

General Regulations of the Technical University of Applied Sciences Wildau

On the basis of Section 24 Subsection 2 Sentence 1 of the Brandenburg Higher Education Act (BbgHG) of 9 April 2024 (GVBl.I/24, [No. 12]), and the University Examination Ordinance of 4 March 2015 (GVBl. II/15, No. 12), last amended by Article 3 of the Act of 9 April 2024 (GVBl.I/24, [No. 12], p.80), as well as Section 10 Subsection 1 of the Basic Regulations of Technical University of Applied Sciences Wildau dated 21 August 2019 (Official Notices No. 45/2019) in the version dated 22 August 2022 (Official Notices No. 29/2022), the Senate of the Technical University of Applied Sciences Wildau, in consultation with the faculties, adopted the following statute on 22 April 2024: Technical University of Applied Sciences Wildau: Technical University of Applied Sciences Wildau:¹

¹ The Amendment Statute was approved by the Ministry of Science, Research and Culture in a letter dated 23 February 2024 and by the President of TH Wildau in a letter dated 28 May 2024.

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Section 1

Scope and objectives

- (1) These framework regulations apply to the study programmes and examinations in all Bachelor's and Master's degree programmes at Technical University of Applied Sciences Wildau (TH Wildau). In justified individual cases, other arrangements can be made for continuing education Master's programmes and degree programmes handled in cooperation with other universities, companies and authorities of the state of Brandenburg and of other federal states; such arrangements require approval of the Ministry of Science, Research and Culture.
- (2) In addition, subject-specific study and examination regulations shall apply to each degree programme. In the event of contradictions between the General Regulations and subject-specific study and examination regulations, the provisions of the General Regulations shall take precedence over those of the subject-specific regulations.
- (3) The qualification objectives of the degree programme and professional fields of employment after graduation are outlined in the respective subject-specific Study and Examination Regulations. The qualification objectives must correspond to the desired academic training goal and degree level and relate primarily to the following areas:
 - 1) academic aptitude,
 - 2) professional qualification,
 - 3) civic participation and
 - 4) personal development.
- (4) The subject-specific, interdisciplinary, methodological, social and personal competences required to achieve the qualification objectives are acquired during the course of the degree programme in appropriately designed modules.

Section 2

Structure of the degree programme

- (1) The degree programmes have a modular structure. Modules are self-contained, examinable units that summarise the subject areas in a thematically and chronologically rounded manner. As a rule, a module comprises the content of a single semester or an academic year. In particularly justified cases, a module may also extend over more than two semesters.
- (2) The scope of study is measured in terms of credit points (CP). The credit point system is a formal mechanism for structuring and calculating the workload of a module and the entire degree programme from the student's perspective. One CP corresponds to a student workload of 25 to 30 hours. The credit point system corresponds to the ECTS (European Credit Transfer System). Modules should be worth at least five credit points. In justified cases, modules may have a smaller scope, provided that this does not increase the average examination load in the semester.
- (3) The modules are to be listed in the respective subject-specific study and examination regulations in the form of a study plan with their module name, semester, weekly semester hours or attendance hours, teaching and learning forms, type of examination and the credit points to be awarded.

- (4) To allow for a clearer overview of a degree programme, the modules are summarised in a module handbook. The description of a module must contain at least the following information:

1. module name,
2. module supervisor(s),
- 3 contents and qualification objectives of the module,
4. type of module (compulsory or compulsory elective module),
5. forms of teaching (including contact time in semester hours per week or attendance hours),
- 6 requirements for the award of credit points,
7. form and type of examination,
8. workload for the module (measured in credit points) and
9. teaching language.

The binding nature of the module descriptions is defined in the respective degree programme-specific study and examination regulations.

- (5) At least 180 and up to 240 credit points must be evidenced for the first professional qualification, at the end of which a Bachelor's degree is awarded.
- (6) For the higher professional qualification, the university will award the Master's degree for a total of 300 credit points, taking previous studies into account.

Section 3

Admission and admission requirements

- (1) The admission requirements for Bachelor's and Master's degree programmes are provided for in Sec. 9 of the Brandenburg Higher Education Act (BbgHG).
- (2) If further aptitude and qualification requirements beyond the first professional qualification degree are required for Master's degree programmes according to Sec. 9 Subs. 5 Sent. 2 BbgHG, this must be provided for in the subject-specific admission regulations. An arrangement is only permissible if the additional aptitude and qualification requirements are verifiably necessary owing to the specific subject-related demands of the Master's degree programme in question, and if the legal basis from Sec. 9 Subs. 5 Sent. 2 of the Brandenburg Higher Education Act as of 28 April 2014 is referenced in the programme-specific regulations including the corresponding source.
- (3) A regulation concerning additional aptitude and qualification requirements pursuant to Sec. 9 Subs. 5 Sent. 2 BbgHG is generally possible in the following cases:

1. Specification of the required number of credit points from the first professional qualification (Bachelor's degree) pursuant to Sec. 4 Subs. 7 Sent. 2 of the Higher Education Examination Regulations for students with Bachelor's degrees or of the required standard duration of studies for students with another type of first professional qualification degree.

2. language proficiency requirements: if the degree programme is offered exclusively or partially in a language other than German or if a significant share of the academic literature is only available in a language other than German.
- (4) Any requirements concerning the content or subject of the first professional qualification degree must be verifiably necessary for taking up the Master's degree programme. They must be specified in the programme-specific regulations. The following wordings in particular are not sufficiently clear:
- 1) in a subject essential for the Master's degree programme,
 - 2) in a subject relevant to the Master's degree programme,
 - 3) with meaningful links to the Master's degree programme,
 - 4) first professional qualification degree in a science-based subject.
- The requirement that the subject-specific focus of the first university degree required for the Master's degree programme must be defined sufficiently can be fulfilled by combining the formulations mentioned in numbers 1 to 4 with a list of examples first professional qualification degrees from various disciplines that allow for admission to be granted.
- (5) Requesting, in particular, the following additional aptitude and qualification requirements for admission to Master's degree programmes is not permitted:
- 1) proof of the applicant's motivation,
 - 2) references or letters of recommendation.
- (6) Admission to degree programmes with a limited number of places is based on the Brandenburg Higher Education Admission Act (BbgHZG) and the Higher Education Admission Ordinance (HZV). As part of the university selection procedure in accordance with Section 6 Subs. 2 BbgHZG (Bachelor) and Section 7 Subs. 2 BbgHZG (Master), study places are allocated according to the level of qualification. For the Bachelor's degree, the level of qualification is determined by the average grade of the higher education entrance qualification (Section 6 Subs. 2 Sent. 1 No. 1, 10 Subs. 1 BbgHZG); for the Master's degree, it is determined by the final grade of the first higher education degree or, in the cases of Section 9 Subs. 6 BbgHZG, by the preliminary average grade (Section 7 Subs. 2 Sent. 1 No. 1, 10 Subs. 2 BbgHZG). Rankings are drawn up based on grades. In the event of equal rankings, the decision is using a lottery system. From 1 January 2017, according to Sections 6 Subs. 2 Sent. 3 and 7 Subs. 2 Sent. 4 BbgHZG, all Bachelor's and Master's degree programmes with a limited number of places must also be based on another of the selection criteria listed in the BbgHZG. The level of qualification must remain a determining factor.
- (7) Students on exchange programmes at TH Wildau who only take courses in English do not need to have German language skills, but do need to have English language skills. The programme-specific study and examination regulations and the cooperation agreements between the universities regulate further details. In case of doubt, English language proficiency is determined by the Head of the Language Centre of TH Wildau.

Section 4

Student Advisory Service

- (1) The General Student Advisory Service of TH Wildau provides information about degree programmes and fields of study as well as the associated possible degrees. It explains admission requirements, admission restrictions, study conditions and requirements. The individual student's motivations for studying, the compatibility of studying and family, the concerns of students with children, students with disabilities and students with care responsibilities as well as the compatibility of studies and job are to be given special consideration during counselling sessions and in the course of studies.
- (2) For each degree programme, the Dean will appoint a member of the academic full-time staff of the faculty as degree programme director and therefore as the "student advisor". This person shall provide support and encouragement to the students by offering subject-specific advice for their studies. The person will provide information about the course of the programme, available options and learning methods for the degree programme in question, and will provide guidance in case of any problems or difficulties over the course of the programme.
- (3) If students have not successfully passed an examination required by the standard study plan in the programme-specific regulations within an additional four semesters, they are obliged to take part in a study programme consultation session in accordance with Section 20 Subs. 3 BbgHG. They will be invited by the university to attend this consultation session. This session is carried out by the degree programme director. . If this person is not a university lecturer, they are required to ask a university lecturer to take part in the consultation.
- (4) A study plan is drawn up as the result of the degree programme consultation session. The study plan shall be made in writing and signed by both the student and the degree programme director and, where applicable, the university lecturer consulted. The plan is added to the student's student records. The student receives a copy of the plan.
- (5) For each degree programme, the Dean appoints a member of the full-time academic staff of the faculty as a "year mentor". This mentor is a mentor as defined by the current version of the BbgHG.

Section 5

Part-time studies

- (1) Every full-time degree programme at TH Wildau can be studied part-time, unless otherwise stipulated in the specific study and examination regulations in justified exceptions. The departments develop a corresponding study plan for each degree programme. The study plan is part of the study and examination regulations. The awarded degree and the type and scope of examinations do not differ from a full-time degree programme.
- (2) Part-time students have the same status within the university as full-time students. Re-registration and the amount of fees (semester fees, etc.) are not affected by part-time study.
- (3) The change from part-time studies to the corresponding full-time study programme is possible upon application only once.

- (4) The change from part-time to full-time study or from full-time to part-time study cannot be applied retroactively. The times at which such a move is possible are specified in the programme-specific Study and Examination Regulations (SPO).
- (5) The standard duration of part-time studies (SPT) is longer than the standard duration of studies of the respective full-time degree programme (SFT) by the factor k , however, the standard duration of studies of the corresponding full-time degree programme cannot be more than doubled ($SPT = kSFT$ with $1.5 \leq k \leq 2$). The individual duration of studies comprising the number of semesters studied in full-time and in part-time is certified.
- (6) A double degree programme cannot be completed by part-time students.
- (7) For part-time students, the examination procedures for full-time students apply.

Section 6

Special study plan

- (1) Students can apply for an individualised study plan (special study plan) if there are important reasons for doing so and they can provide appropriate evidence. In this context they must also demonstrate that a part-time degree as described in Section 5 is not sufficient to address the important reasons in question. Important reasons include pregnancy, child care requirements, caring for relatives who require assistance, health problems (special needs, illness) and competitive sports in particular. The written application supported by documents in accordance with Subs. 2 must be submitted to the Examination Board by the end of the lecture period of the previous semester or, in the case of applications from first-year students, by the start of the lecture period. The examination board of the faculty decides on exceptions to the deadline.
- (2) A study programme consultation session with the degree programme director must take place before an application according to Subs. 1 is submitted. The result must be recorded in writing in the form of a special study plan that contains all details in which it differs from the standard study plan, including the extension beyond the corresponding standard duration of studies.
- (3) After due consideration, the Examination Board will make a final decision regarding the application and the special study plan.
- (4) A special study plan does not constitute a legal entitlement to the provision of a separate study programme or range of services. The degree programme and the type and scope of the examinations do not differ from a full-time degree programme.
- (5) Students have the same status within the university as full-time students. Re-registration and the amount of fees (semester fees, etc.) are not affected by a special study plan.

Section 7

Teaching and learning methods

- (1) The forms of teaching and learning offered at TH Wildau are
 1. lectures,
 2. practical classes,
 3. laboratory work,

4. projects and
 5. seminars.
- (2) Internship periods performed outside TH Wildau can also be part of a degree programme at TH Wildau. The corresponding internships are supervised by TH Wildau. The academic achievements are assessed by an authorised examiner of TH Wildau on the basis of an internship report.

Section 8

Forms and types of examinations

- (1) Examinations are held in one of the following forms:
1. orally,
 2. in writing through written examinations and other written work; a written examination can also be taken in electronic form,
 3. as project work,
 4. as laboratory experiments and
 5. through other controlled achievements that can be assessed according to the same standards. The completion of an internship may also be counted as equivalent to an examination.

Each type of examination can be supplemented with another.

- (2) Written examinations take place under supervision and their progress is recorded. Oral examinations must be conducted by one examiner in the presence of an expert assessor or by two examiners. If the examiners do not agree on the assessment, the grade is calculated from the arithmetic mean of the individual assessments. The subject matter and the main results of oral examinations must be recorded in writing. Second examiners must be individuals who hold at least the corresponding degree that is being examined, or must have passed a comparable university degree or comparable state examination in a similar degree programme.
- (3) Each module examination shall take place as one of the following three types of examination:

1. Examination during the Examination Period (FMP): examination at a fixed time within the examination period (period of two weeks following the teaching period of the respective semester and period of two weeks before the start of the teaching period of the next semester),
2. Examination during the Teaching Period (SMP): examination outside the examination period (this examination can comprise multiple partial examinations),
3. Combined Examination during the Teaching and Examination Period (KMP): combination of partial examinations during the teaching period (over the course of the semester) and one partial examination in the examination period (period of two weeks following the teaching period of the respective semester) as a fixed component.

- (4) Multimedia-based examinations are permitted.

- (5) Repeat examinations within a matriculation year should be conducted in the same form as the first examination. The Examination Scheme (Section 20 Subs. 7) of the examiner in charge applies. The Examination Board will decide upon any exceptions by request.
- (6) If required by the specific nature of the subject, the relevant lecturer may demand that the examination or a part thereof is delivered in any language specified in the module description.
- (7) The duration of examinations is based on the scope of the subject matter. Written examinations have a minimum duration of 90 minutes and a maximum duration of 240 minutes. Oral examinations have a minimum duration of 15 minutes and a maximum duration of 60 minutes.
- (8) Any deviations from the form of examination specified in the Examination Scheme (Sec. 20 Subs. 7) require the approval of the Examinations Board.

Section 8a

Supervised Distance Examinations

- (1) Distance examinations are examinations held under supervision where, unlike in the case of an on-site examination, the work is not performed in facilities designated by TH Wildau and where the supervisors and the examinees are in different locations at the same time.
- (2) If any software-based information and communication systems which process personal data are used for conducting examinations or holding teaching events, only systems provided by the university or those that were granted approval by the data protection commission of the university must be used, as these were found to meet at least the same data protection standards.
- (3) The prerequisite for conducting a distance examination is that the examination
 - is suitable for purpose and
 - can also take place without the obligation to be present in person in a specified examination room and
 - can be conducted in compliance with the principles of equal opportunities. Distance examinations are conducted within a specified time window using electronic information and communication systems. Distance examinations as written examinations are conducted with video supervision and oral and practical distance examinations as video conferences. The offer of distance examinations must be provided for in the Examination Scheme (Section 20 Subs. 7). Participation in distance examinations is voluntary. The voluntary nature of participation must be ensured through the offer of a face-to-face examination as an alternative within the same examination period. Both examinations shall take place in strict compliance with the principles of equal opportunities.
- (4) The student decides in advance in the respective semester up to seven days before the on-campus examination date whether he/she would like to take the alternative examination option offered in the same semester on the distance examination date. The right to choose shall also apply if the examination is repeated.

The student is given the opportunity to take a mock distance examination provided by the university before they choose. The mock distance examination serves to check the technical functionality and operability of the examination environment. The mock distance examination may differ from the actual examination in particular in terms of the examination content, the questions used and/or the duration.

- (5) It must be possible to clearly and permanently assign all data from the examination to the candidates, also in the case of a distance examination. It must be ensured that the examination documents can be reviewed. The assignment, assessment criteria, results, transcript and any sample solutions must be archived in line with legal provisions.
- (6) In the distance examination, candidates must certify that they have completed their examination work independently and have not used any sources or aids other than those specified.

Section 8b

Taking the examination in-person or remotely

- (1) When holding the on-site examination, those students who have registered for the on-site examination are granted priority in the allocation of places. Students who chose to take part in the distance examination can only take part in the on-site examination if a place is available. The examiner must be informed about any emergencies that require students to switch from the distance examination to the on-site examination as soon as possible.
If a student is not granted a place in the on-site examination due to a lack of capacity, this is not counted as an examination attempt. This must be recorded on-site by the examiner or invigilator in the examination record and be signed by the student.
- (2) Every student has the right to take part in the scheduled distance examination, even if they did not register for it in the beginning. In the event of a change to the chosen examination format, the examiner must be notified in writing at least seven calendar days before the examination. If a student has taken part in both the in-person examination and the alternative distance examination in the same examination attempt, only the examination that was taken on the earlier date will be assessed.

Section 8c

Distance invigilation and authentication

- (1) To prevent any cheating attempts, the distance examination must be carried out under distance invigilation (video invigilation) performed by a suitably qualified person (who also takes the minutes of the examination for the examination record) for the entire duration of the examination, and possibly with additional invigilation by the university's supervisory staff. Suitable technical aids must be used to ensure that the distance examination does not result in any advantages or disadvantages for the person being examined in terms of equal opportunities and that opportunities to cheat are excluded as far as possible.
It must also be noted in the examination record that the examination took place remotely.

In the case of distance oral examinations, invigilation takes place in line with the arrangements concerning the presence of examiners and second examiners outlined in these Regulations.

- (2) When conducting distance examinations, the identity of the examination candidates must be established by means of photographic identification before the examination begins (authentication). Storage of the data processed in connection with authentication beyond technically necessary intermediate storage is not permitted. Personal data from the intermediate storage must be deleted immediately.

Examination candidates are obliged to activate the camera and microphone function of the information and communication systems used for the examination. The signature of the examiners on the examination record of the oral examination is obtained electronically.

- (3) With regard to video invigilation, there shall be no surveillance of the room beyond the arrangements of paragraph 1. Video invigilation shall be set up in such a way that personal protection and privacy of the persons concerned is not affected more than is necessary for the intended identification check. Recordings of the examination environment are possible within reason with reference to an incident and must be noted in the examination record.

Automated analysis of image or audio data and recording of the examination by the video invigilator are not permitted. Partial recording of the examination or other storage of image or audio data is not permitted, except for the documentation of suspected attempts at cheating. A copy of the stored data must be made available to the student. The data shall be stored until the final decision regarding a suspected attempt at cheating has been made. Thereafter, the collected data must be verifiably destroyed or deleted immediately and the student must be informed accordingly.

Section 8d

Disruptions to the technical execution of the distance examination

- (1) If the transmission of the examination task, the processing of the examination task, the transmission of the examination performance or video invigilation is not technically possible at the time of the examination during a distance examination, the examination is terminated at the respective stage and the process is recorded in the examination record. The examination will not be graded and the examination attempt will not be counted. This does not apply if it can be proved that the student concerned is responsible for the disruption.
- (2) During a distance oral examination, the examination candidate can see all examiners and assessors at any time and vice versa. If the video or audio transmission is temporarily disrupted during a distance oral examination, the examination will continue once the disruption has been rectified. If the technical fault persists so that the oral examination cannot be continued properly, the examination will be repeated at a later date. The new examination date should be scheduled as soon as possible. The examiner in charge is responsible for this.
- (3) Technical faults during the examination must be recorded in the examination record, stating the type, extent and duration of the fault.

Section 8e

Data processing and installation

- (1) Personal data may be processed in the context of distance examinations insofar as this is absolutely necessary for the proper conduct of the examination. This applies in particular for the purposes of authentication pursuant to Section 8c Subs. 2 and video invigilation pursuant to Section 8c Subs. 1 and 3.
- (2) For distance examinations, any learning management systems, examination platforms, video conferencing systems and other technical aids shall be used in such a way that necessary installations on students' electronic devices only take place under the following conditions:
 - The functionality of the electronic devices is not affected outside of the examination time and during the examination only to the extent necessary to ensure authentication and prevent fraudulent behaviour,
 - the information security of the electronic devices is not compromised at any time,
 - the confidentiality of the information on the electronic communication device is not compromised at any time, and
 - complete uninstallation is possible after the distance examination.

Section 9

Assessment of examination results and make-up of grades

- (1) The grades for the examinations are determined by the examiner on a differentiated basis. The grades are to be determined as follows:

% share of the maximum number of points	Grade	Valuation	Definition of
95 < A ≤ 100	1,0	very good	OUTSTANDING - excellent performance and only a few insignificant errors
90 < A ≤ 95	1,3	very good	GOOD - overall good and solid work, but with some fundamental flaws
85 < A ≤ 90	1,7	Good	
80 < A ≤ 85	2,0	Good	
75 < A ≤ 80	2,3	Good	
70 < A ≤ 75	2,7	Satisfactory	SATISFACTORY - mediocre, but with significant shortcomings
65 < A ≤ 70	3,0	Satisfactory	
60 < A ≤ 65	3,3	Satisfactory	

55 < A ≤ 60	3,7	Sufficient	SUCCESSFUL - the performance shown fulfils the minimum requirements
50 ≤ A ≤ 55	4,0	Sufficient	
0 ≤ A < 50	5,0	not sufficient	NOT SUCCESSFUL - improvements are required before the performance can be recognised

- (2) Module examinations lead to module grades, in the case of practical modules to an assessment "pass / fail". If a module examination consists of several examinations, the examiner shall determine in their Examination Scheme (Section 20 Subs. 7) how the module grade (in accordance with (1)) is calculated from the results of these examinations. Module descriptions may stipulate the passing of all or a minimum number of several examinations.
- (2a) It can be provided in the Examination Scheme (Sec. 20 Subs. 7) that bonus points can be earned by doing additional subject-specific work in the form of voluntary assignments set by the examiner. Such bonus points can only be earned and taken into account in the same semester in which the module is taught. In the case of modules that stretch over multiple semesters, the period in which such points can be taken into account is the period specified for the module in the study plan. Bonus points can account for a maximum of 20% of the assessment points leading to the module grade (according to Subs. 1). Excluding bonus points, at least 50% of the assessment points used to determine the module grade must be reached to pass the module examination. No more than 100% of assessment points can be reached even including bonus points. It must be possible to reach 100% of assessment points, even without any bonus points. The module grade is determined based on Subs. 1.
- (3) When final grades are made up of partial grades, only the first decimal place after the point is taken into account, all further digits are dropped without rounding up. If the calculation of the module grade results in a grade value not shown in Subs. 1, rounding up is carried out by assigning the nearest grade in accordance with Subs. 1 as the module grade. If a numerical value that is exactly between two grades according to Subs. 1 is determined, the better grade is awarded.
- (4) The module grades should be submitted to the Student Affairs Office no later than four weeks after the examination date, unless otherwise stipulated in these regulations. Exceptions are only permitted in the case of urgent reasons or incapacity to work due to illness. The Dean must be informed immediately. The publication of examination results is personalised. The publication is made in the campus management system.
- (5) A weighted average (M) is calculated from all differentiated module grades of the degree programme and the grade of the final thesis and, if applicable, the grade of a final oral examination (cf. Section 26 Subs. 1) as an overall grade; the weighting is based on the credit points (CP): $M = \sum (\text{grade} \times \text{CP}) / \sum \text{CP}$.

This gives rise to the following final grades:

Overall rating	Overall rating (verbal)
$1.0 \leq \text{grade} < 1.3$	With distinction
$1.3 \leq \text{grade} < 1.6$	Very good
$1.6 \leq \text{grade} < 2.6$	Good
$2.6 \leq \text{grade} < 3.6$	Satisfactory
$3.6 \leq \text{grade} \leq 4.0$	Sufficient
$4.0 < \text{grade}$	Not passed

- (6) If the German grading scale is supplemented by the awarding of ECTS grades (relative grades), the assessment is carried out in accordance with the ECTS guidelines of the European Commission.

Section 10

Recognition of academic achievements

- (1) At the student's request, periods of study and coursework are to be recognised on the basis of Section 24 BbgHG in accordance with the following principles. Applications for recognition of coursework must be submitted to the responsible examination board within six weeks of the start of the semester in which the module to be recognised is taught in accordance with the study plan.
- (2) In the event of a change of higher education institution or degree programme, recognition of achievements from a previous degree programme shall be granted if the achievements do not differ significantly. A significant difference is deemed to exist in particular if the success of the degree programme is jeopardised if the achievement is recognised because the achievement for which recognition is sought does not include a competence required for the success of the degree programme. The essential criteria for recognition are the requirements and qualification objectives of the subsequent degree programme. The applicant must provide the necessary information about the achievement for which recognition is sought. The burden of proof that an achievement does not fulfil the requirements for recognition lies with the university.
- (3) If coursework is recognised, the grades shall be transferred and included in the calculation of the overall grade. The origin of external assessments shall not be noted on the certificate.

Section 11

Higher Semester Entry Examination

- (1) Students who have acquired knowledge and skills that justify placement in a higher semester can take a special university placement examination (Higher Semester Entry Examination) in accordance with Section 24 Subs. 1 BbgHG.
- (2) The provisions of these Regulations shall apply mutatis mutandis to the placement examination. In cases of doubt, the Examination Board for the relevant degree programme shall decide.

Section 12

Admission to the Higher Semester Entry Examination

- (1) The application for admission to the Higher Semester Entry Examination must be submitted in writing to the Student Affairs Office by 15 January for the following winter semester and by 15 July for the following summer semester. The semester in which the student wishes to be placed must be specified.
- (2) The application must be accompanied by:
 1. a curriculum vitae with details and, if available, evidence of how the knowledge and skills required for the placement examination were acquired or can be acquired by the time of the placement examination,
 2. proof of qualification or entitlement to study, admission if the applicant is not yet enrolled at TH Wildau,
 3. a declaration as to whether and for which degree programme an application for admission to a placement examination has previously been submitted to a higher education institution, and
 4. A declaration as to whether and with what success studies were commenced in the intended degree programme.
- (3) The Examination Board decides on admission to the placement examination. Any arrangements concerning the allocation of study places shall remain unaffected.
- (4) The Student Affairs Office will send the applicant a written notification of the decision regarding admission. This notification does not grant the applicant admission to the degree programme. If the application is rejected, reasons must be given and information about legal remedies must be added to the notification.

Section 13

Consultation and Higher Semester Entry Examination Dates

With the notification of admission to the placement examination, the candidate is requested to arrange a consultation with the examination board, in which he or she is informed in detail about the individual examination topics, the requirements and the examination procedure, and to arrange an examination date. The entitlement to an examination ends upon expiry of the date specified.

Section Section 14

Contents, scope and forms of the Higher Semester Entry Examination

- (1) In a Higher Semester Entry Examination, the candidate must prove the competences that are required for access to the semester they applied for.
- (2) The number of examinations, the examination topics, the examiners and the examination dates are determined by the examination board, taking into account the relevant information provided by the applicant.

Section 15

Assessment of the Higher Semester Entry Examination

- (1) The placement examination is passed if all examinations in accordance with Section 14 Subs. 2 have been successfully completed. No grades are awarded, only the assessment "pass / fail".
- (2) A placement test cannot be repeated.

Section 16

Certificate of the Higher Semester Entry Examination

- (1) The Examination Board informs the applicant about the result of the Higher Semester Entry Examination in writing.
- (2) If they have passed the examination, the applicant will receive a certificate with the following details:
 - 1) notification that the Higher Semester Entry Examination was passed and
 - 2) the degree programme and the semester the applicant can enter subject to successful enrolment, and information about the duration for which such classification is effective pursuant to Sec. 17.

Section 17

Determination of Entry Level

Having passed the Higher Semester Entry Examination, the applicant is entitled to take up studies in a semester corresponding to the result of the examination, provided that this does not conflict with any arrangements regarding the allocation of study places. The placement will expire if the applicant fails to enrol within two years of passing the Higher Semester Entry Examination. This period can be extended by the Examinations Board in exceptional cases.

Section 18

Recognition of knowledge acquired outside higher education

- (1) Up to 50 per cent of the knowledge and skills acquired outside the higher education sector may be credited towards a higher education course, provided that their content and level of difficulty are equivalent to the part of the degree programme that is to be replaced.
- (2) Applications for recognition of appropriate knowledge for study modules must be submitted to the Examinations Board in charge within six weeks after the start of the current semester.
- (3) If knowledge acquired outside higher education is recognised, the grades shall be accepted and included when calculating the overall grade. If one study module corresponds to multiple apprenticeships or further education examinations, the grade is determined by calculating the average of such results.

If no grade can be gathered from apprenticeships or further education examinations (e.g. "pass") and in special cases of professional experience, the achievement is credited as a sufficient module grade (4.0).

- (4) If the module supervisor arrives at a negative result, the achievement is not recognised. The origin of external assessments is not noted on the degree certificate.

Section 19

Compensation for Disadvantages and Hardship Cases

If a student is unable to sit examinations in full or in part within in the scheduled time and in the required form due to a prolonged illness, the Examinations Board can grant the student permission to take the examination within an extended period of time or in another equivalent form by request. Presentation of a medical certificate may be requested. Other equally serious reasons, for example of a social nature, such as the acute care and support of a person close to the student, may also be recognised.

Section 20

Examination procedure and minimum quorum of passed examinations

- (1) Students may only take examinations if they are enrolled in the respective degree programme at TH Wildau, unless the subject-specific part of the study and examination regulations of the degree programme provides for different regulations.
Several examinations may take place on one day, particularly in the case of part-time degree programmes and in the case of Section 21 Subs. 4.
- (2) By enrolling/re-registering at the university, students are registered for all module examinations indicated in the study plan of the Study and Examination Regulations (SPO) of the degree programme for the semesters they have completed.
Additional examinations scheduled in the study plan in a later semester can only be taken if a prior application has been approved by the responsible examination board.
- (3) The responsible examiner is the person named as lecturer in the timetable. A change is not permitted, except in special circumstances.
- (4) Students can deregister from module examinations in the campus management system. After deregistration from a module examination, the student may not take part in it. Any examinations taken in spite of this will not be recognised.
- (5) Notification of an inability to take an examination in accordance with Section 22 is invalid after deregistration from an examination. Deregistration from an examination constitutes registration for the re-examination date.
- (6) The respective module examination must be completed no later than four semesters after the examination date stipulated in the specific study and examination regulations. If the student has not met this deadline or has not provided proof of any study achievements in four consecutive semesters, he/she must be exmatriculated if he/she has failed to attend a degree programme consultation session (Section 4 Subs. 2 Sent. 2) or has refused to complete an individual study plan (Section 4 Subs. 3) or has not fulfilled the requirements specified in an individual study plan by the specified date and to an acceptable standard. This does not apply if the student in question was not informed of these consequences together with the invitation to the consultation session

or when the individual study plan was concluded. Any periods of leave of absence are not taken into account in determining the time limit.

- (7) Within the first two weeks of teaching of a module, the lecturer in charge will provide information about the Examination Scheme based on the corresponding module description. The Examination Scheme includes information on the type of examination in accordance with the study plan, the format of the examination, the scope and time or duration of the examination, the repetition frequency as well as any permitted aids, and the weighting and assessment of (partial) examinations. The Examination Scheme is published on the TH Wildau website for all university members.

Section 20a

Examinations during the examination period (FMP)

- (1) Examination dates that are part of a module examination of the type FMP must be published in the campus management system at least two weeks before the examination date. In this case, students may deregister from the examination in the campus management system up to seven calendar days before the examination date.
- (2) The first repeat examination date for an FMP module examination is in the two weeks before the start of the teaching period of the next semester ("repeat examination period"), unless participation in the repeat examination is not possible due to internship periods of the degree programme provided for in the respective SPO. In this case, the re-examination of all participating students is also possible after the re-examination period. Further details are regulated by the respective SPO.
Further repeat examination dates coincide with the examination and repeat examination dates of subsequent enrolment year groups. The Examinations Board decides on any exceptions.

Section 20b

Examinations during the Teaching Period (SMP)

- (1) Deregistration for a SMP module examination can only take place within the first three weeks of teaching in the semester or enrolment year in question. Any deviations in the case of Sec. 20b Subs. 7 are provided for by the respective SPO.
- (2) In the case of multiple partial examinations, deregistration applies for all partial examinations of the module in the semester or enrolment year in question.
- (3) The repeat examination for a SMP module examination will take place in the following enrolment year. It can take place in the next semester if the module has a duration of only one semester in the curriculum and the examination situation is comparable. The Dean determines the time/period in coordination with the examiner in charge and information is provided no later than at the start of the class; it is recorded in the Examination Scheme (Sec. 20 Subs. 7).
- (4) Repeat examinations in an SMP module examination offered in the following semester must take place no sooner than three weeks after the start of the teaching period. Repeat examinations in an SMP module examination offered in the following enrolment year must take place together with the regular examinations for the enrolment year.

- (5) A SMP module examination whose repeat examination is offered in the following enrolment year, must be organised by the lecturer in such a way that it can be assessed and the grade can be entered into the campus management system by the last day of the semester.
- (6) A SMP module examination whose repeat examination is offered in the following semester, must be organised by the lecturer in such a way that it can be assessed and the grade can be entered into the campus management system within four weeks of the end of the teaching period.
- (7) In exceptional cases, a repeat examination may take place in the same semester. This is only possible in Bachelor's programmes if it enables the student to immediately take up a consecutive Master's degree programme. Repeat examinations in a SMP module examination offered in the same semester must only take place up to the end of the teaching period. Further details are provided for in the corresponding SPO.
- (8) In accordance with Sec. 20 Subs. 7, the corresponding Examination Scheme stipulates the specific examination performance required.
- (9) If a student is unable to take one or more partial examinations of a module examination of the type SMP due to an important reason for which he/she is not responsible, he/she must notify the lecturer immediately. In such cases, the regulations of the Examination Scheme in accordance with Section 20 Subs. 7 apply. The Examination Board decides on exceptions.

Section 20c

Combined Examinations during the Teaching and Examination Period (KMP)

- (1) Deregistration from a KMP module examination by the student can only take place within the first three weeks of teaching in the semester or enrolment year in question.
- (2) The deregistration includes all partial examinations of the module in the semester or enrolment year in question.
- (3) The repeat examination for a KMP module examination will take place in the following enrolment year. It can take place in the next semester if the module has a duration of only one semester in the curriculum and the examination situation is comparable. The Dean determines the time/period in coordination with the examiner in charge and information is provided no later than at the start of the course; it is recorded in the Examination Scheme (Sec. 20 Subs. 7).
- (4) Repeat examinations in a KMP module examination offered in the following semester must take place no sooner than three weeks after the start of the teaching period. Repeat examinations in a KMP module examination offered in the following enrolment year must take place together with the regular examinations for the enrolment year.
- (5) A KMP module examination whose repeat examination is offered in the following enrolment year must be organised by the lecturer in such a way that it can be assessed and the grade can be entered into the campus management system by the last day of the semester.
- (6) For KMP module examinations, for which a resit is offered in the following semester, the lecturer must ensure that the examination is marked and the grade entered into the campus management system within four weeks of the end of the lecture period.

- (7) In accordance with Sec. 20 Subs. 7, the corresponding Examination Scheme stipulates the specific examination performance required.
- (8) If a student is unable to take one or multiple partial KMP module examinations due to an important reason beyond their control, they must inform their lecturer immediately. In such cases, the regulations of the Examination Scheme in accordance with Section 20 Subs. 7 apply. The Examinations Board decides upon any exceptions.

Section 21

Passing examinations

- (1) An examination is passed if at least the grade "sufficient" (grade: 4.0) or the grade "pass" has been awarded.
- (2) If the degree programme includes a separate module examination consisting of several partial examinations, this is passed if all parts have been passed.
- (3) Failed module examinations can be repeated twice. After two unsuccessful repeat examinations, the right to take the examination expires. In accordance with Section 22 Subs. 3 Sent. 1 BbgHG, the degree programmes at TH Wildau are not suited to the "one free try" rule.
- (4) If a module examination was not passed or if a student was unable to take the module examination due to an important reason beyond their control and if the student is still entitled to take the examination, they are automatically registered for the next module examination.
- (5) Bachelor's and Master's theses can only be resubmitted once and only in the event of failure. This also applies to a final oral examination.
- (6) It is not possible to resit successfully passed examinations. Pursuant to Sec. 22 Subs. 3 Sent. 2 BbgHG repeating passed examinations is only possible in the case of examinations that were passed in a 'free try'. As outlined in Subs. 3, the 'free try' rule is not applicable to TH Wildau due to a lack of suitable degree programmes.
- (7) In the case of a module examination that comprises multiple partial examinations, only the individual partial examination assessed as "not sufficient" or "fail" must be repeated, if the partial examinations cover clearly differentiated areas within a subject or if different skills and abilities are required. This is decided by the examiner and it must be recorded in the Examination Scheme (Sec. 20 Subs. 7).
- (8) Failed examinations in the last examination attempt must always be assessed by another examiner.

Section 22

Absence / Withdrawal

- (1) An examination performance is assessed as "insufficient" if the person being examined, without good cause,
 - 1. misses an examination date or
 - 2. withdraws after the start of the examination or
 - 3. has not completed an examination within the specified examination time.

The important reason for missing or withdrawing from the examination must be reported to the Examination Board immediately in writing and must be substantiated. An important reason only exists if the student is not responsible for it.

Once an examination has been duly completed, cancellation is no longer possible.

If the Examination Board does not recognise the reasons for the withdrawal or failure to attend, the student will be informed of this in the form of a legally enforceable decision.

- (2) For module examinations of type FMP and for the partial examination within the examination period of a module examination of type KMP, the important reason given for missing or withdrawing from the examination must be reported immediately (within three working days) in writing to the Examinations Board of the respective faculty and substantiated. For both, the form "Notification of Inability to Take Examinations" must be used. The Examinations Board must decide on the application for a repeat examination within 21 calendar days of receipt of the complete notification.
- (3) For module examinations of the FMP type and for the partial examination outside the examination period of a module examination of the KMP type, in the event of absence or withdrawal Section 20b Subs. 9 and Section 20c Subs. 8 shall apply in addition.
- (4) If the candidate is prevented from completing the final thesis in a Bachelor's or Master's degree programme on time due to illness, the Examination Board may, upon request, extend the completion deadline by the period of proven incapacity, but no longer than two times the completion time. The case of illness must be reported immediately (within three working days) after its occurrence to the examination board of the respective faculty in writing and substantiated.

If the duration of the illness exceeds half of the completion time, the student may submit the thesis within the extended deadline or withdraw from the thesis and return the topic. The Examination Board must be informed without delay in writing of the withdrawal.

If the proven case of illness lasts more than two times the thesis completion time, the examination attempt is disregarded and the topic of the thesis is withdrawn.

If there is another important reason, reference is made to the regulation in Section 27 Subs. 2.

- (5) In the event of illness, a medical certificate and a notification of inability to take examinations must be submitted within three working days of the illness occurring. If these documents are received by the university by post, they must have been sent within the period specified in Sent. 1; the date of the postmark is decisive. The medical certificate must indicate the impairment that prevents the student from performing normally and presenting his or her true knowledge and abilities at the time of the examination. In the case of a failed examination (Subs. 1 Section 1) or withdrawal from the examination (Subs. 1 Section 2), the medical certificate must have been issued no later than the day of the examination.

If the student is unable to meet this deadline and the deadline according to Sent. 1 through no fault of his/her own, the certificate must be submitted immediately once the prohibiting circumstances no longer apply; the reasons for missing the deadline must be given and the reason for the impediment must be proven. The illness of a child for whom the examination candidate is primarily responsible is deemed equivalent to the candidate's inability to take the examination.

Section 23

Academic Misconduct, Infringement of Rules

- (1) In order to verify the identity of a student when taking an examination, the student must present his/her identity card or, alternatively, another valid, official form of identification bearing a photograph.
- (2) An act of cheating is deemed to have been committed if the candidate claims to have performed an independent and regular examination by making use of unauthorised advantages or assistance or by attempting to influence the result of an examination by means of threats, granting advantages or bribery. The provision (having at hand) of unauthorised aids after the start of the examination is also deemed to be an act of cheating. If the examination candidate cheats or attempts to cheat about the result of his/her examination performance, the examination performance will be penalised with the grade "insufficient" (5.0) or "unsuccessful". Any person who knowingly supports this act of cheating can also be sanctioned.
- (3) A particularly severe case of cheating is deemed to have occurred if the act of cheating would justify the withdrawal of a university degree. In this case, the offender may lose the right to take the examination for the entire degree programme at TH Wildau. Such a case occurs in particular if the identity of the examination candidate is falsified. The person who is deceptive about the identity of the examination participant (deceiver) may lose the right to take the examination for the entire degree programme at TH Wildau. If the person (beneficiary) for whose benefit the deceiver is acting knowingly allows, promotes or causes the deception, they may also lose the right to take the examination for their entire degree programme at TH Wildau in addition to the sanction under Subs. 2 Sent. 3.
- (4) If an attempt to cheat becomes apparent during the performance of an examination, the candidate suspected of cheating will be informed immediately by the invigilator of the allegations made against him/her. Non-authorised aids and other evidence should be secured by the invigilator. The invigilator will make a separate note of the incident, which will be attached to the examination record.

The candidate suspected of cheating will not be excluded from continuing with the examination if he/she does not admit to cheating. The regulation in Subs. 9 remains unaffected by this.
- (5) The decision on the existence of cheating or attempted cheating and the sanctioning thereof is made by the Examination Board.

The student and the person concerned must be given the opportunity to make a statement beforehand. In the case of a particularly serious act of cheating, the Chair of the Examination Board does not have sole decision-making authority. The decision of the Examination Board must be communicated to the student immediately in writing, stating the reasons and providing information on legal remedies. The cheating attempt will be noted in the campus management system.
- (6) In less serious cases of attempted cheating or cheating in accordance with Subs. 2, the Examination Board may refrain from imposing the sanction in accordance with Subs. 2.
- (7) In the event of a further attempt at cheating or case of cheating, the Examination Board may, in addition to the sanction under Subs. 2, exclude the student from taking further examinations or retaking examinations in the degree programme concerned, so that the

student concerned loses the right to take examinations for the entire degree programme.

- (8) If the fact of cheating becomes known retrospectively, the course-related performance record or the examination will subsequently be assessed as failed. Incorrect final degree documents and incorrect transcripts of records shall be confiscated.
- (9) An offence is committed if a candidate disrupts the orderly conduct of an examination. The disruptive candidate may be excluded from continuing the examination by the respective examiner or invigilator after repeated disruption despite prior warning. The invigilator concerned will make a note of the incidents in the examination record. The examination performance of the excluded candidate will be penalised with "fail" (5.0) or "unsuccessful". The candidate may request that this sanction be reviewed by the examination board. If the Examination Board does not determine that a breach of regulations justifying the exclusion has occurred, the student must be given another opportunity to take the examination as soon as possible.

In serious cases, the Examination Board, upon being informed by the examiner, may exclude the student from taking further examinations, with the result that the student loses the right to take examinations for the entire degree programme at TH Wildau. In such cases, the Chair of the Examination Board does not have sole decision-making authority. The decision will be communicated to the student in the form of an appealable decision.

Section 24

Examiner and second examiner

- (1) Academic staff working full-time at TH Wildau, lecturers and persons experienced in professional practice and training are authorised to conduct examinations. University examinations should only be conducted by persons who fulfil teaching duties. Examinations may only be assessed by persons who themselves possess at least the qualification to be determined by the examination or an equivalent qualification. Second examiners must also have the qualification in accordance with Sent. 3.
- (2) One of the two examiners of final theses and related colloquia, usually the first examiner, must fulfil the employment requirements for professors in accordance with the Brandenburg Higher Education Act and exercise independent, autonomous teaching activities at the university in the subject area to which the final thesis relates.

Section 25

Examination Board

- (1) Each department has a joint examination board for all degree programmes. It comprises the following faculty members:
 1. the Dean or a professor appointed by the Dean as Chair, who manages the affairs of the Examinations Board
 2. two further professors,
 3. one other full-time lecturer and
 4. one student.

The Examination Board is an examination body of Technical University of Applied Sciences Wildau. The Faculty Board may issue rules of procedure for the Examination Board on its initiative.

Requests for advice or a decision by the Examination Board must be submitted in writing to the Examination Board. A decision should be announced no later than six weeks after the application has been submitted.

The meetings of the Examination Board are not public.

- (2) The members according to Subs. 1 Sent. 2 nos. 2 to 4 are elected by the respective members of the faculty board of their status group for two years. The current Examination Board shall remain in office until a new Examination Board has been constituted. The committee should meet at least three times during the lecture period of each semester. The results of the committee meetings must be recorded in minutes.
- (3) The Examination Board ensures that the provisions of these regulations and the subject-specific study and examination regulations of the faculty are complied with. It makes all decisions required in the examination process with the exception of the actual examination and its assessment, unless other arrangements are provided for by law. Affected individuals can demand that special representatives of TH Wildau are involved in their case if necessary. The Examination Board makes suggestions for reforming the Study and Examination Regulations and the standard study plans.
- (4) The members of the Examination Board are entitled to attend examinations. An exception to this rule applies to the member who is a student if they have to take the same examination in the same examination period.
- (5) The members of the Examinations Board and any participants asked to take part in the Board meetings are subject to official secrecy. If they are not public employees, they must be sworn to secrecy by the Chair. This must be recorded and put on file.
- (6) The Examinations Board has a quorum if more than half of its members are present. Decisions are made by simple majority. In case of a parity of votes, the Chair shall have the casting vote. Members must not be involved in any decisions that concern them personally. If an urgent decision must be made before the next Board meeting, the Chair will make the decision and inform the Board about their decision in the next meeting.

Section 26

Preparation of theses

- (1) A final thesis must be completed in the final semester. Like the oral examination (colloquium) that may accompany it, it is an examination. It should show that the student is able to work independently on a clearly defined task within a specified period of time. In the case of a Bachelor's degree, an oral examination may also be part of the final degree; in the case of a Master's degree, an oral examination is a mandatory part of the final degree. The oral examination relates to the subject of the final thesis. In accordance with the study and examination regulations, the Bachelor's thesis must be worth a minimum of 6 and a maximum of 12 credit points. The Master's thesis is worth a minimum of 15 and a maximum of 30 credit points. In each case, this includes the oral examination.

- (2) The topic of the final thesis is issued no earlier than successful completion of the clear majority of coursework and examinations, usually after successful completion of coursework and examinations amounting to at least 75 per cent of the total number of credit points to be completed in the degree programme minus the credit points for the final thesis and for the colloquium. After successful completion of all coursework and examinations, the topic of the thesis should be issued no later than four weeks after registration.

The date of issue must be recorded. The final thesis must be submitted no later than the fourth semester after successful completion of all coursework and examinations, otherwise the right to take examinations expires.

In individual cases, the Examination Board may extend the registration deadline upon justified application by the student; the application must be submitted in writing at least three weeks before the end of the semester.

- (2a) In accordance with Subs. 1, the thesis can also be prepared by two candidates as a group effort, provided that the contribution of each candidate that is to be assessed constitutes a measurable independent effort that can be assessed and fulfils the requirements indicated in Subs. 1.
- (3) The thesis can be written in German or English in consultation with the supervisor. The thesis must be accompanied by a summary including the title in both languages.
- (4) It is the student's responsibility to find a supervisor for his/her thesis. Supervision is usually carried out by a professor or otherwise by another person authorised to conduct examinations at TH Wildau, provided that this person is active in the relevant field. The topic of the thesis is proposed by the candidate.
- (5) Confirmation of the topic of the thesis, the proposed supervisor (first examiner) and the second examiner of the thesis shall be issued by the responsible examination board. In exceptional cases, a thesis may also be supervised by two supervisors.
- (6) The supervisor must limit the assignment and the scope of the thesis in such a way that the deadline can be met.
- (7) Students are entitled to consultations during the preparation of their thesis. The supervisor must be informed about the progress of the thesis at regular intervals.
- (8) The topic may be changed once at the student's or supervisor's request and no later than after half of the completion period. The changed topic must be recorded and include the signatures of the supervisor and the student.

Section 27

Submission and assessment of the final thesis; Organisation and assessment of the oral examination

- (1) The thesis must be uploaded to the university's digital platform (Thesisplaner) by the deadline. The thesis may contain two digital appendices, one public and one protected. The thesis must be comprehensible without the appendices. The data formats to be used are determined by the university library. The submission date is recorded in the thesis planner when the thesis is uploaded. Upon submission, the candidate must confirm in writing in the thesis planner that he/she has written his/her thesis - in the case of a group thesis, his/her appropriately labelled part of the thesis - independently and has not used any sources or aids other than those specified.

If submission in the thesis planner is not possible for technical reasons, the thesis must be sent immediately in a suitable digital form to the dean's office responsible for the degree programme.

- (2) The submission deadline for the thesis may be extended once by the Examination Board at the candidate's request for reasons for which he/she is not responsible, but by no more than half of the processing time. As a rule, the application should be submitted three weeks before the submission deadline.
- (3) The thesis is an academic work and is therefore generally public. In exceptional cases, the student may apply for a publication ban limited to a maximum of five years. During this time, the content of the thesis may not be made public by members of the university. Any further claims shall be excluded. The publication ban must be applied for at least two weeks before submission of the thesis. The supervisors and reviewers must agree to the application in writing. Irrespective of this, the student may place an indefinite publication embargo on the protected digital appendix when submitting the thesis.
- (4) The thesis is to be assessed separately by the two examiners. The Bachelor's thesis should be assessed within four weeks, the Master's thesis within six weeks. The individual assessment shall take the form of a written report. The grade is calculated from the arithmetic mean of the grades of both assessments.
- (5) An oral examination (cf. Section 26 (1)) is assessed separately and shown on the certificate.
- (6) If the examiners do not agree on the grade, the grade of the thesis is calculated from the arithmetic mean of the individual grades if the difference between the two grades is less than 2.0 in accordance with Section 9 Subs. 1. If the difference is 2.0 or more in accordance with Section 9 Subs. 1, a third examiner is appointed by the Examination Board. In this case, the grade of the thesis is calculated from the arithmetic mean of the two better individual grades. However, the final thesis can only be graded as "sufficient" (4.0) or better if at least two of the grades are "sufficient" (4.0) or better. All assessments must be justified in writing. The final assessment is determined by the examination board.
- (7) A thesis or oral examination graded 5.0 (insufficient) in the sense of Section 26 Subs. 1 may be repeated once. Students must register to redo the thesis no later than in the immediately following semester.
- (8) The assessment of the Bachelor's or Master's thesis will only be announced once the student has successfully completed all required coursework and examinations of the corresponding degree programme.
A subsequent oral examination in the sense of Section 26 Subs. 1 can only take place after the student has successfully completed all coursework and examinations for the corresponding degree programme.

Section 28

Examinations Record

- (1) All module grades and the corresponding ECTS credits points (CP) awarded in accordance with the study plan are specified on the Examinations Record.

In addition to the module grades, it contains the topic, the grade of the final thesis, the grade of the oral examination (if applicable) and the overall grade (cf. Section 9 Subs. 5). A Diploma Supplement is provided along with the Examinations Record.

- (2) The candidate receives the Record and the Diploma Supplement within a reasonable administrative period after completing the degree programme. Both documents are issued by the Student Affairs Office.

They bear the date of the day on which the last examination was completed and are signed by the Chair of the Examination Board and signed and sealed by the President. If the Examinations Record or Diploma Supplement contains spelling or calculation errors, a request for correction must be submitted to the Student Affairs Office within twelve weeks of receipt.

- (3) The student will also receive the Record in English translation. The responsible degree programme spokesperson is responsible for the technical translation; the translation bears the seal of the Technical University of Applied Sciences Wildau and is only valid in conjunction with the original Record.
- (4) For additionally completed modules that are not included in the study plan, a certificate of attendance without a grade or a certificate of achievement with a grade will be issued by the faculty at the student's request.

Section 29 Degree Certificate

- (1) At the same time as the certificate, the candidate receives a Bachelor's or Master's certificate with the date of the certificate. The award of the degree is recorded on the certificate. The certificate is issued by the Student Affairs Department. It is signed by the President of the Technical University of Applied Sciences Wildau and bears the seal of the Technical University of Applied Sciences Wildau.
- (2) If the certificate contains clerical errors, a request for these to be corrected must be submitted to the Student Affairs Office within twelve weeks of receipt.

Section 30 Invalid examinations

- (1) If the requirements for taking an examination were not met without the candidate's knowledge of this or intent to deceive, and this fact only becomes known after the Examinations Record has been issued, this deficit shall be remedied by the student passing the examination. If the candidate wrongfully and wilfully arranged to take the examination, the examination is declared invalid and the degree may be revoked. The candidate concerned must be given the opportunity to make a statement before a corresponding decision is made.
- (2) The incorrect Examinations Record must be withdrawn and a new one issued if necessary. The Degree Certificate shall also be confiscated along with the incorrect Examinations Record if the degree was revoked due to deception. A decision in accordance with Subs. 1 is excluded after a period of five years from the date of the certificate.

Section Section 31

Review of examination papers, Appeals Period

- (1) Students must be allowed to review the examination documents relating to a module examination and the reports on the final thesis within four weeks of publication of the examination results. The examiner or another competent person should be present during the inspection. The assessment must be explained to the student on request.
- (2) Any appeals against the assessment of an examination must be submitted to the Examinations Board in charge in writing within six weeks of publication of the examination results.

Section 32

Entry into force, transitional provisions

- (1) These amending statutes¹ shall enter into force on the day following their publication in the Official Notices of the Technical University of Applied Sciences Wildau.
- (2) It applies to degree programme-specific study and examination regulations as well as degree programme-specific regulations for access and admission that are published after these General Regulations for Studies, Examinations, Access and Admission come into force.
- (3) Course-specific regulations for general studies, examinations, access and admission that were published before these general regulations came into force must be adapted to the requirements of these general regulations² by 1 September 2024.
- (4) In the event of contradictions between these regulations³ and the corresponding course-specific regulations, the provisions of these regulations shall take precedence over those of the course-specific regulations from 1 September 2024.
- (5) For students who commenced their studies prior to the entry into force of these regulations⁴, Section 22 Subs. 5 of these regulations shall only apply from 1 September 2024.

Wildau, 29 May 2024

Prof. Dr rer. nat. Ulrike Tippe
President
of the Technical University of Applied Sciences Wildau

¹ 5th Amendment Ordinance of 29 May 2024, AM 12/2024

² 5th Amendment Ordinance of 29 May 2024, AM 12/2024

³ 5th Amendment Ordinance of 29 May 2024, AM 12/2024

⁴ 5th Amendment Ordinance of 29 May 2024, AM 12/2024