

First amendment regarding the General Examination and Study Regulations for Bachelor Study Programmes (official gazette 13/2016) dated 26 January 2021

Translation of the legally binding version published in the official Gazette of BTU Cottbus – Senftenberg (AMBl. 01/2021).

Please note that in case of doubt only the German original version is legally binding.

In accordance with the Brandenburg University Act (BbgHG) dated 28 April 2014 (GVBl. (law gazette of the German federal state of Brandenburg) I/14 No. 18), last amended by way of the act dated 23 September 2020 (law gazette of the German federal state of Brandenburg I/20, No. 26) Section 5(1), Sentence 2, in conjunction with Sections 23(2), Sentences 1 and 2, 64(2), No. 2 and Section 4 of the Act on the Further Development of the University Region Lausitz dated 11 February 2013 (GVBl. I/13 No. 4), last amended by way of Article 2 of the Act dated 28 April 2019 (GVBl. I/14, No. 18) with consideration given to the General Equal Treatment Act dated 14 August 2006 (BGBl. (German Federal Law Gazette) I, page 1897), last amended by way of Article 8 of the Act dated 3 April 2013 (BGBl. I, Page 610), in conjunction with Section 9(2) Constitution of the Brandenburg University of Technology Cottbus–Senftenberg (GO BTU) dated 8 January 2016, last amended by the 1st amendment statues dated 17 November 2016 (official gazette 12/2017), the Senate issues the following statutes:

Article 1

The General Examination and Study Regulations for Bachelor Study Programmes at BTU Cottbus–Senftenberg dated 12 September 2016 (official gazette 13/2016) shall be amended as follows:

1. § 12 shall be amended as follows:

Subparagraph 1a shall be supplemented with the following wording:

¹Written module examinations may also be conducted in electronic form (E-examinations).

²In addition, written and oral module examinations may also be conducted as online examinations. ³The regulations set out in Annex 2 apply to conducting online examinations.

In **subparagraph 3** the following sentence shall be deleted:

⁴Tests may also be conducted in electronic form.

2. § 25 shall be amended as follows:

In subparagraph 4 the sentences 2 and 3 shall be newly introduced. Sub-section 4 shall therefore have the following wording:

(4) ¹The thesis defence is an oral examination and shall be taken as a group or individual examination in accordance with Section 12(3), Sentence 4, and evaluated in accordance with Section 15(1). ²The thesis defence may be conducted via video conference or a comparable system if both the student and the examiners agree. ³The findings set out in Annex 2 are to be applied accordingly in the case of conducting the thesis defence. ⁴The thesis defence is aimed at establishing whether or not the student to be tested is able to orally present the results of the written thesis, their professional bases, their subject-wide correlations and their non-subject relation, independently justify these and assess their significance for practical use. ⁵The thesis defence is usually open to the public at the university and should not be held later than six weeks following submission of the written thesis or creative work. ⁶Following an application filed by the student or an examiner, the university public may be excluded by the examination board ⁷The written application, which does not need to be justified, must be submitted to the chair of the examination board in good time prior to the thesis defence.

3. The previous Annex “Model structure” shall become Annex 1.

4. The following Annex 2 shall be supplemented:

Annex 2: Requirements for conducting online examinations in accordance with Section 12(1a) RahmenO_BA

Preamble

¹Within the framework of a trial phase, this Annex provides for the special features of module examinations, which are conducted using digital information and communication technologies without the personal presence of the candidates in an examination room of the BTU (online examinations).

²In the absence of provisions to the contrary in this Annex, the requirements of Paragraphs 1-32 of this Order shall apply to online examinations.

1. Online tests

(1) Online tests shall be conducted in the form of written examinations in a specified time window simultaneously under video supervision.

(2) ¹During an online examination, students undertake to activate the camera and microphone function of the digital information and communication technologies used for the examination (video supervision). ²Supervision of the room beyond this shall not take place. ³Video supervision shall be conducted by supervisory staff of the BTU. ⁴The video surveillance shall be set up in such a way that the protection of personality and privacy of the persons concerned is not restricted more than is necessary for the justified purposes of surveillance.

2. Oral examinations as video conference

(1) ¹An online examination as a video conference requires images and sound to be transmitted simultaneously via information and communication technology to those places where the students, the persons authorised to take examinations and, where applicable, the assessors are located. ²All participants undertake to activate the camera and microphone function used for the examination for the entire duration of the examination.

(2) ¹Recording of the examination or other storage of the image or sound data are not permitted. ²The essential contents of the oral online examination shall be recorded by an examiner or an assistant. ³Personal data from the intermediate storage are to be deleted as soon as possible.

3. Additional regulations on conducting online examinations

A Examination procedures

(1) ¹If an online examination is to be conducted as the standard form of examination for a module, this shall be documented in the module description. ²If the module description provides for a choice or if extraordinary circumstances require a change, the form of examination shall be announced at the beginning of the semester. ³If this is not possible, it shall be determined and announced within a reasonable period of time prior to the examination.

(2) ¹The announcement shall inform students of the technical and organisational requirements that must be met for the examination to be conducted properly. ²Students shall be given the opportunity to try out the examination situation in terms of technology, equipment and spatial environment in advance of the examination.

(3) If students are unable or unwilling to take an online examination, they shall be given the opportunity to take an equivalent face-to-face examination within the two examination periods of the corresponding semester upon application.

B Authentication

(1) Prior to the start of an online examination, authentication applies with the help of valid photo ID or student ID (chip card), which must be presented on request.

(2) ¹Storage of the data processed in connection with authentication beyond a technically necessary intermediate storage is not permitted. ²Personal data from the intermediate storage are to be deleted as soon as possible.

C Data processing

(1) In conjunction with conducting online examinations, the statutory data protection regulations in the respective applicable version, in particular the General Data Protection Regulation (DSGVO) and the Brandenburg Data Protection Act (BbgDSG), are to be complied with.

(2) In the case of online examinations, learning management systems, examination platforms, video conferencing systems and other technical aids shall be used in such a way that necessary installations on the students' electronic communication devices used for the examination apply under the following conditions:

- a) The functionality of the electronic communication equipment shall not be interrupted outside the examination and shall only be interrupted during the examination to the extent necessary to ensure that the equipment is functioning properly.
- b) the information security of the electronic communication facility is not compromised at any time,
- c) confidentiality of the information on the electronic communication device is not compromised at any time, and
- d) complete de-installation is possible following the online check.

D Technical disruptions

(1) ¹If the forwarding of the examination task, the processing of the examination task, the forwarding of the performance verification or the video supervision are not feasible in a technical sense at the time of the examination in the case of an online examination, the examination shall be terminated at the respective stage and the examination verification shall not be assessed. ²The examination attempt shall be deemed not to have been made. ³This shall not apply if the student was responsible for the disruption.

(2) ¹If the image or sound transmission in an oral or practical online examination is temporarily disrupted, the examination shall be continued after the disruption has been rectified. ²If the technical malfunction persists so that the oral examination cannot be continued properly, the examination shall be repeated at a later date. ³Sub-section 1, Sentences 2 and 3, apply accordingly. ⁴If the technical malfunction occurs after a substantial part of the examination has already been taken, the examination may be continued and terminated by telephone without the use of a video conferencing system.

4. Trial of additional written examination formats

¹The trial of contemporary online examination formats may also extend to written examinations the design and tasks of which are suitable for preventing or minimising attempts at cheating in a comparable manner, even without direct supervision.

²This includes, in particular, examination formats in which the type of assignment, even with the use of certain permitted aids, requires independent processing by the candidate based on the acquisition of competences from the module and/or in which the possibilities of cheating are significantly limited by further technical and organisational measures. ³In such cases, the candidate must certify in writing that the examination was completed independently and only with the use of approved aids. ⁴The regulations of Section 3 shall apply accordingly.

Article 2 Coming into force

¹These statutes shall come into force on the day they are announced.

²The regulations set out in Section 12(1a), Sentence 2 et seq. and Annex 2 shall apply from the winter semester 2020/21 initially for the period of four semesters as a trial. ³A decision on whether or not and under which conditions online examinations are to be permanently incorporated as an examination form shall be made on the basis of an evaluation following three semesters of the trial

Article 3 Permission to make announcements

The President may announce in the Official Gazette of the BTU the wording of the General Examination and Study Regulations for Bachelor Study Programmes as stated in the version that applies from the coming into force of these statutes.

Issued on the basis of the resolution of the Senate dated 17 December 2020, following consultation with the faculties, approval by the President of the Brandenburg University of Technology Cottbus-Senftenberg dated 08 January 2021 and approval by the Ministry of Science, Research and Culture of the State of Brandenburg dated 22 January 2021.

Cottbus, 26 January 2021

Professor Dr. Gesine Grande
President