

This is an unofficial translation¹ of the

**General Study and Examination Regulations
(AllgStuPO)**

dated 8 May 2013, last updated 15 July 2015

The Academic Senate of Technische Universität Berlin (“TU Berlin”) enacted the following General Study and Examination Regulations (“AllgStuPO”) at its session held on 8 May 2013, in accordance with Section 9 (1) subsection 6 of the Constitution of Technische Universität Berlin (“GrundO”):*)

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*) Endorsed by the Senate Administration for Education, Youth and Science of the State of Berlin on 29 October 2013, received on 16 December 2013.

I. General Regulations

Section 1 Scope of application

These regulations govern the organization and implementation of studies and examinations for all degree programs at Technische Universität Berlin.¹ 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. Provisions apply in equal measure to joint committees, in accordance with Section 74 of the Berlin Higher Education Act (BerlHG).

Section 2 Entry into force

- (1) These regulations take effect in the 2014 summer semester, but at the latest on the day after publication.
- (2) All applicable study and examination regulations upon these regulations taking effect shall be adjusted hereto within no more than one year. Primacy of the provisions hereof is not affected.

II. General Objectives of Study

Section 3 Qualifications framework

- (1) Technische Universität Berlin combines scientific, technical, arts-based and social science thinking and action within a single institution. 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 has categorized learning outcomes into knowledge, skills and abilities.
- (2) A bachelor's degree confirms that graduates have acquired the scientific foundations and advanced knowledge of their subject areas, qualifying them to resolve complex technical problems using subtle and/or unanticipated 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 in their work – beyond the boundaries of their subject. Such knowledge, skills and abilities qualify them for admission to a master's program and employment within the labor market.
- (3) A master's degree confirms that graduates possess both broad and in-depth knowledge of their subjects, are able to develop such knowledge in a scientific and methodical way, and possess specialist problem-solving skills, integrating knowledge from other sectors, which result in new findings and trends. Master's graduates 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 study regulations.

Section 4 Internationalization

¹ Discontinued undergraduate and graduate degree programs and those governed by the statutes on taking final examinations in discontinued undergraduate and graduate degree programs 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 programs, pursuant to Section 2 (2).

(1) TU Berlin is a scientific and international educational institution where the international experience as well as intercultural and foreign language skills (particularly English) which students acquire during their studies prepare them for a global labor market.

(2) All study programs are organized in such a way that students are able to stay abroad without incurring any disadvantages; a mobility window is scheduled and designated in the study regulations. Student mobility is supported by transparent accreditation practices. It is recommended to conclude a Learning Agreement, as defined in the ECTS Users Guide.

Section 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 a degree program (for example as part of an introductory course or other course) and continually practiced.

III. Quality Assurance

Section 6 Academic advising

(1) Academic advising includes general academic advising and course guidance pursuant to Section 28 BerlHG.

(2) General academic advising and information is offered to students and prospective students, including for overlapping issues. This includes educational guidance and psychological counseling, information on inclusion of students with children, dependents requiring care, disabilities and/or chronic illnesses and financing studies and advice on relevant advising offers/services. The Career Service advises students on the transition to professional life and professional independence. Guidance for foreign students is the responsibility of Student Mobility and International Students.

(3) Course guidance is provided by each faculty to support students in their studies with course-related advice. Its tasks include helping students sensibly plan and implement their studies on the basis of their individual skills and career expectations and within the scope of study regulations and the range of teaching modules, and where possible providing support for the completion of studies. Such tasks include regular introductory events and advice on interdisciplinary studies.

(4) In order to coordinate tasks, the faculty board, pursuant to Sections 28 and 73 BerlHG, employs a professor as course guidance representative who is supported by student assistants. The faculty board may enlist the help of other members of the faculty for course guidance.

(5) Further specific advice is provided on individual subject areas by the professor of the relevant academic chair.

(6) The faculty also publishes detailed information and guidance on study programs, including in the relevant language for study programs with a foreign language (as a compulsory elective).

(7) Introductory events are offered to first-year students at the start of the first semester. Courses scheduled for the first semester may be cancelled for this purpose.

Section 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, specialization 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 study program, possible restrictions on participation) are defined in the relevant program.

(2) A description is prepared for a mentoring program in accordance with subsection 1, decided on by the faculty board, and published on the associated website for the study program. All lecturers are obliged to support the relevant program. Each mentoring program is evaluated.

Section 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 the dean of studies is responsible for:

- quality assurance in studies and teaching;
- representation of the faculty vis-à-vis 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

Section 9 Degree program representative

The faculty appoints a course representative for each study program within its scope of responsibility, who should hold qualifications in accordance with Section 32 BerlHG (authorized examiners). If no such person is designated, the tasks are passed onto the dean of studies. These 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 study and examination regulations;
 - service agreements.
2. Following introduction of the study program:
 - regular holding of teaching conferences;
 - cooperation in (re-)accreditation;
 - course planning;
 - guarantee of qualification objectives and feasibility of studies;
 - identification and elimination of study bottlenecks;
 - coordination of module contents;
 - initiatives for curriculum revision;
 - service agreements.

Section 10 Course evaluation

Students complete regular course evaluations at TU Berlin, which largely serve 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.

Section 11 Degree program review

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

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

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

Section 12 Degree program evaluation

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

- discussion of course evaluation results;
- discussion of current examination/assessment statistics;
- discussion of experiences from current academic year;
- coordination and updating of teaching content;
- discussion and analysis of further relevant information (e.g. alumni surveys, statistics about study programs, duration of studies, graduate retention).

Section 13 Didactic approach in further education

Public servants performing 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.

Section 14 Conflict management

(1) Within the framework of conflict and complaint management, the University is committed to a transparent, non-administrative procedure to resolve conflicts and complaints, as far as possible acceptable to all participants.

(2) In case of complaints being lodged, all complainants receive confirmation of receipt of the complaint and, on request, feedback on its processing status 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.

IV. Admission, Enrollment, Accreditation, Student Affairs

Section 15 Admission

(1) Admission procedures shall be conducted for such study programs where restrictions on admission apply. Procedures shall comply with the statutory provisions, the Statutes of TU Berlin Governing Selection Procedures, the doctoral regulations and relevant study program-specific admission rules. Applicants may only take part in admission procedures if they submit due applications on time, including all necessary documents, and fulfill general and subject-specific entry requirements.

(2) Applicants from abroad who are not coequal with German nationals must be admitted to enroll, in respect of which decisions are taken by the responsible body of the Central University Administration. The equivalence of international university entrance qualifications must be established, unless applicants have already acquired university 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 affiliation and clarification of any doubts with the Central Office for Foreign Education, lies with the competent senate authority for higher education institutions (Section 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 take 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 Section 7 and Section 7a of the Act on the Admission to Higher Education Institutions in the State of Berlin to Degree Programs 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 pursue doctorates, who write their dissertation – where permitted by the doctoral regulations – in a language other than German or English and who wish to take an oral exam, must demonstrate a working knowledge of this language. The doctoral 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.

Section 16 Enrollment

(1) Applicants shall be enrolled if they fulfill the admission requirements pursuant to Sections 10-13 BerlHG, and:

1. demonstrate, by their own declaration, that they have not enrolled in the selected study program 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 failed to complete the requirements of the selected study program, or definitively failed 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 Studierendenwerk, contributions to the student body, and charges for public transportation passes;

5. have been admitted to a restricted admission degree program or have applied to enroll in an unrestricted degree program;

6. in the event of enrollment as a doctoral student, the declaration of intent to pursue a doctorate 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 study program. 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 in accordance with Section 17.

(5) Enrollment establishes the right to use the facilities of the University under the applicable provisions (Section 9(1) BerlHG); this includes the right to attend courses in/of other study programs (see Section 36) and, in accordance with the examination regulations, to take exams in other study programs 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 Studierendenwerk, is not applicable if such fees have already been paid to another higher education institution in Berlin or Brandenburg, where enrollment has been completed. Appropriate proof shall be provided.

Section 17 Fixed-term enrollment

(1) Applicants from abroad, whose university entrance qualifications do not qualify them for direct admission to studies (no equivalence, as defined in Section 15 (2) hereof), can be enrolled in a preparatory course for a fixed term, in accordance with the applicable administrative provisions, in order to prepare for the admission examination. The fixed term is generally two semesters or, 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 Section 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 sentence 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 standard 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 in study programs which do not result in an initial professional qualification.

Section 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 in unrestricted admission study programs shall be made by 1 April of each year for the summer semester and by 1 October for the winter semester in the 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 the declaration of intent to pursue a doctorate are laid down in the doctoral regulations of Technische Universität Berlin. The deadline for enrollment in a restricted admission study program is included in the letter of admission.

(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 they fulfill the conditions for enrollment, but are unable to verify this in time, for reasons beyond their control. 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 Act on the Admission to Higher Education Institutions in the State of Berlin to Degree Programs with Restricted Admission (BerlHZG), the Ordinance on Higher Education Admissions for the State of Berlin (BerlHZVO), and Section 20 hereof shall apply to higher semesters.

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

Section 19 Enrollment of professionally qualified candidates

(1) Applications by students with professional qualifications for admission to and enrollment in a study program at Technische Universität Berlin, pursuant to Section 11 BerlHG, shall be submitted 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 (Section 11 (1) 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 (Section 11 (1) no.1 of BerlHG); or
2. proof of vocational training completed at a state or state-approved vocational school, as defined in Section 34 of the Schools Act, or comparable training in another federal state (Section 11 (1) no. 2 BerlHG); or
3. proof of acquisition of a qualification comparable to further education designated under subsection 1, as defined in the Seaman's Act (Section 11 (1) no. 3 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 (Section 11 (1) no. 4 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 (Section 11 (2) 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 intended study program (Section 11 (2) no.1 BerlHG); and
2. proof of at least three years' employment in the studied profession (Section 11 (2) no. 2 BerlHG).

(4) Certification of a successful admission examination to Technische Universität Berlin demonstrating the capacity to study shall be attached to applications from students with professional qualifications, as per subsection 3, containing a request to study in a subject outside the area of their professional qualification (Section 11 (3) BerlHG).

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

(6) Applications submitted in full and on time which meet the requirements of Section 11 (1) BerlHG shall be included in the procedure for awarding places in a pre-allocated quota, according to Section 6 (2) of the Berlin Higher Education Admissions Regulation.

(7) Applications submitted in full and on time, which meet the requirements of Section 11 (2) 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 intended program, or whether an entrance exam should be taken, pursuant to Section 11 (3) BerlHG, examining the applicant's capacity to study. 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 exceeds the available places, places are awarded according to Section 8a of the Berlin Higher Education Admissions Act.

Section 20 Crediting of study periods, recognition of previous coursework and exams, 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 examinations count as exam attempts. In case of a change of university, it is not possible to enter at a lower degree semester.

(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 recognized 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 concerning 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 gained at other international higher education institutions are recognized.

(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 count as exam attempts. Certified equivalent

skills and abilities (qualifications) acquired outside a higher education institution shall be recognized for up to half the points designated for the study program by the examination board.

(4) Applications for recognition of previous coursework and exams should be made by the end of the second semester after admission to studies at TU Berlin. Recognition of commenced examination procedures is excluded.

(5) If the equivalence of other coursework and exam results or qualifications as per subsections 2 and 3 cannot be established, the applicant 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 “passed”, the results are recognized. If the supplementary exam is assessed as “failed”, the results shall be recorded as regular module exams. The provisions of Sections 42-46 apply accordingly to enrollment for supplementary exams.

(6) Grades shall be recognized – 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 (“anabin”) and the modified Bavarian formula. If grading systems are not comparable, the comment “passed” shall be recorded.

(7) The applicant is obliged to provide sufficient information on the result to be recognized. The burden of proof for 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 in contradiction to subsections 1-6, the provisions of the equivalence agreement shall take precedence.

Section 21 “Studieren ab 16” (“Study from age 16”)

Pupils in upper secondary schools (starting from 10th grade) may, with the written consent of their school, attend selected courses at TU Berlin as early students within the TU Berlin program “**Studieren ab 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 “**Studieren ab 16**” program, upon application, shall be credited to comparable coursework and exam results for later studies at Technische Universität Berlin. Section 20 (1) sentence 2 is not applicable.

Section 22 Leave of absence

(1) Students wishing to interrupt their studies at Technische Universität Berlin in the following semester may make an application for a leave of absence on important grounds, providing 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 of person requiring supervision;
6. supervision of a child within the first six years of life, 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 semester of leave is not deemed a regular semester.

(2) By way of exception, a semester of leave 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 recognized.

(3) A semester of leave should not be issued for the first semester.

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

(5) In case of leave pursuant to subsection 1 no. 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 subsection 1 no. 3 hereof, who should be allowed to gradually reintegrate into studies, even during a semester of leave.

Section 23 Part-time studies

(1) Study programs at TU Berlin are usually full-time. Part-time studies are possible if grounds arise in accordance with Section 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 study program, can usually be acquired per semester. Credit points acquired by repeat examinations 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 Section 22 (4) BerlHG. Part-time studies are always pursued for at least one semester. The student shall inform TU Berlin within the scope of re-registration if the reasons for part-time studies no longer exist.

(5) During part-time studies, students are granted separate deadlines with reference to their personal situation, in particular for final theses. Extended periods shall not exceed 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.

Section 24 Re-registration

(1) Students wishing to remain enrolled for the following semester shall re-register.

(2) Invitations to re-register are sent to students. Students who have not received these documents are not released from their obligation to re-register, pursuant to subsection 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 requires:

1. 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 to vote at a faculty or institute;
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.

Section 25 Visiting students

(1) Students at another higher education institution wishing to attend classes at Technische Universität Berlin may be admitted as visiting students upon request. Visiting 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 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) Visiting students shall only attend classes with a restricted number of participants if students of Technische Universität Berlin are not thereby excluded.

(5) A visiting student may acquire certificates of completion from attended classes.

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

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

Section 26 Guest auditors

(1) Persons wishing to attend individual classes without being enrolled at a higher education institution may be admitted as guest auditors 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 semester 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 auditor card handed out to guest auditors.

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

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

Section 27 Announcement of deadlines

Study-related deadlines, in particular deadlines for applications for admission, enrollment, re-registration, transferring to other degree programs, leaves of absence, part-time studies, exmatriculation or admission as a visiting or guest auditor, are announced in an appropriate way by the responsible body of the Central University Administration.

Section 28 Electronic mailbox and learning platform

(1) Students and lecturers are obliged to regularly check the mailbox of their TU Berlin email address. 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.

Section 29 Transfer to another degree program

(1) Applications to transfer to another degree program 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 study program, this shall be verified along with the application. Changing a degree program with restricted admission requires authorization.

(2) A decision from the responsible examination board for the new degree program 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 assigned to a higher semester by virtue of a placement exam, according to Section 23a (3) of BerlHG, must also submit the result of the placement exam with the application to transfer degree programs.

Section 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 study program and semester coincide and both persons are enrolled under unrestricted conditions. Surrender of the student place by the admitted candidate and an application for exmatriculation 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 Section 18 (2); exmatriculation 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.

Section 31 Termination of enrollment/exmatriculation

- (1) Students' affiliation to Technische Universität Berlin ends upon exmatriculation, or – in the case of fixed-term enrollment – upon expiry of the deadline. If exmatriculation 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 exmatriculation from the responsible body of the Central University Administration. The date in the current semester on which exmatriculation 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 exmatriculated, according to Section 15 (4) 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 Section 15 (3) BerlHG, including social contributions to the Studierendenwerk, contributions to the student body, and, in the event of an appropriate agreement, contributions to public transportation passes, despite a written warning and threat of exmatriculation. 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. Exmatriculation takes effect two months later. If the student applies to enroll for studies in a different study program with professional qualifications or for extension studies within this deadline, exmatriculation only takes effect upon rejection of such an application.
- (4) A written letter is issued informing a student of exmatriculation.
- (5) An existing right to admission to exams upon exmatriculation is retained in accordance with the examination regulations.
- (6) Exmatriculation as a result of an imposed regulatory measure is unaffected in accordance with Section 16 BerlHG.

V. Study Program Organization

Section 32 Study programs

Study programs are divided into modules. These consist of compulsory modules, compulsory optional modules and optional modules. In compulsory modules, the core skills of the study program 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 tabular form shall be attached to the study program and examination regulations as an annex.

Section 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 acquire. 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 compare 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 courses and have a fixed scope measured in credit points based on the European Credit Transfer and Accumulation System (ECTS). One credit point is equivalent to a total working time of 30 hours. Modules at TU Berlin are usually awarded 6, 9 or 12 credit points. Modules may include compulsory optional elements, unless learning objectives are affected by the individual option. The same course cannot be credited more than once. 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 number 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) New modules and changes to modules are decided in accordance with Section 31 (2) nos. 3 and 4 BerlHG in the form of module descriptions by the responsible faculty board with the involvement of the relevant education committee. Sections 61 (1) no. 5, 71 (1) no. 1 and 90 (1) shall remain unaffected. Module changes, 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 the case of modules offered as service features, the decision concerning module design lies with the service-providing faculty, with consideration for the needs of the recipient faculty.
- (6) Module descriptions are published annually at the beginning of the winter semester in October and at the beginning of the summer semester in April in the Official Gazette of TU Berlin. The published version of the module description applies. Already completed and commenced module exams shall remain unaffected.

Section 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 Section 42 (1). The module supervisor monitors and supervises teaching and examinations of the relevant module. They are responsible for the content of the module description, including any necessary changes, and are 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.

Section 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 courses are offered at TU Berlin, which are guided by classification of the effective capacity provision:

1. Lecture (“VL”)

In lectures, syllabus content is presented by lecturers in the form of regular presentations, and where possible supported by relevant teaching documents and use of multimedia tools. Lectures serve to communicate facts and methods.

2. Tutorial/practical tutorial (“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 (“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”)

Integrated classroom learning uses different course formats without fixed timing, enabling theoretical communication of materials and practical application within the classroom.

5. Seminar (“SE”) and advanced seminar (“HS”)

Seminars (SE) are characterized by the 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 independent contributions, 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 through academic, practical or experimental tasks. Lecturers provide guidance to students, while students perform observations, undertake 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 offerings

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 course formats essentially require associated independent study. Specific coursework and examination regulations may provide for other forms of courses in case of appropriate reasoning.

Section 36 Announcement, admission and allocation of courses

(1) All courses shall be publicly announced at the University in the course directory.

(2) Attendance at a course requires a special announcement and permission if:

1. a limited number of participants is stipulated due to its character, pursuant to the relevant study 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 places is limited for reasons of space or other material reasons.

(3) If there are more admission applications than places available, students whose study program prescribes the course as a compulsory subject are admitted first, students whose study program prescribes the course as a compulsory optional subject are admitted second, students who want to introduce the course into their optional area are admitted in third place, and students who want to introduce the course 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 course is scheduled; alternatively, the faculty board in the faculty responsible for the study program decides which semester the course should be assigned to. Priority should be given to students who have demonstrably not been admitted to this course in previous semesters despite fulfilling the requirements as per sentence 1. Students who were unable to complete the course in the scheduled semester, based on the study regulations, as a result of a disability or chronic illness, 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 the case of study programs or parts of study programs with state-approved final exams, the faculty representative may assign students to another ranking class upon 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 course has to be repeated.

Section 37 Additional modules

(1) Students 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 as per subsection 1 are entered on the certificate at the student's request, but not allowed for when calculating the overall grade, in accordance with Section 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 study program.

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

VI. Examination Organization

Section 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 study regulations;
2. a declaration on whether the applicant has already failed or definitively failed a final examination in the same study program or a related study program 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 Section 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.

Section 39 Examinations, examination registration, types of examination

(1) Examinations for a bachelor's or master's degree are conducted in the following ways: as a thesis (Section 46) and standard module exams taken throughout the course in the form of an oral exam (Section 43), written exam (Section 44) and portfolio examination (Section 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 without having successfully completed the previous work normally required to do so.

(2) It is necessary to register in order to take exams. Students register for exams with the responsible body of the Central University Administration, usually via an electronic registration system. Registration for a second attempt and for final theses is in person with the responsible body of the Central University Administration. In order to register for an exam, the previous work required shall be verified in accordance with the relevant module description.

(3) The registration period for an exam usually commences from 15 April at the earliest in the summer semester, and from no earlier than 15 October 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 31 May for the summer semester and 30 November for the winter semester.

The registration period is announced at the start of courses 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 module is counted as part of the overall grade for the relevant degree program .

(6) Examination periods for module final exams are decided on by the faculty board 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 announced by the examiners in good time, at the latest four weeks before the examination date. The exam date for the written exam shall be announced within 14 days of the start of the module. In the case of one-semester modules, the dates for completing individual components in portfolio examinations is announced within 14 days of the start of the module.

In the case of exams extending over several semesters, dates are announced within the first 14 days of the semester in which coursework is to be submitted.

Time overlaps of different exams in the same degree program should be avoided where possible. Deadlines also apply to the announcement of dates for resits, according to Section 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 Section 45. This shall be communicated to the candidate immediately before completing the first assessed component, or at the latest four weeks before the exam date.

(9) If a candidate can demonstrate the necessary results for admission to an exam type, an exam may be taken prior to expiry of the deadline set for registration. The examination board allows the candidate to take equivalent exams in another form at another location or another time if, for good reason, the candidate is unable to take an exam or submit coursework completely or partly in the prescribed form. The reason provided shall be verified, for example by submitting a medical certificate.

(10) The final thesis shall be evaluated by at least two examiners. Module exams taken throughout a program can be conducted by one examiner only. In the 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. Oral 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 their eligibility as an examiner before the exam starts. Eligibility shall be documented by the signature of the examiner.

(11) The examiner may request additional submission of assessed coursework or exams in digital form.

Section 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 illness, pursuant to Section 2(1) of SGB (Social Security Code) IX, pregnancy, care and raising 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 required 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.

Section 41 Examination board

(1) The faculty board responsible for the study program appoints members to the examination board for the study program, 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 board. The term of office is two years. The faculty board may, with the agreement of the majority of its members, appoint a new examination board 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 chair from among its academic professors. Academic professors who are not elected as chair shall be vice-chairs. Further meetings of the examination board are convened by the chair 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 exams;
- compiling lists of examiners and observers;
- decisions on reasonable examination conditions for students with longer or permanent medical disabilities or impairments, preventing them from submitting 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 for any issues affecting them personally.

(4) The examination board, by means of a resolution, may assign responsibilities to its chair, except in matters of principle. The affected party may lodge an appeal against decisions of the chair. 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 chair, in compliance with data privacy, where necessary for its work or where rights of third parties are affected. 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 board. The board makes suggestions regarding the amendment of coursework, examination and admission regulations.

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

(9) The examination board advises students in cases of conflict within their faculty during their studies and exams, and also acts as an arbitration board.

Section 42 Authorized examiners, observers

(1) Academic professors, pursuant to Section 32 BerIHG, are authorized examiners, as are other full-time lecturers entitled to teach independently, and temporary lecturers. Examinations should primarily be conducted by academic professors. Exams taken throughout 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 otherwise.
- (4) Only those persons may be appointed as observers who have graduated from an institution of higher education and are specialists in the area of the examination. Observers shall ensure the regular exam process and have no decision-making power.
- (5) Section 41 (8) applies accordingly to examiners and observers.

Section 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, written tasks may also be assigned to a reasonable extent provided that this does not alter the oral nature of the exam.
- (3) The oral exam must be conducted within three months of registration. 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 choose the examiner. Upon sufficient reason, 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 and 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 suspended by the examiner on important grounds. A new date shall be set, such that the examination is conducted immediately after the reason for the suspension ceases to apply. Existing exam results shall be credited where possible. Re-registration for the examination is not necessary in this case. The reasons for suspending 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. 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 advising and disclosure of the exam result.

Section 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 made available with the 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 "poor" (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 conducted in accordance with the provisions of Section 43; a suspension of the oral re-examination is excluded. Registration for the oral re-examination with the responsible body of the Central University Administration is not required. The oral exam is assessed as "passed" or "failed". If the oral re-examination is deemed "passed", the assessment shall be set to "sufficient" (4.0) for the written exam.

Section 45 Portfolio examination

- (1) The portfolio examination constitutes a standard type of exam, in which students can continuously complete or submit different types of work within the courses 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 to be completed throughout a course or module. Special consideration is given here to the written composition, multiple-choice test, presentation, recorded practical assignment, outline, creative work, consultation or poster. Up to three written tests may be required within the portfolio examination. Exams

which are equal to or exceed an oral exam (Section 43) or a written exam (Section 44) in terms of content or the time required to complete are not admissible as components of the portfolio examination.

(3) The nature, scope and weighting of individual exam elements are included in 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 communicated to the examination board.

Section 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 they are capable of addressing a problem from their 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 a thesis is set out in the relevant examination regulations. The thesis may also be issued as group work in accordance with subsection 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, in accordance with the study program-specific examination regulations, to the responsible body of the Central University Administration, which then forwards the application to the recommended evaluator following review.

(4) The assignment of tasks for the thesis is subdivided on the basis of 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 writing the thesis are regulated in the study program-specific examination regulations. The subject of the thesis may be rejected on one occasion. Deadlines for this procedure are set out in the study program-specific examination regulations. In the event of a repeated thesis, the subject can only be rejected if this option was not exercised for a thesis in the first examination attempt.

(7) The subject of a thesis may be covered jointly by several students (group work) if the assessed contribution of each student can be clearly defined through the 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 subsection 8 sentence 1, marked accordingly for their 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. Borrowings 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 rejected within the deadline specified in subsection 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 Section 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 for the purpose of making copies. The thesis shall be retained for at least three years.

Section 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:

Grade	Assessment	Definition
1.0 / 1.3	very good	outstanding performance
1.7 / 2.0 / 2.3	good	performance above-average requirements
2.7 / 3.0 / 3.3	satisfactory	complies with average overall requirements
3.7 / 4.0	sufficient	performance which, despite some flaws, still complies with performance requirements
5.0	poor	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 subsection 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 "poor".

(3) Exams which are not assessed as at least "sufficient" (4.0) have been failed and must be repeated in accordance with Section 49.

(4) If more credit points than necessary are attained in a group of subjects and these are not balanced out 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:

Grade	Assessment
1.0 – 1.5	very good
1.6 – 2.5	good
2.6 – 3.5	satisfactory
3.6 – 4.0	sufficient

(7) When calculating grades pursuant to subsection 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.

Section 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, in accordance with subsection 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 assessed exam assignments. The motion for reconsideration should be received within three months.

(2) Evaluations of these 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 the 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 subsection 2.

Section 49 Repeating examinations

(1) Failed module exams for the bachelor's or master's examination can be repeated on two occasions. The first repeat examination should be carried out in the same form as the failed exam and must be offered until the start of the following semester. Time overlaps for different exams in the same study program shall be avoided where possible. The second repeat examination 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 repeat examination, indicating the deadline and information on legal remedies.

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

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

(4) A repeat examination should be taken by the start of the following semester and at the latest by the end of the second semester after the semester in which the exam was failed. Exams not taken in the repeat examination period are regarded as failed, unless the student is not responsible for failing to take the exam.

(5) In cases of switching study programs or higher education institutions, the examination board sets the deadline within which repeat examinations are to be taken and decides on any possible absence in accordance with Section 50.

(6) Failed modules from the optional and compulsory optional area, which form part of the study program, may be replaced within the standard period of study provided that a right to take exams still exists. Outside the standard 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 registration for the replacement exam.

Section 50 Withdrawal, absence

(1) The examiner and the responsible body of the Central University Administration shall be notified in writing of withdrawal from a registered exam at the latest on the last day before the examination. Withdrawal from a portfolio examination is possible until expiry of the registration deadline, pursuant to Section 39 (3), unless a later date is proven for submitting the first evaluation-relevant assignment. Withdrawal from an exam in the event of a health disorder is essentially possible at any time.

(2) If the candidate, without good reason:

1. misses the exam;
 2. fails to take the repeat examination within the stipulated deadline (Section 49 (4));
 3. fails to register 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 pursuant to subsection 2 must be stated immediately after they occur, but at the latest within five days of the examination date, to the responsible body of the Central University Administration. An extension to the

deadline may be granted by the examination board if timely verification of the good reason was demonstrably not possible. 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 reasons provided. If these reasons are approved, a new appointment shall be made where possible. Existing exam results (including partial assignments) shall be credited in accordance with Section 45 (2). In some cases, the examination board may request official medical certificates in advance for future exams.

Section 51 Cheating, breach of regulations

(1) If a candidate tries to influence the result of an exam by cheating or by influencing examination bodies, they shall be excluded from the examination by the examiner. In this case, the exam is assessed as “poor” and shall be repeated, pursuant to Section 49. If an action pursuant to sentence 1 is only revealed after the exam has been completed, sentence 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 “poor” in this case and shall be retaken, according to Section 49. In case of repeated cheating, the examination board may exclude the student from performing additional exam assignments.

(2) If a candidate is excluded from the exam, they 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, providing reasons.

(3) In the case of assessed examination elements, pursuant to Section 45, as well as homework and thesis assignments, references taken from external sources, either literal or paraphrased, are identified by acknowledging the sources. At the end of the paper, 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) Assessed assignments shall not be submitted more than once. Accreditation/crediting as per Section 20 is not hereby affected.

(5) Plagiarism is classified as cheating. 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 cheating.

Section 52 Invalidity of exams

(1) If the candidate has cheated in an exam, or there has been a breach of regulations pursuant to Section 51 (5), and this only emerges subsequent to the issuing of the certificate, the examination board, in consultation with the faculty board, 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 any intention on the part of the candidate to gain unfair advantage, and this only emerges subsequent to the issuing of the certificate, this 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. Decisions pursuant to subsections 1 or 2 shall be taken within a deadline of five years.

(4) Subsections 1-3 apply accordingly to certificates pursuant to Section 53 (4)-(6).

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

Sections 53 Certificates, transcript, official diploma

(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 study program;
2. name of discipline;
3. modules with grades, assessment and relevant amount of credit points;
4. coursework assignments (e.g. internships) complete with/assigned 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 on the transcript were offered through/in another study program 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 chair of the responsible examination board. The transcript bears the seal of Technische Universität Berlin.

(3) In addition to the transcript, an official diploma is issued by the responsible body of the Central University Administration, bearing 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 chair 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 official diploma 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 course.

(5) If the student has definitively lost eligibility to take an exam, they shall be issued 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 at least half of the coursework assignments and exams, including the thesis, have been completed at Technische Universität Berlin. If this is not the case, the student receives a certificate, in accordance with subsection 5, stating that they have 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.

Section 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 the case of successful graduation from a study program 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 study program has been completed within the scope of a double degree agreement with the designated partner university.

Section 55 Joint degree

(1) Technische Universität Berlin may set up joint study programs in cooperation with other universities. Study 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 the case of successful graduation from a joint study program, the graduate receives a joint transcript from the participating universities in the language in which the course was completed.

Section 56 Diploma supplement and transcript of records

(1) In addition to the transcript and official diploma, 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.

Section 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 their 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.

Annulment of the Regulations of Technische Universität Berlin on students' rights and obligations (OTU), the General Study and Examination Regulations in undergraduate and graduate degree programs (AllgPO) and the statutes of Technische Universität Berlin on reconsideration procedures for exam grades

dated 8 May 2013

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