



Regulations
for Study-accompanying Academic Certificate
Offerings at Hamburg University of Technology
(Certificate Regulations)

22 November 2023

Preamble

The Executive Board of Hamburg University of Technology (TU Hamburg) approved these Regulations for Study-accompanying Academic Certificate Offerings at Hamburg University of Technology (Certificate Regulations) adopted by the Academic Senate of TU Hamburg according to § 85 paragraph 1 number 1 of the Hamburg Higher Education Act (HmbHG) of 18 July 2001 (HmbGVBl. S 171) as amended on 11 July 2023 (HmbGVBl. S. 243) on 22 November 2023 in accordance with § 108 paragraph 1 clause 3 HmbHG.

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§ 1 Scope

- (1) These Regulations for Study-accompanying Academic Certificate Offerings at Hamburg University of Technology (Certificate Regulations) apply to the academic certificate programmes offered by Hamburg University of Technology (TU Hamburg).
- (2) In addition to the Certificate Regulations, the Certificate-specific Study and Examinations Regulations (ZSPO) of the respective certificate offering apply. A provision of the ZSPO shall not contradict these Certificate Regulations, unless the former has been decided by the Academic Senate with an explicit statement of deviation from these Certificate Regulations.
- (3) To the extent that no provision has been made in these Certificate Regulations or in the respective ZSPO, the regulations concerning examination procedures, assessment, allocation of credit points, and recognition shall apply *mutatis mutandis* according to the General Study and Examination Regulations for Bachelor's and Master's Programmes at Hamburg University of Technology (ASPO) in their respective valid versions.
- (4) Study-accompanying academic certificate offerings are made available at the Bachelor's and Master's levels at TU Hamburg.

§ 2 Objectives of Study-accompanying Academic Certificate Offerings

- (1) Study-accompanying academic certificate offerings complement the teaching offers of the study programmes at TU Hamburg according to § 52 HmbHG.
- (2) Study-accompanying academic certificate offerings are offerings for students enrolled in the Bachelor's and Master's programmes at TU Hamburg as well as at other institutions of higher education. Certificates demonstrate additionally acquired, content-coordinated, and cohesive competencies in the same field of study or in adjacent fields. They can also demonstrate the acquisition of additional, content-coordinated, and cohesive competencies in a field unrelated to the fields of study, in which case these are academically supervised by suitable partners.
- (3) The study-accompanying academic certificate offering at TU Hamburg enable students to engage in scientific reflection, apply scientific knowledge and methods, and act responsibly in the corresponding engineering and other professional fields by acquiring subject-specific and interdisciplinary professional and personal competencies, considering the requirements of professional practice.

- (4) Upon successful completion of a study-accompanying academic certificate offering, successful participants may apply for a certificate confirming their achievements and workload completed below the level of a formal academic degree (certificate). Study-accompanying academic certificate offerings do not lead to an academic degree qualifying for professional practice.

§ 3 Establishment of Study-accompanying Academic Certificate Offerings

- (1) The establishment of a study-accompanying academic certificate offering occurs upon proposal by a School or the Joint School of Multidisciplinary Studies, approved by the Academic Senate in agreement with the Executive Board.
- (2) Study-accompanying academic certificate offerings must enable students to acquire additional, content-coordinated, and cohesive competencies, which significantly exceed the competency acquisition from their undergraduate or consecutive degree programme at TU Hamburg or parts thereof. When establishing each study-accompanying academic certificate offering, curricular overlaps with existing undergraduate or consecutive degree programmes at TU Hamburg or parts thereof at the time of establishment must be considered. Access to study-accompanying academic certificate offerings is granted to students of existing undergraduate or consecutive degree programmes at TU Hamburg only if they are provided with competency acquisition as stated in clause 1. Corresponding regulations according to § 5 paragraph 2 are to be included in the respective ZSPO in cases as described in clause 3.
- (3) For the general organisation of study-accompanying academic certificate offerings at TU Hamburg, the Academic Senate establishes a Certificate Committee. This committee ensures the conformity of ongoing and newly established certificate offerings with these Certificate Regulations and coordinates the study-accompanying academic certificate offerings at TU Hamburg. When establishing study-accompanying academic certificate offerings, the Certificate Committee evaluates the extent of additional, content-coordinated, and cohesive competency acquisition and provides a recommendation to the Academic Senate. If there is no clear disciplinary relevance, the Certificate Committee may propose the establishment of a study-accompanying academic certificate offering.

§ 4 Competence, Academic Leadership, and Coordination

- (1) Study-accompanying academic certificate offerings are assigned to the School or the Joint School of Multidisciplinary Studies that proposed their establishment. If the establishment was proposed by the Certificate Committee, the study-accompanying academic certificate offering, considering a proposal from the Certificate Committee, is assigned to the Certificate Committee, to a School or to the Joint School of Multidisciplinary Studies. If it is assigned to the Certificate Committee, provisions for the Board of Examiners and the Appeals Committee are to be made by the Academic Senate. Further details regarding these competences are regulated in the respective ZSPO, which, in the case of assignment to the Certificate Committee, is to be decided upon by the Academic Senate.
- (2) For each study-accompanying academic certificate offering, a university lecturer of TU Hamburg is appointed as the academic leader by the relevant School or the Joint School of Multidisciplinary Studies or by the Certificate Committee. The academic leader is responsible for coordinating the teaching offerings, access, ensuring adequate support for participant, and the continuous development of the respective study-accompanying academic certificate design.

§ 5 Access Requirements and Enrolment

- (1) The access requirements for study-accompanying academic certificate offerings at TU Hamburg are regulated by the Statutes on Studies at TU Hamburg in their respective versions.
- (2) Access to study-accompanying academic certificate offerings may be restricted. Further details are regulated in the respective ZSPO.
- (3) For students enrolled in undergraduate and consecutive degree programmes at TU Hamburg, additional enrolment in the respective academic certificate design is unnecessary. Students from other institutions of higher education are enrolled in study-accompanying academic certificate designs through a certificate status.
- (4) Access and enrolment for other eligible individuals are determined by the respective ZSPO.

§ 6 Fees

- (1) Students enrolled at TU Hamburg are not charged fees for participating in study-accompanying academic certificate offerings as long as these offerings do not detract from the undergraduate and consecutive study programmes. If special services of TU Hamburg are necessary for the implementation of study-accompanying academic certificate offerings or if the participating facilities are burdened beyond regular operations, fees may be charged on a case-by-case basis to cover costs.
- (2) Students enrolled at other institutions of higher education may be charged fees for study-accompanying academic certificate offerings to cover additional costs incurred in implementing the offering, provided that no other agreements or contracts exist between the participating institutions of higher education or are binding for the establishment of the offerings. Further details are regulated in the respective ZSPO.

§ 7 Duration and Structure

- (1) The volume in credit points (CP) in accordance with the European Credit Transfer and Accumulation Systems (ECTS), duration, and structure of the study-accompanying academic certificate offering are determined in the respective ZSPO.
- (2) The certificate obtained through successful completion of a study-accompanying academic certificate offering carry the designations listed in the following table, which are based on the Recommendation of the German Society for Academic Continuing Education and Distance Learning (DGWF) regarding the structure and transparency of academic continuing education offerings at institutions of higher education in Germany. Deviations from these designations may be made in justified cases. The specific designation of the certificate and the level according to the German Qualifications Framework for Lifelong Learning (DQR) are to be regulated in the respective ZSPO.

Designation	CP in accordance with ECTS	Level in accordance with DQR
Microcredential (MC)	1-6	6 or 7
Certificate of Basic Studies (CBS)	10	6
Diploma of Basic Studies (DBS)	30	6
Certificate of Advanced Studies (CAS)	10	7
Diploma of Advanced Studies (DAS)	30	7

§ 8 Documents

- (1) A certificate is only obtained based on the performance requirements specified. If the participant successfully completes the modules, examinations, and study achievements of the study-accompanying academic certificate offering they enrolled in, TU Hamburg awards an academic certificate upon application.
- (2) The certificate indicates the designation and level of the completed study-accompanying academic certificate offering in accordance with the DQR. It includes information about the examinations required for successful completion, any additional achievements, the corresponding credit points and results, and, if applicable, the overall grade and assessment.
- (3) The certificate is issued in both German and English.
- (4) The certificate is signed by the academic leader and stamped with the seal of TU Hamburg.

§ 9 Effective Date

These Regulations for Study-accompanying Academic Certificate Offerings at Hamburg University of Technology (Certificate Regulations) shall come into effect on 1 December 2023. They apply to every study-accompanying academic certificate offering established after this date.

22 November 2023

Hamburg University of Technology