



**Supplementary Study and Examination Regula-
tions for Dual Studies at Hamburg University of
Technology
(Dual Studies Regulations)**

23 February 2022

Preamble

On 2 March 2022, the Executive Board of Hamburg University of Technology (TU Hamburg) approved these Supplementary Study and Examination Regulations for Dual Studies at TU Hamburg as per section 108, paragraph 1, sentence 3 of the Hamburg Higher Education Act (HmbHG) of 18 July 2001 (HmbGVBl. P. 171) as amended on 17 June 2021 (HmbGVBl. P. 468). The regulations were agreed by the Academic Senate of TU Hamburg on 23 February 2022, as per section 85, paragraph 1, clause 1 HmbHG.

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Section 1 Scope

- (1) ¹Bachelor's and Master's degrees at TU Hamburg can be taken as a dual study variant of a Bachelor's or Master's programme at TU Hamburg, in which academic studies are combined with practical experience in a company setting. ²An exception to this are the joint Master's programmes and continuing education programmes.
- (2) The following supplementary study and examination regulations for dual studies at Hamburg University of Technology (Dual Studies Regulations) supplement the current valid versions of the Statute on Studies, the General Study and Examination Regulations for Bachelor's and Master's courses (ASPO) and the Subject-Specific provisions for the Course and Examination Regulations (FSPO) for the study programmes in question.

Section 2 Purpose of Dual Studies

- (1) ¹Intensive dual studies at TU Hamburg (dual@TUHH) consist of both an academic-oriented and a practice-oriented element, which are completed at two places of learning. ²The academic-oriented element comprises study at TU Hamburg. ³The practice-oriented element is coordinated with the academic element in relation to content and timing, and takes place within a partner company.
- (2) ¹A dual Bachelor's degree equips students with the fundamental subject-related and personal competencies that enable both an early entry into professional practice and further academic study with a scientific focus. ²Additionally, students gain practical professional experience through the integrated practical modules. ³Graduates possess broad foundational knowledge, basic skills for conducting academic work, and application-oriented personal competencies. ⁴Successfully passing the Bachelor's examinations is the aim of the dual Bachelor's degree and is seen as acquiring a first professional qualification.
- (3) ¹On a dual Master's course, students acquire advanced subject-related and personal competencies that enable entry into the profession or pursuit of a doctoral degree. ²Students also gain expanded practical professional experience through the integrated practical modules. ³Graduates possess advanced and broadened subject knowledge, and skills associated with academic work, as well as the ability to apply academic knowledge in professional practice, while also expanding existing boundaries of knowledge in theory and application with new methodological approaches. ⁴Passing the Master's examinations is the aim of the Master's degree, which is a second-level professional qualification.

Section 3 Coordination of Dual Study

- (1) ¹The employees of dual@TUHH Coordination Office, which is part of Academic and Student Services, coordinate and supervise dual studies on behalf of the university. ²They coordinate the organisational and content-related interlinking of both places of learning, and are the primary point of contact for both students on dual study programmes as well as partner companies. ³The dual@TUHH Coordination Office ensures adherence to legal and contractual provisions, particularly those contained within these study and examination regulations, and the cooperation agreements with partner companies.
- (2) ¹Each partner company shall appoint both a company contact and a specialist contact responsible for supervising dual students. ²The company contact coordinates the organisational interlinking of both places of learning, and informs the dual@TUHH Coordination Office that the company-based practical modules have successfully been undertaken. ³The specialist contact is responsible for the content-related interlinking of both places of learning, and supports students' learning during practical modules.

Section 4 dual@TUHH Advisory Board

- (1) ¹The Advisory Board supports and advises TU Hamburg in its pursuit of its goals in dual studies. ²Taking into consideration the evolving demands of academia and professional practice, the members of the Advisory Board regularly evaluate the organisation and subject-specific design of the dual study programmes, particularly with regard to the interlinking of theory and practice, and make suggestions for improvement. ³In addition, the Advisory Board provides constructive feedback on the contractual framework conditions for cooperation between TUHH and partner companies.
- (2) ¹The Advisory Board is comprised of at least two individuals from each of the following groups: TUHH professors, dual studies student representatives, employees of the dual@TUHH Coordination Office, representatives of participating employer associations, representatives of participating partner companies. ²The Vice President for Education of TU Hamburg is also appointed to the dual@TUHH Advisory Board. ³The dual@TUHH Advisory Board regularly consists of 17 people. ⁴The professorial and student members are appointed by the Academic Senate of TU Hamburg. ⁵The head of the dual@TUHH Coordination Office shall chair the advisory board. ⁶The head of the dual@TUHH Coordination Office shall produce an annual report, which is submitted to the advisory board for information and consultation. ⁷The dual@TUHH Advisory Board shall meet twice a year.

Section 5 Access and Admission

Access and admission to study at TU Hamburg is regulated by the current valid version of the Statute on Studies.

Section 6 Enrolment

- (1) ¹Persons seeking to be enrolled on a dual studies variant of TU Hamburg study programmes are required to conclude a student contract with one of the partner companies recognised by TU Hamburg. ²The enrolment regulations in the current valid version of the Statute on Studies remain otherwise unaffected.
- (2) ¹The partner companies are selected by the dual@TUHH Coordination Office. ²The cooperation agreement is concluded between the partner company and TU Hamburg. ³The current version of the cooperation agreement shall be made available to interested companies by the dual@TUHH Coordination Office.
- (3) ¹The partner companies shall provide confirmation to TU Hamburg that a student contract has been concluded in line with the model student contract. ²The current version of the model student contract shall be made available to partner companies by the dual@TUHH Coordination Office.
- (4) ¹Changing from regular study to the dual studies variant is possible until the beginning of the second practical module at the latest. ²Changing from the dual study variant to regular study is possible at any time. ³A change of study variant does not constitute a change of study programme.

Section 7 Standard Period of Study, Intensive Study Programmes

- (1) The standard period of study is determined in the ASPO and the FSPO for the study programme in question.
- (2) ¹The dual studies variants are intensive study programmes. ²These comprise practical modules to be completed at the partner company in addition to the regular study programme. ³The number of credit points completed in a semester is thus higher in comparison to the regular study variant.

Section 8 Practical Modules, Credit Point Allocation

- (1) ¹In principle, the practical modules are completed outside of the university teaching period, and consist of a minimum of ten and a maximum of 13 weeks, including holiday, per semester. ²Each practical module on Bachelor's programmes is worth six credit points; each practical module on Master's programmes is worth ten credit

points. ³Bachelor's programmes include five practical modules. Master's programmes include three practical modules. ⁴As such, the total number of credit points for dual studies Bachelor's programmes is 210. In seven-semester Bachelor's programmes, the total number of credit points is 240. ⁵For dual studies Master's programmes, the total number of credit points is 150.

- (2) ¹The learning objectives for the practical modules are defined in the module descriptions following agreement between the programme coordinators, the dual@TUHH Coordination Office, and dual@TUHH Advisory Board. ²For each study programme, recommendations on the content of the practical modules are also agreed upon and continuously updated by the relevant programme coordinator, the dual@TUHH Coordination Office, and industry representatives. ³The attainability of the learning objectives, and the implementation of the written recommendations are ensured during regular company visits by the dual@TUHH Coordination Office.
- (3) ¹Practical modules must be completed successfully for credit points to be awarded. ²To this end, the partner company provides evidence to the dual@TUHH Coordination Office that the dual student has completed the practical phase. ³In addition, the dual student shall produce an e-portfolio as evidence of work completed. ⁴This e-portfolio documents and reflects on individual learning experiences and skills development with regard to the interlinking of theory and practice.
- (4) The particular study circumstances of dual students outside of the standard university teaching period is to be taken into consideration when organising the course and planning examinations.

Section 9 Modules on Interlinking Theory and Practice

- (1) The module "Interlinking theory and practice in the dual Bachelor's course" replaces the module "Non-technical classes on the Bachelor's programme".
- (2) The module "Interlinking theory and practice in the dual Master's course" replaces the module "Non-technical classes on the Master's programme".
- (3) The classes in these modules build on one another and prepare dual students for linking the two learning locations (university and company) in terms of interlinking theory and practice; there is a particular focus on personal competencies.

Section 10 Final Thesis

- (1) ¹The final thesis for the dual studies variant of a Bachelor's or Master's programme is prepared at the company. ²The final thesis is intended to demonstrate that the dual student is in a position to independently work on a problem related to the field of study following academic methods within a specified period of time. ³With the

approval of the Chair of the relevant Board of Examiners, a company employee may supervise the dissertation. The employee must have at least a level 2 qualification as per the Qualifications Framework for German Higher Education Qualifications (Master's) or an equivalent qualification.

- (2) ¹Notwithstanding section 21, paragraph 1, sentence 3 ASPO, a dual student may only start work on their Bachelor's final thesis once they have gained at least 147 credit points for the respective Bachelor's course. ¹Notwithstanding section 21, paragraph 1, sentence 4, a dual student may only start work on their Master's final thesis once they have gained at least 69 credit points for the respective Master's course.
- (3) Section 21 ASPO shall otherwise remain unaffected.

Section 11 Final Documents

The diploma, certificate, and diploma supplement shall contain the additional phrasing: "Dual study programme (intensive course)".

Section 12 Effective Date

These Supplementary Study and Examination Regulations for Dual Studies at Hamburg University of Technology (Dual Studies Regulations) come into effect on 1 October 2022, and apply for the first time to students who commenced their dual studies at Hamburg University of Technology in winter semester 2022/2023.

23 February 2022

Hamburg University of Technology