
Reading Version

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31 August 2022

General Regulations of the Technical University of Applied Sciences Wildau

On the basis of Section 23 Subsection 2 Sentence 1 of the Brandenburg Higher Education Act from 28 April 2014 (GVBl. I/14, no.18), most recently amended by the law dated 23 September 2020 (GVBl. I/20, no. 26), and the University Examination Ordinance dated 4 March 2015 (GVBl. II/15, no. 12), amended by decree on 7 July 2020 (GVBl. II/20, no. 58), and Sec. 10 Subs. 1 of the Basic Regulations of TH Wildau as of 21 August 2019 (Official Notices no. 45/2019) in the version dated 7 April 2020 (Official Notices no. 03/2020) and in consultation with the faculties, the Senate of the Technical University of Applied Sciences Wildau adopted the following Statute on 4 July 2022¹:

¹ The Amendment Statute was approved by the Ministry for Science, Research and Culture on 31 August 2022 and by the President of TH Wildau in a letter dated 5 July 2022.

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Section 1 Scope and Objectives

- (1) These General Regulations shall apply for studies and examinations in all Bachelor's and Master's degree programmes at the Technical University of Applied Sciences 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 for Science, Research and Culture.
- (2) The subject-specific Study and Examination Regulations of the individual degree programmes apply in addition. If there are any contradictions between the General Regulations and a subject-specific Study and Examination Regulation, the arrangements of the General Regulations shall take precedence over the subject-specific ones.
- (3) The qualification objectives of the degree programme and professional fields of application 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 abilities and
 - 4) personal development.
- (4) The subject-specific, cross-disciplinary, methodical, social and personal skills required for reaching the qualification objectives are obtained over the course of the degree programme in correspondingly designed modules.

Section 2 Structure of the Degree Programmes

- (1) The degree programmes have a modular structure. Modules are self-contained, examinable units in which subject areas are addressed in a certain time frame and within defined thematic boundaries. A module usually comprises the teaching content of a single semester or an academic year. In certain justified cases, a module may also stretch over more than two semesters.
- (2) The scope of the degree programmes is measured in credit points (CP). The credit point system is a formal mechanism for structuring and calculating the workload associated with a module and of the entire degree programme from the point of view of the students. One CP corresponds to a student workload of between 25 and 30 hours. The credit point system is in line with the European Credit Transfer System (ECTS). Modules should have a scope of at least five credit points. In justified cases, modules may also have a smaller scope, provided that this does not increase the average examination burden in the semester.
- (3) The modules must be listed in the form of a study plan as part of the respective subject-specific Study and Examination Regulations, including the module name, study

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

The binding nature of the module descriptions is determined in the respective 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 Entry 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 Higher Education Examination Regulation 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) Requirement of language skills if the degree programme in question is held solely or in part in a language other than German, or if a significant share of the academic literature is typically offered in the respective foreign language.
- (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 of sufficient identifiability of the subject-specific direction of the first higher education degree required for the Master's degree programme can be fulfilled with a combination of the wordings listed as items 1 to 4 and an exemplary list of first professional qualification degrees from different specialisations that allow for admission.

- (5) Requesting, in particular, the following additional aptitude and qualification requirements for admission to Master's degree programmes is not permitted:
- 1) testing the applicant's motivation,
 - 2) requesting reference or recommendation letters.
- (6) Admission to degree programmes with a limited number of places takes place pursuant to Brandenburg's Higher Education Admission Act (BbgHZG) and the Higher Education Admission Ordinance (HZV). In the context of the university selection process pursuant to Sec. 6 Subs. 2 BbgHZG (Bachelor's) and Sec. 7 Subs. 2 BbgHZG (Master's), study places are awarded based on the level of qualification. In the case of Bachelor's programmes, the level of qualification is determined by the average mark of the university admission qualification (Secs. 6 Subs. 2 Sent. 1 No. 1 and 10 Subs. 1 BbgHZG), for Master's programmes based on the final grade of the first higher education degree or in cases of Sec. 9 Subs. 6 BbgHZG based on the preliminary average mark (Secs. 7 Subs. 2 Sent. 1 No. 1, and 10 Subs. 2 BbgHZG). Rankings are drawn up based on marks. If applicants share the same rank, the decision will be made by drawing lots. Since 1 January 2017, it has been required according to Secs. 6 Subs. 2 Sent. 3, and 7 Subs. 2 Sent. 4 BbgHZG that another additional selection criterion indicated in the BbgHZG must be used for all Bachelor's and Master's degree programmes with a limited number of places. The level of qualification must remain a significant factor.
- (7) Students in exchange programmes of TH Wildau who only take part in classes held in English, do not need to have German language skills, but they must have English language skills. Further details are arranged in the programme-specific Study and Examination Regulations and the cooperation agreements between the universities. In cases of doubt, English-language skills will be 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 and the related possible degrees. It explains admission requirements, admission restrictions, study conditions and requirements. Particular consideration must be given during consultations and over the course of studies to the individual interest in studying, compatibility of studies and family life, concerns of students with children, students with special needs and students performing care duties, as well as compatibility of studies and professional activities.
- (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 passed an exam successfully within a period of another four semesters, which is required based on the standard study plan provided in the programme-specific regulations, they must take part in a study programme consultation session pursuant to Sec. 20 Subs. 3 BbgHG. The university will invite them to this consultation session. This degree programme consultation session is held 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 will appoint a member of the academic full-time staff of the faculty as a “year mentor” for each year of the programme. This mentor is appointed in the sense of the BbgHG in its latest version.

Section 5 Part-Time Studies

- (1) Part-time arrangements are available for all full-time degree programmes of TH Wildau, unless the specific Study and Examination Regulations provide for other arrangements in justified exceptional cases. The faculties will draw up 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 at the university as full-time students. The re-registration process and the amount of fees (tuition fees, etc.) are not affected by part-time arrangements.
- (3) Students can move from the part-time programme to the corresponding full-time programme by request once.

- (4) Moving from a part-time to a full-time degree or vice-versa cannot be applied for retroactively. The points at which such a move is possible are specified in the programme-specific Study and Examination Regulations.
- (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) Joint degrees are not available to part-time students.
- (7) The examination procedures for full-time students shall also apply for part-time students.

Section 6 Special Study Plan

- (1) If they can provide evidence of important reasons, students can request an individual study plan (special study plan). In this context they must also demonstrate that a part-time degree as described in Section 5 is not sufficient to cater for 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 including the documents according to Subs. 2 must be submitted to the Examinations Board by the end of the lecture period of the prior semester, and for new students before lectures begin. The Examinations Board of the faculty shall decide upon any exceptions from this deadline.
- (2) A study advice 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 as 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 Examinations Board will make a final decision regarding the application and the drawn up special study plan.
- (4) A special study plan does not give rise to a legal claim to the provision of any special study or service offerings. The awarded degree and the type and scope of examinations do not differ from a full-time degree programme.
- (5) Students with a special study plan have the same status at the university as full-time students. The re-registration process and the rate of fees (tuition fees, etc.) are not affected by a special study plan.

Section 7

Forms of Teaching and Learning

- (1) The following forms of teaching and learning are offered at TH Wildau:
 - 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. Such internships take place with guidance from TH Wildau. The study achievements during such periods are assessed by an authorised examiner of TH Wildau based on an internship report.

Section 8

Forms and Types of Examination

- (1) Examinations take place in the following forms:
 - 1) orally,
 - 2) written in on-site examinations and other types of written work, a written examination can also take place in electronic form,
 - 3) as project work,
 - 4) as laboratory experiments and
 - 5) through other controlled accomplishments that can be assessed based on uniform standards. Performance of an internship period can also be factored in as an examination achievement.Each form of examination can be supplemented with another form.
- (2) Written on-site examinations take place with supervision and the procedure is recorded. Oral examinations are to be held by an examiner accompanied by a qualified second examiner. The subject and important results of oral examinations must be recorded. Second examiners must be individuals who hold at least the corresponding degree that is to be obtained in the degree programme, 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 (EEP): 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 (ETP): examination outside the examination period (this examination can comprise multiple partial examinations),
 - 3) Combined Examination during the Teaching and Examination Period (CTE): 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) Examinations with multi-media support are permitted.
- (5) Repeat examinations within one matriculation year (enrolment year) must take place in the same form as the original examination. The Examination Scheme (Sec. 20 Subs. 7) of the examiner in charge applies. The Examinations Board will decide upon any exceptions by request.
- (6) As far as necessary owing to a characteristic of the subject, the teacher in charge can also request that the examination or a part thereof is delivered in any language specified in the module description.
- (7) The duration of examinations depends on the scope of the content taught. Written on-site examinations must have a duration of at least 90 and no more than 240 minutes. Oral examinations must have a duration of at least 15 minutes and up to 60 minutes. For oral group examinations this duration applies per candidate.
- (8) Any justified 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 with supervision, where unlike in the case of an on-site examination, the work is not performed in the facilities designated by TH Wildau. Supervised examinations can take place as distance examinations as an additional alternative to an on-site examination, using electronic means of communication to transmit files and/or visual and/or audio material.
- (2) If any software systems which process personal data are used for performing examinations or holding teaching events, only systems provided by the university must be used or those that were granted approval by the data protection commission, as they were found to meet at least the same data protection standards.
- (3) Requirements for holding a distance examination are that the examination must be
 - suitable for the 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.

Availability of the option to take part in a distance examination must be determined in good time before the examination and the students and the Examinations Board must be informed accordingly.

- (4) Students must decide in advance in the respective semester, whether they would like to take part in the on-site or the distance examination in the running semester. The right to choose between these options remains available also if the exam is repeated. Students are granted the opportunity to do a mock distance examination provided by the university. The mock distance examination is designed to check technical functionality and operability of the examination environment. The mock distance examination can

differ from the actual examination, in particular with regard to examination content, the type of questions asked and its duration.

- (5) In addition, examination candidates must grant their explicit consent before the start of the distance examination to any additional data processing in connection with the distance examination in the sense of the GDPR (EU Regulation) 2016/679 of the European Parliament and the Council of 27 April 2016 concerning the protection of natural persons during processing of personal data, on the free movement of data and repealing Directive 95/46/EC (Data Protection Directive) (OJ L 119 of 4 May 2016, p. 1; L 314 of 22 November 2016, p. 72; L 127 of 23 May 2018, p. 2).
- (6) It must be possible to assign all data of the examination content to the candidates clearly and permanently, also in the case of a distance examination. It must be ensured that the examination documents can be reviewed. The assignment, assessment scheme, results, transcript and any sample solutions must be archived in line with legal provisions.
- (7) In a distance examination, the examination candidates shall certify in written or electronic form that they have performed the work done in the examination independently and have not used any sources and aids other than those specified.

Section 8b

Alternative Participation in the On-site or Distance Examination

- (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 have not made a choice or who chose the option to take part in the distance examination option 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 regarded as an examination attempt. This must be recorded on-site by the examiner or supervisor in the examination record and be signed by the student.
- (2) Every student has the right to take part in the distance examination, even if they previously chose the on-site examination or did not make a choice. If a student wishes to switch to the distance examination, the examiner must be notified of this in a demonstrable manner, at least five calendar days before the examination date.
If a student took part in both the on-site examination and the distance examination offered as an alternative in the same semester, this is regarded as a deception attempt according to Sec. 23.

Section 8c

Distance Supervision and Installations

- (1) To prevent any acts of deception, the distance examination must take place with distance supervision (video supervision) performed by a qualified person (supervisor) for the entire duration of the examination, and possibly with additional supervision of the university's supervisory staff. A system based on a monitoring app, for example using a smartphone, can also be used for such supervision. It must be recorded as additional

information in the examination record that the examination took place as a distance examination.

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

- (2) When performing supervision and holding oral examinations as distance examinations, the identity of the examination candidates must be determined at the start of the examination using a photo ID, and the examination candidates are required to activate the camera and microphone function of the communication equipment used for the examination. The signatures of examiners on the examination record of an oral examination are collected using a PDF file sent by email or by fax.
- (3) Regarding video supervision, there will be no room monitoring beyond the arrangements described in Sec. 8c Subs. 1. Video supervision must be set up in such a way that the protection of personality and privacy of the affected individuals are not affected beyond what is necessary for justified control purposes. Automated analysis of video or audio data from video supervision and recording of the examination are not permitted. In case of a suspected deception attempt identified by the remote supervisor, photos of the exam situation may be saved as evidence, and a copy thereof must be sent to the student by the Examinations Board. If the Examinations Board finds that no deception attempt took place, the photos must be verifiably deleted or erased immediately, and the student must be informed.
- (4) In distance examinations any learning management systems, examination platforms, video conference systems and other technical aids must be used in such a way that required installations on the electronic communication equipment of students take place under the following conditions only:
 - functionality of the electronic communication equipment is not affected beyond the examination and during the examination it must only be restricted as necessary to ensure authentication and prevent acts of deception,
 - information security of the electronic communication equipment must not be affected at any time,
 - confidentiality of the information stored on the electronic communication equipment must not be affected at any time and
 - full de-installation must be possible after the distance examination.

Section 8d

Disruptions to Technical Feasibility of the Distance Examination

- (1) If transmission of the examination assignment, working on the examination assignment, transmission of the examination content or video supervision is not technically possible at the time of the examination, the examination will be stopped at the respective stage and the process is detailed in the examination record. The examination is not graded and the examination attempt is not counted. This rule shall not apply if it can be proven that the student in question caused the disruption.

In the case of a distance examination and regardless of the type of examination, the student must immediately (during the examination) inform the supervisor or the body

specified for this examination about the important reason that occurred during the examination and due to which the student is withdrawing from the examination. This information must be entered in the examination record and added to it if applicable.

In addition, the student must then provide written notification to the Examinations Board of the respective faculty immediately (within three working days) and must plausibly detail the important reason due to which they withdrew from or missed the examination. The arrangement described in Sec. 22 Subs. 2 Sent. 2 to 4 shall apply regarding the decision of the Examinations Board.

- (2) In an oral distance examination, the candidate can see all examiners at all times and vice versa. If video or audio transmission is temporarily disrupted in an oral distance examination, the examination is continued after the fault has been fixed. If the technical disruption persists so that the oral examination cannot be continued properly, the exam is repeated at a later date. The new examination date should be set in a timely manner. The examiner in charge is responsible for this.
- If the technical disruption occurs after a significant part of the examination has already taken place, the examination may be continued and completed by telephone, without using a video conference system. This situation must be recorded in the examination record.
- (3) Technical disruptions during the examination must be recorded including the type, extent and duration of the disruption.

Section 8e Trial Period for Distance Examinations (Omitted)

Section 9 Assessment of Examinations and Formation of Grades

- (1) Examination grades are determined by the examiner in a differentiated manner. Assessments are to be made as follows:

	Grade	Evaluation	Definition
% share A of the 95 < A ≤ 100	1.0	Very good	EXCELLENT - an excellent performance and only a few insignificant mistakes
90 < A ≤ 95	1.3	Very good	VERY GOOD - above average performance with some mistakes
85 < A ≤ 90	1.7	Good	GOOD - overall good and solid performance with some basic flaws
80 < A ≤ 85	2.0	Good	
75 < A ≤ 80	2.3	Good	

$70 < A \leq 75$	2.7	Satisfactory	SATISFACTORY – mediocre with clear deficiencies
$65 < A \leq 70$	3.0	Satisfactory	
$60 < A \leq 65$	3.3	Satisfactory	
$55 < A \leq 60$	3.7	Sufficient	SUFFICIENT – the performance fulfils the minimum requirements
$50 \leq A \leq 55$	4.0	Sufficient	
$0 \leq A < 50$	5.0	Not sufficient	NOT SUFFICIENT – improvements are needed before the performance can be recognised

- (2) Module examinations lead to module grades, practical modules are assessed as “pass/fail”. If a module examination comprises multiple parts, the examiner will specify in their Examination Scheme (Sec. 20 Subs. 7) how the module grade (according to Subs. 1) is calculated using the results of those parts. Module descriptions can require that all or a minimum number of multiple examinations must be passed.
- (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 class 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 up to 20% of the assessment points used to determine 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 Subsection 1.
- (3) When grades are formed using partial grades, only the first decimal place after the point is taken into account, all further digits are dropped without rounding. If a grade not covered in Subsection 1 is determined as the module grade, the result is rounded by awarding the nearest grade covered in Subsection 1 as the module grade. If a numerical value that is exactly between two grades according to Subsection 1 is determined, the better grade is awarded.
- (4) Module grades should be submitted to the Student Affairs Office no later than four weeks after taking the examination, as far as no other arrangement is provided for in these Regulations. Exceptions from this rule are only permitted in case of urgent hindrances or incapacity to work due to illness. The Dean must be informed of such circumstances without delay. Examination results shall be announced on an individual basis. They are announced via the campus management system.
- (5) All differentiated module grades from the degree programme and the grade for the thesis and from a possible oral examination (see Sec. 26 Subs. 1) are used to calculate

a weighted mean (M) as the final grade, using credit points (CP) for weighting: $M = \frac{\sum (\text{grade} \times \text{CP})}{\sum \text{CP}}$.

This gives rise to the following final grades:

Final grade	Final grade (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
$4.0 < \text{grade}$	Fail

- (6) If the German grading scale is supplemented by awarding ECTS grades (relative grades), assessment shall take place based on the ECTS guidelines of the European Commission.

Section 10 Recognition of Academic Achievements

- (1) At the request of the student, periods of study and academic achievements are to be recognised on the basis of Section 24 of the Brandenburg Higher Education Act (BbgHG) in accordance with the following principles. Applications for the recognition of academic achievements must be submitted to the responsible Examinations Board within six weeks after the start of the semester in which the module to be recognised is taught according to the study plan.
- (2) When changing the university or course of study, recognition of achievements from a previous degree programme shall be granted provided that the achievements do not differ significantly. A substantial difference shall be deemed to exist in particular if the recognition of the achievement jeopardises the success of the study programme because the achievement for which recognition is sought does not include a level of competence required for success in the study programme. Recognition is essentially based on the requirements and the qualification objectives of the subsequent degree programme. The applicant is responsible for providing the necessary information on the achievement for which recognition is being sought. The burden of proof that an achievement does not fulfil the requirement for recognition lies with the university.
- (3) If academic achievements are recognised, the grades shall be accepted and included in the calculation of the overall grade. The origin of external grades shall not be noted on the Degree Certificate.

Section 11 Higher Semester Entry Examination

- (1) Students who have acquired skills and knowledge that justify access to a higher semester can take a special university examination (Higher Semester Entry Examination)

according to Sec. 24 Subs. 1 BbgHG.

- (2) The provisions of these General Regulations are applied to the Higher Semester Entry Examination correspondingly. In cases of doubt, the decision is made by the Examinations Board for the degree programme in question.

Section 12

Admission to the Higher Semester Entry Examination

- (1) Applicants must submit their written application for admission to the Higher Semester Entry Examination to the Student Affairs Office by 15 January for the following winter semester or by 15 July for the next summer semester. The semester the student wishes to enter must be specified in the application.
- (2) Please submit the following information with your application:
 - 1) curriculum vitae with details and, where available, evidence how the skills and knowledge required for the Higher Semester Entry Examination were acquired or can be acquired before the Higher Semester Entry Examination,
 - 2) an admission authorisation for applicants that are not yet enrolled at TH Wildau,
 - 3) a statement as to whether and for which degree programme an application was submitted to a university for admission to a Higher Semester Entry Examination in the past, and
 - 4) a statement as to whether and how successfully studies were taken up in the degree programme in question in the past.
- (3) The Examinations Board decides on admission to the Higher Semester Entry 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

When the candidate is notified of admission to the Higher Semester Entry Examination, they are asked to make an appointment with the Examinations Board by a particular date, during which they will be informed in detail about the individual examination areas, the expected standards and the examination process, and to make an appointment for the examination. The entitlement to an examination ends upon expiry of the specific date.

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 areas in which examinations take place, the

examiners and examination dates are determined by the Examinations Board in consideration of the information provided by the candidate.

Section 15

Assessment of the Higher Semester Entry Examination

- (1) To pass the Higher Semester Entry Examination, the candidate must complete all examinations according to Sec. 14 Subs. 2 successfully. No grades are awarded but the examination is only assessed as “pass/fail”.
- (2) A Higher Semester Entry Examination cannot be repeated.

Section 16

Certificate of the Higher Semester Entry Examination

- (1) The Examinations 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

Admissions Classification

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) Knowledge and skills acquired outside higher education can be recognised for a degree programme by up to 50 percent, 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 apprenticeship or further education examinations, the grade is determined by calculating the average of such results. If no grade can be gathered from apprenticeship or further education examinations (e.g. “pass”) and in special cases of

professional experience, the achievement is recognised as a sufficient (4.0) result in the module.

- (4) If the module supervisor arrives at a negative evaluation, the achievement is not recognised. The origin of external grades shall not be 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 can be requested. Other equally serious reasons, for example of a social nature, such as needing to care for an ill child or acutely required care duties for a first degree relative can also be recognised in this way.

Section 20

Examination Procedure and Minimum Quorum of Passed Examinations

- (1) Examinations can only be taken by those who are enrolled in the degree programme in question at the Technical University of Applied Sciences Wildau, unless the subject-specific part of the Study and Examination Regulations of the degree programme provides for other arrangements.
- (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 (SER) of the degree programme for the semester reached.
- (3) The examiner in charge is the person indicated as the lecturer in the timetable. A change of examiner is excluded, except under special circumstances.
- (4) Students can deregister for module examinations via the campus management system. After they have deregistered for a module examination, students must not take part in it. If an examination is taken nevertheless, the result is not recognised.
- (5) Notification of Inability to Take Examinations pursuant to Sec. 22 is irrelevant if a student has deregistered for an examination. By deregistering for an examination, the student is registered for the repeat examination.
- (6) Each module examination must be taken successfully no later than four semesters after the examination date indicated in the specific Study and Examination Regulations. If the student failed to meet this deadline or failed to provide evidence of successful completion of assignments in four consecutive semesters, they must be de-registered from the degree programme, if they have not met their obligation to take part in a degree programme advice session (Sec. 4 Subs. 2 Sent. 2) or if they refuse to agree to a study plan (Sec. 4 Subs. 3), or if they have failed to fulfil the requirements specified in a study plan to an acceptable standard within the specified time. This rule does not apply if the student in question was not informed about these consequences along with their invitation to attend an advice session or when the study plan was agreed upon.
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 respective module description. The Examination Scheme comprises information about the type of examination according to the study plan, the examination form, the scope and time or time period of the examination and any permitted aids, the weighting and assessment of (partial) examinations and the way failed partial assessments are handled in the case that there are multiple partial examinations. The Examination Scheme is also posted in the module classroom on the learning platform of TH Wildau.

Section 20a

Examination during the Examination Period (EEP)

- (1) Examination dates of EEP module examinations shall be published in the campus management system, at least two weeks before the date. In such a case, students can deregister for the examination via the campus management system up to seven calendar days before the examination date.
- (2) The first repeat examination date for an EEP 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 SER. In this case, all participating students can take the repeat examination after the end of the repeat examination period. Further details are provided for in the respective SER. Further repeat examination dates coincide with the examination and repeat examination dates of the following enrolment years. The Examinations Board decides on any exceptions.

Section 20b

Examination during the Teaching Period (ETP)

- (1) Deregistration for an ETP 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 SER.
- (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 an ETP 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 ETP 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 ETP module examination offered in the following enrolment year must take place together with the regular examinations for the enrolment year.

- (5) An ETP 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) An ETP 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 an ETP 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 respective SER.
- (8) Rendering of the specific examination performance is provided for in the respective Examination Scheme according to Sec. 20 Subs. 7.
- (9) If a student is unable to take one or multiple partial ETP module examinations due to an important reason beyond their control, they must inform the lecturer immediately. The arrangements regarding the Examination Scheme according to Sec. 20 Subs. 7 shall apply in such a case. The Examinations Board decides upon any exceptions.

Section 20c

Combined Examination during the Teaching and Examination Period (CTE)

- (1) Deregistration for a CTE 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 applies for all partial examinations of the module in the semester or enrolment year in question.
- (3) The repeat examination for a CTE 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 a CTE 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 CTE module examination offered in the following enrolment year must take place together with the regular examinations for the enrolment year.
- (5) A CTE 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 CTE 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) Rendering of the specific examination performance is provided for in the respective Examination Scheme according to Sec. 20 Subs. 7.
- (8) If a student is unable to take one or multiple partial CTE module examinations due to an important reason beyond their control, they must inform their lecturer immediately. The arrangements regarding the Examination Scheme according to Sec. 20 Subs. 7 shall apply in such a case. The Examinations Board decides upon any exceptions.

Section 21 Passing Examinations

- (1) An examination is considered passed if at least the grade "sufficient" (grade: 4.0) or the assessment "pass" was awarded.
- (2) If the degree programme provides for a separate Bachelor's or Master's examination comprising multiple parts, it is deemed passed if all partial examinations were passed.
- (3) Failed module examinations can be repeated twice. Examination entitlements will expire after two unsuccessful repeat examinations. The degree programmes of TH Wildau are not suitable for a 'free attempt' arrangement according to Sec. 22 Subs. 3 Sent. 1 BbgHG.
- (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 repeated if the work is failed and only once. The same rule applies for final oral examinations.
- (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 attempt'. As outlined in Subs. 3, the 'free attempt' arrangement is not applied at 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) Examinations failed in the last attempt must always be assessed by an additional examiner.

Section 22 Default/Withdrawal

- (1) An examination is graded as a "not sufficient" if
 - 1) the candidate misses an examination without good cause,
 - 2) the candidate withdraws from an examination they are taking without good cause,or
 - 3) an examination is not taken at the appropriate time.

- (2) In the case of EEP module examinations and partial examinations within the examination period of a CTE module examination, the Examinations Board of the respective faculty must be informed in writing including plausible details of the important reason for default or withdrawal without delay (within three working days). The form template "Notification of Inability to Take Examinations" must be used in both cases. The Examinations Board will make its decision within 21 calendar days of receiving the application for a repeat examination. If no decision is made within this period, the application is deemed approved.
- (3) Sec. 20b Subs. 9 and Sec. 20c Subs. 8 shall apply correspondingly for ETP examinations.

Section 23

Academic Misconduct, Infringement of Rules

- (1) If the candidate attempts to influence the result of their examination performance by deception or by using unauthorised aids, the examination in question will be graded as "not sufficient" (5.0) or "fail".
- (2) If misconduct is discovered after the fact, the assignment during the teaching period or the examination will be graded as not passed.
- (3) After two deception attempts the student's examination entitlements will expire for the entire degree programme.
- (4) A candidate who disrupts the orderly running of an examination may be excluded from continuing the examination by the examiner or supervisor; in this case, the examination will be graded as "not sufficient" (5.0) or "fail". In more serious cases, the candidate can be excluded from further examinations by the Examinations Board in charge.

Section 24

Examiner and Second Examiner

- (1) Academic full-time staff of TH Wildau, associate lecturers and individuals with professional and training experience are authorised to perform examinations. Higher education examinations should only be performed by individuals who fulfil teaching tasks. Performance in examinations must only be assessed by individuals who themselves hold at least the qualification that is to be assessed in the examination or an equivalent qualification. Second examiners must also hold the qualification indicated in Sent. 3.
- (2) One of the two examiners of theses and related oral examinations, usually the first examiner, must fulfil the appointment requirements for professors according to the Brandenburg Higher Education Act and must perform independent, autonomous teaching activities at the university in the subject of the thesis.

Section 25

Examinations Board

- (1) Each faculty has a joint Examinations 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 Examinations Board is an examination body of the Technical University of Applied Sciences Wildau. The Faculty Board can issue rules of procedure for it by the Examinations Board's initiative.

Any applications for consultation or decisions of the Examinations Board must be addressed to the Examinations Board in writing. A decision should be issued within no more than six weeks of submitting an application.

The meetings of the Examinations Board are not open to the public.

- (2) The members according to Subs. 1 Sent. 2 No. 2 to 4 are elected by the members of the respective Faculty Board of their status group for a period of two years. The acting Examinations Board will remain in office until a new Examinations Board has formed. The Examinations Board should meet at least three times during the teaching period of the semester. The results of the Board meetings must be recorded.
- (3) The Examinations 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 Examinations Board makes suggestions for reforming the Study and Examination Regulations and the standard study plans.
- (4) The members of the Examinations Board are entitled to attend examinations. An exception to this rule applies for 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.
- (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) Students must prepare a thesis in their final semester. This work has the status of an examination. It is intended to show that the student is able to independently work on a defined assignment in a set period of time. In the case of a Bachelor's degree, an additional oral examination may also be part of the final examinations; in the case of a Master's degree it is mandatory that an oral examination is part of the final examinations. This oral examination must deal with the topic of the thesis. A workload

of at least 6 and up to 12 credit points is specified in the Study and Examination Regulations for Bachelor's theses. Master's theses should correspond to a workload of at least 15 and up to 30 credit points. These values include an oral examination.

- (2) The topic of the thesis is issued at the soonest after the clear majority of study and examination requirements have been successfully completed, usually after at least 75 percent of the total credit points to be earned in the degree programme minus the credit points for the thesis and oral examination have been achieved. The topic of the thesis should be issued no later than four weeks after all study and examination requirements have been met.

The time the topic was issued must be recorded. Students must register to submit their thesis no later than in the fourth semester after successfully completing all study and examination requirements, or their examination entitlement will expire. The Examinations Board may extend the registration deadline in individual cases and upon a justified request submitted by the student; such a request must be submitted in writing no later than three weeks before the end of the semester.

- (2a) The thesis according to Subs. 1 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 shall be accompanied by an abstract in both languages that includes the title.
- (4) It is the student's responsibility to find a supervisor for their thesis. Supervisors are usually professors or other authorised examiners of TH Wildau, who must be active academics 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 assessor and examiner) and second assessor and examiner of the thesis is issued by the Examinations Board in charge. The topic and date the topic was issued shall be recorded. In exceptional cases theses can also be prepared with two supervisors.
- (6) The assignment and the scope of the thesis must be defined by the supervisor to ensure that the deadline can be met.
- (7) Students are entitled to consultations while they are preparing their thesis. The supervisor must be informed about the progress made on 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 including the signatures of the supervisor and the student.

Section 27

Submission and Assessment of the Thesis; Conduct and Assessment of the Oral Examination

- (1) The thesis must be submitted to the Examinations Board in charge before the deadline as three bound copies and in electronic form on a data carrier. The thesis can have two digital appendices – a public and a protected one. The thesis must be comprehensible without reading the appendices. One bound and one electronic copy will remain at the University Library after the end of the process. The data formats to be used are specified by the University Library. The time the thesis is handed in must be recorded. Upon

- submitting their thesis, the candidate must confirm in writing that they have created their thesis – in case of a group effort their appropriately identified portion of the thesis – independently and have not used any sources and aids other than those specified.
- (2) The deadline for handing in the thesis can be extended once by the candidate's request if reasons apply that are beyond the candidate's control, however, not by more than half of the completion time. Such applications should usually be submitted three weeks before the deadline.
 - (3) The thesis is an academic paper and therefore generally available to the public. In exceptional cases, students can apply for a temporary publication ban of up to five years. In this period, the content of the paper must not be made public by members of the university. Any further claims shall be excluded. The publication ban must be applied for no later than two weeks before handing in the thesis. The supervisors and examiners must agree to the request in writing. Independent of such arrangements, students can specify an unlimited publication ban for the protected digital attachment when handing in their thesis.
 - (4) Both examiners must assess the thesis independently. A Bachelor's thesis should be assessed within four weeks and a Master's thesis within six weeks. Each assessment shall take the form of a written opinion. The grade is determined by calculating the arithmetic mean of the grades from the two assessments.
 - (5) An oral examination (see Sec. 26 Subs. 1) is assessed separately and identified on the Degree Certificate.
 - (6) If the examiners do not agree in their assessment, the grade for the thesis is formed by calculating the arithmetic mean of the individual assessments, provided that the difference between the two grades is less than 2.0 pursuant to Sec. 9 Subs. 1. If the difference is greater than 2.0 pursuant to Sec. 9 Subs. 1, the Examinations Board will choose a third examiner. In such a case the grade for the paper will be determined as the arithmetic means of the two better individual assessments. However, a thesis can only be assessed as "sufficient" (4.0) or better if at least two of the grades are "sufficient" (4.0) or better. A written statement must be prepared for all assessments. The final assessment is determined by the Examinations Board.
 - (7) A thesis or oral examination in the sense of Sec. 26 Subs. 1 that is assessed as 5.0 (not sufficient) may be repeated once. Students must register for a repetition no later than in the immediately following semester.
 - (8) The grade of the Bachelor's or Master's thesis is only announced after all study and examination requirements for the degree programme in question have been successfully fulfilled by the student.
A subsequent oral examination in the sense of Sec. 26 Subs. 1 can only take place after the student has successfully completed all study and examination requirements of the degree programme in question.

Section 28

Examinations Certificate

- (1) All module grades and the corresponding ECTS credits points (CP) according to the study plan are specified on the Examinations Certificate. In addition to the module grades, the Examinations Certificate shows the topic and grade for the thesis and the

- grade for the oral examination if applicable, as well as the final grade (see Sec. 9 Subs. 5). A Diploma Supplement is provided along with the Examinations Certificate.
- (2) The candidate will receive the Examinations Certificate and the Diploma Supplement after they have completed the degree programme and within a reasonable administration period. Both documents are prepared by the Student Affairs Office. They show the date of the last examination and are signed by the Chair of the Examinations Board and the President will sign the documents and attach the seal. If there are any typing or calculation errors on the Examinations Certificate or Diploma Supplement, a correction must be requested from the Student Affairs Office within twelve weeks of receiving the documents.
 - (3) The student will also receive an English translation of the Examinations Certificate. The degree programme director is responsible for the specialised translation; the translation will bear the seal of the Technical University of Applied Sciences Wildau and it is only valid in conjunction with the original Examinations Certificate.
 - (4) At the student's request, the faculty will issue a certificate of attendance without a grade or a proof of academic achievement including a grade for any additionally performed modules that are not part of the study plan.

Section 29 Degree Certificate

- (1) Along with the Examinations Certificate, the candidate will receive a Bachelor's or Master's Degree Certificate bearing the same date as the Examinations Certificate. This certificate records the awarding of the degree. The Degree Certificate is prepared by the Student Affairs Office. It is signed by the President of TH Wildau and the seal of the Technical University of Applied Sciences Wildau is attached to it.
- (2) If there are any typing errors on the Degree Certificate, a correction must be requested from the Student Affairs Office within twelve weeks of receiving the document.

Section 30 Invalidity of Examinations

- (1) If the requirements for an examination were not met and the candidate did not attempt to conceal this and if this fact only became known after handing over the Examinations Certificate, this deficit can be fixed by passing the examination. If the candidate wrongfully arranged to take the examination with intent, the examination is declared failed and the candidate is deprived of the degree. The affected individual is granted the opportunity to make their views known before such a decision is made.
- (2) The incorrect Examinations Certificate is confiscated and a new one is issued if applicable. The Degree Certificate must be confiscated along with the Examinations Certificate if the candidate is deprived of the overall degree due to deception. A decision pursuant to Subs. 1 is no longer possible after a period of five years has expired since the date on the Examinations Certificate.

Section 31

Inspection of the Examination Files, Appeals Period

- (1) Students must be granted the opportunity to inspect the examination records of a module examination and the assessment opinions of their thesis within four weeks of publication of the examination results. The examiner or another qualified person should be present during the inspection. The assessment must be explained to the students 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, Interim Provisions

- (1) These amended Regulations² shall enter into force upon their publication in the Official Notices of the Technical University of Applied Sciences Wildau on 1 September 2019. The previous General Regulations in the version dated 30 October 2018 (Official Notices no. 46/2018) shall cease to be in force at the same time.
- (2) It applies for programme-specific Study and Examination Regulations and programme-specific Entry and Admission Regulations that are published after these General Regulations for Studies, Examinations, Entry and Admissions have entered into effect.
- (3) Any programme-specific Regulations for Studies, Examinations, Entry and Admission that were published before these General Regulations entered into force³ must be adjusted to the provisions of these General Regulations by 1 September 2019.
- (4) If there are any contradictions between these Regulations⁴ and the corresponding programme-specific regulations, the provisions of these Regulations shall take precedence over programme-specific ones from 1 September 2019.
- (5) This Amendment Statute⁵ to the General Regulations shall apply for all students who take up their studies in a Bachelor's or Master's degree programme after these Regulations have entered into force. The previous General Regulations in the version dated 30 October 2018 (Official Notices no. 46/2018) shall apply until 31 August 2019.
- (6) Students who have taken up their studies before these Regulations entered into force⁶ shall take their examinations based on the Study and Examination Regulations or programme-specific regulations that were valid at the time they enrolled in conjunction with the previous General Regulations in the version dated 30 October 2018 (Official Notices no. 46/2018). An exception applies for the rule regarding the minimum quorum of passed examinations according to Sec. 20 Subs. 5 of the previous General Regulations. The arrangement provided for in these Regulations shall apply instead.
- (7) (omitted)

² 2nd Amendment Statute dated 13 May 2019, ON 42/2019

³ 2nd Amendment Statute dated 13 May 2019, ON 42/2019

⁴ 2nd Amendment Statute dated 13 May 2019, ON 42/2019

⁵ 2nd Amendment Statute dated 13 May 2019, ON 42/2019

⁶ 2nd Amendment Statute dated 13 May 2019, ON 42/2019

Wildau, 31/08/2022

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