

General Provisions of the Course and Examination Regulations (ASPO) for Bachelor's and Master's Programs at the Hamburg University of Technology (TUHH) dated April 29, 2009, as amended on July 27, 2011 / September 28, 2011 / June 26, 2013 / August 28, 2013 / October 22, 2014

General Provisions of the Course and Examination Regulations for Bachelor's and Master's Programs at the Hamburg University of Technology as amended on October 22, 2014

In accordance with Section 108 (1) in conjunction with Section 60 of the Hamburg Higher Education Act (HmbHG) of July 18, 2001 (HmbGVBl. p. 171) last amended on July 8, 2014 (HmbGVBl p. 269), the Presidium of the Hamburg University of Technology on October 27, 2014 approved the following Course and Examination Regulations for Bachelor's and Master's Programs (ASPO) at the Hamburg University of Technology as adopted by the Academic Senate on April 29, 2009/ July 27, 2011 / September 28, 2011 / June 26, 2013 / August 28, 2013 / October 22, 2014 pursuant to Section 85 (1) HmbHG.

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§ 1 Scope

(1) These Regulations contain the General Provisions of the Course and Examination Regulations for Bachelor's and Master's Programs at the Hamburg University of Technology.

(2) Subject-specific provisions are laid down in a supplementary, Subject-Specific Course and Examination Regulations (FSPO) for each course of studies.

(3) Statements in these Regulations pertaining to courses leading to a Master of Science degree apply analogously to courses leading to a Master of Business Administration or Master of Technology Management, insofar as the FSPO in question does not make other provisions.

§ 2 Objective of Study and Purpose of Examinations

(1) In the Bachelor's program, students are intended to learn the basic specialized knowledge, competencies, skills, and methods that will enable them to go about their careers in a way that is both qualified and responsible. Graduates have mastered the basics of scientific work and are able to go on to pursue further scientific studies. The examinations determine whether they have acquired these skills and competences.

(2) The aim of a Master's program is for students to learn more in-depth specialist knowledge, skills and methods. Examinations are designed to ascertain whether the examinee has acquired the necessary in-depth specialist knowledge, has an overview of the context and interconnections of the subject, and has the capacity to work scientifically, to apply scientific findings, and to extend existing bounds to knowledge in theory and practice with new methodological approaches.

§ 3 Modular Structure

(1) Programs of study are divided into modules.

(2) Modules can consist of different teaching and learning units that are thematically related. They may be completed with an overall examination of learning goals (module examination [MP]), with a module certificate [MN], with individual course components (submodule examination [TP], or with a submodule certificate [TN]). Further details are set out in Sections 14-16.

(3) There are two types of module:

a) A closed module

Closed modules consist of a specified number of compulsory teaching and learning units and are completed with a module examination.

b) An open module

Open modules consist of a specified catalog of optional compulsory teaching and learning units from which one or more must be chosen. In open modules individual course

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components must be completed for all of which either a grade is awarded or a grade is not awarded.

(4) A module description for each module specifies the recommended and/or assumed knowledge and skills, along with the contents and the qualification goals to be achieved.

(5) Credit points are assigned to each module in accordance with the European Credit Transfer and Accumulation System (ECTS). One credit point equates to a workload of 30 hours.

(6) The modules forming part of the Bachelor's and Master's programs can be found in the relevant FSPO.

(7) In the area of compulsory optional subjects, due to the multiplicity of subjects and the possible combinations it is not always possible to pursue a complete timetable of courses without overlaps in accordance with the curriculum. Students are recommended to choose their compulsory optional subjects so as to enable them to complete their course within the standard course duration.

(8) The university can impose limits on attending individual classes in the elective special subject area if that is deemed necessary for them to be conducted properly. These limitations must include the criteria for the selection of attendees and must be made public in a suitable manner.

(9) Examination performances for a module can only be recognized once within a study program.

§ 4 Admission Conditions, Standard Course Durations, Time Limits

(1) Admission to study at the Hamburg University of Technology is governed by the statute on studies at the Hamburg University of Technology.

(2) The standard course duration including all coursework and examinations is six semesters for Bachelor's programs and four semesters for Master's programs.

(3) In each examination period at least one examination date will be set for all graded examinations. For the summer semester the examination period runs from May 16 until November 15, and for the winter semester from November 16 until May 15. Laboratory courses, specialist lab courses, project seminars, project planning courses, and ungraded exams and certificates that accompany a course are set and marked at least once a year. Students must register for graded exams during the published registration period. They may withdraw from a graded exam up to a week before the examination date. Exceptions to this rule are re-sit exams as per Section 20 (2) and graded mandatory exams for first-semester students (Section 4, para. 4).

(4) Compulsory graded examinations in the first subject semester according to the Bachelor's course curriculum must be taken in the examination period appertaining to

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the first subject semester. All students are registered through the central Examinations Office of the Hamburg University of Technology. Students do not need to enroll for these examinations themselves.

§ 5 Credits

(1) Course work is measured in credit points in accordance with the ECTS. The module descriptions specify the form in which course work is to be produced.

(2) Forms of course

Course contents are taught in the following types of course:

1. Lecture (VL)

In lectures, the teaching material is presented in regular lectures that should be supported by written documentation.

2. Seminar (SE)

Seminars are designed to foster students' ability to find out, mainly on the basis of literature, about a topic set by the teacher, to give an oral presentation on it and to defend the presented content in discussion.

3. Exercise (UE)

Exercises are classes in which teaching materials are worked through and proficiencies taught with students' participation.

4. Problem-oriented course (POL)

In courses based on the problem-oriented teaching method students acquire knowledge of subject-related content on their own or in small groups by means of given problem situations. Preparation or follow-up for phases of independent work takes the form of lectures and discussions in full or partial plenary session. This also includes courses based on problem-based learning (PBL) and task-oriented learning (TOL) methods.

5. Laboratory Practical (PR)

Apparatus-based and experimental practicals and laboratory exercises are designed to consolidate and supplement material communicated in lectures by practical work and experiments by students working in small groups. The aim is for students to learn how to handle and use equipment, apparatuses and software systems and to analyze the results of their work.

6. Project Seminar (PS)

Project seminars deal with topics developed jointly by teachers and students in order to analyze subject-specific problems and to work out cross-subject solutions.

7. Project Planning Course (PK)

Project planning courses are designed to familiarize students, under the guidance of a university teacher, with industry-related topics and scientific processing methods.

8. Subject laboratory (FL)

In a subject laboratory, the specialist knowledge conveyed theoretically in

basic lectures and exercises is applied using complex testing facilities from the research fields of the institutes involved in the program of studies. In addition to the basic measuring principles demonstrated in the laboratory practical, this involves the use of industrial research measuring systems. Students conduct laboratory tests working in small groups, and each test comprises a preliminary discussion, the actual test, and a follow-up discussion.

9. Testat (TT)

A Testat is a performance record for courses held to accompany homework for which a grade is awarded. As part of this performance record interim results of the homework are checked, discussed in supervised groups, and questions are answered.

- (3) All the said classes must be accompanied by independent study to achieve the target learning outcomes. The time required to study for a module is reflected by the number of credits awarded for each module in the Subject-specific Course and Examination Regulations (FSPO) in question.
- (4) Classes may be held in German or English.
- (5) Course work also includes a final dissertation (§ 24) and if applicable one or more project reports (§ 23). The extent and nature of these are specified in the relevant FSPO.
- (6) In joint Master's programs, course work may be done both at the TUHH and at participating partner universities.
- (7) A vocationally oriented internship that earns credit points may form part of the course. The scope and type and the responsible authority are set out in the relevant FSPO. The relevant deanery has at least one internship office to look after vocationally oriented internships.

§ 6 Course Guidance

- (1) General course guidance is provided by the TUHH administration.
- (2) Specialist course guidance is organized through the deanery responsible for the relevant Bachelor's or Master's program. In particular, this type of course guidance is offered to all students in the first two subject semesters (Section 51 (1) HmbHG).

Students who have not passed two or more compulsory examinations for the first subject semester should attend a course guidance session soon after the end of the examination period appertaining to the first subject semester.

- (3) Bachelor's and Master's program students who have exceeded the standard course duration must attend a course guidance session within two semesters of the end of the standard course duration if they have not yet begun preparing their

final dissertation (Section 51 (2) 2_HmbHG). If they fail to attend the course guidance session they will be deregistered (Section 42 (2) 7 HmbHG).

§ 7 Examination Entitlement

- (1) Students who are, or were, enrolled on a Bachelor's or Master's Program at TUHH are entitled to be examined in the relevant discipline. However, students who were enrolled for one of these programs lose their examination entitlement on expiry of the examination period (§ 4 (3)) of the last full semester for which they were enrolled.
- (2) Examinations may not be taken by anyone who has conclusively failed an exam in the same or a similar degree course at another university or who is in a case pending in respect of an examination in a similar study program. Examinations may also not be taken by anyone who has conclusively failed an exam in another course the subject matter of which is mandatory for the course in question.

§ 8 Academic Degree

The academic degree Bachelor of Science (BSc) will be awarded on the basis of a pass in the Bachelor of Science examination.

The academic degree Master of Science (MSc) will be awarded on the basis of a pass in the Master of Science examination.

§ 9 Diploma Supplement

The Diploma Supplement provides information about the course of studies on which the degree is based. It is drawn up in conjunction with the report as per § 25 and the certificate as per § 26.

§ 10 Board of Examiners

- (1) The Boards of Examiners for the individual study programs perform the tasks allotted to them in the ASPO and the relevant FSPO. The membership of a Board of Examiners is as follows:
 1. Three members of the professorial group,
 2. One member drawn from the group of academic personnel and
 3. One student.
- (2) Members of a Board of Examiners and their deputies are elected for a two-year term by the participating deanery boards from the group of those involved in the respective courses of study. The student member and his/her deputy are elected for one year.

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- (3) The Chair and Vice-Chair, who must both be university lecturers at the TUHH, are elected by the relevant deanery boards.
- (4) The Board of Examiners is responsible for organizing examinations in accordance with the ASPO and FSPO and for ensuring compliance with them. The Board of Examiners rules on applications in cases of doubt or hardship.
- (5) Members of the Board of Examiners have the right to be in attendance when examinations are held.
- (6) The Board of Examiners does not meet in open session. The members of the Board of Examiners are bound to secrecy in respect of all processes and consultations in connection with the examination of individual students or with individual examiners. Members of the Board of Examiners who are directly affected by a decision of the Board of Examiners must appoint a deputy.
- (7) The Board of Examiners is quorate if at least four members, including the Chair or Vice-Chair, are present and the meeting was duly convened. The Board decides by a majority of valid votes cast. In the event of a tie, the Chair or, in his or her absence, the Vice-Chair, has the casting vote.
- (8) If appeals are lodged against decisions made by the Board of Examiners, it will re-examine the matter. If the appeal is not, or not fully, settled, the matter must be referred to the Appeals Board (Section 66 HmbHG).
- (9) The Board of Examiners can provide for the Chair to make decisions alone in cases requiring urgent attention.
- (10) Recourse to extensions under the Maternity Protection Act and statutory regulations on parental leave (Section 60 (4) HmbHG) is assured.

§ 11 Recognition and crediting of credit points and examination grades, periods of study, and of knowledge and skills acquired outside formal study

- (1) Credit points and examination passes, periods of study and internships completed in the context of a university course will be recognized and credited insofar as no significant differences exist between the knowledge and skills (also described as competences or qualifications) acquired and those to be acquired.
- (2) Examination failures in subjects or modules taught at universities will as a mandatory requirement count against the number of examination attempts in equivalent subjects or modules of the chosen course of study. The competent board of examiners will rule on equivalence. Course applicants are obliged to submit, together with their enrollment documents, evidence from the universities attended showing the number of examination attempts in the individual subjects or modules. If universities do not keep such records, course applicants must self-disclose this information in a written submission, along with

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an assurance that the information provided is correct. Course applicants or students will be held responsible for any incorrect information they themselves provide.

(3) Knowledge and skills acquired other than through a course of study that are equivalent to those required for successful completion of a course of study at the TUHH will be credited up to a maximum of one half of the credit points and examination grades achieved.

(4) Credit points and examination passes achieved by early-entrance students without a university entrance qualification or enrollment at a university will be credited to a course of study they take up at a later date.

(5) The competent board of examiners will decide on recognition and crediting on application, except for taking into account failed examinations as set out in Paragraph 2. Students who newly enroll or re-enroll at the TUHH must apply by the end of the first six weeks from their date of enrollment. For students who are already enrolled at the TUHH and are changing to a different course the application period ends six weeks after registering for the new course. Students who return from a period of study at a university other than the TUHH without interrupting their enrollment must submit an application by the end of the first six weeks of the semester following their return. Applications that are not submitted by the due date must be rejected without inspection unless an adequate excuse has been given for the delay. The board of examiners must be given credible grounds for excusing the delay.

(6) For recognition of examination grades, credit points and study periods not completed at the TUHH or completed by early-entrance students, students must submit the available documents to enable the university to check whether recognition is appropriate. These documents include, for example, module and course descriptions, module handbooks, lecture scripts or other documents containing information about forms of teaching, content of teaching, work input and the knowledge and skills to be taught. Documents that are neither in German nor in English must be submitted with a German translation by a publicly appointed translator who is accredited in Germany. The TUHH may set an appropriate time limit for submission of the documents and any translation. If students fulfill their duty of cooperation as stipulated in this paragraph the burden of proof that significant differences exist between the knowledge and skills acquired and those to be acquired on the chosen course of study will lie with the TUHH.

(7) If the grading system is comparable with the grading system in these Examination Regulations the grades for credits and examination passes to be accredited will be included in the calculation of the overall grade. In the case of non-comparable grading systems, if conversion to the grading system in these Examination Regulations is possible grades will be included after conversion. In the case of grading systems that are neither comparable nor convertible, the credit or examination will simply count as a pass. In this case, the credit or examination grade will not be included in the overall grade.

(8) If before a TUHH student departs for a study-related period at a university abroad a Learning Agreement recognized by the TUHH has been concluded with the student and with the participation of the competent authorities, outcomes listed in the Learning Agreement that are achieved at the foreign university must be recognized. The same applies to study periods, credit points and examination grades achieved at universities outside the Federal Republic of Germany if the TUHH and the participating universities have agreed that such outcomes and periods should be recognized.

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(9) TUHH students on a Bachelor course who have already gained 156 credit points may take examinations and courses up to a total of 30 credit points from the curriculum of a Master program at the TUHH which they nominate. § 21 Paragraph 1 applies accordingly. The decisive point for assessing whether the number of 156 credit points has been achieved is the day on which the enrollment period for the chosen courses and examinations expires. If a student is admitted to a Master program at a later date his or her credits and examination grades will be credited to the Master program as a mandatory requirement if the credits and examinations on this course are equivalent. The gaining of credit points in accordance with Sentence 1 does not give rise to an entitlement to admission to the said Master program.

§ 12 Level of Admission

- (1) Candidates who meet the requirements for admission to study will be admitted to the first semester.
- (2) Candidates who provide evidence of further coursework in accordance with § 11 will be admitted to the nth semester provided that they have not earned more than 10 fewer than the required number of credit points at the end of the (n-1)th subject semester.

§ 13 Examiners

- (1) The Board of Examiners appoints examiners. It may delegate the task of appointment to the Chair.
- (2) Individuals who teach the examination subject full-time at the TUHH may be appointed as examiners. Examiners must have at least the qualification to be ascertained by examination or an equivalent qualification. University teachers may be appointed as examiners for all examinations in their subject area. Research Assistants casual lecturers (*Lehrbeauftragte*) may only be appointed as examiners for the examination material taught in their classes. All examiners act independently when assessing examinations and make decisions about examinations on their own account. Names of examiners and their examining remit must be published internally at the university.
- (3) Individuals who are not members of the TUHH may also be appointed as examiners. Paragraph 2, sentences 2 to 5 (above) apply accordingly.
- (4) Examiners decide the examination subject matter. When assessing examination work, they are not bound by instructions.

§ 14 Examinations

- (1) By passing an examination students prove that they have achieved the qualification targets for a module. The qualification targets for each course module are laid

down in the corresponding module manual.

(2) Examinations can be graded or ungraded.

(3) Forms of examination are:

- a) examination (Section 14 a),
- b) oral exam (Section 14 b),
- c) paper,
- d) colloquium,
- e) written work,
- f) homework,
- g) project work (Section 23),
- h) report.

§ 14 a Written Examination (“Klausur”)

(1) Examinations must be marked by at least one, and in the event of a fail, by at least two examiners. If two examiners are not available for the subject, a university teacher who is conversant with the subject must be called in.

(2) As a rule, the duration of examinations is between one and three hours.

(3) A competent person may be entrusted with supervising the examination.

(4) If requested to do so, students must identify themselves during the exam.

(5) Grades awarded for an examination may take into account to a limited extent input during the semester. The nature of this input and the extent to which it counts toward the examination grade are announced by the examiner at the start of the course and published in the module description.

(6) Examination results must be published without delay in an appropriate form. Students must be informed of the time and manner of publication during the examination and the time and manner must be stated in the minutes of the examination.

(7) For examinations in compulsory subjects the following shall apply: Students who study within the time constraints of the curriculum or study program should not sit more than one exam per day.

(8) Multiple-choice examinations

1. Examinations can take the form of multiple-choice exams. In that case two examiners must always be involved in setting the exam. The total number of points per question is specified when setting the exam and listed along with the question.

2. A multiple-choice exam is always passed with a score of at least 60% of the possible points, this figure being the absolute pass mark.

3. There is also a so-called relative pass or fail mark. It is established by subtracting 35% from the first result below the top 5% of results achieved. This figure is then the

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minimum required for a pass below the absolute pass mark. The relative pass mark must be at least 30%.

4. Grades are to be awarded as follows for examinations that have been passed:

- 1.0 for at least 85%,
- 1.3 for at least 75 but less than 85%,
- 1.7 for at least 67 but less than 75%,
- 2.0 for at least 59 but less than 67%,
- 2.3 for at least 50 but less than 59%,
- 2.7 for at least 42 but less than 50%,
- 3.0 for at least 34 but less than 42%,
- 3.3 for at least 25 but less than 34%,
- 3.7 for at least 12 but less than 25%,
- 4.0 for none or less than 12% of points above the pass mark,
- 4.3 for at least 88% of the pass mark, but less than the pass mark, and
- 5.0 for less than 88% of the pass mark.

§ 14 b Oral Examinations

- (1) In an oral exam students must prove that they have achieved the learning outcomes for the module. The learning outcomes for each course module are specified in the module manual.
- (2) Oral examinations are conducted by one examiner in the presence of a competent assessor, or by more than one examiner. The examiners will conduct the examination interview. The assessor will take minutes.
- (3) Students will be examined individually or in groups of up to three persons. On request, students must provide proof of identity during the examination.
- (4) As a rule, oral examinations last for 20 to 40 minutes per examinee. Each candidate has the right to be examined for at least 20 minutes.
- (5) A written record is made of the key contents, progress and result of the examination. It is signed by the examiner and the second examiner or assessor and forms part of the examination files.
- (6) When assessing oral examinations, previous work done during the semester may be taken into account to a limited extent. The examiner will publish the type of previous work and the extent to which it may be credited at the start of the course and in the module description.
- (7) The examiner must inform the candidate of the examination result immediately after the examination.
- (8) Members of the TUHH must be admitted to listen in to oral examinations as space permits. Preference must be given to students intending to take the same examination in the next examination period. The examiners may exclude from listening

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those students intending to take the same examination in the same examination period. Admission does not extend to discussion and announcement of examination results. At the candidate's request the examiner must exclude outsiders.

§ 15 -deleted-

§ 16 Study Certificates

- (1) A study certificate certifies that a student has participated successfully in a module or a module part and has understood the most important concepts, principles and methods.
- (2) Study certificates are issued on the basis of seminars, papers, examinations, oral examinations or written work. Examiners decide the form of study certificates.
- (3) Study certificates are not graded.

§ 17 Assessment of graded Examination Results, Overall Grade, Overall Assessment

- (1) The respective examiners decide the grades to be awarded for individual examinations. The following grades must be used when assessing individual examination results:
 - 1.0 and 1.3 = Very good
= An outstanding result;
 - 1.7; 2.0 and 2.3 = Good
= A result that is substantially better than average requirements;
 - 2.7; 3.0 and 3.3 = Satisfactory
= A result that meets average requirements;
 - 3.7 and 4.0 = Adequate
= A result that despite shortcomings still satisfies requirements;
 - 4.3 and 5.0 = Failed
= A result that due to considerable shortcomings does not satisfy requirements.

The TUHH's Central Examination Office is responsible for the online official publication of grades at the end of each examination period. Students are notified of their grades automatically via their TUHH email address. Students who have definitively failed are notified via the postal service.

- (2) The overall grade is calculated from the average of individual weighted examination results in accordance with § 22, using the credit points for the respective course work and examination results as a weighting factor. This figure is calculated to one decimal place, deleting all further digits.

(3) The overall grade is:

For an average of 1.0 to 1.5 inclusive:	Very good,
For an average of 1.6 to 2.5 inclusive:	Good,
For an average of 2.6 to 3.5 inclusive:	Satisfactory,
For an average of 3.6 to 4.0 inclusive:	Adequate.

The overall assessment "Passed with Distinction" is awarded for outstanding results (average 1.3 or better).

(4) In addition to the overall grade, a relative ECTS grade will be awarded. This signifies the quality of the degree in relation to other graduates.

Assessment will be on the following scale:

- A: the best 10%
- B: the next 25%
- C: the next 30%
- D: the next 25%
- E: the last 10%

The reference group for ascertaining this grade will be the graduate cohorts of the three preceding academic years, with a minimum of 25 graduates. If there are too few graduates to reach this minimum, the reference group will be extended by one further entire cohort of graduates at a time to make up the number. As a matter of principle, no ECTS grades will be awarded until the minimum size of reference group has been reached, nor if fewer than three graduate cohorts exist.

§ 18 Repeat of graded Examinations

- (1) Examinations graded 4.0 or above may not be repeated.
- (2) Examinations graded 4.3 or below count as having been failed. Failed exams must be repeated by no later than the next examination period. A failed examination may not be repeated more than twice.

If the examination is a written examination and if it is taken as the first repeat and graded 4.3, within two weeks after the result of the written examination is announced the candidate may apply to take a supplementary oral examination with the examiner within a short time.

If the examination is a written examination and if it is taken as the second repeat and graded 4.3 or below, within two weeks after the result of the written examination is announced the candidate may apply to the Examinations Office to take a supplementary oral examination within a short time. This opportunity may be used no more than three times during the course of a Bachelor's program and no more than twice during a Master's program.

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Before the supplementary oral examination the candidate must be given the opportunity to see their examination answer paper. If the supplementary oral examination is passed, the resulting grade will be 4.0.

- (3) The regulations entitling students to sit examinations as they choose and the option to repeat an examination with aim of improving a grade (§ 60 Paragraph 2 item 13 HmbHG) are not applicable.
- (4) If a project paper or the final dissertation is graded 4.3 or below, it may be repeated promptly once and, only in exceptional cases for which there is good reason, a second time, taking a different topic. The Board of Examiners will decide whether an exception should be made.
- (5) When all opportunities for repeats and supplementary examinations have been exhausted the relevant examination has been conclusively failed.
- (6) If one examination as per § 22 has been conclusively failed, the Bachelor of Science or Master of Science examination has been conclusively failed.

§ 19 Inspection of Examination Files

- (1) After written examinations, students may inspect their corrected examination papers at a time specified by the examiner. Only the Board of Examiners may permit students to inspect their papers at a later date if requested to do so in writing.
- (2) After completing the examination for a Bachelor of Science or Master of Science students may on application be permitted to view their examination files. They must apply to the chair of the Board of Examiners by no later than one year after completing the final examination. The chair of the Board of Examiners will specify the place and time of inspection.

§ 20 Non-Attendance, Cheating, Breach of Regulations

- (1) An examination will be graded as having been failed (5.0) if the candidate fails to attend for the examination without good cause or if she or he withdraws from the examination without good cause after it has begun.
- (2) A written statement of the reasons for withdrawing from or for failing to turn up for the examination must be submitted to the Board of Examiners within three working days (counted from the first working day after the examination day) and must be backed by convincing evidence. If the candidate was ill, a doctor's certificate must be produced. If the reasons are accepted, the examination must be taken in the next examination period at the latest.
- (3) If a candidate tries to influence the result of an examination by cheating or by using inadmissible aids the examination concerned will be graded as having been

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failed (5.0). After prior warning, the examiner or the person supervising an examination can bar any candidate who commits a breach of examination discipline, for example by causing a disturbance, from continuing with his or her examination. In that case, the examination concerned will be graded as having been failed (5.0). Any candidate who is barred from continuing with an examination can ask for this decision to be reviewed by the Board of Examiners. Candidates must be notified promptly in writing of any negative decisions, stating the reasons and including advice as to any legal remedies.

- (4) If the use of inadmissible aids or an incidence of cheating comes to light only after a student has been awarded a certificate, the Board of Examiners can retrospectively declare the examination to have been failed. If it finds that an examination has been failed, the incorrect examination certificate must be withdrawn.
- (5) Before a decision is made, the candidate must be allowed a period of four weeks in which to make a written or oral statement.
- (6) The action described in paragraphs 4 and 5 is ruled out after a period of five years from the date of the examination certificate has elapsed.

§ 21 Admission to the Bachelor of Science or Master of Science Examinations

- (1) Applications for admission to these examinations must be submitted to the central Examination Office within the registration period published by the central Examination Office.
- (2) Insofar as applicable, the application for admission to the first examination in compulsory subject modules of a course of study, of a specialization, or a study focus is deemed to constitute the choice thereof.
- (3) Admission is granted by the Central Examination Office; in disputed cases the Examination Board will decide.

§ 22 Scope and Nature of the Bachelor of Science and Master of Science Examinations

- (1) The Bachelor of Science or Master of Science examination comprises (insofar as stipulated in the FSPO for the respective program):
 1. Examinations in compulsory modules, the scope of which in credit points is to be found in the curriculum annexed to the FSPO;
 2. Examinations in compulsory optional modules, the scope of which in credit points is to be found in the curriculum annexed to the FSPO. The choice of compulsory optional modules is made and fixed on registration for the examination;

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3. Study certificates in compulsory subject modules, the scope of which in credit points is to be found in the curriculum annexed to the FSPO;
 4. Study certificates in compulsory optional subject and supplementary modules, the scope of which in credit points is to be found in the curriculum annexed to the FSPO;
 5. The project paper(s) (§ 23) or project seminar(s);
 6. The project planning course (§5 (2) 7);
 7. The seminar presentation:
 8. The final dissertation (§ 24).
- (2) Examinations are to be held in the language in which the subject is taught. The languages of instruction are German and English. On application by the student to the examiner, an examination may be held in the other language of instruction. For examinations in bilingual teaching and learning units, the examiner must announce the exam language within the first four weeks of the semester unless examination papers are to be available in both languages.
- (3) Written work may be submitted in German or English.
- (4) All examinations listed in Paragraph 1 are in accompaniment to the program of studies.
- (5) If a candidate produces a medical certificate to testify that, due to permanent physical disability, he or she is unable to take all or some of the examinations in the envisioned form, the chair of the Board of Examiners can grant that student dispensation to produce equivalent examination outputs in a different form or allow an appropriate extension of time to complete the work.
- (6) Examinations taken pursuant to Section 1 (2) must be completed in accordance with Section 18. If more examinations are taken pursuant to Section 1 (2) than are required by the curriculum, they are credited to the elective subject or subjects on the basis of the grades awarded for the individual exam. In this case the examinations for which the best grades are awarded are credited to the elective subject or subjects. For any further examination grades Section 25 (4) shall apply.
- (7) In the case of Joint Master's programs, the curriculum laid out in the Joint Master's program and the credit points stated therein will apply during attendance at the partner university. Failed examinations will be treated according to the rules of the partner university.

§ 23 Project Reports

- (1) Project reports are designed to introduce students to practical problems and scientific working methods. Details are specified in the relevant FSPO.
- (2) The project work must be on a subject-related task assignment and can be set and supervised by any university teacher at the TUHH (or in the case of a Joint Master's program at a partner university) who is directly involved in the degree course or is a member of the deanery responsible for the course in question. The Board of Examiners can approve other persons as supervisors. The candidate must be given the opportunity to make suggestions for the topic. Project work may be carried out in an extramural institution provided that it can be co-supervised there by a university teacher from the TUHH degree course. The chair of the Board of Examiners must be informed.
- (3) A file note must be made of the dates when the project work is set and submitted.
- (4) The supervisor who sets the project work will specify its scope and nature. The project work includes a presentation of 15 to 30 minutes' duration that will be taken into account for grading purposes.
- (5) Project work should be assessed within six weeks of submission. The supervisor who sets it must assess it.

§ 24 Final thesis

- (1) The Bachelor's or Master's thesis completes the respective course of studies. Its purpose is to demonstrate that the candidate is able, within a designated time, to tackle a problem in his or her subject area independently by applying scientific methods. Candidates may only start work on their final Bachelor's thesis when they have accumulated at least 126 credit points on their Bachelor's program. Candidates may only start work on their final Master's thesis after accumulating at least 78 credit points for the relevant Master's program. The Board of Examiners will rule on any exceptions.
- (2) The Bachelor's or Master's thesis must be written on a subject-related task assignment pertinent to their degree course. It may be set and supervised by any university teacher at the TUHH who is directly involved in the degree course.

TUHH university teacher who are not directly involved in the relevant degree course may also set the final thesis with the consent of the chair of the Board of Examiners. In that case it is important to ensure that a university teacher on that degree course at TUHH co-supervises the thesis as a second examiner.

The FSPO may stipulate further regulations.

Students must be given the opportunity to put forward suggestions for a topic. Work on Bachelor's or Master's thesis may, with the consent of the chair of the

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Board of Examiners, be performed in an extramural institution provided that it can be supervised there by a university teacher on the TUHH degree course.

- (3) A record of the date when the Bachelor's or Master's thesis is set, and its topic, must be filed with the central Examination Office or in the location stated in the relevant FSPO.
- (4) The scope of the final thesis is specified in the FSPO. The topic may be returned once, and once only, and only within the first four weeks of working on it. The Board of Examiners will rule on any exceptions.
- (5) The results of the final thesis must be recorded in writing. On submitting the final thesis the candidate must give a written assurance that it – or in the case of group work an appropriately marked section thereof – was authored independently and that no other sources or aids were used than those stated. Work must also be submitted in electronic form. Exceptions are to be decided by the relevant Examination Board.
- (6) The final thesis must be submitted punctually at the central Examination Office or the location stated in the relevant FSPO. The date of submission must be recorded on file. If the final thesis is not submitted punctually it will be graded "Failed."
- (7) After submitting his or her written work the candidate must give a presentation lasting around 30 minutes on the findings of his or her work. The presentation will be followed by an open discussion within the university. The presentation and discussion form part of the final thesis and complete the Bachelor of Science or Master of Science examination.
- (8) The final thesis, including the presentation and discussion, must be marked within six weeks of submission of the final thesis and must be assessed by two examiners. One examiner is the university teacher who set the topic. In the case of Bachelor's thesis, notwithstanding § 13 (2) above the second examiner can be a member of TUHH academic staff with a proven knowledge of the subject matter.

§ 25 Report

- (1) An examination certificate certifying a pass for the Bachelor of Science or Master of Science must be issued without delay, as a rule within three months of the pass grade having been established. It must list all the grades and credits awarded in accordance with Section 22 for all modules and state the overall grade. The examination certificate must be signed by the Chair of the Examination Board and the Head of the School and sealed with the official seal of the TUHH.
- (2) The report must be signed by the chair of the Board of Examiners and the relevant dean of studies and the TUHH seal must be affixed to it. It will bear the date on which the last examination was taken. The report must show the chosen degree course and, where applicable, the chosen major and/or specialization.

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- (3) The report will show the topics of the final thesis, the project report or reports, and the project planning course.
- (4) The report will be issued in two languages, German and English.
- (5) If students take examinations in addition to those mentioned in § 22, these must be listed in the report as additional examinations taken, along with the grade or the comment "participated." The grades for these examinations will not count toward the overall grade.
- (6) If a candidate has failed the Bachelor of Science or Master of Science examination, the chair of the Board of Examiners will give the candidate written notification of this, which must include advice on any legal remedies.
- (7) If a candidate has conclusively failed the Bachelor of Science or Master of Science examination, on request and on production of appropriate evidence and a certificate of deregistration, he or she will be issued with a written report showing the examinations taken, the grades obtained and examination passes lacking for a Bachelor of Science or Master of Science, and making it clear he or she has failed the examination.
- (8) In the event of a Joint Master's program, the candidate will receive a joint report as specified in the FSPO.
- (9) In addition to the report, a transcript of studies will be issued, showing all course components completed together with assessments.

§ 26 Award of Academic Degree, Certificate

- (1) Together with his or her report, the student will be handed a certificate by means of which the relevant deanery awards the academic degree of Bachelor of Science or Master of Science. The certificate will show the degree course taken.
- (2) The certificate will be issued in two languages, German and English.
- (3) The certificate will be signed by the relevant dean of studies and the chair of the Board of Examiners for the Bachelor's or Master's degree course and the TUHH seal will be affixed to it.
- (4) In the event of a Joint Master's program the candidate will receive a certificate as stipulated in the FSPO.

§ 27 Invalidity of a Certificate

If the examination is declared invalid under § 20 Paragraph 4, the relevant dean of studies will revoke the academic degree. The certificate must be withdrawn.

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§ 28 Retention Period for Examination Documents

The periods for retention and disposal of examination documents will be specified in a separate guideline.

§ 29 Effective Date

- (1) These examination regulations come into effect on the day after they are published at the Hamburg University of Technology (TUHH). They will first apply to students on Bachelor's program and Master's programs who commenced their studies in the TUHH the winter semester 2009/10.
- (2) For a limited period until the end of the winter semester 2012/13, the Examination Regulations of June 25, 2008 will continue to apply to students who commenced their studies at the Hamburg University of Technology before the winter semester 2009/10. Thereafter, these regulations dated April 29, 2009 will apply exclusively to those students too.

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