

# Translation\* of the Regulations Governing General Study and Examination Procedures (AllgStuPO)

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The Academic Senate of Technische Universität Berlin ("TU Berlin") enacted the following Regulations governing general study and examination procedures ("AllgStuPO") at its session held on May 8, 2013, in accordance with Article 9 (1) subsection 6 of the Constitutional rules of Technische Universität Berlin ("GrundO"):<sup>1</sup>

## Contents

<b>I General Section</b>	<b>3</b>
Article 1 Scope of application	3
Article 2 Legal effect, annulment	4
<b>II General Objectives of Study</b>	<b>4</b>
Article 3 Qualifications framework	4
Article 4 Internationalization	4
Article 5 Good scientific practice	5
<b>III Quality Assurance</b>	<b>5</b>
Article 6 Student guidance	5
Article 7 Mentoring program	5
Article 8 Dean of studies	6
Article 9 Course representative	6
Article 10 Teaching unit evaluation	6
Article 11 Course review	7
Article 12 Teaching conference	7
Article 13 Didactic approach in further education	7

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\*The version at hand is a non-official text in which changes and corrections are incorporated. Decisive and legally binding is the version in the Amtliches Mitteilungsblatt der Technischen Universität Berlin AMBl. TU 1/2014, released January 15th 2014 corrected with AMBl. TU 2/2014 from February 4th 2014.

<sup>1</sup>Endorsed by the Senate Administration for Education, Youth and Science of the State of Berlin on October 29, 2013, received on December 16, 2013.

Article 14 Conflict management	7
<b>IV Admission, Enrollment, Accreditation, Student Concerns</b>	<b>8</b>
Article 15 Admission	8
Article 16 Enrollment	8
Article 17 Fixed-term enrollment	9
Article 18 Enrollment procedure	9
Article 19 Enrollment of professionally qualified candidates	10
Article 20 Crediting of study periods, accreditation of coursework and exam results, and vocational activities	11
Article 21 "Studieren ab 16" ("Study from age 16")	12
Article 22 Temporary withdrawal	12
Article 23 Part-time studies	13
Article 24 Re-registration	13
Article 25 Extramural students	14
Article 26 Guest students	14
Article 27 Announcement of deadlines	14
Article 28 Electronic mailbox and learning platform	15
Article 29 Changing courses	15
Article 30 Student exchanges	15
Article 31 De-enrollment	15
<b>V Study Program Organization</b>	<b>16</b>
Article 32 Study programs	16
Article 33 Modules	16
Article 34 Module supervisors	17
Article 35 Forms of teaching units	17
Article 36 Announcement, admission and allocation of teaching units	18
Article 37 Additional modules	18
<b>VI Examination Organization</b>	<b>19</b>
Article 38 Admission requirements and procedures	19
Article 39 Examinations, enrollment for exams, types of examination	19

<b>Article 40 Compensation for disadvantages</b>	<b>20</b>
<b>Article 41 Examination board</b>	<b>21</b>
<b>Article 42 Authorized examiners, observers</b>	<b>22</b>
<b>Article 43 Oral exam</b>	<b>22</b>
<b>Article 44 Written exam</b>	<b>22</b>
<b>Article 45 Portfolio examination</b>	<b>23</b>
<b>Article 46 Final theses</b>	<b>23</b>
<b>Article 47 Evaluation of exam results, overall grade and overall assessment</b>	<b>24</b>
<b>Article 48 Reconsideration procedures</b>	<b>25</b>
<b>Article 49 Resitting</b>	<b>26</b>
<b>Article 50 Withdrawal, absence</b>	<b>26</b>
<b>Article 51 Fraud, breach of regulations</b>	<b>27</b>
<b>Article 52 Invalidity of exams</b>	<b>27</b>
<b>Article 53 Certificates, transcript, record</b>	<b>27</b>
<b>Article 54 Double degree, dual degree</b>	<b>28</b>
<b>Article 55 Joint degree</b>	<b>28</b>
<b>Article 56 Diploma supplement and transcript of records</b>	<b>29</b>
<b>Article 57 Authorization for data processing and access to examination files</b>	<b>29</b>
<b>VII Appendix</b>	<b>29</b>
<b>A Annulment of the Regulations of Technische Universität Berlin on students' rights and obligations (OTU), the Regulations governing general examination procedures in undergraduate and graduate courses (AllgPO) and the statutes of Technische Universität Berlin on reconsideration procedures for exam grades</b>	<b>29</b>

# Part I

## General Section

### Article 1 Scope of application

These regulations govern the organization and implementation of studies and examinations for all degree courses at Technische Universität Berlin.<sup>2</sup> Subject-specific provisions that do not conflict with these regulations are not affected. Where responsibilities are set out for a faculty herein, this is merely for the purpose of linguistic simplification.

<sup>2</sup>Discontinued undergraduate and graduate degree courses and those governed by the statutes on taking final examinations in discontinued undergraduate and graduate degree courses at Technische Universität Berlin ("AuslaufSa") are excluded from the application of examination regulations. No adjustment is made to the regulations for undergraduate and graduate degree courses, pursuant to [Article 2 \(2\)](#).

Provisions apply in equal measure to joint committees, according to Article 74 of the Berlin Higher Education Act ("BerlHG").

## **Article 2 Legal effect, annulment**

(1) These regulations take effect in the 2014 summer semester, but at the latest on the day after publication.

(2) All applicable course and examination regulations upon these regulations taking effect shall be adjusted hereto within no more than one year.<sup>2</sup> Primacy of the provisions hereof is not affected.

# **Part II**

## **General Objectives of Study**

### **Article 3 Qualifications framework**

(1) Technische Universität Berlin combines scientific, technical, arts-based and social science thinking and action into one unit. According to the mission statement of TU Berlin, the study programs qualify students to act with social responsibility, in addition to providing expertise. The qualification goals of TU Berlin study programs are geared to the European Qualifications Framework for lifelong learning, which have different learning outcomes in terms of knowledge, skills and abilities.

(2) A Bachelor's degree confirms that graduates have scientific foundations and advanced knowledge of their subjects, qualifying them to resolve complex, specialist problems through ambiguous and/or unforeseeable solutions, including in positions with management and decision-making responsibility. Moreover, a Bachelor's degree from TU Berlin confirms that graduates are able to consider the social consequences of scientific action – beyond the boundaries of their subject – in their work. Such knowledge, skills and abilities qualify them for admission to a Master's program and employment on the labor market.

(3) A Master's degree confirms that graduates also have broad and in-depth knowledge of their subjects, are able to enhance such knowledge in a scientific and methodical way, and possess specialist problemsolving skills, integrating knowledge from other sectors, which results in new findings and trends. They are characterized by strategic thinking and action with regard to social responsibility and sustainable development.

(4) These qualification goals are specified as learning outcomes in course regulations.

### **Article 4 Internationalization**

(1) TU Berlin is considered a scientific and international educational institution, where students acquire international experience and intercultural and foreign-language skills, especially in English, in the course of their studies, in preparation for a global labor market.

(2) All study programs are organized in such a way that students are able to stay abroad without discrimination; a mobility window is scheduled and designated in the course regulations. The mobility of students is supported by transparent accreditation practices. Concluding a Learning Agreement, as defined in the ECTS Users Guide, is recommended.

## **Article 5 Good scientific practice**

- (1) TU Berlin promotes good scientific practice in learning and teaching.
- (2) The rules of good scientific practice are communicated at the start of the course (for example within the scope of an introductory course or other teaching units) and continually practiced.

# **Part III**

## **Quality Assurance**

### **Article 6 Student guidance**

- (1) Student guidance includes general student guidance and specialist guidance pursuant to Article 28 of BerlHG.
- (2) General student guidance and information is offered to candidates and students, including for overlapping issues. This includes educational and psychological guidance, information on inclusion of students with children, dependents requiring care, disabilities and/or chronic diseases and course financing and advice on relevant provision of guidance. The Career Service advises students on the transition to professional life and professional independence. The International Office is under an obligation to provide guidance to foreign students.
- (3) Specialist guidance provided by each faculty supports students in their studies through course-related guidance. Specialist counseling tasks include providing guidance to students on sensible planning and implementation of their studies, in accordance with their individual skills and career expectations within the scope of course regulations and the range of teaching modules, and where possible providing support for the completion of studies. Such tasks include regular introductory events and sound advice on interdisciplinary studies.
- (4) In order to coordinate tasks, the faculty council, pursuant to Articles 28 and 73 of BerlHG, employs a professor as specialist counseling representative, supported by student assistants. The faculty council may make use of other members of the faculty for specialist guidance.
- (5) Further specific advice is provided on individual subject areas by the professor of the relevant specialism.
- (6) The faculty also releases detailed informational material for information and guidance on study programs, and in courses with a foreign language (as a compulsory option), in the relevant foreign languages.
- (7) Introductory events are offered to first-year students at the start of the first semester. Teaching units designed for this purpose may be cancelled in the first semester.

### **Article 7 Mentoring program**

- (1) Mentoring programs serve to ensure a positive exchange between students and lecturers and to improve individual support. Faculties should set up and implement mentoring programs for study programs. Such mentoring programs can be provided in different forms (for example individual, group, tandem, online mentoring or shadowing) for a variety of target groups (for example introductory, foundation, consolidation or final degree phase) and with different objectives (e.g. course objectives, social priorities, interdisciplinary exchange). The criteria for mentors or mentees (for example linking to a course, possible restrictions on participation) are defined in the relevant program.
- (2) A mentoring program is described in accordance with paragraph (1), decided on by the faculty council, and published on the associated website for the course. All lecturers are obliged to support the relevant program. Each mentoring program is evaluated.

## **Article 8 Dean of studies**

The dean of studies performs teaching and study-related tasks at the faculty within the dean's overall responsibility. In particular he or she is responsible for:

- quality assurance in studies and teaching;
- representation of the faculty towards other members and bodies of the university (Steering Committee, Central University Administration, Academic Senate) in teaching and student matters;
- service agreements with other faculties;
- communication between students and lecturers

## **Article 9 Course representative**

The faculty employs a course representative for each study program within its scope of responsibility, who should hold qualifications in accordance with Article 32 of BerlHG (authorized examiners). If no such person is designated, the tasks are passed onto the dean of studies. His or her tasks include the following:

1. Upon creation or revision of a study program:
  - analysis of the labor market and competitive training;
  - coordination of curriculum development;
  - coordination of skills targets for the study program;
  - capacity planning;
  - examination of feasibility of completion of studies;
  - compilation of course schedules;
  - compilation or revision of course and examination regulations;
  - service agreements.
2. Following introduction of the study program:
  - regular holding of teaching conferences;
  - cooperation in (re-)accreditation;
  - planning of teaching units;
  - guarantee of qualification objectives and feasibility of studies;
  - identification and elimination of study bottlenecks;
  - coordination of module contents;
  - initiatives for curriculum revision;
  - service agreements.

## **Article 10 Teaching unit evaluation**

Students give regular class criticism for teaching units at TU Berlin, which largely serves as a feedback instrument for lecturers to continually improve their teaching. Results should be discussed with students. The evaluation statutes of TU Berlin provide further details hereof.

## **Article 11 Course review**

Each course is evaluated in a cycle of four to eight years in terms of:

- implementation of skills targets;
- feasibility of completion of studies;
- and additional criteria.

Results are published. Further development needs are recorded within the scope of a faculty agreement between the Steering Committee and the faculties.

## **Article 12 Teaching conference**

A teaching conference – publicly accessible within the university – shall be convened for each study program at least once a year, to which academic staff and student representatives for the course are invited. Relevant persons in charge of other faculties' services shall be invited. Additional participants may also be invited. The teaching conference is chaired by the course representative and includes the following tasks:

- discussion of results of teaching unit evaluation;
- discussion of current examination statistics;
- exchange of experiences in the current academic year;
- coordination and updating of teaching content;
- discussion and analysis of other relevant details (e.g. alumni questions, statistics on progress of studies, duration of studies, position of graduates).

## **Article 13 Didactic approach in further education**

Public servants who perform full-time teaching tasks are under an obligation to provide continuing education and further training in a didactic approach and are supported by Technische Universität Berlin.

## **Article 14 Conflict management**

**(1)** Within the framework of conflict and complaint management, the university guarantees to search for solutions to conflicts and complaints within a transparent, non-administrative procedure, which is as acceptable as possible to all participants.

**(2)** In case of complaints being lodged, all complainants receive confirmation of receipt of the complaint and, on request, feedback on the processing status of the event, or implementation, within one working day. The university shall identify appropriate complaints offices.

**(3)** Within the scope of conflict management, all existing central and decentralized advisory bodies are centrally identified. Forms of conflict handling are stipulated in mentoring programs. Recommendations on conflict resolution are made within the framework of guidelines, such as the guideline on protection from sexual discrimination, harassment and violence.

## Part IV

# Admission, Enrollment, Accreditation, Student Concerns

### Article 15 Admission

**(1)** Where restrictions on admission are laid down for study programs, admission procedures shall be conducted for such courses. Procedures shall comply with the statutory provisions, the selection statutes of Technische Universität Berlin, the doctorate regulations and relevant course-specific admission rules. Applicants may only take part in admission procedures if they make due applications on time, including all necessary documents, and fulfill general and subjects-specific entry requirements.

**(2)** Applicants from abroad who are not on equal terms with German nationals require authorization to enroll, in respect of which decisions are taken by the responsible body of the Central University Administration. The equivalence of international higher education entrance qualifications must be established, unless they have already acquired higher education entrance qualifications under German law. The basis for an assessment of equivalence is formed by the evaluation recommendations of the Central Office for Foreign Education. Responsibility for decisions on the evaluation of international educational qualifications for the purpose of entrance into higher education in Berlin, including subject linking and clarification of any doubts with the Central Office for Foreign Education, lies with the competent senate authority for higher education institutions (Article 61 of the Schools Act for the State of Berlin). Moreover, international applicants shall demonstrate a working knowledge of the German language in accordance with the effective resolution of the Standing Conference of Ministers of Education and Cultural Affairs on the admission of international applicants with foreign education certificates to study at German higher education institutions, allowing them to follow the classes. Further details on verification are specified by the responsible body of the Central University Administration.

**(3)** The necessary language skills for international study programs shall be defined in subject-specific regulations.

**(4)** Qualifications pursuant to Article 7 and Article 7a of the Berlin Higher Education Admissions Act are established in compliance with the relevant resolution of the Standing Conference of Ministers of Education and Cultural Affairs on the conversion procedure of international school grades for higher education admission in Germany.

**(5)** International applicants intending to becoming doctorates, who write their dissertation – where permitted by the doctorate regulations – in a language other than German or English, and wish to take an oral exam, must demonstrate a working knowledge of this language. The doctorate regulations set out further details hereof. However, if these international applicants still have to perform coursework or exam assignments as a precondition for admission to the doctoral procedure, they must also demonstrate a working knowledge of the German language. The responsible body of the Central University Administration specifies further details on verification.

### Article 16 Enrollment

**(1)** Applicants shall be enrolled if they fulfill the entrance requirements pursuant to Articles 10-13 of BerlHG, and:

1. demonstrate, by their own declaration, that they have enrolled in the selected course at any other higher education institution within the scope of application of the Framework Act for Higher Education, or a higher education institution of a Member State of the European Union or other signatory to the Agreement on the European Economic Area;
2. demonstrate, by their own declaration, that they have not definitively provided the prescribed proof of results in the selected course, or definitively passed prescribed exams, at any other higher education institution within the scope of application of the Framework Act for Higher Education, or a higher education institution of a Member State of the European Union or other signatory to the Agreement on the European Economic Area, where these are a compulsory component of the study program at TU Berlin;

3. demonstrate, based on statutory provisions, that they are covered by health insurance;
4. have paid fees and contributions, including social contributions to the student union, contributions to the student body, and charges for public transport passes; 5. have been admitted to a restricted admission course or have applied to enroll for an unrestricted admission course;
5. in the event of enrollment as a doctoral student, the doctoral candidate application has been accepted by the responsible faculty.

**(2)** Enrollment is generally implemented for a study program, which leads to graduation with professional certification.

**(3)** Enrollment is also possible for an additional course. However, enrollment for more than one restricted admission study program is only possible where this is reasonable in terms of the study goal and other students are not thereby excluded from the first degree.

**(4)** Applicants may also be enrolled for a fixed term, according to [Article 17](#).

**(5)** Enrollment establishes the right to use the facilities of the university under the applicable provisions (Article 9 (1) of BerlHG); this includes the right to attend teaching units on other courses (see [Article 36](#)) and, in accordance with the examination regulations, to take exams on other courses where proof of results stipulated in the associated examination regulations is provided.

**(6)** The obligation to pay fees and contributions, including social contributions to the student union, is not applicable if such fees have already been paid to another higher education institution in Berlin or Brandenburg, where enrollment has been carried out. Appropriate proof shall be provided.

## Article 17 Fixed-term enrollment

**(1)** Applicants from abroad, whose university entrance qualifications do not qualify them for direct course admission (no equivalence, as defined in [Article 15 \(2\)](#) hereof), can be enrolled on a preparatory course for a fixed term, in accordance with the applicable administrative provisions, in order to prepare for the admission examination by attending a preparatory course. The fixed term generally amounts to two semesters and, in the event of additional attendance at a German preparatory course, three semesters. There is no allocation to a study program.

**(2)** Foreign applicants with equivalent university entrance qualifications, pursuant to [Article 15 \(1\)](#), but without a working knowledge of German, may be enrolled for a fixed term to attend courses in German as a foreign language, usually for two semesters, in order to prepare for the German admission exam. Enrollment is limited to a fixed term of one semester for applicants under clause (1), in order to attend introductory programs for the preparatory course. There is no allocation to a study program. Participation in specialist studies is not permitted during this enrollment procedure. The responsible body of the Central University Administration shall set out further details hereof, in consultation with the Academic Senate.

**(3)** International applicants wishing to study within an exchange program between Technische Universität Berlin and their home university, or within the scope of usual study visits abroad, can be enrolled for a maximum of two semesters without a specific admissions procedure. In exceptional cases, on application to the responsible body of the Central University Administration, extension by an additional two semesters is possible. A final examination can only be taken during such studies if permitted in specific regulations.

**(4)** Applicants may be enrolled for a fixed term on study programs which do not result in an initial professional qualification.

## Article 18 Enrollment procedure

**(1)** Applications for enrollment shall be forwarded in writing to the responsible body of the Central University Administration.

**(2)** Applications for enrollment on unrestricted admission courses shall be made by April 1 of each year for the summer

semester and by October 1 for the winter semester on a form designated by the responsible body of the Central University Administration, and enrollment generally conducted within two weeks of application. In justified cases, the responsible body of the Central University Administration may ignore the above deadlines. The deadline shall not be effective if the application for enrollment is made by doctoral students. The responsible body of the Central University Administration decides on applications. All further details on the doctorate, in particular on application as a doctoral candidate, are laid down in the doctoral regulations of Technische Universität Berlin. The deadline for enrollment on a restricted admission course is included in the admission letter.

**(3)** Certificates and declarations necessary for enrollment should be attached to the enrollment application; such documents shall be available at the latest by the time of enrollment. A candidate can be enrolled for one semester, subject to withdrawal, if he or she fulfils the conditions for enrollment, but is unable to verify this on time, for reasons not attributable to him or her. If a statement appears dubious, proof cannot be provided in the specified way, or there are doubts about the accuracy or authenticity of submitted documents, the responsible body of the Central University Administration shall decide on the appropriate form of proof.

**(4)** Enrollment is conducted for the first semester. Notwithstanding this fact, the provisions of the Berlin Higher Education Act (BerlHG), the Higher Education Admissions Act (BerlHZG), the Higher Education Admissions Regulation (BerlHZVO), and Article 20 hereof shall apply to higher semesters.

**(5)** Enrollment is completed by delivery or dispatch of the enrollment certificate.

## **Article 19 Enrollment of professionally qualified candidates**

**(1)** Applications by students with professional qualifications for admission to and enrollment on a course at Technische Universität Berlin, pursuant to Article 11 of BerlHG, shall be sent to the responsible body of the Central University Administration.

**(2)** The following certified evidence and declarations, which are intended to verify general university entrance qualifications (Article 11 (1) of BerlHG), shall be attached to applications from students with professional qualifications:

1. proof of advanced education based on the provisions of handicrafts regulations (e.g. master craftsman's exam), the Vocational Training Act, or comparable provisions under federal or state law (Article 11 (1) subsection 1 of BerlHG); or
2. proof of vocational training completed at a state or state-approved vocational school, as defined in Article 34 of the Schools Act, or comparable training in another federal state (Article 11 (1) subsection 2 of BerlHG); or
3. proof of acquisition of a qualification comparable to further education designated under subsection 1, as defined in the Seaman's Act (Article 11 (1) subsection 3 of BerlHG); or
4. proof of acquisition of a qualification comparable to further education designated under subsection 1 as a result of a continuing education course, governed by state law, for healthcare professions and in the social care or educational sectors (Article 11 (1) subsection 4 of BerlHG).

**(3)** The following certificates and declarations shall be attached to applications from students with professional qualifications, containing a request for study, which includes a similar subject to their professional qualifications and is intended to verify subject-related university entrance qualifications (Article 11 (2) of BerlHG):

1. proof of completed vocational training lasting at least two years, governed by federal or state law, in a profession that is closely related to the targeted study program (Article 11 (2) subsection 1 of BerlHG); and
2. proof of at least three years' employment in the studied profession (Article 11 (2) subsection 2 of BerlHG).

**(4)** Certification of a successful admission examination to Technische Universität Berlin for the feasibility of studies shall be attached to applications from students with professional qualifications, according to paragraph (3), containing a request for study in a subject outside their professional qualification (Article 11 (3) of BerlHG).

**(5)** The deadline for submitting applications is set as July 15 for the winter semester and January 15 for the summer semester (time limit).

**(6)** Applications submitted in full and on time, which meet the requirements of Article 11 (1) of BerlHG, shall be included

in the procedure for awarding places in a pre-allocated quota, according to Article 6 (2) of the Berlin Higher Education Admissions Regulation.

**(7)** Applications submitted in full and on time, which meet the requirements of Article 11 (2) of BerlHG, shall be forwarded to the responsible examination board by the responsible body of the Central University Administration. The examination board shall decide whether this constitutes an appropriate professional qualification for the targeted studies, or whether an entrance exam should be taken, pursuant to Article 11 (3) of BerlHG, examining the feasibility of the applicant completing studies. The statutes set out further details on the entrance examination. The reasoned decision of the examination board shall be communicated in writing to the responsible body of the Central University Administration, which then decides on admission within the scope of the due admissions procedure. Admission is implemented within the quota set as the pre-allocated quota in the admissions procedure (QuoSa) set out in the applicable statutes.

**(8)** If the number of applicants within the pre-allocated quota under the Berlin Higher Education Admissions Regulation exceed the available places, places are awarded according to Article 8a of the Berlin Higher Education Admissions Act.

## **Article 20 Crediting of study periods, accreditation of coursework and exam results, and vocational activities**

**(1)** Periods of study, coursework and exam results in the same study program at a German higher education institution are accredited by the examination board in case of equivalence. Failed examination results shall be credited with regard to the repeatability of exam results. In case of a change of university, demotion to a lower semester is excluded.

**(2)** Periods of study, coursework and exam results performed at higher education institutions beyond the scope of application of the Framework Act for Higher Education shall be accredited on request, in accordance with the equivalence agreements approved by the Standing Conference of Ministers of Education and Cultural Affairs and the Conference of University Rectors; if there are no such agreements, the responsible examination board shall decide, in consultation with the responsible body of the Central University Administration. Otherwise, in case of doubts about equivalence, a hearing may be given to the Central Office for Foreign Education. If the student has eligibility confirmed by the examination board in the form of a "Learning Agreement" before the start of the semester abroad, the results provided at other international higher education institutions are credited.

**(3)** Periods of study and coursework and exam results otherwise provided with equivalent content and scope are accredited as coursework and exam results by the examination board if there are no major differences in terms of skills acquired. There is no schematic comparison, but rather an overall assessment is made. Failed exams are credited with regard to the repeatability of exam results. Certified equivalent skills and abilities (qualifications) acquired outside a higher education institution shall credit up to half the points designated for the course by the examination board.

**(4)** Applications for accreditation of coursework and exam results should be made by the end of the second semester after admission to studies at TU Berlin. Accreditation of commenced examination procedures is excluded.

**(5)** If the equivalence of other coursework and exam results or qualifications under paragraphs (2) and (3) cannot be established, the application shall be informed thereof in writing and the examination board decides whether a supplementary exam is to be taken. Equivalence agreements approved by the Standing Conference of Ministers of Education and Cultural Affairs and the Conference of University Rectors, and agreements reached within higher education partnerships shall be observed. Supplementary exams solely serve to clarify whether the student has the minimum required knowledge. If the supplementary exam is assessed as "pass", the results are accredited. If the supplementary exam is assessed as "fail", the results shall be deposited as regular module exams. The provisions of Articles 42-46<sup>3</sup> apply accordingly to enrollment for supplementary exams.

**(6)** Grades shall be credited – where grading systems are comparable – and included in the calculation of overall grade in accordance with the examination regulations and the eligibility of international educational qualifications

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<sup>3</sup>Article 42, Article 43, Article 44, Article 45, Article 46

("anabin") and the modified Bavarian formula. If grading systems are not comparable, the comment "pass" shall be recorded.

**(7)** The applicant is obliged to provide sufficient information on the result to be credited. The burden of proof of an application failing to fulfill the requirements lies with the body conducting the accreditation procedure. If agreements and arrangements between the Federal Republic of Germany and other countries on equivalence in the higher education sector (equivalence agreements) benefit students from foreign states at variance from paragraphs (1)-(6)<sup>4</sup>, the provisions of the equivalence agreement shall take precedence.

## **Article 21 "Studieren ab 16" ("Study from age 16")**

Pupils in upper secondary schools (starting from 10th grade) may attend selected teaching units at TU Berlin as early students, with the written consent of their school, within the TU Berlin program "Study from age 16". In exceptional cases, pupils from below grade 10 are also allowed to take part. Applications shall be made to the responsible body of the Central University Administration by the start of the relevant semester. There is no right to inclusion in the program. Participation does not constitute membership of Technische Universität Berlin, and is free of charge. Coursework and exam results provided within the "Study from age 16" program, upon application, shall be credited to comparable coursework and exam results for later studies at Technische Universität Berlin. [Article 20 \(1\)](#) clause 2 is not applicable.

## **Article 22 Temporary withdrawal**

**(1)** Students wishing to interrupt a course at Technische Universität Berlin in the following semester may make an application for temporary withdrawal on important grounds, with relevant evidence at the earliest upon re-registration and at the latest four weeks after the start of the semester. Important grounds for temporary withdrawal include:

1. studies abroad;
2. completion of internship;
3. personal illness;
4. birth of a child;
5. illness/care for a child or person requiring supervision;
6. supervision of a child within the first six years, for a maximum of three years. Temporary withdrawal is generally issued for one semester, but for a maximum of four semesters. In justified cases, the upper limit may be exceeded. The decision is taken by the responsible body of the Central University Administration. A sabbatical semester is not deemed a regular semester.

**(2)** By way of exception, temporary withdrawal may be granted for applications filed late if the reason for temporary withdrawal only occurs after the deadline has expired. Coursework results until this date are accredited.

**(3)** Temporary withdrawal should not be issued for the first semester.

**(4)** During the period of temporary withdrawal, the right to attend classes is suspended, while other rights, including the right to take exams outside classes, continue.

**(5)** In case of temporary withdrawal pursuant to paragraph (1) subsection 6 hereof, students are entitled to attend classes for a period of up to six semesters. Attended classes shall not exceed the demands of students not subject to temporary withdrawal. The same applies to students subject to temporary withdrawal under paragraph (1) subsection 3 hereof, who should be allowed to gradually reintegrate into studies, even during a sabbatical semester.

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<sup>4</sup>[Article 20 \(1\), \(2\), \(3\), \(4\), \(5\), \(6\)](#)

## **Article 23 Part-time studies**

- (1)** Courses studies at TU Berlin are usually full-time. Part-time studies are possible if grounds arise in accordance with Article 22 (4) of the Berlin Higher Education Act.
- (2)** In part-time studies, half the credit points or results stipulated in full-time studies, based on the examination regulations for the relevant course, can usually be acquired per semester. Credit points acquired by resits are disregarded.
- (3)** Application for part-time studies shall be made in writing – stating the reasons – to the responsible body of the Central University Administration, usually by the re-registration deadline for the following semester. Relevant evidence shall be attached to the application.
- (4)** Unless the student has designated a shorter period in the application or in the course of re-registration, studies shall be conducted part-time, where the requirements are in place under Article 22 (4) of BerlHG. Part-time studies are always carried out for at least one semester. The student shall inform TU Berlin within the scope of re-registration if the reasons for parttime studies no longer exist.
- (5)** During part-time studies, students are granted separate deadlines with reference to their personal situation, in particular for theses. Extended periods shall not be longer than twice the regular deadline.
- (6)** Part-time students have the same status at the university as full-time students. Fees and contributions shall be paid in full.
- (7)** Semesters in part-time studies are included as half semesters and full university semesters.

## **Article 24 Re-registration**

- (1)** Students who want to stay enrolled for the following semester shall re-register.
- (2)** Invitations to re-register are sent to students. Students who have not received the documents are not released from the re-registration obligation, pursuant to paragraph (1). Re-registration for a semester shall be duly implemented by the end of the lecture period in the previous semester. Subsequently, late re-registrations are only permitted if a late payment fine is paid by the end of the current semester. Fees paid for re-registration for the upcoming semester shall be refunded if a student's affiliation ends before the start of the semester for which re-registration is conducted. The re-registration deadline may be amended for a specific date by the responsible body of the Central University Administration, with the consent of the Academic Senate.
- (3)** Re-registration includes:
1. existence of health insurance under the statutory provisions;
  2. payment of due fees and contributions;
  3. individually provided evidence within the scope of re-registration. Relevant information includes the invitation to re-register;
  4. where appropriate a declaration amending the option to cooperate in the academic self-administration and the student body of Technische Universität Berlin, or exercising the right vote at a faculty or department;
  5. notification of part-time students if the reason for part-time studies no longer exists.
- (4)** Re-registration is confirmed to the student by sending course documents for the new semester.
- (5)** Students are obliged to advise the responsible body of the Central University Administration immediately of any change of name, semester or home address, or the loss of a student ID card.

## **Article 25 Extramural students**

**(1)** Students at another higher education institution who want to attend classes at Technische Universität Berlin may be admitted as extramural students upon request. Extramural students are not affiliated to Technische Universität Berlin.

**(2)** Applications shall be made in writing at the start of the lecture period for the relevant semester to the responsible body of the Central University Administration. If a class is held in semester breaks, applications for admission can also be made at the start of the class. The consent of the class lecturer and the dean of studies of the (service-providing) faculty shall be attached to the application.

**(3)** Admission is conducted for the relevant semester. Certification of admission is issued accordingly.

**(4)** Extramural students shall only attend classes with a limited number of participants if students of Technische Universität Berlin are not thereby excluded.

**(5)** An extramural student may acquire results from attended classes.

**(6)** Extramural students may take subject exams. Examination regulations for study programs from which teaching units have been selected shall apply to subject exams. No right exists to take part in subject exams.

**(7)** Equivalence of enrolled students and extramural students may be agreed with other university-level institutions for courses and parts of courses upon admission to classes and subject exams.

## **Article 26 Guest students**

**(1)** Persons wishing to attend individual classes without being enrolled at a higher education institution may be admitted as guest students upon request, with the consent of the class lecturer and the dean of studies for the (service-providing) faculty. Guest students are not affiliated to Technische Universität Berlin.

**(2)** Applications shall be made in writing at the start of the lecture period for the relevant semester to the responsible body of the Central University Administration. If a class is held during the break, applications can also be made for admission at the start of the class. The consent of the class lecturer and the dean of studies for the (service-providing) faculty shall be attached to the application.

**(3)** Admission is conducted for classes in the relevant semester. The total number of classes should not exceed six hours per week. Attendance at classes is certified on a guest student card handed out to guest students.

**(4)** Guest students may only be admitted to classes by special permission where students of Technische Universität Berlin or extramural students are not excluded as a result.

**(5)** A guest student may receive certification of attendance in classes and of successful participation if results can be acquired. Guest students are not entitled to take examinations. Certification of attendance does not constitute proof of exam results.

## **Article 27 Announcement of deadlines**

Study-related deadlines, in particular deadlines within which applications are made for admission, enrollment, re-registration, changing courses, temporary withdrawal, part-time studies, de-enrollment or admission as an extramural or guest student, are announced in an appropriate way by the responsible body of the Central University Administration.

## **Article 28 Electronic mailbox and learning platform**

(1) Students and lecturers are obliged to regularly check the mailbox for their email address, as provided by TU Berlin. TU Berlin reserves the right to use this email address for all information relevant to studies, in addition to the postal service.

(2) If lecturers use the university-wide electronic teaching and learning platform in their work, important information can be stored there for each module. Students are obliged to regularly check for information on the platform.

## **Article 29 Changing courses**

(1) Applications to change courses without restricted admission shall be made by the start of the following semester for a new study program. If an additional qualification is required for the new course, this shall be verified along with the application. Changing a course with restricted admission requires authorization.

(2) A decision from the responsible examination board for the new course about accredited coursework and exam results and the resultant semester grade shall be submitted with the application. The responsible body of the Central University Administration may dispense with such a decision if no coursework or exam results have been awarded in previous studies.

(3) Students wishing to be classified in a higher semester by virtue of a placement exam, according to Article 23a (3) of BerlHG, must also submit the result of the placement exam with the application to change courses.

## **Article 30 Student exchanges**

(1) If admission is restricted for a study program and/or for certain semesters, a student exchange may take place with students from another German higher education institution, where the course and semester coincide and both persons are enrolled under unrestricted conditions. Surrender of the student place by the admitted candidate and an application for de-enrollment of the student replace a positive selection decision for a candidate aiming to study at Technische Universität Berlin. Other admission and enrollment requirements are not affected.

(2) Applications for re-enrollment in case of changing higher education institutions shall be made to the other higher education institution immediately after de-enrollment within the deadline in accordance with [Article 18 \(2\)](#); de-enrollment by the previously attended university shall be verified by a copy of the de-enrollment letter from the previous higher education institution at the latest upon enrollment at TU Berlin.

## **Article 31 De-enrollment**

(1) Students' affiliation to Technische Universität Berlin ends upon de-enrollment, or – in case of fixed-term enrollment – upon expiry of the deadline. If de-enrollment takes effect within six weeks of the start of the lecture period, the relevant semester is not included; however, results obtained in this period retain their validity.

(2) Students can apply for de-enrollment from the responsible body of the Central University Administration. The date in the current semester on which de-enrollment should take effect shall be indicated here. The earliest possible effective date is the day on which the application is received by the responsible body of the Central University Administration.

(3) Students are officially de-enrolled, according to Article 15 clause 3 subsection 4 of BerlHG, if they have passed the final exam, or definitively failed a prescribed exam, or if they have failed to pay, or pay in full, fees and contributions pursuant to Article 15 clause 3 subsection 3 of BerlHG, including social contributions to the student union, contributions to the student body, and, in the event of an appropriate agreement, contributions to public transport passes, despite a written warning and threat of de-enrollment. The completion of exams, in the sense of this provision, is the day on which the student is advised that the transcript is ready for collection. De-enrollment takes effect two months later. If

the student applies to enroll for studies on a different course with professional qualifications or for extension studies within this deadline, de-enrollment only takes effect upon rejection of such an application.

**(4)** A written letter is issued about the de-enrollment.

**(5)** An existing right to admission to exams upon de-enrollment is retained in accordance with the examination regulations.

**(6)** De-enrollment as a result of an imposed regulatory measure is unaffected, according to Article 16 of BerlHG.

## Part V

# Study Program Organization

### Article 32 Study programs

Study programs are divided into modules. They consist of compulsory modules, compulsory optional modules and optional modules. In compulsory modules the core skills of the course are communicated, compulsory optional modules allow for individual priorities to be set, and optional modules serve to provide broader orientation within academic training. Standard-format course descriptions in table form shall be attached to the course and examination regulations as an Annex.

### Article 33 Modules

**(1)** Modules are study units which are defined in terms of themes and timing and have specified learning objectives. The learning objectives describe the knowledge, skills and abilities that graduates should have. Modules are completed in parallel to studies with no more than one module exam. A module examination establishes the extent to which students' learning outcomes conform to the learning objectives. The form and content of exams should therefore be aligned to learning objectives. The form, scope and weighting of the module exam shall be documented in the module description.

**(2)** Modules generally consist of several teaching units and have a fixed volume, which is measured in credit points based on the European Credit Transfer and Accumulation System (ECTS). One credit point is equivalent to total working time of 30 hours. Modules at TU Berlin are usually awarded 6, 9 or 12 credit points. Modules may include compulsory optional parts, unless learning objectives are affected by the individual option. The same teaching unit cannot be credited on several occasions. Modules cover one or a maximum of two semesters. Any deviations shall be substantiated.

**(3)** The module description is compiled based on the standard rules of TU Berlin. The name of the module, the amount of credit points to be acquired, form of examination and possible grading of the module, as well as affiliation to module groups shall be documented in a module list within subject-specific examination regulations. Each module shall be given a meaningful German and English name. An English module description is also compiled for English-language modules.

**(4)** Modules are decided on by the responsible faculty council. The faculty providing the course decides on non-editorial changes to model descriptions, with the involvement of the relevant training committee. Furthermore, a responsible faculty council may include additional modules in the compulsory optional areas of the module list, which make a particular contribution to achieving the study objectives of the relevant course regulations. Module changes of a non-editorial type, which are intended to take effect in the next semester, must be presented to the responsible body of the Central University Administration by the end of the lecture period for the previous semester.

**(5)** In case of modules offered as service features, the decision about module design lies with the service-providing faculty, with consideration for the needs of the recipient faculty.

## Article 34 Module supervisors

(1) A module supervisor is appointed for each module. The module supervisor must be in full-time employment at Technische Universität Berlin and should generally be a university professor. Permanently employed lecturing personnel and lecturers with special tasks may also be module supervisors within the scope of independent learning.

(2) The faculty appoints the module supervisor, who shall be an authorized examiner, according to [Article 42 \(1\)](#). The module supervisor monitors and supervises teaching and examinations of the relevant module. He or she is responsible for the content of the module description, including any necessary changes, and is available to facilities and persons participating in the module as a contact person. The module supervisor is responsible for calculating the module grade and conveying this to the responsible body of the Central University Administration.

## Article 35 Forms of teaching units

(1) Achievement of the relevant learning outcomes is supported by different forms of teaching and learning. In particular the following types of teaching units are offered at TU Berlin, which are guided by classification of the effective capacity provision:

1. **Lecture ("VL")** In lectures, syllabus contents are presented by lecturers in the form of regular presentations, and where possible supported by relevant teaching documents and use of multimedia tools. They serve to communicate facts and methods.
2. **Exercise ("UE")** Exercises serve to supplement and consolidate the material conveyed in lectures, based on appropriate examples. At the same time students should learn to apply knowledge and methods conveyed in lectures through the processing of tasks, in exemplary form. Short interactions between lecturers and students are common.
3. **Tutorial/methodical exercise ("TUT")** Tutorials or methodical exercises serve to supplement and consolidate material conveyed in lectures and practical training, and to prepare for exercise assignments in small groups. These sessions may be held by student employees under the guidance of responsible lecturers.
4. **Integrated classroom learning ("IV")** In integrated classroom learning, the different forms of teaching units are exchanged without fixed timing, such that theoretical communication of materials and practical application are carried out within the classroom.
5. **Seminar ("SE") and advanced seminar ("HS")** The fundamental characteristics of seminars (SE) are active contributions of students to the class. Furthermore, advanced seminars (HS) are characterized by intense interaction between lecturers and students and the working out of largely new problems using scientific methods, alternating between presentation and discussion. Students thereby make longer contributions independently, present solutions and give talks on internal or external papers.
6. **Colloquium ("CO")** The content of a colloquium is a scientific discussion in relation to a specific identification of problems. Moreover, it serves to supplement the teaching program through an exchange of experiences with representatives from different social areas. The colloquium also serves to present outcomes of student papers and scientific discussion with other students and lecturers.
7. **Practical training ("PR")** Practical training involves experimental exercises in which students implement the theoretical knowledge acquired in other classes in concrete practical examples, and can obtain findings through independent working. They are characterized by largely independent (group) work of students, acquisition and consolidation of knowledge of academic through practical or experimental tasks. Lecturers provide guidance to students, while students perform observations, work assignments and tests, apply their knowledge and draw scientific conclusions.
8. **Project ("PJ")** Projects include interdisciplinary or subject-based planning and/or implementation processes, which are processed in cooperative forms of work under the guidance of lecturers, and are presented within a seminar paper with subsequent scientific discussion. Largely independent and self-organized (group) student work is characteristic.

9. **Field trip ("EX")** Field trips are object lessons held outside the university. They primarily serve to supplement theoretically conveyed knowledge and offer insights into later fields of activity.
  10. **Course ("KU")** Courses serve the practice and training of practical skills.
  11. **E-learning proposals** E-learning relates to teaching forms in which teaching and learning material is exclusively provided and used through electronic media. Interaction between lecturers and students can also be carried out electronically. E-learning proposals usually serve to communicate factual and methodological knowledge and can be combined with conventional teaching forms (blended learning).
- (2) All teaching units essentially require associated independent study. Specific coursework and examination regulations may provide for other forms of teaching units in case of appropriate reasoning.

## Article 36 Announcement, admission and allocation of teaching units

- (1) All teaching units shall be publicly announced at the university in the course prospectus.
- (2) Attendance at a teaching unit requires a special announcement and permission if:
  1. a limited number of participants is stipulated due to its character, pursuant to the relevant course regulations;
  2. a specific level of knowledge or specific skills are assumed for due participation, pursuant to the relevant course regulations;
  3. the number of spaces is limited for geographical or other material reasons.
- (3) If there are more admission applications than places available, students whose course prescribes the teaching unit as a compulsory subject are admitted first, students whose course prescribes the teaching unit as a compulsory optional subject are admitted second, students who want to introduce the teaching unit into their optional area are admitted in third place, and students who want to introduce the teaching unit as an additional course are admitted in fourth place. The students are summarized into ranking classes based on semesters.
- (4) The first ranking class is formed by those studying in the semester for which the unit is scheduled; alternatively, the faculty council in the faculty responsible for the course decides which semester the unit should be assigned to. Priority should be given to students who have demonstrably not been admitted to this unit in previous semesters, although they fulfilled the requirements under clause 1. Students who were unable to complete the course in the scheduled semester, based on the course regulations, as a result of their disability or chronic disease, shall also be given priority for admission to units with restricted participation. The same applies to students with children requiring supervision, or dependents to be cared for.
- (5) The second ranking class is formed by those who have completed one semester less than scheduled. The examination board, and in case of study programs or parts of study programs with state-approved final exams the faculty representative may assign students to another ranking class on request in cases of hardship. If not all members of a ranking class can be admitted, the decision is taken by drawing lots.
- (6) At the request of students, admission may be extended if the module exam forming part of the teaching unit has to be repeated.

## Article 37 Additional modules

- (1) Student can be examined not only in the modules prescribed by the relevant examination regulations, but also in other modules offered at Technische Universität Berlin and other universities and equivalent higher education institutions within the scope of the Framework Act for Higher Education, as well as at colleges and universities abroad, accredited as equivalent (additional modules).
- (2) The results of examinations under paragraph (1) are entered on the certificate at the student's request, but not allowed for when calculating the overall grade, according to [Article 47](#). Enrollment for exams in an additional module shall take place at the latest before completion of the last prescribed examination. The volume of additional modules

shall not exceed the maximum limit of 60 credit points, based on ECTS, in the relevant study program. The absence of additional modules has no impact on graduation in the actual course.

(3) Modules already completed before admission to studies at TU are not accredited as additional modules.

## Part VI

# Examination Organization

### Article 38 Admission requirements and procedures

Before the first examination, an application for admission to the Bachelor's or Masters exam shall be made to the responsible body of the Central University Administration. The following documents shall be attached to the application:

1. a declaration of knowledge of the relevant examination regulations and course regulations;
2. a declaration on whether the applicant has already been failed or definitively failed a final examination on the same course or a related course at a university-level institution within the scope of the Framework Act for Higher Education, or whether an ongoing exam procedure has not yet been completed;
3. where appropriate, confirmations of accreditation pursuant to [Article 20](#). If the necessary documents cannot be produced in the prescribed manner through no fault of the applicant, the relevant proof shall be provided in another appropriate manner. The examination board shall decide on recognition thereof.

### Article 39 Examinations, enrollment for exams, types of examination

(1) Examinations for a Bachelor's or Master's degree are conducted in the following ways: as a thesis ([Article 46](#)) and standard module exams alongside the course in the form of an oral exam ([Article 43](#)), written exam ([Article 44](#)) and portfolio examination ([Article 45](#)). Especially in the case of a module examination, students demonstrate whether they have achieved the learning outcomes for the module, by identifying typical problems and finding paths to a solution within a limited timescale and with limited tools. The contents of a module exam are geared towards the skills to be communicated. Examination regulations may provide for additional types of examination. With the consent of the examiner, it is also possible to enroll for an examination in the event of incomplete advance results.

(2) Enrollment is necessary in order to take exams. Exam enrollments are conducted at the responsible body of the Central University Administration, usually via an electronic enrollment system. Enrollment for a second resit and for theses essentially takes place in person at the responsible body of the Central University Administration. In order to enroll for an exam, the result to be provided in advance shall be verified in accordance with the relevant module description.

(3) The enrollment period for an exam usually commences from April 15 at the earliest in the summer semester, and from no earlier than October 15 in the winter semester, and ends:

- with the oral exam, on the date set by the examiner;
- with the written exam, at the latest one week before the specified exam date; and
- with portfolio examinations, usually by May 31 for the summer semester and November 30 for the winter semester. The enrollment period is announced at the start of teaching units, in the relevant module.

**(4)** Module exams are usually taken at the next regular examination opportunity for a module. Once this opportunity has expired, the module exam shall be taken according to the conditions for the current module.

**(5)** Upon completion of the first examination attempt in a module from the compulsory optional or optional area, this becomes part of the exam in the relevant course.

**(6)** Examination periods for module final exams are decided on by the faculty council and made publicly available at the university. The designated bodies may assign authority to the examination boards. There are two examination periods for written exams in each semester. The first examination period should cover the first three weeks of the semester break, and the second examination period the last three weeks of the semester break.

**(7)** The examination period for oral exams shall be disclosed by the examiners in good time, but at the latest four weeks before the examination date. The exam date for the written exam shall be disclosed within 14 days of the start of the module. In case of one-semester modules, the date of provision of individual coursework results in portfolio examinations is announced within 14 days of the start of the module. In case of exams extending over several semesters, dates are announced within the first 14 days of the semester in which coursework results are to be provided. Time overlaps of different exams in the same study program should be excluded where possible. Deadlines also apply to the disclosure of dates for resits, according to [Article 49](#).

**(8)** In specially justified individual cases, the responsible examination board, at the request of the examiner, may allow a change of exam type or amendment to individual components of portfolio examinations pursuant to [Article 45](#). This shall be communicated to the candidate immediately before providing the first coursework result relevant to for evaluation, or at the latest four weeks before the exam date.

**(9)** If the necessary results for admission to an exam type demonstrably exist, an exam may be taken prior to expiry of the deadline set for notification. The examination board allows the candidate to file equivalent results in another form, at another location or another time, if the candidate, on important grounds, is unable to file an exam or coursework result completely or partly in the prescribed form. The important grounds shall be verified by submitting a medical certificate, for example.

**(10)** The thesis shall be evaluated by at least two examiners. Module exams alongside studies may be conducted by one examiner only. In case of oral exams at least one specialist observer is designated. The last possible exam attempts shall be conducted by at least two authorized examiners. Verbal consultations within the scope of portfolio examinations are conducted by at least one examiner, usually in the presence of a specialist observer. The observer's opinion shall be heard in the procedure before specifying a grade. The subject and significant results should be recorded. The examiner shall be asked about his or her eligibility as an examiner before the exam starts. Eligibility shall be documented by the signature of the examiner.

**(11)** The examiner may demand additional filing of evaluation-related coursework and exams results in digital form.

## **Article 40 Compensation for disadvantages**

**(1)** Students who are unable to perform a coursework assignment or examination on the scheduled date, within a reasonable period or timeframe, at the designated location, in the designated form or in any other designated way due to disability or chronic disease, pursuant to Article 2 (1) of SGB (Social Security Code) IX, pregnancy, care and upbringing of a child up to the age of ten, looking after close relatives in need of care, as defined in the Nursing Care Time Act, or for other good reasons, shall receive compensation for such disadvantages. Such compensation is settled by fixing another appointment, an extended period or timeframe, a different location, a different form, permission for auxiliary tools or persons, or in any other appropriate way. The provided coursework assignment or exam must be equivalent.

**(2)** The responsible examination board decides on compensation for disadvantages at the student's request. The student may propose a specific type of compensation. Applications are made in writing, decisions are notified in writing and justified in writing in the event of rejection.

## Article 41 Examination board

**(1)** The responsible faculty council for the course appoints members to the examination board for the course, which is made up as follows:

- three academic professors;
- one academic employee; and
- one student.

Members of the examination board and their proxies are appointed by members of the relevant status group in the faculty council. The term of office is two years. The faculty council may appoint a new examination board, containing the majority of its members prior to expiry of the term of office of the examination board.

**(2)** The examination board meets at the start of its term of office and selects a chairman from among its academic professors. Academic professors who are not elected as chairman shall be vice-chairmen. Further meetings of the examination board are convened by the chairman as required, or at the request of a member of the examination board, and, except on specific issues, are generally publicized within the university.

**(3)** The examination board shall ensure that provisions of the examination regulations are adhered to. In particular, it is responsible for:

- organizing exams;
- accrediting periods of study, coursework and exam resits;
- compiling lists of examiners and observers;
- decisions on reasonable examination conditions for students with longer or permanent medical disabilities or impairments, which do not allow them to file a coursework or examination assignment completely or partly in the designated form.

Members of the examination board cannot discharge any responsibilities of the examination board they are personally involved in issues.

**(4)** The examination board, by means of a resolution, may assign responsibilities to its chairman, except in matters of principle. The affected party may lodge an appeal against decisions of the chairman. Such appeals shall be submitted to the board for a decision. The affected party is given the opportunity to comment before the decision.

**(5)** Decisions of the examination board are communicated to the responsible body of the Central University Administration by the chairman, in compliance with data privacy, where necessary for its work or where rights of third parties are concerned. The responsible body of the Central University Administration communicates the decision to the affected party.

**(6)** Members of the examination board are entitled to attend exams and obtain comprehensive information on compliance with the examination regulations.

**(7)** The examination board reports on its activities at the instigation of the faculty council. The board makes suggestions for the reform of coursework, examination and admission regulations.

**(8)** Members of the examination board and their proxies are subject to official secrecy. The chairman shall subject members not employed in public service to a confidentiality obligation.

**(9)** The examination board advises students in case of conflicts within the course and exams at the faculties, and also acts as an arbitration board.

## Article 42 Authorized examiners, observers

(1) Academic professors, pursuant to Article 32 of BerlHG, are authorized examiners, as are other fulltime lecturers entitled to teach independently, and temporary lecturers. Examinations should primarily be conducted by academic professors. Exams alongside studies may also be conducted by the relevant lecturers.

(2) Subject-specific examination regulations may provide for persons with experience in vocational practice and training to be appointed as examiners when they are not teaching.

(3) The examination board appoints examiners by allocating a specific module. Only persons who perform teaching activities in the area related to the exam may be appointed as examiners, unless there are compelling grounds to deviate from this provision.

(4) Only those persons may be appointed as observers who have graduated from a further education institution and are specialists in the area of the examination. Observers shall ensure the regular exam process and have no decision-making power.

(5) [Article 41 \(8\)](#) applies accordingly to examiners and observers.

## Article 43 Oral exam

(1) An oral exam is carried out by at least one examiner in the presence of an observer. Exams may be conducted in groups or as individual exams.

(2) Within the scope of an oral exam, tasks may also be assigned to a reasonable extent for written treatment provided that the verbal character is not reversed.

(3) The oral exam must be carried out within three months of enrollment. The examiner and the candidate may agree on exceptions with the consent of the examination board and extend the deadline.

(4) If there are several authorized examiners for a module in which an oral exam is scheduled, the candidate is entitled to select an examiner from among them. On important grounds, in particular in case of excessive examination workload on the selected examiner, the examination board may nominate another examiner upon reasoned application of the examiner, in consultation with the candidate.

(5) The exam duration per candidate is at least 20 minutes and a maximum of 60 minutes. The maximum duration can be exceeded where appropriate, with the candidate's consent.

(6) An oral exam may be interrupted by the examiner on important grounds. A new appointment shall be made, such that the examination is carried out immediately after the reason for the interruption ceases to exist. Already existing exam results shall be credited where possible. Re-enrollment for the examination is not necessary in this case. The reasons which led to interruption of the exam shall be communicated to the examination board.

(7) The content, result and progression of the exam shall be set out in examination minutes, to be signed by the examiner and observer and attached to the examination files. The result shall be disclosed to the candidate after the exam.

(8) Oral exams are open to the public at the university, unless a candidate objects hereto. The examiner may limit the audience number for the purpose of due implementation of the exam. However, public access at the university does not extend to counselling and disclosure of the exam result.

## Article 44 Written exam

(1) The duration of a written exam amounts to at least 90 minutes and no more than four hours. Multiple choice questions and electronic examination procedures are permitted as written exams.

(2) A list of authorized tools shall be disclosed upon announcement of the exam date.

(3) The results should be disclosed immediately, but at the latest six weeks after the exam date. Reasons shall be given

to the examination board for any breaches of deadline. These are provided for inspection for a fixed term. Tasks and model replies and the evaluation benchmark shall be made available.

**(4)** Candidates whose written exam has been assessed as “insufficient” (5.0) may be offered the opportunity of an immediate oral re-examination after one week by the examiner. The examiner may restrict the number of potential candidates by specifying transparent criteria. If a candidate takes advantage of this opportunity, the oral re-examination shall be carried out in accordance with the provisions of Article 43; an interruption of the oral re-examination is excluded. Enrollment for the oral re-examination at the responsible body of the Central University Administration is not required. The oral exam is assessed as “pass” or “fail”. If the oral re-examination is deemed “pass”, the assessment shall be set to “sufficient” (4.0) for the written exam.

## **Article 45 Portfolio examination**

**(1)** The portfolio examination constitutes a standard type of exam, in which students can continuously provide different types of specific results within the teaching units of a module. On the one hand, the portfolio examination allows for adequate adjustment of the exam type to curriculum content and learning materials, and on the other hand is ideally suited to establishing that the relevant skills objectives have been achieved.

**(2)** A portfolio examination consists of several different types of exam elements alongside studies. Special consideration is given here to the written composition, multiple-choice test, seminar paper, recorded practical assignment, outline, creative work, consultation or poster. Up to three written tests may be required within the portfolio examination. Exam results, which are equal to or exceed the content and/or timescale of an oral exam ([Article 43](#)) or a written exam ([Article 44](#)), are not admissible as components of the portfolio examination.

**(3)** The nature, scope and weighting of individual exam elements form part of the module description.

**(4)** The results of individual exam elements must be communicated at the latest four weeks after being taken. Reasons for any breaches of deadlines shall be given to the examination board.

## **Article 46 Final theses**

**(1)** The thesis is an examination paper and forms part of scientific training. By means of the thesis, the candidate should demonstrate that he or she is capable of addressing a problem from his or study program independently, based on scientific methods, within a specified deadline. The thesis may also be produced outside the university; provisions governing the evaluator are not affected.

**(2)** The proposed length of theses is set out in the relevant examination regulations. The thesis may also be issued as group work in accordance with paragraph (7).

**(3)** The candidate shall forward the application for admission to a thesis with the recommendation for an evaluator and subject where appropriate, as well as proof of the stipulated requirements, according to the course-specific examination regulations, to the responsible body of the Central University Administration. This body then forwards the application to the recommended evaluator following review.

**(4)** The assignment of tasks for the thesis is subdivided based on the nature and scope of the required outcomes. When allocating theses, the evaluator shall pay attention to the equivalence of subjects and ensure that the candidate is able to complete the paper independently within the deadline, using scientific methods.

**(5)** Following consultation with the candidate, the proposed evaluator forwards the recommended subject to the responsible examination board for approval. The board then specifies the second evaluator with consideration for the candidate's recommendations and forwards the application to the responsible body of the Central University Administration, which issues the subject to the candidate and places the issue date on file.

**(6)** The deadline for completion and any deadline extension for compiling the thesis are governed in the course-specific examination regulations. The subject of the thesis may be returned on one occasion. Deadlines for this procedure

are set out in the course-specific examination regulations. In the event of a repeated thesis, the subject can only be returned if this rule has not been applied when producing a thesis in the first examination attempt.

**(7)** The subject of a thesis may be covered jointly by several students (group work) if the contribution of each student, evaluated as an exam result, can be clearly defined through the indication of objective criteria, such as paragraphs or page numbers. At least two evaluators shall be appointed, of whom at least two shall be authorized examiners for the study program. Applications for group work shall be made jointly by the students. The examination board decides on the application by means of a joint opinion of the designated evaluators. Each candidate shall submit a declaration, pursuant to paragraph (8) clause 1, marked accordingly for his or her part.

**(8)** When submitting an independently produced thesis, the student shall declare in writing that the paper has been produced without unauthorized external assistance and that no sources and tools have been used, other than those cited. Borrowing from other papers shall be marked at relevant points in the thesis. If the thesis is compiled in a foreign language with the consent of the evaluator, it must include a short summary in German, as an attachment. The finished thesis shall be submitted to the responsible body of the Central University Administration on time, in triplicate, and usually in digital form. The date on which the thesis is submitted shall be placed on file there. The thesis is forwarded to the evaluators for appraisal and evaluation.

**(9)** Theses not submitted on schedule or assessed as “inadequate” can only be repeated on one occasion. The subject may only be returned within the deadline specified in paragraph (6) if the candidate did not exercise this option in the first examination attempt when producing the thesis.

**(10)** The thesis shall be assessed by the evaluators according to [Article 47 \(2\)](#). The grade and assessment shall be communicated to the responsible body of the Central University Administration within six weeks.

**(11)** The assessed thesis remains with the evaluator, but may be temporarily handed over to the author for inspection and the taking copies. The thesis shall be retained for at least three years.

## **Article 47 Evaluation of exam results, overall grade and overall assessment**

**(1)** Each individual exam assignment shall be evaluated and usually graded by the relevant examiner, using the following key:

<b>Grade</b>	<b>Assessment</b>	<b>Definition</b>
1,0 / 1,3	very good	outstanding performance
1,7 / 2,0 / 2,3	good	performance aboveaverage requirements
2,7 / 3,0 / 3,3	satisfactory	complies with average overall requirements
3,7 / 4,0	adequate	performance which, despite some flaws, still complies with performance requirements
5,0	inadequate	performance with significant flaws which does not comply with requirements

Evaluation of an exam assignment shall be communicated to the responsible body of the Central University Administration within six weeks of completing the module.

**(2)** If an oral or written exam is carried out in a module, the grade shall be identical to the module grade. In case of module exams in the form of portfolio examinations, the module grade is derived from a points system which defines point scores for the individual exam elements based on the level of fulfillment and converts the total score into a grade according to the table shown in paragraph (1). Details of the portfolio examination are set out in the relevant module description. The overall grade for a thesis is derived from the arithmetic mean of individual grades. A corresponding assessment is allocated based on the table shown in paragraph (6). If the evaluator marks the thesis with a grade of at least 4.0 and the second evaluator with a grade of 5.0, a third evaluator is nominated by the responsible examination board. If the arithmetic mean of these three grades produces a value worse than 4.0, but two evaluators awarded a grade with the assessment of “adequate”, the overall grade shall be set at 4.0. The overall grade is derived from the

arithmetic mean of the three grades in all other cases. If this arithmetic mean produces a value worse than 4.0, the result is a grade of 5.0, with an assessment of inadequate.

**(3)** Exams which are not assessed as “adequate” (4.0) at least have been failed and must be repeated according to [Article 49](#).

**(4)** If more credit points than necessary are attained in a group of subjects and they are not equalized with another group, a grade is determined for the group of subjects based on ECTS, according to the credit points attained. It is only possible to exceed the necessary credit points based on ECTS on one occasion, with the last module taken in the group. When determining the overall grade, the grade calculated for the group of subjects is only accepted with the number of credit points designated for the group of subjects.

**(5)** If a module consists of results not graded with a differential of at least 50%, no module grade is determined. The module is disregarded when determining the overall grade. No overall grade is allocated if modules with more than 50% of credit points for the course, based on ECTS, are not graded. The relevant degree is conferred without an overall grade.

**(6)** The overall grade for the Bachelor’s or Master’s examination is generally derived from the weighted arithmetic mean, based on the volume of credit points, of grades for the module and thesis. An assessment is allocated according to the table below:

<b>Grade</b>	<b>Assessment</b>
1,0 – 1,5	very good
1,6 – 2,5	good
2,6 – 3,5	satisfactory
3,6 – 4,0	adequate

**(7)** When calculating grades pursuant to paragraph (2), and the overall grade, consideration is only given to the first decimal place; all additional decimal places are deleted without rounding.

**(8)** A relative grade is founded on the principles of the ECTS Users Guide, as amended, for the overall grade. The right to issue an ECTS grade only exists based on the availability of relevant data.

## **Article 48 Reconsideration procedures**

**(1)** Students are entitled to lodge a motion for reconsideration against examination grades following disclosure of such grades, in order to revise and amend the exam grade. The original evaluation shall not be changed to the detriment of the student. The motion for reconsideration shall be submitted to the examination board through the responsible body of the Central University Administration. An absence of the statement of grounds, according to paragraph (2), shall be remedied immediately upon request. Following receipt of the statement of grounds, students can lodge a motion for reconsideration. Access to files should be granted in respect of evaluated exam assignments. The motion for reconsideration should be received within three months.

**(2)** Evaluations of theses shall be substantiated in writing. The key reasons for the evaluation shall be presented. In case of oral subject exams, minutes shall be compiled in which the duration and significant objects and results of the module exam are established. In case of assignments within a portfolio examination, evaluations of individual assignments shall be substantiated in writing when determining the module grade.

**(3)** The examination board is responsible for due performance of the reconsideration procedure. The board forwards the motion for reconsideration to the relevant examiners and ensures that comments are received on time. After the examiners’ comments have been received, they are forwarded to the responsible body of the Central University Administration. The responsible body of the Central University Administration issues a written letter to the student on the outcome of the motion for reconsideration.

**(4)** Examiners shall essentially decide on the motion for reconsideration within one month. The evaluations and the key reasons for these evaluations shall be reviewed. The result of this review, including grading, shall be substantiated in writing in compliance with paragraph (2).

## Article 49 Resitting

**(1)** Failed module exams for the Bachelor's or Master's examination can be repeated on two occasions. The first resit should be carried out in the same form as the failed exam and must be provided until the start of the following semester. Time overlaps for different exams on the same course shall be excluded where possible. The second resit is usually an oral exam. Repeating a passed exam is not permitted. The student receives a written letter from the responsible body of the Central University Administration before the second resit, indicating the resit deadline and information on legal remedies.

**(2)** The thesis can be repeated on one occasion in case of inadequate performance, delayed or failed submission.

**(3)** Relevant unsuccessful attempts at other higher education institutions or in other study programs of Technische Universität Berlin shall be credited.

**(4)** A resit should be repeated by the start of the following semester and at the latest by the end of the next semester but one after taking the failed exam. Exams not taken in the resit period are regarded as failed, unless the student is responsible for the failure.

**(5)** In case of changing courses or higher education institutions, the examination board lays down the deadline within which resits are to be taken and decides on any possible absence according to [Article 50](#).

**(6)** Failed modules from the optional and compulsory optional area, which form part of the course, may be replaced within the regular period of study provided that a right to take exams still exists. Outside the regular period of study, an additional failed module from the compulsory optional area and a failed module from the optional area, which form part of the course, may be replaced. If a module is to be replaced, this shall be communicated to the responsible body of the Central University Administration in writing. Communication should take place at the latest by enrollment for the replacement exam.

## Article 50 Withdrawal, absence

**(1)** Withdrawal from an enrolled exam shall be notified to the examiner and the responsible body of the Central University Administration in writing at the latest on the last day before the examination. Withdrawal from a portfolio examination is possible until expiry of the enrollment deadline, pursuant to [Article 39 \(3\)](#), unless a later date is proven for provision of the first evaluation-relevant assignment. Withdrawal from an exam in the event of a health disorder is fundamentally possible at any time.

**(2)** If the candidate, without good reason:

1. misses the exam appointment;
2. fails to resit the exam within the stipulated deadline ([Article 49 \(4\)](#));
3. fails to enroll on time;
4. withdraws after the start of the exam; or
5. fails to submit the thesis or exam assignments on time, the relevant evaluation-related assignment, exam or thesis is assessed as "inadequate".

**(3)** Reasons for withdrawal or absence under paragraph (2) must be stated immediately after they occur, but at the latest within five days of the appointment, to the responsible body of the Central University Administration. An extension of the deadline may be granted by the examination board if timely verification of the good reason was demonstrably impossible. Proof shall be provided in the event of illness of the candidate, or of a person cared for by him or her, by means of a relevant medical certificate, which can usually be issued no later than the exam date. The examination board decides on recognition of the grounds. If the grounds are recognized, a new appointment shall be made where possible. Already existing exam results (including partial assignments) shall be credited according to [Article 45 \(2\)](#). The examination board may request official medical certificates for future exams in advance in individual cases.

## Article 51 Fraud, breach of regulations

(1) If a candidate tries to influence the result of an exam through fraud or influencing examination bodies, he or she shall be excluded from the examination by the examiner. In this case the exam is assessed as “inadequate” and shall be repeated, pursuant to [Article 49](#). If an act under clause 1 is only revealed after the exam has been completed, clause 2 applies accordingly. If a candidate disrupts the regular progression of the exam, he or she may be excluded by the examiner. The examination board decides whether the exam is assessed as “inadequate” in this case and shall be resat, according to [Article 49](#). In case of repeated fraud, the examination board may exclude the student from performing additional exam assignments.

(2) If a candidate is excluded from the exam, he or she may request an immediate review of this decision by the examination board. The decision of the examination board shall immediately be communicated to the candidate in writing and reasons given.

(3) In case of evaluation-relevant examination elements, pursuant to [Article 45](#), as well as homework and thesis assignments, references from which external writings can be taken, in terms of wording or meaning, are identified by indicating sources. At the end the student shall provide a written assurance that he or she has written the paper independently and has not used any sources or instruments other than those indicated.

(4) Evaluated assignments shall not be submitted more than once. Accreditation/crediting under [Article 20](#) is not hereby affected.

(5) Plagiarism is classified as fraud. Plagiarism, or attempted plagiarism, arises in particular if a written paper is used for several coursework assignments or exams, if sources, including Internet sources, which are reproduced in unchanged or modified form, in particular sources for texts, graphics, tables and images are not marked as such, or if unauthorized tools are used. Falsification of empirical data is also classified as fraud.

## Article 52 Invalidity of exams

(1) If the candidate has cheated in an exam, or there has been a breach of regulations pursuant to [Article 51 \(5\)](#), and this fact is only revealed following delivery of the certificate, the examination board, in consultation with the faculty council, may retrospectively amend the relevant grades accordingly and declare the exam completely or partly “failed”.

(2) If the requirements for admission to the Bachelor’s/Master’s exam have not been fulfilled, without the candidate wanting to cheat, and this fact only becomes known after delivery of the certificate, this defect is remedied by passing the exam. If the candidate has intentionally secured wrongful admission, the examination board shall decide on withdrawal of such authorization.

(3) Inaccurate certificates shall be collected and new ones issued where appropriate. Decision under paragraphs (1) or (2) shall be taken within a deadline of five years.

(4) Paragraphs (1)-(3)<sup>5</sup> apply accordingly to certificates pursuant to [Article 53 \(4\)-\(6\)](#)<sup>6</sup>.

(5) Provisions on the withdrawal of a degree are not affected.

## Article 53 Certificates, transcript, record

(1) Once the final exam has been successfully taken, a transcript is issued immediately after receipt of the assessment on the last exam by the responsible body of the Central University Administration. The following items are included in the transcript:

1. name of course;
2. name of discipline;

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<sup>5</sup>Article 52 (1), (2), (3)

<sup>6</sup>Article 53 (4), (5), (6)

3. modules with grades, assessment and relevant amount of credit points;
4. coursework assignments (e.g. internships) furnished with credit points based on ECTS;
5. name of evaluator, subject, grade, assessment and amount of credit points for the thesis; and
6. overall grade and overall assessment.

If exams to be indicated in the transcript have been provided on another course at Technische Universität Berlin or at another higher education institution, this is noted in the transcript.

**(2)** The transcript bears the date of the final exam and shall be signed by the chairman of the responsible examination board. The transcript bears the seal of Technische Universität Berlin.

**(3)** In addition to the transcript, a record is issued by the responsible body of the Central University Administration on the same date, on the award of the relevant degree. This record is signed by the President of Technische Universität Berlin and the dean of the responsible faculty or Chairman of the Joint Committee, and furnished with the seal of Technische Universität Berlin. The delivery of this record assures eligibility to register the relevant degree. The transcript and record contain a statement that the exam assignments have been performed in compliance with the provisions of these examination regulations and the subject-specific examination regulations.

**(4)** Certificates of successful completion of examination assignments are issued by the responsible body of the Central University Administration. Certificates of successful completion of coursework assignments are issued by the person responsible for the relevant teaching unit.

**(5)** If the student has definitively lost eligibility to take an exam, he or she shall be issued with a certificate from the responsible body of the Central University Administration on request, containing performed examination assignments and indicating that the Bachelor's or Master's exam has been failed.

**(6)** A transcript is issued for the final exam and a degree conferred if coursework assignments and exams have been performed in a volume of at least half the assignments and exams, including the thesis, at Technische Universität Berlin. If this is not the case, the student receives a certificate, according to paragraph (5), revealing that he or she has fulfilled the provisions of these examination regulations and subject-specific examination regulations through additional assignments, in combination with previous studies. Special rules on lecture-based undergraduate and graduate courses are unaffected.

## **Article 54 Double degree, dual degree**

**(1)** Technische Universität Berlin may provide for dual degrees for individual study programs in cooperation with another university. This requires the conclusion of a double degree agreement between the participating universities. The agreement sets out specific requirements, in particular preconditions for participation, timing, exams to be taken, rules on mutual recognition of coursework and exam assignments, and provision on the conversion of grades.

**(2)** In order to receive degrees from both universities, the requirements of both examination regulations shall be fulfilled. Technische Universität Berlin shall confer its degree if half of the exam assignments were generally taken at Technische Universität Berlin.

**(3)** In case of successful graduation on a course within the framework of a dual degree procedure, the graduate receives a transcript from each of the participating universities. Transcripts and records shall include a note that the course has been completed within the scope of a double degree agreement with the designated partner university.

## **Article 55 Joint degree**

**(1)** Technische Universität Berlin may set up joint study programs in cooperation with other universities. Course and examination regulations set out the specific requirements, in particular preconditions for participation, timing, exams

to be taken, rules on mutual recognition of coursework and exam assignments, and provision on the conversion of grades.

(2) In case of successful graduation on a joint course, the graduate receives a joint transcript from the participating universities in the language in which the course was completed.

## **Article 56 Diploma supplement and transcript of records**

(1) In addition to the transcript and record, a diploma supplement is issued, providing information in German and English on the content and form of the qualification acquired by the degree. The diploma supplement is intended to simplify and improve – nationally and internationally – the evaluation and classification of degrees for study and professional purposes.

(2) If the technical conditions exist, a transcript of records is attached to the diploma supplement, showing all modules and exams, all credit points allocated to coursework assignments and exams, and all grades. At the request of the student, the transcript of records shall also indicate coursework assignments and exams additionally taken at Technische Universität Berlin by the student, at his/her own discretion.

## **Article 57 Authorization for data processing and access to examination files**

(1) The Student Data Regulation of the State of Berlin, as amended, shall apply to the collection and deletion of data.

(2) Within one year of completion of an exam, the student is granted access to his or her examination papers, related reports from examiners, and examination minutes, upon application to the central body of the Central University Administration within a reasonable deadline. Otherwise, the Administrative Procedures Act shall apply.

## **Part VII**

# **Appendix**

## **A Annulment of the Regulations of Technische Universität Berlin on students' rights and obligations (OTU), the Regulations governing general examination procedures in undergraduate and graduate courses (AllgPO) and the statutes of Technische Universität Berlin on reconsideration procedures for exam grades**

dated May 8, 2013

The Academic Senate of Technische Universität Berlin, at a meeting held on May 8, 2013, adopted a resolution on the annulment of the Regulations of Technische Universität Berlin on students' rights and obligations (OTU) dated February 6, 1991 (AMBI. TU p. 29), last amended on May 23, 2012 (AMBI. TU 10/2012 p. 278), the Regulations on general examination procedures in undergraduate and graduate courses (AllgPO) dated February 6, 2008, last amended on June 13, 2012 (AMBI. TU 12/2012 p. 310), and the statutes of Technische Universität Berlin on reconsideration procedures for examination grades dated May 29 and October 23, 1996 (AMBI. TU 9/1996 p. 71) when the Regulations governing general study and examination procedures (AllgStuPO) take effect.