



**General Study and Examination Regulations
for Bachelor's and Master's Degree Programs
at Hamburg University of Technology
(ASPO)**

August 27, 2025

On September 10, 2025, the Board of Hamburg University of Technology (TU Hamburg) approved the general study and examination regulations for bachelor's and master's degree programs at Hamburg University of Technology, as adopted by the Academic Senate of TU Hamburg on February 18, 2025, in accordance with Section 85 (1) No. 1 of the Hamburg Higher Education Act (HmbHG) of July 18, 2001 (HmbGVBl. p. 171), as amended on February 18, 2025 (HmbGVBl. p. 241) on August 27, 2025, pursuant to Section 108 (1) sentence 3 HmbHG.

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Section 1: General

§ 1 Scope

- (1) The following General Study and Examination Regulations for Bachelor's and Master's degree programs at Hamburg University of Technology (ASPO) apply to all degree programs at Hamburg University of Technology and their variants.
- (2) ¹The subject-specific study and examination regulations (FSPO) for the respective degree program apply in addition to the ASPO. ²A provision of the FSPO is invalid if it contradicts a provision contained in the ASPO, unless the relevant provision of the FSPO was adopted by the Academic Senate with an explicit statement of deviation from the ASPO.
- (3) The catalogs for the modules in the area of non-technical supplementary courses and business & management are appended to the ASPO.

§ 2 Aim of the program

- (1) ¹In the bachelor's program, students acquire fundamental technical and personal skills that enable them to enter professional practice at an early stage or to pursue further academic studies. ²Graduates have a broad knowledge base and fundamental scientific working skills. ³Passing the bachelor's examination is the goal of the bachelor's program as the first professionally qualifying degree.
- (2) ¹In the master's program, students acquire in-depth technical and personal skills that enable them to enter the profession or pursue a doctorate. ²In the continuing education master's program, practical professional experience is also expanded. ³Graduates have in-depth and expanded subject knowledge, scientific working skills, and the ability to apply scientific findings and expand existing knowledge in theory and application with new methodological approaches. ⁴Passing the master's examination is the goal of the master's program as a second professionally qualifying degree.

§ 3 Academic degrees

- (1) Upon passing the Bachelor's examination, the academic degree "Bachelor of Science" (B.Sc.) is awarded.
- (2) ¹Upon passing the master's examination, the academic degree "Master of Science" (M.Sc.), "Master of Arts" (MA), "Master of Business Administration" (MBA), "Master of Education" (M.Ed.) or "Executive Master of Arts in Journalism" (EMAJ) is awarded.
²Further details are regulated by the applicable FSPO.

Section 2: Studies

§ 4 Admission and enrollment, classification

- (1) Access and admission to study at TU Hamburg are governed by the "Statutes on Studying at Technische Universität Hamburg."
- (2) ¹Students are enrolled in the first semester upon matriculation. ²Notwithstanding this, students who provide evidence of creditable academic achievements in accordance with § 13 are classified in the *n*th semester if the total number of credit points is no more than ten credit points below the number of credit points to be achieved upon completion of the (*n*-1)th semester. ³As a rule, 30 credit points can be achieved per semester.

§ 5 Standard period of study

- (1) ¹The standard period of study for a bachelor's program is six semesters. ²An FSPO may provide for a standard period of study that is one semester longer.
- (2) ¹The standard period of study for a master's program is four semesters. ²An FSPO may provide for a standard period of study that is one semester shorter. ³In the case of continuing education master's programs, an FSPO may provide for other standard periods of study.

§ 6 Modularity

- (1) ¹The degree programs are divided into modules consisting of one or more teaching and learning units that are coordinated in terms of content and time. ²As a rule, the modules should be completed within one semester or, in exceptional cases, within up to two consecutive semesters.
- (2) ¹A closed module (GM) comprises one or more compulsory courses and may include coursework. ²The closed module is completed with a module examination. ³An open module (OM) comprises several elective courses, each of which must be completed with sufficient exams in order to earn the number of credit points required in the open module. ⁴The exams for an open module are either all graded or all ungraded.
- (3) ¹Compulsory modules (P) must be passed in order to complete the degree program. ²Elective modules (WP) can be chosen from the selection provided in the curriculum for the respective elective area. ³The number of credit points required in an elective area according to the curriculum is achieved by passing a sufficient number of examinations in modules of the relevant elective area.

- (4) ¹Due to the variety of courses offered and the possible combinations, a complete course schedule without overlaps is not guaranteed for the compulsory elective modules according to the study plan. ²However, TU Hamburg provides sample study plans for each study plan, whose courses are planned without overlaps so that the program can be completed within the standard period of study according to the sample study plan. ³Students are advised to select modules in such a way that they can complete their studies within the standard period of study.
- (5) ¹Due to the variety of courses offered and the possible combinations, a complete course schedule without overlaps in accordance with the study plan cannot be guaranteed for open modules. ²Students are advised to select courses in such a way that their studies can be completed within the standard period of study.

§ 7 Credit points

- (1) ¹The credit points for a module or course according to the *European Credit Transfer and Accumulation System* (ECTS) provide information about the average total workload required for a student to successfully complete the respective unit. ²One credit point corresponds to a workload of 30 hours.
- (2) ¹The number of credit points assigned to a module expresses the total time required for a module. ²The total workload of a module is calculated from the attendance time in courses and self-study. ³The credit points for a module are defined in the currently valid study plan.
- (3) Credit points are earned after passing the exam and, if applicable, after completing the coursework.

§ 8 Study plan and module handbook

- (1) A module handbook contains a detailed description of a degree program and the modules, including the associated courses.
- (2) ¹The study plan is part of an FSPO. ²The study plan specifies which examinations must be passed in compulsory and compulsory elective modules, which academic achievements must be completed, and other provisions regarding the content and course of study and examinations. ³A study plan is generally valid for a period of one and a half times the standard period of study for the respective degree program. ⁴ The examinations offered are reserved for this period.
- (3) ¹At the end of the period of validity specified in paragraph 2, sentence 3, students will be transferred to the study plan that came into effect immediately after the expired study plan. ²This shall not apply if, prior to the end of the period of validity pursuant to paragraph 2, sentence 3, a student only needs to complete their final thesis and/or

coursework in order to graduate; in such cases, the older curriculum shall remain valid for the student.

- (4) Academic achievements and examinations already completed remain valid in the event of a transfer and are taken into account in unchanged form for the purpose of obtaining a degree in accordance with § 16 (1).
- (5) ¹If there are significant differences between the original study plan and the new study plan, the responsible examination board shall decide ex officio, after consulting the responsible program director, on the necessary adjustments to the individual course of study. ²The content of the examination and study achievements as well as the qualification objective of the entire program of study shall be taken into account. ³Significant differences exist in particular if modules are omitted without replacement, if modules are assigned to other structural elements, or if modules take on a new form (elective or compulsory module) as a result of the change in the study plan.

§ 9 Courses

- (1) ¹Courses are assigned to modules. ²They support the achievement of the qualification objectives and the teaching of the course content. ³The courses require accompanying self-study in order to achieve the learning objectives.
- (2) There are the following types of courses:
 - a. Lecture (VL):
A lecture consists of regularly held, partly interactive presentations in which the content is presented.
 - b. Lecture hall exercise (HÜ):
Lecture hall exercises repeat and deepen the content of the lectures using examples and further tasks.
 - c. Group exercise/tutorial (GÜ):
¹In group exercises or tutorials, students work individually and in groups on tasks related to the lecture content. ²They receive individual support from the instructor.
 - d. Integrated lecture (IV):
The integrated lecture is a combination of lecture and lecture hall or group exercise, in which lectures alternate with independent individual or group work.
 - e. Seminar (SE):
A seminar is a course in which students independently acquire knowledge and skills under expert guidance so that they are able to present them and defend the content presented in a discussion.
 - f. Project seminar (PS):
A project seminar is a seminar with an integrated practical component.

g. Internship (PR):

¹In the internship, apparatus-based and/or experimental tests are carried out to supplement and deepen the content learned. ²Students learn how to handle and use devices, apparatus, and/or software systems, as well as how to evaluate their own work results.

h. Project/problem-based course (PBL):

¹In a project/problem-based course, students work independently on content based on questions or problem situations. ²The course is usually divided into different phases, in which work steps must be completed individually or in groups. ³The content of a project/problem-based course may include the in-depth study of topics related to specific applications or the development of a product such as a sketch, a program, a report, or a design with specifications. ⁴For projects that are completed independently as homework, proof of interim results (testimonials) may be required as part of accompanying classroom sessions.

i. Project planning course (PK):

¹In the project planning course, students work in groups to plan the entire complex of a plant. ²This includes the design and calculation of the individual plant components as well as the preparation of a complete cost calculation.

- (3) ¹Courses can be held in German or English. ²The language of instruction can be found in the current curriculum. ³For courses held in English, students are recommended to have a language level of B2.
- (4) ¹In elective modules and open modules, the types of courses listed in paragraph 2, letters e to i, may be subject to participation restrictions if this is necessary for their proper implementation. ²The form and criteria for selecting participants must be specified and announced in an appropriate manner.
- (5) An FSPO may stipulate attendance requirements for a type of course in accordance with paragraph 2 letters e to i, specified in terms of type and scope, provided that the learning objective can only be achieved through personal attendance at the course.

§ 10 Study counseling

- (1) General study counseling is offered by the responsible unit of Department 3 of the TU Hamburg.
- (2) ¹Subject-specific study counseling is organized by the dean's office or the relevant department responsible for the respective degree program. ²In particular, such subject-specific study counseling is offered to all students in the first two semesters (§ 51 paragraph 1 HmbHG).

- (3) Students who have not passed the basic examinations in accordance with § 14 (3) of the first semester should participate in academic advising promptly after the end of the examination period for the first semester.
- (4) ¹Students who have exceeded the standard period of study must participate in academic counseling within two semesters after the end of the standard period of study if they have not registered for their final thesis by the end of this period (§ 51 (2) sentence 2 HmbHG). ²They will be notified in writing and, if necessary, electronically (e.g., by email) by the Examination Office of TU Hamburg before the end of this period. ³If students do not comply with the obligation to attend academic counseling as specified in Section 51 (2) sentence 2 HmbHG, they will be exmatriculated (Section 42 (2) number 7 HmbHG).

§ 11 Dual study program (dual@TUHH)

- (1) ¹Students who began their studies before or on October 1, 2021, may pursue selected degree programs at TU Hamburg on a dual basis in accordance with the following requirements. ²In these cases, the practice-integrated dual study program (dual@TUHH) consists of a science-oriented and a practice-oriented part. ³The science-oriented part comprises studies at TU Hamburg. ⁴The practice-oriented part is coordinated with the studies in terms of content and time and takes place in a company.
- (2) ¹The practice-oriented part of the dual study program according to paragraph 1 is generally carried out during the lecture-free period. ²It usually lasts at least ten to a maximum of 13 weeks per semester.
- (3) ¹In the practical part of the dual study program referred to in paragraph 1, students shall acquire knowledge and skills that promote the educational objectives of the modules of the curriculum applicable to them in practice. ²The practical part of the dual study program can only be carried out in a company that has entered into an agreement with TU Hamburg to fulfill the objectives and content of the dual study program as specified in these regulations (partner company) and with which the student concludes the student contract recognized by TU Hamburg for this purpose.
- (4) In the dual study program according to paragraph 1, the final thesis may be carried out in the partner company according to paragraph 1 sentence 4, in compliance with these study and examination regulations.
- (5) In dual studies pursuant to paragraph 1, the *diploma supplement* pursuant to § 32 paragraph 6 shall receive the additional designation "dual studies" as well as a note on the successful completion of the practical phases at the company and their duration, provided that a certificate of completion of the practice-oriented part of the dual studies to the extent specified in paragraph 2 is available.

- (6) For students who commence their studies in a bachelor's or master's program at TU Hamburg that is suitable for the dual study option on or after October 1, 2022, the Supplementary Study and Examination Regulations for Dual Studies at the Technical University of Hamburg (Dual Regulations) dated February 23, 2022, in their currently valid version.

Section 3: Examination

§ 12 Right to take examinations

- (1) 'Students' right to participate in examinations and to have an examination procedure carried out (right to examination) only applies to examinations that are provided for in the curriculum of the degree program and its variant for which the student is enrolled.²The right to take examinations expires at the end of the examination period of the semester in which the student was last continuously enrolled.
- (2) 'Notwithstanding paragraph 1, sentence 1, students enrolled in a bachelor's degree program at TU Hamburg may take modules worth up to 30 credit points from the course offerings for all bachelor's degree programs at TU Hamburg as additional credits.²Students enrolled in a master's program at TU Hamburg may take modules from the entire range of courses offered by TU Hamburg worth up to 30 credit points as additional credits.³Modules that are exclusively intended for the dual study option of a degree program cannot be selected as additional credits.

§ 13 Recognition and crediting of examinations, academic achievements, periods of study, and skills acquired outside of a degree program

- (1) Academic and examination achievements as well as periods of study and professional practice completed as part of a degree program at a university must be recognized, provided that there are no significant differences between the knowledge and skills acquired and those to be acquired at TU Hamburg.
- (2) 'Failed examinations in modules taught at universities shall be officially recognized as part of the number of examination attempts in equivalent modules of the chosen degree program.²Applicants are required to submit, together with their enrollment documents, evidence from the universities they have attended showing the number of failed examination attempts in the individual modules.³If universities do not keep such records, applicants must submit the number of failed attempts in writing in a self-disclosure form and certify the accuracy of the information provided therein.⁴Incorrect information in the self-disclosure form shall be at the expense of the applicant.

- (3) Competencies acquired in ways other than through study that are equivalent to those required for successful completion of a degree program at TU Hamburg will be credited up to half of the exams and coursework to be completed.
- (4) Exams and coursework completed by students as early students without university admission and enrollment will be recognized when they later enroll in a degree program.
- (5) ¹The relevant examination board shall decide on recognition and credit transfer upon application, with the exception of recognitions falling under paragraph 2. ²Students who are enrolling at TU Hamburg for the first time or re-enrolling should submit their application by November 15 of the current year for enrollment in the winter semester or by May 15 of the current year for enrollment in the summer semester. ³Students who are already enrolled at TU Hamburg and are changing their degree program there should submit their application within six weeks of the date of transfer. ⁴Students who return to TU Hamburg from a study visit to another university without interrupting their enrollment should submit their application by the end of the first six weeks of the semester following their return. ⁵Students who, without interrupting their enrollment, wish to have competencies acquired in contexts other than those referred to in sentences 3 to 5 recognized or credited should submit their application by the end of the first six weeks of the semester following receipt of the relevant evidence. ⁶Applications shall be rejected without review if they are submitted after the start of an examination that is part of the module for which recognition is sought.
- (6) ¹For the assessment of the recognition of examination results, academic achievements, and periods of study not completed at TU Hamburg, applicants must submit the available documents for the assessment of equivalence in a clear and concise manner. ²In doing so, the achievements not completed at TU Hamburg should be compared with the modules for which recognition is sought. ³The documents referred to in paragraph 6, sentence 1 include, for example, module and degree program descriptions, module handbooks, lecture notes, or other documents containing information about teaching methods, course content, workload, and the knowledge and skills to be imparted. ⁴Documents from other universities must be paginated, and the comparison in accordance with paragraph 6, sentence 2 must refer specifically to the respective page numbers. ⁵Documents that are not issued in German or English must be submitted with a German translation by a person who is recognized in Germany and publicly appointed for translations. ⁶TU Hamburg may set a reasonable deadline for the submission of documents and any translations. ⁷If the students have fulfilled their obligation to cooperate as stipulated in this paragraph, the burden of proof that there are significant differences between the knowledge and skills acquired and those to be acquired at TU Hamburg in the chosen degree program lies with TU Hamburg.

- (7) ¹The grades of exams to be recognized will be included in the calculation of the overall grade if the grading system is comparable to the grading system in these examination regulations. ²If the grading system is not comparable, but conversion to the grading system in these examination regulations is possible, the grades will be included after conversion. More detailed provisions may be regulated in separate regulations.
- (8) ¹If the grading systems are not comparable and cannot be converted, the examination is only considered passed. ²In this case, the examination is not included in the calculation of the overall grade.
- (9) Credit points for an examination or coursework cannot be recognized for another examination or coursework within the same degree program in accordance with § 13 (1).
- (10) ¹If, prior to a study-related stay abroad by a student of the TU Hamburg at a foreign university, a learning agreement recognized by the TU Hamburg has been concluded with the student with the participation of the responsible authorities¹, the achievements listed in the learning agreement shall be recognized in the event of passing. ²The same applies to periods of study, examinations, and academic achievements completed at universities outside the Federal Republic of Germany if the recognition of these achievements and periods has been agreed between TU Hamburg and the participating universities.
- (11) ¹Students enrolled in a bachelor's program at TU Hamburg who have already earned 156 credit points may take examinations and complete coursework totaling up to 30 credit points from the currently valid curriculum of a master's program at TU Hamburg under the conditions of the ASPO and the currently valid FSPO. ²§ 14 (1) applies accordingly. ³The decisive date for assessing whether the number of 156 credit points has been reached is the day on which the registration period for the selected examinations expires. ⁴In the event of subsequent admission to a master's program, these examinations and coursework will be officially recognized in the master's program if the examinations and coursework of the program in which the student is enrolled are equivalent. ⁵The acquisition of credit points in accordance with sentence 1 does not entitle the student to admission to the specified master's program.

§ 14 Registration and admission to the examination, withdrawal

- (1) ¹Students must register for an examination within the registration period prior to the examination, otherwise they are not entitled to take the examination. ²The registration period for winter semester examinations begins on December 1 of the current year and ends on December 14 of the current year. ³The registration period for the summer

¹ A learning agreement is a document that specifies, in accordance with the rules of the respective exchange program, which modules are to be taken at the foreign university and in what form recognition at TU Hamburg is guaranteed.

semester examinations begins on June 1 of the current year and ends on June 14 of the current year. ⁴If the examination takes place before the registration period, participation in the examination is considered timely registration.

- (2) ¹The specialization or focus is determined by the exams passed in accordance with the applicable curriculum. ²If the specialization or focus is not clearly determined, the student must specify it when submitting the thesis to the Examination Office at TU Hamburg.
- (3) ¹An FSPO may provide for a maximum of two basic examinations in the first semester of the bachelor's program. ²Notwithstanding paragraph 1, registration for the basic examinations and any repeat examinations shall be carried out by the Examination Office of TU Hamburg. ³Failed basic examinations must be retaken during the examination period of the following semester. ⁴Notwithstanding § 24, no supplementary oral examinations are permitted in basic examinations. ⁵An FSPO may declare that passing basic examinations is a prerequisite for admission to written examinations (§ 16 paragraph 2 letter a) and oral examinations (§ 16 paragraph 2 letter d) to be specified in the FSPO, which are based on the content of these basic examinations and are intended for the third or higher semester. ⁶As a rule, supplementary courses covering at least half of the regular scope are offered in the summer semester for the modules of the basic examinations.
- (4) ¹An FSPO may stipulate that, in the event of classification into a higher semester in accordance with the provisions of § 4 (2) sentence 2, the basic examinations still to be taken after a recognition procedure must be taken at the latest in the examination period belonging to the second semester. ²Passing the basic examinations may be made a prerequisite for admission to written examinations (§ 16 (2) (a)) and oral examinations (§ 16 (2) (d)) to be specified in the FSPO, which build on the content of these basic examinations and take place after the second semester.
- (5) Contrary to paragraph 1, registration for prerequisite examinations for a master's program § 2 (2a) of the Statutes on Studying at the Technical University of Hamburg of February 27, 2013 (Official Gazette p. 644), as amended, is carried out by the Examination Office of the TU Hamburg.
- (6) ¹Withdrawal from an examination may be declared no later than the second day before the examination date. ²Basic examinations are excluded from withdrawal.
- (7) ¹Examination registrations must be submitted to the Examination Office of the TU Hamburg. ²Admission to the examination is granted by the Examination Office of the TU Hamburg.

§ 15 Examination period and examination offerings

- (1) ¹The examination period for the winter semester begins on November 16 and ends on May 15. ²The examination period for the summer semester begins on May 16 and ends on November 15.
- (2) ¹At least one exam date shall be offered for written exams (Section 16 (2) (a)) and oral exams (Section 16 (2) (d)) in each exam period. ²Notwithstanding this, written examinations (§ 16 (2) (a)) and oral examinations (§ 16 (2) (d)) in the area of non-technical supplementary courses and business and management shall be offered at least once a year and conducted in accordance with the regulations of the respective university. ³All other types of examinations pursuant to § 16 (2) shall be offered and examined at least once a year. ⁴In the case of continuing education master's programs and inter-university programs pursuant to Section 55 HmbHG, an FSPO may stipulate that written examinations (Section 16 (2) (a)) and oral examinations (Section 16 (2) (d)) shall also be offered at least once a year.

§ 16 Examinations

- (1) The examinations required to obtain a degree are specified in the curriculum of the respective degree program.
- (2) ¹The type of examination is specified in the curriculum. ²The following types of examinations are available:
 - a. Written examination (KL):

¹A written examination is an independent written assignment to be completed under supervision on site within a time frame of at least one hour and a maximum of three hours. ²A written examination may be set entirely or partially in the form of a multiple-choice test. ³ Further details are regulated in § 19.
 - b. Written assignment (SA):

¹A written assignment is an independent written assignment on a specific topic without supervision. ²A written assignment may also be submitted in several parts throughout the semester. ³It may be combined with an oral presentation of the work.
 - c. Subject-specific theoretical and practical work (FFA):

¹A theoretical-practical assignment tests the practical implementation of theoretical knowledge. ²It may include the development of a technical product, process or test documentation, and/or an oral presentation. ³It may also be assessed in various parts throughout the semester, both during and after the process.
 - d. Oral examination (MP):

¹The oral examination is a guided examination interview. ²The result and the main subjects of the examination are recorded in a protocol in keyword form. ³The oral

examination can be conducted individually or in groups. ⁴In the case of oral examinations in groups, individual performance must be individually assessable. ⁵Each student is entitled to be examined for a minimum of 20 and a maximum of 40 minutes.

e. Presentation (RE):

¹A presentation is an independently prepared oral presentation, usually with the aid of presentation media. ²A presentation may be followed by a discussion and a question and answer session. ³A presentation may include a written paper on the topic of the presentation.

f. Term paper (STA):

¹A term paper is a written work on an academic topic that is completed independently and is not linked to a course. ²The topic of the term paper is assigned individually to each student. ³ Further details are regulated in § 20.

g. Final thesis:

¹The thesis is a written, independently completed piece of work on an academic topic that is not linked to a course. ²The topic of the thesis is assigned individually to each student. ³ Further details are regulated in § 21.

- (3) ¹Examinations should be held in the language in which the module was taught. ²Notwithstanding this, the examination participants may agree on a different language by mutual consent. ³For examinations in bilingual modules, the examiner must announce the examination language at the beginning of the semester, unless the examination documents are available in both languages.
- (4) For examinations that require the student's presence, the student must identify themselves with official photo identification upon request.
- (5) ¹At the beginning of an online examination in accordance with § 16a, students shall be authenticated by means of a valid photo ID (identity card, passport, or similar photo document). ²This shall be presented at the request of the examiner or the competent assessor. ³Data on the photo ID that is not relevant for the authentication of students may be covered during inspection. ⁴If authentication is not successful due to insufficient image quality, students shall be allowed to participate in the online examination with reservations. ⁵Storage of the data processed in connection with authentication beyond what is technically necessary for temporary storage is not permitted. ⁶ Personal data from temporary storage must be deleted immediately.
- (6) ¹Examination performance must be attributable to a specific person. ²Examinations may also be conducted in the form of group work if the contribution of each individual student to be assessed as part of the examination can be clearly distinguished and evaluated, unless a joint assessment is to be made on the basis of the examination of social skills.

- (7) In the case of oral examinations, the student's examination result must be announced immediately after the examination.
- (8) ¹Examinations in modules that are part of the compulsory area of a study plan must be passed in order to successfully complete the degree program. ²In the elective area, credit points must be earned in the number required in the study plan by passing examinations in the modules available for selection there to the required extent.
- (9) ¹For students who are studying according to the schedule specified in the curriculum, it must be ensured that no more than one examination in the compulsory modules takes place per day; otherwise, an alternative date must be offered. ²This does not apply to examinations in the area of non-technical supplementary courses and business & management.

§ 16a Online examinations

- (1) ¹The types of examinations referred to in § 16 (2) (b) sentence 3, (c) sentence 2, (d), and (e) sentence 1, or their oral components, may be conducted via an electronic data network (online examination). ²They shall take the form of an audio-video conference in accordance with § 25c.
- (2) ¹Participation in an online examination pursuant to paragraph 1 is voluntary. ²The voluntary nature of participation must also be ensured by offering a face-to-face examination on the same date as an alternative, in strict compliance with the principles of equal opportunity.
- (3) ¹Students shall be informed about the conduct of online examinations in accordance with paragraph 1 at the beginning of the examination registration period. ²Under special circumstances, this may be done at a later date. ³This includes information about
 - a. the processing of their personal data,
 - b. the technical requirements, in particular those necessary to ensure sufficient image and sound transmission for an audio-video conference in accordance with § 25c, as well as their internet connection,
 - c. the organizational conditions for a proper examination,
 - d. the voluntary nature of participation in an online examination in accordance with paragraph 2, *and*
 - e. the time by which they can withdraw from the online examination in accordance with Section 14(5).
- (4) In the case of online examinations in accordance with paragraph 1, learning management systems, platforms, audio-video conference systems, and other technical aids

shall be used in such a way that necessary installations on the students' electronic communication devices are only carried out under the following conditions:

- a. The functionality of the electronic communication device is not impaired outside the examination and, during the examination, is only impaired to the extent necessary to ensure authentication in accordance with § 16 (4a) and to prevent cheating in accordance with § 25c.
- b. the information security of the electronic communication device is not compromised at any time,
- c. the confidentiality of the information stored on the electronic communication device is not compromised at any time, and
- d. any installations necessary for the test can be completely uninstalled after completion of the test.

§ 16b Data processing

- (1) ¹In the context of online examinations pursuant to Section 16a, personal data may be processed to the extent necessary for the proper conduct of the examination. ²This applies in particular for the purposes of authentication pursuant to Section 16 (6) and audio-video conferencing pursuant to Section 25c.
- (2) The Technical University of Hamburg ensures that the personal data collected during the conduct of online examinations pursuant to Section 16a is processed in accordance with data protection requirements, in particular the General Data Protection Regulation (GDPR).
- (3) ¹Students must be informed in a precise, transparent, understandable, and easily accessible form, in particular, about the purpose for which personal data is processed and when it will be deleted. ²The rights of data subjects under Articles 12 to 21 GDPR must be expressly pointed out.

§ 17 Academic achievements

- (1) ¹Academic achievements may be part of the module completion. ²They support students in achieving the learning objectives of the module. ³At the same time, academic achievements serve to encourage students to study continuously and actively.
- (2) ¹The type of academic achievement is specified in the curriculum. ²The following types of academic achievement exist:
 - a. Midterm (MT):
¹A midterm is an independent written assignment to be completed under supervision

on site. ²It takes place during the semester.

b. Written assignment (SA):

¹A written assignment is an independent written piece of work on a specific topic, completed without supervision. ²A written assignment can also be submitted in several parts throughout the semester. ³It can be combined with an oral presentation of the work.

c. Subject-specific theoretical and practical coursework (FFST):

¹In a theoretical-practical coursework, the practical implementation of theoretical knowledge is examined. ²It may include the development of a technical product, process or test documentation, and/or an oral presentation. ³It may also be assessed in various parts throughout the semester, during and at the end of the process.

d. Presentation (RE):

¹A presentation is a self-developed oral presentation, usually with the aid of presentation media. ²A presentation may be followed by a discussion and a question and answer session. ³A presentation may include a written paper on the topic of the presentation.

e. Group discussion (GD):

A group discussion is participation in independent teamwork as part of an on-site event, which is supported by teachers or tutors.

f. Exercises (ÜA):

Exercises are tasks to be completed without supervision that are related to the course content.

g. Participation in excursions (EX):

¹Participation in an excursion involves a joint trip with instructors for scientific or educational purposes. ²It may also include documentation and/or reflection on the excursion.

h. Attestations (TE):

¹Attestations provide proof of successful completion of milestones in independently completed assignments and projects. ²Attestations include attendance dates on which interim results are checked, discussed in supervised groups, and questions are answered. ³Attestations are evaluated based on the written essays submitted.

(3) A course achievement can be taken into account in the assessment of an exam to a maximum of 20% if

- a. the coursework was completed before the examination,
- b. the examination was passed without the academic achievement being credited,
- c. the grade 1.0 in the examination can be achieved without crediting the academic achievement and

- d. the percentage of the coursework that counts toward the grade is specified in the curriculum.

§ 18 Computer-based examinations and coursework

¹Exams pursuant to § 16 (2) (a) (including multiple-choice exams) and (2) (c) as well as coursework pursuant to § 17 (2) (a), (c), and (f) may be conducted in whole or in part in electronic form. ²In this case, it must be ensured that:

- a. the electronic data can be clearly and permanently assigned to the individual students;
- b. a student's work is stored in an electronic document format in accordance with Section 2 (4) of the Ordinance on Electronic Legal Transactions in Hamburg of January 28, 2008, as amended.

§ 19 Multiple-choice examinations

- (1) ¹Written examinations in accordance with § 16 (2) (a) may be set entirely or partially in the form of multiple-choice questions. ²If the marks to be achieved in the multiple-choice section of a written examination amount to less than one third of the total marks, paragraphs 2 to 4 below shall not apply.
- (2) ¹Two examiners shall be involved in setting the exam and determining the pass mark. ²The number of points that can be achieved per task shall be communicated to the students together with the task.
- (3) The pass mark is calculated as follows:
 - a. The best 5% of all participants are determined, rounded up to the nearest whole number if necessary.
 - b. ¹One point and 35% of the achievable score (rounded to the nearest whole number) shall be deducted from the lowest score achieved by these participants. ²This result represents the pass mark, which is corrected as follows if necessary: If the result of the calculation is less than 40% of the total score, the pass mark is set at 40%; if it exceeds 60%, it is set at 60%.
 - c. ¹If there are fewer than 100 participants, the pass mark is set taking into account similar examinations, for example from previous examination periods. ²This must be described in the examination documentation.
- (4) ¹The minimum number of points required to achieve a grade is the commercially rounded sum of the passing score determined in accordance with paragraph 3 and the number of points required in addition to achieving the grade. ²This number of points corresponds to the product of a specified percentage per grade level and the

difference between the maximum total number of points that can be achieved and the number of points of the pass mark determined in accordance with paragraph 3.

³The percentages of the grade level are determined as follows:

Grade	Percentage
1.0	85
1.3	75
1.7	66
2.0	58
2.3	50
2.7	42
3.0	34%
3.3	24
3.7	13
4.0	0
5	(below pass mark)

§ 20 Research paper

- (1) ¹The FSPO of a degree program may stipulate that a research paper must be completed. ²The research paper introduces the student to practical problems and scientific methods of working under academic supervision.
- (2) ¹The research paper must be completed on a subject relevant to the degree program. ²The student shall be given the opportunity to make suggestions for the topic. ³The student research paper may be carried out at an institution outside the university.
- (3) ¹The dates on which the research paper is issued and submitted must be recorded. ²The research paper includes a presentation lasting 15 to 30 minutes, which is taken into account in the grading. ³The research paper should be graded within six weeks of submission.

§ 21 Final thesis

- (1) ¹The bachelor's or master's thesis is the final thesis of the respective degree program. ²It should demonstrate that the student is able to independently work on a problem from his or her field using scientific methods within a specified period of time. ³Work

on the bachelor's thesis may only begin once the student has earned at least 126 credit points for the respective bachelor's program. ⁴Work on the master's thesis may only begin once the student has earned at least 60 credit points for the respective master's program. ⁵In the case of continuing education master's programs, an FSPO may provide for a different regulation regarding the start of work on the master's thesis.

- (2) ¹The thesis must be written on a subject relevant to the degree program and must be assigned and assessed by an expert university lecturer or a member of the TU Hamburg with a postdoctoral qualification. ²Supervision is provided by a member of the TU Hamburg who is officially responsible for teaching or by a member of the TU Hamburg who is officially responsible for teaching. ³With the approval of the chair of the examination board, the thesis may be carried out at an institution outside the university. ⁴It may be discontinued once within the first four weeks of the processing period without giving reasons, without the discontinuation counting as an examination attempt.
- (3) The date of registration of the thesis must be recorded at the Examination Office of TU Hamburg, stating its topic.
- (4) ¹The scope of the bachelor's thesis is weighted with twelve credit points. ²This corresponds to a processing time of nine weeks when working full-time. ³If teaching and learning units are attended in parallel and examinations are taken exclusively from the bachelor's program, the processing period must be determined by the examiner when registering the thesis. ⁴The specified period of work may not exceed six months. ⁵The scope of the master's thesis is weighted with 30 credit points. ⁶This corresponds to a working period of six months on a full-time basis. The topic and supervision must be tailored to the scope of the thesis.
- (5) ¹A one-time extension of the processing time by a maximum of two months may be approved by the chair of the examination board for final theses if a justified request is submitted before the end of the processing period. ²A prerequisite for an extension of the processing time is that the reasons necessitating the extension are not attributable to the student and are reported immediately. ³The reasons for the need for an extension must be explained in detail in writing by the student. ⁴The request for an extension must include the express consent of the supervisor. ⁵If the thesis is supervised by a person other than the university lecturer who assigned the topic, this consent shall be given in agreement with the university lecturer who assigned the topic.
- (6) ¹The thesis must be written and submitted in the form of two printed copies and on an electronic storage medium in a common format for digital text files. ²When submitting the thesis, the student must certify in writing that the work—or, in the case of group work, his or her designated portion of the work—was written independently and that no sources or aids other than those specified were used. ³The thesis may be subject to electronic plagiarism detection.

- (7) ¹The thesis must be submitted to the Examination Office of TU Hamburg within the processing time and by the deadline. ²The submission date must be recorded. ³If the thesis is not submitted by the deadline, it will be considered a "fail."
- (8) ¹After submitting the written thesis, the student must give a presentation lasting 20 to 30 minutes on the results of their work. ²The presentation will be followed by a public discussion at the university. ³The presentation and discussion are part of the thesis.
- (9) ¹The thesis, including the presentation and discussion, must be evaluated within six weeks of submission. ²It must be evaluated by two examiners. ³One examiner is the university lecturer who assigned the thesis. ⁴Repeating the thesis is regulated in § 24 (6).

§ 22 Assessment of examinations

- (1) ¹There are graded and ungraded examinations. ²The individual examination performances are assessed by the respective examiners.
- (2) The following grades are to be used for the assessment of graded examinations:
- | | | |
|------------------------|----------------|--|
| Grade 1.0 and 1.3 | = very good | = outstanding performance |
| Grade 1.7; 2.0 and 2.3 | = good | = performance significantly above average requirements |
| Grade 2.7; 3.0 and 3.3 | = satisfactory | = performance that meets average requirements |
| Grade 3.7 and 4.0 | = adequate | = performance that still meets requirements despite its shortcomings |
| Grade 5.0 | = failed | = a performance that no longer meets the requirements due to significant shortcomings. |
- (3) For the assessment of ungraded examinations, the grades "pass" and "fail" are to be used.
- (4) The assessment of each examination, including the supplementary oral examination, must be completed by May 15 of the current year for the winter semester and by November 15 of the current year for the summer semester.
- (5) ¹The Examination Office of the TU Hamburg informs students about the end of the examination period and thus about the announcement of the examination results. ²This announcement is made by means of an electronic notification to the student at his or her TUHH email address. ³ The student is obliged to check his or her TUHH email inbox regularly.

§ 23 Overall grade and overall assessment

- (1) ¹The overall grade is calculated from the average of the individual weighted examinations. ²Only the first decimal place after the comma is taken into account; all other places are deleted. ³The credit points for the respective examinations serve as weighting factors.
- (2) The overall assessment is as follows:
- | | |
|---|------------------|
| for an average of 1.0 to
including 1.3: | with distinction |
| with an average of 1.4 to
including 1.5: | very good |
| with an average of 1.6 to
up to and including 2.5: | good |
| with an average of 2.6 to
3.5 inclusive: | Satisfactory |
| with an average of 3.6 to
4.0 inclusive: | sufficient. |

§ 24 Repeatability of exams, supplementary oral exams

- (1) Exams that have been graded 4.0 or better or with a "pass" are considered passed and cannot be repeated.
- (2) ¹Exams that have been graded 5.0 or "failed" are considered failed. ²A failed exam may be repeated a maximum of two times. ³Notwithstanding this, supplementary examinations pursuant to Section 2 (2a) of the Statutes on Studying at the Technical University of Hamburg dated February 27, 2013, as amended, may only be repeated once. ⁴Students should take examinations that they have failed at the next possible examination date.
- (3) ¹If a written examination (§ 16 (2) (a)) is not passed on the third attempt, an oral supplementary examination for the failed written examination will be held at the request of the student. ²A supplementary oral examination is a guided examination interview covering the topics dealt with in the failed examination or in the corresponding module. ³The result and the main subjects of the supplementary oral examination shall be recorded in a protocol in note form.
- (4) If a written examination (§ 16 (2) (a)) is failed in the second attempt, an oral supplementary examination for the failed examination will only be held at the request of the student if all other examinations required for the successful completion of the degree program, with the exception of the final thesis (§ 16 (2) (h)), have already been passed.

- (5) ¹Before the supplementary oral examination, the student must be given the opportunity to inspect the examination paper. ²The application for a supplementary oral examination must be submitted in writing to the Examination Office of the TU Hamburg within two weeks of the date on which all examination results for the examination period are announced. ³If this deadline is missed, the right to take the supplementary oral examination is forfeited. ⁴If the supplementary oral examination is passed, the examination as a whole shall be graded with a grade of 4.0.
- (6) ¹If the thesis is graded 5.0, it may be repeated once, or in justified exceptional cases a second time, with a different topic at a later date. ²The examination board shall decide whether a justified exceptional case exists. ³The existence of a justified exceptional case requires that the reasons are not attributable to the student.
- (7) ¹A maximum of three supplementary oral examinations are permitted during a bachelor's degree program and a maximum of two supplementary oral examinations during a master's degree program. ²There is no entitlement to a supplementary oral examination if the previous examination was assessed in accordance with § 25a or § 25b.
- (8) ¹If an examination has not been passed after all permissible retakes and supplementary oral examinations have been exhausted, this examination is considered definitively failed. ²If an examination has been definitively failed, the bachelor's or master's examination has been definitively failed. ³In this case, the Examination Office of the Technical University of Hamburg shall issue the student with a written notification to this effect, which shall include information on the right of appeal.

§ 25a Absence and discontinuation of examination

- (1) ¹An examination shall be graded as "failed" if the student fails to appear at an examination date without good reason (absence) or if he or she discontinues the examination after it has begun without good reason (discontinuation of examination). ²The same applies if a written examination is not completed within the specified time limit. ³Once an examination that has not been discontinued has been completed, a valid reason can no longer be claimed. ⁴If the valid reason is accepted, the student will be given another opportunity to take the examination.
- (2) ¹The Examination Office of TU Hamburg decides on the existence of a valid reason. ²The valid reason given for missing or discontinuing the examination must be reported to the Examination Office of TU Hamburg in writing without delay, at the latest on the third day, and must be substantiated. ³To substantiate the inability to take the examination due to illness, a medical certificate must be submitted to the Examination Office of TU Hamburg. A distinction is made between three groups of cases:

- 1. If an exam is missed for the first time, a certificate of incapacity for work will be

accepted. If the same exam is missed again, a certificate of inability to take the exam must be submitted.

2. If an exam is discontinued, a certificate of inability to take the exam must be submitted.
3. If the processing time for written examinations is extended by up to two months, a certificate of incapacity for work will be accepted. If the extension exceeds two months, a certificate of inability to take the exam must be submitted.

¹A certificate of inability to take an exam contains a statement from the doctor that there are limitations with regard to an oral and/or written exam that justify an inability to take the exam and that these limitations are not due to fluctuations in daily form, exam anxiety, exam stress, or similar factors. ²It shall also contain the date of the examinations on which the certificate is based and a medical prognosis regarding the duration of the impairments. ³It is not necessary to specify the diagnosis or symptoms. ⁴The form and content of the certificate of inability to take the examination and the procedure are described in an accompanying information sheet.

- (3) ¹Separate files shall be created for decisions on the existence of a valid reason within the meaning of paragraph 2, sentence 3 of this standard. ²The files shall be kept under secure lock and key. ³Access to these files shall be restricted to persons responsible for decisions within the meaning of paragraph 2, sentence 3 of this standard. ⁴The group of persons within the meaning of paragraph 2, sentence 3 of this standard shall be limited to the necessary number of persons. ⁵Once the valid reason has been recognized, the medical certificates shall be destroyed. ⁶In the event of non-recognition, destruction shall take place after the expiry of the appeal period or the final conclusion of an appeal procedure. ⁷The persons responsible for processing the medical certificates are bound to comply with § 3 HmbDSG (data secrecy).
- (4) The student is responsible for cooperating in the determination of their inability to take the examination.

§ 25b Deception and breach of order

- (1) ¹If the student attempts to influence the result of the examination or coursework by deception, in particular by using unauthorized aids, the examination or coursework in question will be graded as "fail" (5.0). ²The student will not be excluded from continuing the examination. ³If necessary, the invigilator shall confiscate the unauthorized aid and make a note of the incident, which shall be submitted to the examination board immediately after the examination has been completed. ⁴The decision on whether an attempt at deception has been made shall be taken by the examination board; the student shall be given the opportunity to comment beforehand.

- (2) ¹If an attempt at cheating pursuant to paragraph 1 of this standard only becomes known after the final documents have been handed out, the examination shall be subsequently declared "failed" (5.0) by the responsible examination board. ²If the examination has been declared failed, the incorrect final documents shall be declared invalid and confiscated. ³The student shall be given a period of four weeks to submit a written statement before a decision is made.
- (3) Examination candidates who disrupt the proper conduct of an examination may be excluded from continuing the examination by the invigilator; in this case, the examination performance in question shall be graded as "failed" (5.0).

§ 25c Audio-video conference

- (1) ¹Oral examinations and oral components of examinations pursuant to Section 16 (2) (b) sentence 3, (c) sentence 2, (d) and (e) sentence 1, which are conducted via an electronic data network, shall take place as audio-video conferences. ²Students are required to activate the camera and microphone functions of the communication devices used for the online examination for the entire duration of the examination interview. ³If guests are permitted, they shall only be granted access to the examination interview after authentication has been completed.
- (2) ¹Recording the examination or otherwise storing the image or sound data is not permitted. ²Personal data from temporary storage must be deleted immediately.
- (3) ¹The main subjects of the audio-video conference shall be recorded in note form by an examiner or an expert assessor, either in writing or in a text document. ²Section 25b (1) and (2) remain unaffected.

§ 26 Compensation for disadvantages

- (1) ¹If a student can credibly demonstrate that he or she is unable to take examinations under the conditions provided for or within the deadlines specified in these regulations due to a disability, the examination board may, upon written request, take appropriate measures to compensate for the disadvantage. ²Such measures may include, in particular, changes to the external examination conditions, the extension of the deadlines for taking examinations, and the completion of equivalent examination requirements in a different type of examination. ³The same applies to academic achievements.
- (2) The disability officer pursuant to § 88 (3) HmbHG shall be involved in decisions pursuant to paragraph 1.
- (3) ¹The disability and the resulting limitation in performing an examination must be explained and substantiated by the student. ²Appropriate evidence, such as a medical certificate from a specialist, may be required for substantiation.

§ 26a Dealing with technical malfunctions

- (1) ¹Technical malfunctions during online examinations pursuant to § 16a and computer-based examinations pursuant to § 18 must be reported immediately. ²For this purpose, an alternative communication channel (telephone number, chat, etc.) must always be available.
- (2) Technical malfunctions must be recorded in the examination log in accordance with Section 25c (3), stating the time, duration, type, and, if applicable, other measures suitable for documentation.

- (3) ¹If an oral examination or an oral component of an examination cannot be conducted as an audio-video conference in accordance with §25c due to a technical malfunction or is so severely impaired that the examination cannot be completed in full, the examination shall be terminated at the respective stage and the examination performance shall not be evaluated. ²The examination attempt shall be deemed not to have been made. ³This shall not apply if it can be proven that the students are responsible for the malfunction. ⁴Section 16a (2) remains unaffected.

§ 27 Protective provisions under the Maternity Protection Act

Expectant or nursing mothers have the right to withdraw from basic examinations (Section 14 (3)) that take place within the aforementioned period, provided that an application for withdrawal is submitted to the Central Examination Office before the start of the examination and the expected date of delivery or the date of delivery is verified by a medical certificate or a certificate from a midwife.

§ 28 Inspection of examination files

- (1) ¹After written examinations, students may inspect their graded examination papers on a date set and announced by the examiner on the day of the examination. ²The responsible examination board may grant students permission to inspect their papers at a later date upon written request. ³Upon request, the student shall be provided with an explanation of the assessment and the assessment criteria for the examination during the inspection.
- (2) ¹After completing the bachelor's or master's examination, students may request access to their examination files. ²The request must be submitted to the Examination Office of TU Hamburg no later than one year after completion of the last examination. ³The Examination Office of TU Hamburg shall determine the place and time of access.

§ 29 Examination Board

- (1) ¹The examination boards for the respective degree programs are responsible for organizing the examinations and ensuring that the provisions of the examination regulations are complied with. ²They perform the tasks assigned to them by these regulations and by the currently valid FSPO and decide on requests in individual cases as well as in cases of doubt and hardship.
- (2) An examination board consists of:
- a. three members from the group of university teachers,
 - b. one member from the group of academic staff, and
 - c. one student.

- (3) The members of an examination board and their deputies are elected by the respective dean's office committees or the study area committee from among those involved in the respective degree program for a term of two years; the student member and his or her deputy are elected for a term of one year.
- (4) The chairperson and his or her deputy, both of whom must belong to the group of university teachers at TU Hamburg, are elected by the participating study dean's committees or the study area committee.
- (5) The members of the examination board have the right to attend examinations.
- (6) ¹The examination board does not meet in public. ²In the case of inter-university degree programs, however, one representative from each of the other participating universities may participate as a non-voting guest. ³The members of the examination board and the guests are obliged to maintain confidentiality with regard to all proceedings and deliberations relating to the examination of individual students or individual examiners. ⁴Members of the examination board who are directly affected by a decision of the examination board must be represented. ⁵The examination board meets as necessary, usually at the beginning and end of each examination period, if there are any applications or objections.
- (7) ¹The examination board has a quorum if at least four members, including the chair or their deputy, are present and have been invited to the meeting at least one week before the date of the meeting. ²A vote by written procedure without holding a meeting is permissible. ³The Examination Board shall decide by a majority of the votes cast. ⁴In the event of a tie, the chairperson or, in his or her absence, the deputy chairperson shall have the casting vote.
- (8) ¹Appeals in examination matters must first be submitted to the Examination Committee for a decision on possible redress. ²If the appeal is not upheld or not upheld in full, the matter shall be referred to the Appeals Committee with the complete examination file.
- (9) ¹In urgent matters, the chair of the examination committee may decide alone and shall subsequently inform the examination committee of his or her decision. ²At the request of the other members, the decision must be justified at the following meeting.

§ 30 Examiners

- (1) ¹The examiners shall be appointed by the respective examination board. ²It may delegate the appointment to the chairperson.
- (2) ¹Anyone who teaches the examination subject full-time at TU Hamburg and has at least the qualification to be determined by the examination or an equivalent qualification may be appointed as an examiner. ²University lecturers and habilitated members of TU Hamburg may be appointed as examiners for all examinations in their field

of expertise. ⁽³⁾Research assistants and lecturers may only be appointed as examiners for the examination material presented in courses in which they are involved and for the examination material of the module belonging to their courses, provided that they perform teaching duties.

- (3) Persons who are not members of TU Hamburg may also be appointed as examiners; paragraph 2, sentences 2 to 5 apply accordingly.
- (4) ¹The examiners determine the examination content. They are independent in their assessment of the examinations and make their examination decisions on their own responsibility. ²With the exception of oral examinations, examinations must be assessed by at least two examiners if they are to be considered failed. ³Oral examinations must be conducted by several examiners or by one examiner in the presence of a knowledgeable person.

Section 4: Final documents

§ 31 Diploma and awarding of the academic degree

- (1) Upon completion of their studies, graduates shall be awarded a diploma by which the relevant dean's office confers the academic degree in accordance with § 3.
- (2) ¹The diploma specifies the degree program completed. ²It is issued in two languages, German and English.
- (3) The diploma is signed by the dean of studies or the head of the department and bears the seal of TU Hamburg.
- (4) In the case of a joint master's program, the graduate receives a diploma in accordance with the provisions of the currently valid FSPO.

§ 32 Certificate, Diploma Supplement, Transcript of Records

- (1) ¹Together with the certificate, the graduate will receive a transcript confirming that they have passed the Bachelor's or Master's examination and a *diploma supplement*. ²These documents bear the date on which the last examination was taken.
- (2) The certificate shall generally be issued within three months of the confirmation of passing the Bachelor's or Master's examination.
- (3) ¹The certificate shall indicate the degree program completed and, where applicable, the chosen specializations and areas of focus. ²It shall contain the examinations required for graduation and, where applicable, any additional work completed, the cor-

responding credit points and results, as well as the overall grade and overall assessment. ³The topics of the final thesis and, if applicable, the student research paper or papers shall be included in the certificate. ⁴It shall be issued in two languages, German and English.

- (4) ¹The certificate shall also include a grade distribution scale showing the relative ranking of the personal overall grade in comparison to the performance of other graduates of the same degree program. ²The reference group for determining the grade distribution scale shall be the graduate cohorts of the previous three academic years, with a minimum of 25 graduates. ³If the minimum number is not reached, the reference group is always expanded to include an entire previous cohort of graduates. ⁴As a rule, no grade distribution scale is shown as long as the minimum size of the reference group is not reached or there are fewer than three cohorts of graduates.
- (5) ¹If more examinations have been taken in elective modules than are required according to the applicable curriculum, the examinations with the best grades will be included in the overall grade to the extent required in terms of credit points. ²Remaining examinations will be listed in an appendix to the transcript in the same way as in the transcript. ³The additional examinations taken are not included in the calculation of the overall grade.
- (6) In addition to the transcript, an English-language *Diploma Supplement* providing information about the underlying program of study will be issued with the date of the transcript.
- (7) The transcript, its attachments, and the *diploma supplement* are signed by the dean of studies or the head of the department and stamped with the seal of TU Hamburg.
- (8) *Not applicable*
- (9) In the case of a joint master's program, the graduate receives a certificate in accordance with the provisions of the FSPO.
- (10) If the student has definitively failed the examination, the Examination Office of TU Hamburg will send him or her a transcript of records by mail, showing the passed and failed examinations and coursework.
- (11) If the examination is declared invalid in accordance with § 30 (3), the chair of the examination board responsible will revoke the academic degree. The certificate, *diploma supplement*, and *transcript of records* will be confiscated.

Section 5: Final provisions

§ 33 Entry into force and transitional provisions

- (1) These General Study and Examination Regulations for Bachelor's and Master's degree programs at Technische Universität Hamburg (ASPO) shall enter into force on October 1, 2025.
- (2) Upon entry into force of these statutes, the General Study and Examination Regulations for Bachelor's and Master's degree programs at Technische Universität Hamburg (ASPO) dated November 22, 2017, as amended on September 22, 2021, shall cease to be in force.
- (3) For students who began their studies at TU Hamburg before the 2018/19 winter semester, a transitional provision applies, which will be specified and published in a separate administrative regulation.

August 27, 2025

Hamburg University of Technology