor (§ 12). Thereby, § 17 para. 4 is to be considered).

(6) In agreement with the respective examiner, a form of examination differing from § 11 may be agreed upon on request of the students for re-exams according to paragraph 5; § 12 shall be considered. Proof of the agreement shall be provided when registering for the re-examination.

(7) In the case of an irrevocably failed examination, the documentation as well as, if available, the final examination itself with the examiners' assessments and grades shall be entered in the examination file.

## **§ 20 Examination deadlines**

All examinations (§ 10) should be taken in the semester recommended in the curriculum. If, in a Bachelor's program, the graded examinations (§ 13) to be taken in the first two semesters according to the curriculum or in a Diploma program in the first four semesters according to the curriculum (§ 13) are not taken by the end of the second semester following the semester specified in the curriculum, the graded examinations not yet taken shall be deemed to have been taken for the first time and not passed, unless the student is not responsible for the delay; § 21 paragraph 4 shall apply accordingly. In justified cases, the PStO-BB may also set deadlines for a Master's program in accordance with sentence 2. An extension of the standard length of study (§ 5) shall be considered when determining the examination deadline.

## **§ 21 Free attempt and grade improvement**

(1) The PStO-BBs may determine that an initially failed examination is considered as not taken if it was taken for the first time before or at the time of the semester recommended in the PStO-BBs (appendix Curriculum) (Freiversuch, "free attempt"). Excluded are exams that have been graded as "failed" due to cheating. The declaration to take part in a Freiversuch ("free attempt") must be made irrevocably in writing to the Examinations Office upon registration for a new examination, but at the latest by the expiry of the registration period for the first re-examination.

(2) Passed examinations may be re-taken once to improve the grade if they were first taken before or at the time of the semester recommended in the PStO-BB (appendix Curriculum). In this case the better result is decisive. The declaration of grade improvement must be made irrevocably in writing to the Examination Office. The grade improvement attempt must be made at the latest before the last exam in the major is taken. The provision of § 10 paragraph 5 remains unaffected.

(3) The total number of permissible Freiversuche ("free attempts") and grade improvements (quota) corresponds to the regular number of semesters (§ 5) of the respective major. Students are free to choose whether and in which combination they wish to claim the quota of free and grade-improvement attempts. Only one Freiversuch ("free attempt") can be claimed for a failed examination and only one grade improvement can be claimed for a passed examination.

(4) When determining whether the examination has been taken in due time within the meaning of the paragraphs 1 or 2, periods of time during which there was a reason for a leave of absence in accordance with the Enrollment

Regulations (except for periods of time spent preparing for examinations) shall not be considered upon application, but periods during which the student did not make use of the leave of absence for this reason. If students are prevented from taking the examination in the semester mentioned in paragraph 1 for reasons other than those mentioned in sentence 1 and not related to their person, paragraph 1 applies accordingly for the following semester. Students must provide credible evidence of the facts as per sentences 1 and 2. The Examination Board shall decide on the recognition. Reasons shall be given for a negative decision and information on the right of appeal shall be provided.

(5) When a module is completed by more than one examination (§ 10), paragraphs 1 to 3 shall apply to each individual examination.

## **§ 22 Withdrawal, not-attendance, cheating/scholastic dishonesty, breach of regulations**

(1) A missed or abandoned examination is considered to have been taken and not passed unless the examination board recognizes the reason for abandonment or default on the student's request. The same shall apply when a term paper or similar academic achievement is not completed within the stipulated period. The reason must be reported to the Examination Board immediately and must be made credible. If this is not immediately possible, the reason must be given and submitted within a time limit set by the Examination Office. Already available examination results are to be recognized provided they were achieved before the examination date.

(2) An inability to sit the examination due to illness is determined by the Examination Board in the application procedure based on § 54 (11) ThürHG.

(3) After publishing the result of the examination, a withdrawal is excluded except in cases of proven unrecognized inability to take the examination.

(4) In the event of repeated or long-term illness, the Examination Board may, in accordance with § 54 (11) ThürHG, demand an explanatory certificate issued by a medical officer.

(5) If students attempt to influence the results of their examination by scholastic dishonesty or the use of unauthorized aids, the examination in question shall be graded "insufficient" (5.0). Electronic systems for plagiarism detection can also be used to determine whether inadmissible aids have been used. However, the assessment/grading and decision as to whether plagiarism has been committed and the examination is therefore deemed to have been failed must be made by an examiner. Before such a decision is made, the person concerned must be given the opportunity to comment. Students who disturb the peace

and order of an examination may be excluded from continuing their examination by the respective examiners or supervisors; in this case, the examination in question shall be graded as "insufficient" (5.0). In serious cases, the Examination Board may exclude the student from continuing to complete academic achievements/take examinations.

(6) Students may request in writing within four weeks that the decisions according to paragraph 5 are reviewed by the Examination Board.

### **III. Thesis**

#### **§ 23 Admission to the thesis**

(1) The thesis is an examination paper requiring admission. The PStO-BB determine the admission requirements.

(2) Students whose admission to the major has been subject to conditions shall, prior to admission to the thesis, provide evidence of meeting these conditions.

(3) The application for admission must be submitted to the Examination Office.

#### **§ 24 Thesis**

(1) The thesis is an examination paper which is intended to show that the student is capable of independently solving a major-related technical problem using scientific methods within a given period. The thesis consists of an independently written scientific paper and, if applicable, a colloquium (§ 11) in accordance with the PStO-BB, unless otherwise specified in this section.

(2) In accordance with this section and the PStO-BB, the admission determines the further procedure for the submission of the thesis (issue of the topic, registration, completion period, deadlines).

(3) The topic of the thesis may be suggested by the supervising university lecturer. Students shall be given the opportunity to make suggestions for the topic of the thesis. He or she may also be asked to suggest the supervising professor, but this shall not constitute a legal claim. At the student's request, the Examination Board will ensure that the student receives a topic for the thesis within four weeks. The Examination Board issues the topic. The date of issue must be recorded.

(4) According to the regulations of the PStO-BB, between 10 and 12 credit points are awarded for a Bachelor thesis and between 15 and 30 credit points for a Master's or Diploma thesis. The topic, task and scope of the thesis must be limited in such a way that the intended workload can be met within the completion period specified in paragraph 7. The credit points to be awarded for a colloquium to be held, if applicable, are determined by the PStO-BB.

(5) The topic of the thesis may be returned in writing to the Examination Office once within the first four weeks of the completion period for a Bachelor thesis and within the first eight weeks for a Master's or Diploma thesis.

(6) The thesis may be written in German or English in consultation with the supervising professor.

(7) The PStO-BBs determine the completion period of the thesis as well as the amount of work required for its completion and the recommended time within the degree program. It shall amount to a maximum of six months and shall begin at the time determined by the Examination Board. The determination is made based on the students' application and the agreement with the supervising university lecturer and must be recorded in the examination file. The Examination Board may extend the completion period by a maximum of two months at the justified request of the students. An extension of more than two months is possible in exceptional cases when the reason for the delay is not the students. However, if the student proves with a medical certificate (§ 22) that he/she is prevented from completion due to illness, the completion period shall be suspended for the duration of the illness.

(8) In due time, the thesis must be submitted to the Examination Office in three bound copies and additionally in electronic form. A format must be used which allows the text to be extracted by machine. The time of submission must be recorded. The contents of non-catalogued sources cited in the thesis must also be attached to the thesis on a common data carrier upon request of the supervising university lecturer. When submitting the thesis, the student must confirm in writing that he or she has written the thesis independently, has not used any other sources or aids than those specified and has not yet submitted the thesis in the same or a similar way or in extracts to another university.

(9) For the completion of the examination (in the sense of the thesis), a brief documentation for the purpose of publication in the university bibliography is to be entered online in the portal of the university library and then submitted to the Examination Office. The brief documentation includes an abstract in German and English, the full name and e-mail contact of the author, the title of the thesis, the language of the title and the document, the department responsible, the subject area, the year of submission, the probable year of graduation, information on confidentiality obligations, the number of pages of the thesis

and the full title and name of the supervising university professor and the reviewers ( § 33), stating the names of the institutions where they work at the time of the review. The University Library is entitled to publish and distribute the brief documentation even without the prior permission of the students and the supervising university lecturer. The persons concerned may object to the publication of their names.

## **§ 25 Grading of the thesis**

(1) The final grade of the thesis is made up of the grades of the written paper and the grade of any colloquium (§ 11) that may be held (§ 17). The PStO-BB settle the procedure for the formation of grades and the weighting of sub-grades. § 17 applies to the assessment of the thesis and any colloquium, unless otherwise provided below.

(2) The thesis shall be assessed separately by two examiners by means of expert opinions. The assessment procedure shall not exceed four weeks.

(3) Unless the PStO-BB contain differing regulations in this respect, the grade for the thesis is calculated as the arithmetic mean of the grades of the individual assessments available. If the individual assessments of the thesis differ by at least 2.0 grade points or if exactly one examiner assesses the thesis as "not sufficient" (5.0), a third examiner will be appointed by the Chairperson of the Examination Board; the result of the third examiner is to be considered when determining the grade.

(4) The thesis (as a written exam) is "not passed" when at least two examiners grade it with the individual grades "not sufficient" (5.0). If the thesis is not submitted on time (§ 24) or if the student tries to influence the result of the thesis by scholastic dishonesty or the use of unauthorized aids (§ 22), it is considered to be graded " not sufficient" (5.0).

(5) The thesis is passed when all components according to paragraph 1 have been passed. A colloquium (§ 11) which has not been passed may be repeated. If the thesis is not passed, it may be repeated once. Within one year of the announcement of the examination result, the student shall apply for the issue of a new topic for the repetition of the thesis (§ 24) and shall specify the supervising university lecturer (§ 33) as well as the completion period (§ 24) (deadline for re-submission). Section 19(2) sentences 2 and 3 and paragraphs 3 and 5 shall apply accordingly.

(6) The thesis as well as the minutes of the colloquium are considered part of the examination file. The result of the thesis, stating the overall grade and grades of the individual components, the name of the supervising university



lecturer and the date of full completion based on the written evidence (report and minutes), shall be recorded in the examination file or in the university's examination administration system (§§ 18, 36). In the case of a thesis that has been irrevocably failed, the thesis and, in the case of a colloquium, the minutes of the colloquium shall remain in the examination file (§ 36 para. 4) together with the examiners' assessments/grades until the expiry of the retention period for the examination file (§ 36 para. 4) .

#### **IV. Recognition and crediting**

##### **§ 26 Recognition of examinations and academic achievements**

(1) The Examination Board decides at the student's request on the recognition of final examinations successfully completed at other universities or within the degree program at the university according to § 54 paragraph 5 ThürHG. If an individual study agreement is to be concluded based on these Regulations or any other regulations of the university, the application for recognition of the graduation achievements to be specified therein shall be made prior to the conclusion of such an agreement. When the complete documents have been submitted, the Examination Board shall, as a rule, issue a decision within four weeks; § 37 shall be observed.

(2) Achievements according to paragraph 1 are to be recognized when, regarding the continuation of studies, no substantial difference can be established between the achievements for which recognition is sought. Criteria for substantial differences are, in particular, the quality of the institution and of the major, the level of the achievement to be recognized, the learning outcomes and the extent of the achievements successfully completed. As a rule, a substantial difference is considered to exist when the difference in the achievements made with regard to the criteria is so significant that recognition would jeopardise the successful completion of the major (§ 7). The rejection cannot be based solely on the fact that the achievements according to purely formal criteria (duration and form, designation and associated ECTS) do not correspond to an achievement in the major at the university. In case of doubt, a statement by the university teachers responsible for the achievements to be replaced must be obtained.

(3) Recognition of theses (§ 24) is not permitted. This does not apply to theses that have been completed in double degree programs (§ 9), if and insofar as the agreements do not provide otherwise. This shall also not apply to theses completed at the university if and to the extent that an agreement on the joint implementation of the thesis has been concluded between the responsible examination boards of the respective majors prior to the completion of the thesis.



(4) The application in accordance with paragraph 1 must be submitted in writing to the responsible Examination Board. The application must be accompanied by all the documents required for the decision on recognition, in particular information on success, assessment, if applicable, and precise details (with copies) of the achievements to be recognized, issued by the institution in which they were completed.

(5) When examinations/academic achievements are recognized, the grades - insofar as they have been graded and the grading systems are comparable - shall be applied and included in the calculation of the overall grade in accordance with these Regulations. Notwithstanding sentence 1, recognition of a graded achievement completed at another university with "passed" is also possible if the recognition procedure shows that a module is similar in content but lacking content or the teaching or examination form make a similar grading appear inadequate. If the grading systems are incomparable or the achievement/examination is not graded, the remark "passed" is added. The recognition is indicated in the certificate. The number of credit points provided for at the TU Ilmenau will be awarded for final examinations/academic achievements that are recognized.

(6) Achievements in a Master's degree program may not be recognized when they were obtained to earn a degree which is necessary for admission to the Master's degree program. Exceptions to this are possible when achievements from a Bachelor's major lasting at least 7 semesters are to be recognized in a 4-semester Master's major and it is evident that the module-related achievements also differ in level from the requirements of a 6-semester Bachelor's major. No previously completed academic achievement or examination can be retroactively recognized for an examination taken at the university.

(7) In cooperation with partner universities (§ 9) and in cases where individual Learning Agreements (paragraph 1) have been concluded, the results achieved on this basis shall be recognized ex officio without further examination. Therefore, the departments shall ensure the consultation between the exchange program coordinators and the office responsible for recognition prior to the conclusion of Learning Agreements or corresponding university agreements.

## **§ 27 Recognition of knowledge and skills acquired other than through higher education**

(1) Knowledge and skills acquired outside higher education institutions may be recognized as having been acquired during studies, provided that the requirements for admission to higher education are met and the knowledge and skills to be recognized, are equivalent to the academic and examination achievements which they are intended to replace. This is the case when the acquired

knowledge and skills are substantially equivalent in content, scope and requirements to the qualification objectives of the major for which recognition is sought.

(2) A total of up to 50 percent of the credit points assigned to the major may be recognized for a degree program at the university. In individual cases, a placement test may be required in which applicants can prove that they have knowledge and skills that justify their inclusion in a higher semester.

(3) Relevant work experience shall be credited in majors which require practical professional training. Further details are defined by the PStO-BB of the respective major.

(4) The provisions of § 26 shall apply mutatis mutandis to the application and the decision on the application.

## **V. Compensation for disadvantages, maternity leave, nursing time, being prevented from attending class**

### **§ 28 Compensation for disadvantages**

(1) When students can credibly demonstrate that they are not able to provide evidence of their existing abilities in the required form or for the required period of time due to a personal impairment of more than six months' duration due to long-term or permanent disability or chronic illness, the Examination Board responsible shall, upon application and in compliance with the principle of equal opportunities and the specific qualification goal, grant them an individual adjustment of the uniformly applicable study and examination conditions in a manner that takes their personal impairment into account (compensation for disadvantages).

(2) The application shall be submitted at the beginning of the semester in which the granting of compensation for disadvantages is to take effect. The application shall be submitted to the Examination Board with an explanation and suitable evidence (§ 5) of the existence of the personal impairment in accordance with paragraph 1. If the impairments justifying a compensation for disadvantages occur after the beginning of the semester, the candidate must submit the application immediately after becoming aware of the reasons. The proof must be provided immediately after the application has been filed.

(3) The Examination Board shall decide on the application in a timely manner. If the applicant considers the compensatory measures granted to be inadequate, he/she must declare this immediately after notification of the decision and before taking examinations (§ 7), stating reasons. This shall not affect § 37.

(4) As far as and as long as a compensation for disadvantages exists, the respective student has to report this to the Examination Office for all examinations /academic achievements (§ 10) of a semester or for the thesis (§ 24) at the latest four weeks before the beginning of the registration period. Late notifications can only be considered to maintain the examination organization if the respective examiner has given his or her consent or if the concrete form of the compensation for disadvantages does not result in increased organizational requirements for the performance of the examination.

## **§ 29 Maternity leave, periods of care for relatives**

The provisions of these Regulations, in conjunction with the University's Enrolment Regulations, apply to students on maternity leave in accordance with the MuSchG (Maternity Protection Act) and to students in times of actual care of a close relative in accordance with § 7 paragraph 3 PflegeZG (Home Care Leave Act/Nursing Leave Act).

## **§ 30 Being prevented from attending class**

(1) Where the presence of students is required for the provision of obligations to perform, the presence of students shall be restricted by appropriate measures in the event of important reasons, due to illness. The illness of a child to be cared for predominantly by the student shall be considered equivalent to an illness of the student. The reasons according to sentence 1 shall be explained in advance and the limitation of the attendance obligation shall be announced to the students in a suitable form.

(2) When students provide evidence of periods of maternity protection (MuSchG) or periods of care according to § 47 paragraph 1 sentence 3 ThürHG in conjunction with §§ 3 paragraph 2, 7 paragraph 3 PflegeZG, the attendance obligation is to be appropriately limited by the Examination Board. Should the periods of absence exceed the extent of absence stipulated by the Examination Board, the Board may, at the request of the students, agree with them to compensate for absences by means of special academic achievements during the semester.

# **VI. Loss of examination entitlement, invalidity of examinations**

## **§ 31 Loss of examination entitlement**

(1) The degree is no longer awarded in the chosen degree program (loss of the examination entitlement) when

- a second or, in cases of § 19, paragraph 1, sentence 4, the third re-sit of an examination has been graded as "not sufficient" (5.0) ("irrevocably failed");
- students in a compulsory module do not pass a first re-examination and the permitted number of second re-examinations in compulsory modules has already been used up, so that no further second re-examinations are possible ("irrevocably failed");
- the thesis was repeatedly graded as "not sufficient."

(2) In such cases, the Examination Board shall issue a written notification to the student, including instructions on how to appeal.

### **§ 32 Invalidity of an examination**

(1) When students have cheated in an examination and this fact only becomes known after the certificate has been issued, the Examination Board may subsequently declare the examination to have been "failed" in whole or in part and may correct the grades for the examination(s) in which the students have proven to have cheated.

(2) The incorrect test certificate shall be withdrawn and, if necessary, a new one shall be issued. When the examination has been declared "failed" due to scholastic dishonesty, the graduation certificate shall be confiscated along with the incorrect examination certificate and the title shall be revoked. A decision in accordance with paragraph 1 and paragraph 2 sentence 2 is excluded after a period of five years from the date of the transcript of records.

## **VII. Examination Board, examiner, supervising university lecturer, assessor**

### **§ 33 Examiner, supervising university lecturer of the thesis, assessor**

(1) Examiners (§ 10) are the respective module or course supervisors. The department offering a module or course may also appoint additional examiners. For final examinations in the form of term papers (§ 11) and for theses (§ 24), the Examination Board appoints the supervising university teacher and the additional assessors (examiners).

(2) Only those persons may be appointed as examiners who are authorized to take university examinations in accordance with § 54 of ThürHG.

- (3) The professors or other members of the university who meet the requirements for the appointment of university lecturers may be appointed as supervising university lecturers (§ 24).
- (4) Only those who have at least the qualification to be acquired with the respective examination may be appointed as assessors.

### **§ 34 Examination Board**

(1) The Examination Board of the respective major is responsible for the organization of examinations and the fulfilment of the duties determined by these Regulations as well as for compliance with the Regulations. The Examination Board of the respective major shall make examination-related decisions according to these Regulations or the respective PStO-BB, unless otherwise stipulated in these Regulations. The Examination Board is an authority within the meaning of the Administrative Procedure and Administrative Procedure Law. The Examination Office supports it in the performance of its duties and implementation of its decisions. The Examination Board may, by resolution, transfer initial decisions under these Regulations to the Examination Office, if they are suitable for the purpose by their nature, in particular if no professional assessments are required or if it is merely necessary to ascertain compliance with formal examination regulations. In the event of objections to such decisions by students or the filing of appeals, the Examination Board shall be obliged to review the decision. The rules on jurisdiction in opposition proceedings remain unaffected. Generally or in individual cases and by resolution, the Examination Board may transfer the exercise of its powers to the Chairperson with regard to students' enrolment in a higher semester (§ 2), the determination of a special study plan (§ 3), exceptional decisions in cases of failure to meet deadlines within discontinued majors (§ 7), decisions in cases of late registration for examinations (§ 16), decisions on applications for periods of time not to be credited under the provisions on free attempts (Freiversuch) and grade improvement (§ 21), decisions on the recognition of reasons for withdrawal, obtaining an official medical certificate or the exclusion of students from the provision of further academic achievements in serious cases of scholastic dishonesty, the use of non-permitted aids or disturbance of the peace and order of an examination (§ 22), the issue of the topic and the extension of the processing time for the final thesis (§ 24), the recognition of examination and study achievements (§ 26), the crediting of knowledge and skills acquired outside of higher education (§ 27), decisions on applications for compensation for disadvantages (§ 28), decisions concerning the provisions of these Regulations on maternity leave and protection in times of care for close relatives (§ 29), decisions on the loss of the entitlement to examination (§ 31), and the appointment of examiners and assessors (§ 33) . The powers under this paragraph may be revoked by a new resolution at any time.

(2) The Department Council responsible for the major appoints the members of the Examination Board which may also be responsible for more than one major. The examination board has at least five voting members: the chairperson and his or her deputy, who must both be members of the group of university teachers, another member from the group of university teachers, one member each from the groups of academic staff and students. Except for the chairperson, advisory representatives (elected member without voting rights) of the same group shall be elected for the voting members of each group. The term of office of the members is three years, that of the student member one year. Re-election is permitted. If a member resigns prematurely, a successor shall be appointed for the remaining term of office. The head of the Examination Office, or his/her representative if he/she is prevented from doing so, is an advisory member by virtue of his/her office, with the right to participate without voting rights.

(3) The Examination Board decides by a majority of the validly cast votes. The majority is achieved when the number of votes in favor exceeds the number of votes against. Abstentions are not considered as votes cast. In the event of a tie, the vote of the chairperson or, in his/her absence, that of his/her deputy, shall be decisive. In the absence of voting members, voting rights may only be transferred to advisory representatives of the same group. The Examination Board constitutes a quorum if, in addition to the chairperson or his/her deputy, one member with voting rights from each of the three groups is present. The Examination Board may decide on urgent resolutions in text form by circular letter provided all members agree to this type of voting. In this case, the subject of the resolution must be sent to all members of the Examination Board together with the necessary documents. All members must vote on the relevant resolution for it to be effective.

(4) Within the lecture period, the Examination Board is to be convened with a notice period of two weeks if a member with voting rights requests this in text form from the chairperson or his/her deputy.

(5) The members of the Examination Board are entitled to attend examinations.

(6) The Examination Board does not meet in public. The members of the Examination Board and their deputies are obliged to maintain secrecy about their activities. Provided that they are not in public service, they shall be bound accordingly by the chairperson. On invitation of the chairperson, guests may take part in the meetings and votes of the Examination Board, who are equally bound to secrecy. Guests are entitled to speak without the right to propose motions and vote.

(7) The student concerned shall be informed immediately of the decisions of the Examination Board.

## **VIII. Degree certificate, Diploma Supplement, certificate**

### **§ 35 Degree certificate, Diploma Supplement, certificate**

(1) Students shall receive a grade report on the results of their passed examinations and academic achievements. This certificate contains the date of the day when the last examination was passed, or the last academic achievement was completed. It shall be signed and sealed by the Dean of the Department responsible for the major and by the Chairperson of the Examining Board responsible for the major. When the degree program is completed entirely as a distance studies or correspondence course, the certificate will contain information accordingly.

(2) In addition, students receive a survey of the contents of the completed degree programs (Diploma Supplement) in German and English.

(3) At the same time as the transcript of records, students shall receive a degree certificate bearing the date of the transcript. The award of the academic degree shall be recorded therein. The degree certificate shall be signed by the Dean of the Department responsible and by the President of the University and shall be stamped with the University's embossed seal.

## **D. Final and transitional provisions**

### **§ 36 Examination file and the documents of examinations and the final thesis, archiving and inspection/access**

(1) Students shall have the right to inspect documented examinations and papers and their assessments. The inspection shall provide an insight into the work performed, including, where applicable, related assessments, corrections made by the examiner or an examination record of the oral examination. The inspection shall provide comprehensive information on the assessment and results of examinations, academic achievements and theses (§ 18). For this purpose, the examiners should offer a date for inspection; the time and place for inspection should be announced as early as possible, but at least one week before the date of inspection. In exceptional cases, the examinee may be represented at the inspection; a corresponding justification and power of attorney must be sub-



mitted. The possibility of inspection on individual application remains unaffected by this and must be implemented in accordance with the preceding Regulations.

(2) The provisions of the Thuringian Administrative Procedures Act (Thüringer Verwaltungsverfahrensgesetz) and the Basic Data Protection Ordinance (Datenschutzgrundverordnung) shall apply to the possibility of inspecting the examination file. In order to exercise the right to information ( § 15 DSGVO) on the university examination ( § 7), students may only copy their examination documents, including the examiner's note, for their own personal use, but without the assignment of tasks.

(3) Examination papers, examination records and other supporting documents relating to examination and academic achievements are to be kept for two years, and the final thesis for five years, starting on 1 January of the year following the year in which the grades are announced. This shall not affect §§ 19 (7), 25 (6). In the case of re-examinations, the date of notification of the result of the last examination or course work shall be decisive.

(4) The examination files are kept in the Examination Offices of the departments and remain there until the student has been de-registered. Subsequently, the documents/documents of the examination files relevant for storage are merged with the student files and delivered to the University Archives for further storage. The remaining documents and records of the examination files will be deleted within an appropriate period according to data protection regulations. Archive regulations, the Thuringian Archive Law as well as the University's Archive Regulations and the Enrolment Regulations must be observed.

### **§ 37 Administrative legal proceedings and legal protection**

(1) Decisions in accordance with these Regulations on the assessment of examination and academic achievements (§§ 17, 18, 25), on the recognition of reasons for withdrawal (§ 22), on the recognition of examination and academic achievements (§ 26), on the recognition of knowledge and skills acquired outside higher education (§ 27), on applications for compensation for disadvantages (§ 28), loss of the examination entitlement (§ 31), invalidity of examinations (§ 32) as well as other applications to the Examination Board regarding enrolment in a higher semester (§ 2), exceptional decisions in cases of missed deadlines within discontinued majors (§ 7), decisions in cases of late examination registration (§ 16), on applications for periods not to be credited under the provisions on free attempts (Freiversuche) and the improvement of grades (§ 21), on decisions on the exclusion of students from further examinations in serious cases of scholastic dishonesty, the use of inadmissible aids or disturbance of the peace and order of an examination (§ 22) and on decisions on the extension of the processing time for the final thesis (§ 24), students shall

be informed of the reasons for any rejection or acceptance differing from the application and shall be regularly provided with instructions on how to appeal. For the announcement of the assessment of examination and academic achievements and the setting of grades, § 18 shall apply.

(2) Appeals against decisions under subsection 1 may be lodged with the university within one month of notification. Decisions on appeals by students against decisions taken under subsection 1, insofar as the appeals are to be upheld, shall be taken by the Examination Board, which shall issue a notice of appeal. If the Examination Board does not remedy the objection, the President or the office appointed by him/her shall issue the notice of appeal in consultation with the responsible Examination Board.

(3) Objections to the assessment procedure may initially also be raised outside an opposition procedure according to paragraph 2 within the framework of a reconsideration procedure. The application, stating a specific concern and concrete, comprehensibly justified objections, must be submitted in writing to the Examination Board within six weeks of the beginning of the semester (§ 18 paragraph 2 sentence 3) (preclusive period). The objections are to be forwarded to the respective examiners for consideration of their assessment. Any reassessment may only confirm the original assessment or change it in favor of the students. The decision on the objections shall be made by the Examination Board considering the comments of the examiners. The §§ 74, paragraph 1, sentence 2, paragraph 2, 94 of the Administrative Court Regulations shall remain unaffected.

### **§ 38 Validity and transitional provisions, expiry of provisions**

(1) These Regulations, as amended by the first amending Statutes, shall be valid on the day following their announcement in the University Journal and shall apply to all students admitted to a Bachelor's, Master's or Diploma degree program at the University in the winter semester 2019/2020 and registered at the University, as well as to all students newly registered in the future. The changes to the Regulations based on the third amendment are valid on the day after their announcement in the University Journal and apply to all students who have been admitted to a Bachelor's, Master's or Diploma program at the University in the winter semester 2021 / 2022 and who are enrolled at the University, as well as to all newly enrolled students in the future.

(2) Notwithstanding subsection 1, students registered in a major at a university with examination regulations - special provisions - and study regulations already in force at the time of entry into force of these Regulations shall, until such time as these regulations cease to be in force, be subject to the following provisions

1. to optional compulsory modules,
2. on the final offer of examinations (§ 10),
3. to a third re-try (no application of § 19 paragraph 1 sentence 4),
4. on examination deadlines (§ 20 sentence 2 1st half sentence),
5. for the final thesis (§§ 23ff; if the final thesis has already been registered),

the examination regulations - general provisions - for degree programs leading to the degree of "Bachelor" and "Master" in the version of 22 February 2013 as well as the study regulations and examination regulations for degree programs in electrical engineering and information technology as well as mechanical engineering leading to the degree of "Diplom-Ingenieur" in the respective current version.

(3) With the coming into force of these regulations, the Distance Learning Regulations (VkBl. 63) as well as the Statutes on the Procedure for the Cancellation of Study Courses (VkBl. 161) shall cease to apply.

Ilmenau, 26 September 2019

Signed by Univ.-Prof. Dr. rer. nat. habil.  
Dr. h. c. mult. Prof. h. c. mult.  
Peter Scharff  
Rector

## **Annex 1: Provisions for the award of a double degree and joint degree**

### **A – Provisions for the award of a double degree within the framework of an integrative double degree program**

1. As part of an integrative double degree program (§ 9, sentence 1), students may choose whether they wish to obtain only the university degree or a double degree. In the double degree program, students receive the university degree of the university and the degree of the foreign partner university (in the double degree program) upon presentation of the certificates. The certificate of the university and the certificate of the partner university together constitute one certificate.
2. The award of a double degree (§ 9 sentence 1) requires the completion of studies at the university and studies at the respective partner university.
3. When completing the major referred to in point 1, evidence must be provided that
  - a. at least 50 per cent of the credit points have been earned at the sending university and more than 20 per cent at the host university, except for the final thesis, and
  - b. the final thesis (§§ 23 ff) is evaluated by one examiner from each participating university.
4. The participating universities compile the degree program in close technical consultation, so that it is guaranteed that examinations passed and academic achievements completed at the host university are recognized at the sending university (integrative curriculum). Further details are determined by the PStO-BB of the respective degree program/major and the provisions of the respective cooperation agreement.
5. The partner university must be state or state-recognized under the law of its country. The partner university and the university guarantee the implementation and quality of the degree program concept in their capacity as awarding universities. The nature and scope of the cooperation are described and the agreements on which the cooperation is based are documented.
6. The regulations of the university offering the respective degree program/major apply to enrolment, access to the course, its content and structure as well as the degree, including the examination procedure and the

recognition of examinations and study achievements. The cooperation agreements (§ 9) may contain provisions differing from these regulations.

## **B - Regulations for a joint degree in a joint degree program between the university and a partner university**

The award of a joint degree (joint degree, § 9 sentence 1) shall take place within a joint degree program between the university and a partner university, which shall be established based on the cooperation agreement between the institutions. The university and the partner university shall jointly issue the examination and study regulations on the basis of which the joint degree is awarded. The joint examination and study regulations may vary from the provisions of these Regulations.

## **Annex 2: Degree certificate for Double Degree and Joint Degree**

### **A. Degree certificate for Double Degree**

The certificate for the award of the Bachelor's, Master's or Diploma degree is supplemented by the following note:

"The degree is awarded jointly with the university [name] within the double degree Bachelor program/double degree Master's program/double degree Diploma program."

When the university is the host university, the certificate bears the additional note "This certificate and the Bachelor's/Master's/Diploma certificate of the university [name] of [date] together constitute a joint certificate."

The certificate includes the note:

"[name graduate] has successfully participated in the Double Degree Bachelor Program/Double Degree Master Program/Double Degree Diploma Program with the university [name]."

The examinations taken or academic achievements completed during the major at the partner university shall be identified as such in the transcript of records.

### **B. Degree certificate for Joint Degree**

Certificates for the award of a joint degree (joint degree, § 9 sentence 1) shall be issued in accordance with the joint examination and study regulations according to Annex 1 lit.B.

### **Annex 3: Specifications for examinations with multiple-choice procedure**

1. Proof of performance in the multiple-choice procedure (§ 11) is given if the minimum performance required for the candidate to pass the examination is achieved exclusively by marking or assigning one or more given answers to the examination question.
2. Prior to the start of the examination procedure, the examiner in charge (§ 33) shall determine the subject matter, the examination questions and the possible answers, as well as the assessment rules, the assessment scheme according to paragraph 6 and the requirements for passing the examination. It must be determined which answers are recognized as correct.
3. The examination tasks must be clearly understandable, can be answered unequivocally and are suitable for determining the candidates' achievements to be examined according to paragraph 2. Variations of the same examination questions (also in the answer options) are permitted. The examiner can also create a pool of equivalent examination questions from which the candidate receives different examination questions to answer. The assignment is done by random selection. The equivalence of the exam questions must be ensured.
4. The examination in the multiple-choice procedure is passed when
  - at least 60 % of the total number of points have been achieved
  - or
  - at least 50 per cent of the total number of points to be obtained has been achieved and the total number of points does not fall short by more than 20 per cent of the average total number of points obtained in the same test date.

A grading system which only specifies an absolute pass mark is not permissible.

5. Should the assessment of examinations reveal a significant accumulation of errors in the answers to individual tasks, the examiner shall analyze the tasks in question to determine whether they are faulty in relation to the requirements set out in the first sentence of paragraph 3. In case, the examination reveals that individual tasks are faulty, these are not to be considered when determining the result. The number of tasks to be considered for determining the result shall be reduced accordingly. The reduction of the number of tasks must not be to the disadvantage of a candidate.
6. The assessment of the examination shall include the grade, the pass mark, the number of questions asked, the number of questions answered correctly, and the average of the reference group referred to in paragraph 4(2).