

# General Examination and Study Regulations for Master Programmes at the BTU Cottbus - Senftenberg (RahmenO MA, GExR MA) of September 12, 2016

*Translation of the legally binding version published in the official Gazette of BTU Cottbus – Senftenberg (AMBl. 14/2016).*

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

## Contents

§ 1	Scope of Validity .....	1
§ 2	Goal of the Programme.....	1
§ 3	Graduation.....	2
§ 4	Admission and Enrolment Prerequisites.....	2
§ 5	Scope and Regular Duration of the Programme.....	2
§ 6	Part-time Studies .....	3
§ 7	Compensation for Disadvantages .....	4
§ 8	Programme Structure.....	4
§ 9	Counselling, Mentoring .....	5
§ 10	Requirements of the Studies, Credits, Study Planning .....	5
§ 11	Master Examination .....	6
§ 12	Module Examinations.....	6
§ 13	Registration and Deregistration Deadlines for Module Examinations, Examination Periods.....	7
§ 14	Attending of and Admission to Modules.....	7
§ 15	Evaluation of Module Examinations and Composition of the Overall Grade	8
§ 16	Repeat Examinations and Accreditation Provisions .....	9
§ 17	Free Attempt and Improvement Attempt .....	9
§ 18	Examination Board .....	9
§ 19	Examiners as well as Observers.....	10
§ 20	Missing Deadlines, Omission, Withdrawal, Compliance Deviation.....	10
§ 21	Documentation.....	11
§ 22	Accreditation of Performances .....	11
§ 23	Master Thesis .....	12

§ 24	Admission Prerequisites, Registration and Submission of the Master Thesis	12
§ 25	Acceptance and Evaluation of the Master Thesis .....	13
§ 26	Complementary Modules .....	14
§ 27	Additional Modules .....	14
§ 28	Transcript of Records and Master Certificate .....	14
§ 29	Inspection of Examination Records....	14
§ 30	Invalidity of Module Examinations, Revocation of the Master Degree .....	14
§ 31	Objection Procedures .....	15
§ 32	Taking Effect, Abrogation.....	15
Annex:	Model structure Subject-related Examination and Study Regulation ....	16

## § 1 Scope of Validity

<sup>1</sup>These General Examination and Study Regulations (RahmenO MA, GExR MA) are valid for the master programmes at the BTU. <sup>2</sup>They regulate the organisation and execution of the studies and the examinations according to § 23 BbgHG and are supplemented by the subject-related regulations for the specific programmes. <sup>3</sup>In case of doubt the provisions of these General Examination and Study Regulations prevail.

<sup>4</sup>General and Subject-related Examination and Study Regulations are binding for both teaching personnel and students alike. <sup>5</sup>Provided that these regulations regulate responsibilities of the faculties, those provisions equally apply to Common Commissions according to § 32 subparagraph 1 of the constitution of the BTU (GO BTU).

## § 2 Goal of the Programme

(1) <sup>1</sup>The master programme imparts, building upon a degree qualifying for a profession, the ability to apply instruments and methods of the subject, to do academic work, to classify academic knowledge as well as to compile own academic contributions. <sup>2</sup>Depending on the focus of the programme, this can comprise a broadening of the knowledge and competence basis or alternatively a specialisation. <sup>3</sup>The goal is to put students into a position, from which they are able to use their gained knowledge in their field of work and to continuously expand it. <sup>4</sup>In addition it is a formal requirement for subsequent studies.

(2) <sup>1</sup>Master programmes are distinguished between consecutive and further educational master programmes:

1. Consecutive master programmes are designed as intensifying, broadening general programmes or other subject programmes.
2. <sup>1</sup>Further educational master programmes presuppose after a first university programme qualifying for a profession vocational work of generally at least one year. <sup>2</sup>The contents of the master study programmes shall consider the practical experiences and build on them.

### § 3 Graduation

(1) <sup>1</sup>The Master Degree will be awarded after the successful completion of the programme. <sup>2</sup>Permissible titles for consecutive master programmes are “Master of Science”, “Master of Engineering” and “Master of Arts”. <sup>3</sup>In further educational master programmes other degree titles may be used. <sup>4</sup>Which degree is awarded is regulated by the respective Subject-related Examination and Study Regulations of a programme.

(2) Through international or national cooperative agreements, academic Double or Joint Degrees may be awarded in individual study programmes.

### § 4 Admission and Enrolment Prerequisites

(1) <sup>1</sup>Admission prerequisites for the chosen programme result from the § 9 BbgHG in the current version valid at the time. <sup>2</sup>The procedure for application, admission, enrolment, re-registration, leave of absence and removal from the Register of Students is regulated by the Enrolment Regulations of the BTU.

(2) <sup>1</sup>Fundamental prerequisite for the admission to a master programme is a previous higher education degree qualifying for a profession (at least Bachelor Degree), additionally in case of further educational programmes generally at least one year of vocational work. <sup>2</sup>The professional practice must have been done after the first degree qualifying for a profession. <sup>3</sup>Further eligibility and qualification prerequisites due to special subject-related requirements can be regulated by the Subject-related Examination and Study Regulations, if those are evidently necessary due to subject-

related requirements of the master programme.

(3) Enrolment prerequisites, especially for artistic and co-op programmes, as well as for study programmes with international cooperation according to § 2 of the Enrolment Regulations, are regulated by the Subject-related Examination and Study Regulations.

(4) Admission constraints for individual programmes remain unaffected.

### § 5 Scope and Regular Duration of the Programme

(1) <sup>1</sup>The regular duration of a master programme at the BTU consists of generally four (research-oriented study profile) or generally three (applied study profile) semesters. <sup>2</sup>For further educational programmes a regular duration of the programme of two semesters is also possible. <sup>3</sup>In total the overall general duration of the programmes (Bachelor plus Master) for consecutive programmes may not exceed ten semesters. <sup>4</sup>The regular duration comprises of all modules, examinations, the Master Thesis (§ 23) as well as the practical phases and/or stays abroad associated with the programme. <sup>5</sup>Particulars about the regular duration of a master programme are regulated by the Subject-related Examination and Study Regulations.

(2) <sup>1</sup>The scope of a four semester master programme generally consists of 120 Credits; of a three semester master programme generally 90 Credits and of a two semester programme generally 60 Credits. <sup>2</sup>According to the provisions of the ECTS (European Credit Transfer System) generally 30 Credits per semester are awarded. <sup>3</sup>Including the bachelor programme for the master degree a total of 300 Credits are to be obtained.

(3) The studies are structured in winter and summer semesters. The Subject-related Examination and Study Regulations determine whether a programme begins in a winter or a summer semester or whether it is possible to commence the programme in either semester.

(4) The study programme is conceived and structured in such a manner that when the Regular Study Plan, building upon the curriculum, is adhered to and the module examinations are successfully completed, it can be concluded within the regular duration.

(5) The Subject-related Examination and Study Regulations of the study programmes must specify the time frame for study periods at other Higher Education Institutions and / or for practical work (mobility window), without prolonging the required study duration.

(6) The claiming of periods of protection according to the Mutterschutzgesetz (MuSchG – Maternity Protection Act), as well as the regulations concerning parental leave according to the Bundeselterngesetz (Federal Parental Benefit Act) in current version the at the time are regarded.

(7) <sup>1</sup>Upon application to the Examination Board, times of acting in boards according to § 6 subparagraph 1 GO BTU and statutory bodies of the BTU with respective proof as well as in statutory bodies of self-management of the students at the BTU are taken into account with up to four semesters, which are not accredited to the studies in the regular duration. <sup>2</sup>This is only possible, if no leave was granted for the activity. <sup>3</sup>An application for accreditation to the Examination Board can be made first-time after one year of the activity.

## § 6 Part-time Studies

(1) The Subject-related Examination and Study Regulations of the study programmes have to state, whether a study programme is offered in the form of

- Full-time studies without the option of part-time studies,
- Full-time studies with the option of part-time studies
- Part-time studies as regular studies.

(2) <sup>1</sup>Students of a full-time study programme can complete individual part-time studies upon application, when

- a) the part-time studies are not ruled out by the Subject-related Examination and Study Regulations or
- b) the prerequisites of subparagraph 3 are fulfilled.

<sup>2</sup>When the prerequisites of subparagraph 3 are met, the Examination Board can ignore in its decision a potential exclusion from the possibility of part-time studies mentioned in the Subject-related Examination and Study Regulations. <sup>3</sup>In case of sentence 1 of letter b) and

sentence 2 the student is to be heard by the Examination Board before its decision.

(3) <sup>1</sup>Individual part-time studies are possible, when the student is not able to complete full-time studies for an important reason. <sup>2</sup>An important reason exists especially in the case of:

- a) Caring for and raising of children according to § 25 subparagraph 5 BAföG<sup>1</sup>;
- b) Foster and care of close relatives;
- c) Disability or chronic disease of the student;
- d) Professional life of the student, associated with at least 14 hours of regular weekly working time.

<sup>3</sup>Other important reasons may be approved, if there is proof for the individual case, that the execution of full-time studies would lead to an unreasonable hardship. <sup>4</sup>The reasons can only be approved, when they are substantiated by means of evidence or prima facie dence. <sup>5</sup>The evidence must refer to the periods of part-time studies applied for. <sup>6</sup>Additionally, for repeat applications an appropriate progress in the studies during the previous part-time studies must be proven.

(4) <sup>1</sup>If the Subject-related Examination and Study Regulations of the respective programme regulates the part-time studies in detail, the study regulations are the foundation of the individual study planning. <sup>2</sup>When there are no detailed regulations, individual study planning must be agreed upon with the responsible subject-related counsellor and confirmed by signature by the student and the Examination Board. <sup>3</sup>This study plan is to be attached to the application.

(5) <sup>1</sup>The volume of the part-time studies must comprise of a maximum of 30 CP per year of studies. <sup>2</sup>Repeat final module completion examinations are possible in addition to the volume mentioned in sentence 1.

(6) <sup>1</sup>A request to study part-time may be submitted in every semester for the duration of two subsequent semesters according to the provi-

---

<sup>1</sup> Children according to §25 par. 5 BAföG are own children, foster children / persons, with whom he/she is connected by a family-like bond calculated for a longer duration (provided that the child / person is taken into the household and the custody and foster relation to the parents does not exist anymore); children of the spouse or life partner taken into the household and taken-in grandchildren.

sions of the Subject-related Examination and Study Regulations. <sup>2</sup>The application is to be submitted with the required evidence (subparagraphs 3 and 4) at the Admissions & Registrar's Office and will be decided upon there. <sup>3</sup>Semesters with part-time studies are counted as half programme semesters and as full university semesters. <sup>4</sup>The extension of the regular duration of the programme is to be determined by considering the maximum CP of the regular amount per year of studies determined by the Subject-related Examination and Study Regulations. <sup>5</sup>The maximum extension granted is two times the regular duration of the programme in full-time; § 5 subparagraph 7 remains unaffected by this. <sup>6</sup>A retrospective availment of the part-time studies for a completed semester is impossible.

(7) Within the university, part-time students have the same status as full-time students.

(8) If by registering for the modules the maximum amount of CP is exceeded by the student, he or she relapses back into full-time studies.

(9) Part-time students may not complete parallel studies.

## § 7 Compensation for Disadvantages

(1) If a student is unable to complete module examinations in whole or in part in the designated form for reasons of

- long-term illness or
- disability or
- pregnancy or
- maternity protection or
- care for persons with a child in the own household or
- care for a close relative (close relatives are children, parents, grandparents, spouses and marriage-like life partners)

the Examination Board, in consultation with the student and the examiner, determines measures by which equal study and examination verifications may be completed.

(2) <sup>1</sup>For the situations mentioned in subparagraph 1, the student is entitled to complete individual module examinations and/or partial performances after the respective completion deadlines. <sup>2</sup>Deadlines for module examinations can generally be extended by up to two semesters maximum and the working time of

written assignments, including the Master Thesis may be extended by a third of the intended complete working time. <sup>3</sup>The entitlement expires latest by the end of the semester, in which the mentioned requirements no longer apply. <sup>4</sup>Exceptions for the deadlines according to sentence 1 are decided upon by the Examination Board. <sup>5</sup>The Admissions & Registrar's Office is to be informed about the decisions and rulings of the Examination Board

(3) <sup>1</sup>This regulation can be utilised by written application to the Examination Board. <sup>2</sup>The application is to be completed with the registration for the module. <sup>3</sup>If the reason occurs after this deadline, the application is to be completed immediately, but before completing the module examinations. <sup>4</sup>The Examination Board decides whether the written application is to be supported with a certificate by a medical officer or other appropriate documents. <sup>5</sup>The certificate by a medical officer or the documents must prove the performance-disturbing or hindering effects of the impairment or disability.

## § 8 Programme Structure

(1) <sup>1</sup>The programme has a modular structure. <sup>2</sup>Modules are thematically and circularly constructed and within themselves complete units of study with a defined learning goal <sup>3</sup>The learning goals describe which knowledge, skills and competencies the students obtained after passing the module. <sup>4</sup>The reaching of these learning goals by the students is determined in a module examination (§ 12).

(2) <sup>1</sup>Modules generally take one, however never more than two semesters. <sup>2</sup>They should have a scope of at least five Credits. <sup>3</sup>In justified cases modules can also have a lesser scope (4 Credits), as long as the average examination load in the semester is not increased by that. <sup>3</sup>They may be composed of different forms of teaching and learning (e.g. lectures, seminars, exercises, projects, impromptus, practical training, excursions, internships, self-studies). <sup>4</sup>The workload connected with a module also extends to the lecture-free period.

(3) Learning goals, content, form of teaching and workload, teaching and examination language as well as the required performance of a module are bindingly recorded in the module description.

(4) <sup>1</sup>The goal of a practical section of the studies (internship), which may extend to one semester, is the establishment of a close connec-

tion between the studies and professional practice. <sup>2</sup>It should enable the student to process professional problems in the intended field of work, familiarise him or her with the professional reality, to apply the acquired knowledge and skills and to use the practical professional experiences in the further course of the studies. <sup>3</sup>The completion of a practical study section abroad is welcomed. <sup>4</sup>The Subject-related Examination and Study Regulations regulate this in detail.

## § 9 Counselling, Mentoring

(1) <sup>1</sup>General counselling is provided by the Zentrale Studienberatung (Central Study Counselling – for all students) and by the International Relations Office (foreign students). <sup>2</sup>Subject-related counselling is provided by the university teachers or academic staff, who are determined for that purpose by the one responsible for the respective programme.

(2) <sup>1</sup>A mentor is allocated to each student for the duration of the master programme, who supports and advises the students during the studies especially in the study planning, the scheduling and the thematic orientation of the studies as necessary. <sup>2</sup>A first discussion to support the students in the study planning and, if applicable, in the choice of field of study is offered by the mentors at the start of the programme.

## § 10 Requirements of the Studies, Credits, Study Planning

(1) <sup>1</sup>The studies are composed of mandatory modules and compulsory elective modules. <sup>2</sup>The Subject-related Examination and Study Regulations regulate which modules are part of a programme and their status in it. <sup>3</sup>The programme-specific mandatory and compulsory elective modules are supplemented by the General Studies (Fachübergreifendes Studium – FÜS). <sup>4</sup>Goals, contents and scope of the FÜS are described in the respective regulations.

(2) <sup>1</sup>Teaching and examination language is categorically German. <sup>2</sup>In international programmes English and other languages may be used as teaching and examination language. <sup>3</sup>In German-language programmes English and other languages may be used as teaching and examination language for individual compulsory elective modules with a scope of up to 30 Credits. <sup>4</sup>Specific regulations are to

be included in the Subject-related Examination and Study Regulations.

(3) <sup>1</sup>For the successful completion of a module the amount of Credits, defined in the module description, is awarded. <sup>2</sup>Those are calculated according to the prospective required workload of the students <sup>3</sup>The set workload for a year of studies amounts to 1.500 to 1.800 hours of work. <sup>4</sup>One Credit thus equals a workload of 25 up to a maximum of 30 hours.

(4) <sup>1</sup>The students have the right to plan their studies within the framework set by this document and the Regular Study Plan of the respective Subject-related Examination and Study Regulations. <sup>2</sup>Notwithstanding compulsions, which result from the definition of the subject-related admission requirements for modules. <sup>3</sup>If programmes allow for extensive possibilities for individual setting of focus in their subject-related provisions, this may generally be interconnected with the agreement on an individual study plan. <sup>4</sup>The Subject-related Examination and Study Regulations provide for this in more detail.

(5) <sup>1</sup>In order to give support in the study planning and the compliance of the Regular Study Plan, subject-related counselling is provided, if not at least 40 Credits have been obtained by the beginning of the 3<sup>rd</sup> programme semester.

(6) <sup>1</sup>If students have not successfully completed a required module examination or the Master Thesis within four semesters after their allocation in the Regular Study Plan or the individual study plan, subject-related counselling takes place according to subparagraphs 7 and 8. <sup>2</sup>This does not apply, when the exceedance of an examination deadline is not self-inflicted by themselves. <sup>3</sup>For part-time students the deadline set in sentence 1 changes accordingly.

(7) <sup>1</sup>The participation of a student in the subject-related counselling according to subparagraph 6 is obligatory. <sup>2</sup>The counselling is to be done by a university teacher, determined by the Examination Board. <sup>3</sup>The objective of the subject-related counselling is the conclusion of an agreement, in which the further studies are planned and the student is obligated to certain measures in order to achieve the goals of the studies and further measures by the university adequate to advance the further course of the studies are agreed upon in written form (Agreement of Study Progress). <sup>4</sup>The personal situation of the student is to be considered

when deciding on the obligations. <sup>5</sup>The Agreement of Study Progress is to be signed by all attendees of the counselling and forwarded to the Admissions & Registrar's Office immediately.

(8) <sup>1</sup>If students do not fulfil the obligation to participate in the subject-related counselling, if they refuse to conclude an Agreement of Study Progress or if they do not meet the requirements of the Agreement of Study Progress until a set point in time, they lose their examination right and will be removed from the Register of Students. <sup>2</sup>This does not apply, when students can assert reasons, which were not caused by themselves. <sup>3</sup>This does also not apply when the student was not informed of the consequences according to sentence 1 in the invitation or in the conclusion of the Agreement of Study Progress.

### § 11 Master Examination

(1) <sup>1</sup>The Master Examination consists of module examinations during the studies and the Master Thesis. <sup>2</sup>The Master Examination is passed, when all module examinations and the Master Thesis are passed.

(2) A person, who can prove enrolment in the respective master programme at the BTU, is entitled to complete the Master Examination in that subject.

### § 12 Module Examinations

(1) <sup>1</sup>Modules are completed with a module examination. <sup>2</sup>A module examination takes place either in written or oral form at the end of the module (final module examination (MAP)) or during the semester as Continuous Assessment (MCA). <sup>3</sup>The attendance in the oral or written final module examination may be subject to a prerequisite for educational reasons, especially to the successful completion of a series of exercises and/or laboratory experiments. <sup>4</sup>Such prerequisites are to be limited to modules, in which fundamental skills and knowledge is learned and must be stated in the module description.

(2) <sup>1</sup>Practical study sections (internships), for which Credits are awarded, must be defined in the module description and generally accompanied by courses. <sup>2</sup>This is regulated in detail by the Subject-related Examination and Study Regulations.

(3) <sup>1</sup>Written final module examinations can be done in form of a homework assignment or a written test/examination. <sup>2</sup>Written examinations generally last at least 90 and at most 180 minutes, whereby the share of points, which can be obtained with multiple choice questions, must not exceed 50 %. <sup>3</sup>Examinations can also be conducted in electronic form. <sup>4</sup>Oral final module examinations generally last at least 15 and at most 60 minutes per student and module.

(4) <sup>1</sup>With Continuous Assessment the module examination is composed of multiple examination elements (partial performances) of different form, which have connected contents and together form a noticeable context in accordance with the learning goals of the module (e.g. presentations and their written reports, posters, practical study sections including reports and final defence of the thesis). <sup>2</sup>The individual partial performances of the Continuous Assessment may not equal or exceed the content and/or scope of a written or oral final module examinations.

(5) Form and scope of the module examination, with Continuous Assessment also the form, scope and weighting of the partial performances must be set out in the module description bindingly and in detail.

(6) <sup>1</sup>The date, duration / scope of the final module examination should be published by the responsible staff member for the module or the examiner in good time before the start of registration in the course catalogue. <sup>2</sup>Those dates are also to be reported to the Admissions & Registrar's Office. <sup>3</sup>Time overlaps of different examinations, especially for mandatory modules of one study programme should, as far as possible, be avoided.

(7) <sup>1</sup>Module examinations, which need to be passed in order to be able to continue with the studies are done by at least two examiners. <sup>2</sup>In other cases one examiner suffices for the evaluation of written examinations or partial performances. <sup>3</sup>Oral Examinations or partial performances are conducted by at least one examiner, generally in the presence of an observer. <sup>4</sup>The observer is to be heard before the evaluation of the performance. <sup>5</sup>Matter and the important results are to be recorded.

(8) <sup>1</sup>The evaluation procedure for written final module examinations and the publication of the results should not exceed four weeks. <sup>2</sup>The result of oral final module examinations is to be

reported to the student immediately after the examination. <sup>3</sup>The result of a partial performance in the Continuous Assessment is to be reported to the student generally in good time before completing another partial performance, for the calculation of the overall result sentence 1 applies respectively.

(9) When completing written assignments students have to fully list the used sources, including internet sources and resources and completely mark the parts of the assignment, including tables and images, which have been taken from other papers or the internet verbatim or in meaning, mentioning the source borrowed from.

### **§ 13 Registration and Deregistration Deadlines for Module Examinations, Examination Periods**

(1) <sup>1</sup>A student wanting to complete a module examination shall generally register online for the associated module at the Admissions & Registrar's Office within the first three weeks of the lecture period. <sup>2</sup>If a module has participation restrictions the provisions of § 14 apply.

(2) <sup>1</sup>For modules concluding with a written or oral final module examination, the deadline for deregistration ends one week before the beginning of the examination period, in which the examination is offered for the first time. <sup>2</sup>A potentially obtained prerequisite for participation in the final module examination retains its validity in case the final module examination is successfully repeated within two semesters. <sup>3</sup>If the prerequisite was not obtained, the student is automatically deregistered from the final module examination. <sup>4</sup>The student will generally be informed about this online.

(3) <sup>1</sup>For modules with Continuous Assessment a deregistration from the module is possible within the first three weeks of the lecture period of the respective semester. <sup>2</sup>Post-deregistration the potentially completed partial performances in the module are regarded as not completed.

(4) The deregistration is generally done with the Admissions & Registrar's Office online.

(5) <sup>1</sup>Before the beginning and after the end of the lecture period, examination periods are scheduled, during which the written and oral final module examinations take place. <sup>2</sup>They each comprise two weeks. <sup>3</sup>After the end of lectures there is one week of examination

preparation before the examination period. <sup>4</sup>During the lecture period only Continuous Assessment or laboratory and practice exercises as well as the defence of the Master Thesis are permissible. <sup>5</sup>In case of Joint Degrees and international programmes with integrated stays abroad deviating provisions regarding examination dates may be regulated by the subject-related regulations. <sup>6</sup>With approval of the Examination Board individual final module examinations may in exceptional cases and in agreement with the concerned students take place outside of examination periods, e.g. when it is necessary for the facilitation of mobility phases <sup>7</sup>The module examinations in general are to be scheduled in a way, that they can be completed within the regular duration of the programme.

(6) Dates for final module examinations are to be offered in each semester.

### **§ 14 Attending of and Admission to Modules**

(1) The participation in a module requires a special registration and admission, when

- a) due to its properties according to the respective module description a limited number of participants is planned for;
- b) the number of places is limited due to space or other factual reasons.

(2) <sup>1</sup>The registration for a module according to subparagraph 1 is possible in the two weeks before the lecture period. <sup>2</sup>In case of more registrations than places, primarily students are admitted, whose programme demands the module as a mandatory module, secondarily students are admitted, whose programme prescribes the module as a compulsory elective module, tertiary students are admitted, who want to attend the module within the frame of General Studies and lastly students are admitted, who want to attend the module as an additional module (as per § 27). <sup>3</sup>These students are pooled according to programme semesters in ranking classes.

(3) <sup>1</sup>The first ranking class is formed by those, who study in the programme semester, which the module is designated for according to the Regular Study Plan; in the alternative the faculty council of the faculty, which is responsible for the programme, decides which programme semester the module is allocated to. <sup>2</sup>Students, who have not been admitted to the module in

previous semesters despite fulfilling the prerequisites of sentence 1, are to be tised. <sup>3</sup>Students, who could not complete the examination or study performance in the programme semester, which the module is designated for according to the Study Regulations, due to their disability or chronic illness are also to be prioritised for modules with limited places. <sup>4</sup>This also applies to students with children or relatives in need of care, as well as the other groups listed in § 7 subparagraph 1.

(4) <sup>1</sup>The second ranking class is formed by those, whose programme semester number deviates from the designated programme semester by one, etc. <sup>2</sup>The Examination Board can assign students to a different ranking class upon application in cases of hardship.

(5) If not all members of a ranking class can be admitted, they are chosen by lot.

(6) The admission can be prolonged to the next rotation of provision, if the module examination of the module must be repeated and therefore another attendance of the module is required.

(7) When special competences are required for individual compulsory elective modules as prerequisite for admission, other selection processes may be determined in the module description.

### § 15 Evaluation of Module Examinations and Composition of the Overall Grade

(1) <sup>1</sup>The individual evaluation of module examinations is done by the respective examiners in form of grades. <sup>2</sup>The following grades are to be used:

1.0/1.3;:	very good - a very good performance
1.7/2.0/2.3:	good - a performance that lies above average requirements
2.7/3.0/3.3:	satisfactory - a performance that meets average requirements
3.7/4.0:	sufficient - a performance that meets the requirements, despite lacking
5.0:	Insufficient/failed - a performance that lacks severely and therefore does not

	meet the requirements.
--	------------------------

(2) Modules, which exclusively or predominantly comprise practical sections as well as modules, which exclusively or predominantly comprise artistic-practical competences may be evaluated without grading (pass/fail) (Study performance).

(3) A module examination is passed, if it is graded with at least 4.0 ("sufficient") or in case of subparagraph 2 was evaluated as "pass".

(4) <sup>1</sup>Moreover, if a module includes an oral or a written exit examination, the grade is equal to the module grade. <sup>2</sup>If the module examination is done by Continuous Assessment, the partial performances are cumulated according to the provisions of the module description in form of a point or percentage scale into an overall performance and the overall points or percentage are converted into the module grade according to subparagraph 1. <sup>3</sup>No grades are to be given for partial performances.

(5) <sup>1</sup>The overall grade for graduation is formed with the average of all module grades weighted with the Credits. <sup>2</sup>For the overall grade the first decimal after the decimal place is considered, all further decimals are deleted without rounding. <sup>3</sup>The grades for the overall grade are:

Grades	Rating
from 1.0 to 1.2	with distinction
from 1.3 to 1.5	very good
from 1.6 to 2.5	good
from 2.6 to 3.5	satisfactory
from 3.6 to 4.0	sufficient
from 4.1 to 5.0	Insufficient/failed

<sup>4</sup>The rating „with distinction“ is recorded on the certificate.

(6) <sup>1</sup>As foundation for the transparent communication in the European Higher Education Area the statistical distribution of the overall grades for each programme are collected over a period of at least 2 classes of graduates and added to the final documents as a table (ECTS Grading Table) <sup>3</sup>The Subject-related Examination and Study Regulations may deviate from the number of classes considered.



## § 16 Repeat Examinations and Accreditation Provisions

(1) A passed module examination cannot be repeated, apart from applying § 17 subparagraph 2.

(2) <sup>1</sup>Failed module examinations may be repeated twice (repeat examination). <sup>2</sup>In justified exceptional cases the Subject-related Examination and Study regulations can just allow one repeat examination. <sup>3</sup>If upon last repetition the module examination is graded with „insufficient“ (5.0) or evaluated with „insufficient“ (5.0), the module examination is conclusively failed.

(3) Deviating from subparagraph 2 a failed Master Thesis may only be repeated once.

(4) <sup>1</sup>The registration for a repeat final module examination is possible at least one prior to the examination period, the examination is offered in. <sup>2</sup>This deadline also applies to students, for whom § 13 subparagraph 2 sentence 2 or § 20 subparagraph 1 sentence 4 applies. <sup>3</sup>Students for whom § 13 subparagraph 2 sentence 2 does not apply or § 13 subparagraph 2 sentence 3 does apply, are required to re-register for a repeat module examination and thus attend the respective module. <sup>4</sup>This does also apply for module examinations in Continuous Assessment. <sup>5</sup>For this, § 13 applies respectively.

(5) <sup>1</sup>After failing a module examination in a mandatory module for the first time, students are obligated to attend the first repeat within the two following semesters. <sup>2</sup>The second repeat is to be completed within the course of the next two semesters.

(6) If the module examination in a mandatory module or the Master Thesis is conclusively failed, the Master Examination is conclusively failed.

(7) If the module examination of a compulsory elective module is conclusively failed, a different compulsory elective module of the module group may be chosen. <sup>2</sup>If also this module examination in this compulsory elective module is conclusively failed, once more a different a compulsory elective module of the same module group may be chosen. <sup>3</sup>If also this module examination in this compulsory elective module is conclusively failed, the examination of the entire programme is conclusively failed. <sup>4</sup>The examination of the entire programme is also failed, when after the failed compulsory elective module, no further compulsory elective

modules are available in the module group. Overall, three conclusively failed compulsory elective modules of a programme can be replaced.

(8) The unsuccessful tries to complete a certain module examination in a different programme at the BTU or at a different university in the Federal Republic of Germany are taken into account for the repeat possibilities according to subparagraphs 2 and 3.

## § 17 Free Attempt and Improvement Attempt

(1) <sup>1</sup>Upon application by the student one first failed module examination counts as not undertaken, if it was done within the regular study time and the first repeat examination was completed within the two following semesters. <sup>2</sup>The application is to be filed latest upon registration of the second repeat examination.

(2) Passed module examinations, completed within the regular study time may be repeated once for the purpose of grade improvement; the respective better result counts.

(3) <sup>1</sup>The possibilities of subparagraphs 1 and 2 may be made use of twice, overall. <sup>2</sup>The respective application is to be filed at the Admissions & Registrar's Office.

(4) <sup>1</sup>Subparagraphs 1 and 2 do not apply to practical study sections and the Master Thesis. <sup>2</sup>Programmes, which are not qualified for the free attempt regulation, may exclude it in their Subject-related Examination and Study Regulations. <sup>3</sup>The lack of qualification according to sentence 2 may especially occur from other laws or education regulations.

## § 18 Examination Board

(1) <sup>1</sup>An Examination Board is to be formed for the organisation of the examinations and the fulfilment of the duties assigned to it by these General Examination and Study Regulations and by the Subject-related Study and Examination Regulations. <sup>2</sup>Examination Boards can be responsible for more than one study programme of the faculty, this is to be decided by the Faculty Council.

(2) <sup>1</sup>Part of the Examination Board are at least:

- a) three full-time professors,
- b) one academic employee, as well as
- c) one student.

<sup>2</sup>The members of the Examination Board are proposed and elected by the Faculty Council. <sup>3</sup>In Examination Boards for cross-faculty programmes further members can be proposed and elected by the faculty councils of the further involved faculties. <sup>4</sup>Something similar applies to joint committees in international cooperation programmes, especially Joint Degrees. <sup>5</sup>Particulars are regulated by the Subject-related Examination and Study Regulations, where required.

(3) The head and his or her deputy of the Examination Board are elected from the ranks of the university teachers according to subparagraph 2 letter a) by the members of the Examination Board by simple majority of the valid casted votes of the members of the Examination Board.

(4) <sup>1</sup>The tenure for members of the Examination Board according to subparagraph 2 letters a) and b) lasts four years, for the member according to letter c) two years <sup>2</sup>Re-election is permissible.

(5) <sup>1</sup>The Examination Board ensures an orderly conduction of the examinations. <sup>2</sup>It is especially responsible for decisions on protests against decisions made in the examination process. <sup>3</sup>The decisions made by the Examination Board form the functional foundation of the issued decrees <sup>4</sup>The Examination Board can, for all regular cases, impart the fulfilment of its tasks to the head of the Examination Board.

(6) <sup>1</sup>The Examination board has a quorum, if at least half of its members are present, among them

- the head or his or her deputy,
- another member according to subparagraph 2 letter a), as well as
- a member according to subparagraph 2 letters b) or c).

<sup>2</sup>The Examination Board makes decisions with simple majority of the valid casted votes. <sup>3</sup>In case of a voting tie, the vote of the head or in case of his or her absence the vote of the deputy is the deciding vote.

(7) <sup>1</sup>The invitations for the meetings of the Examination Board are done by the head, or in case of absence, by his or her deputy with a period of at least one week. <sup>2</sup>Meetings of the Examination Board are not public.

(8) <sup>1</sup>The members of the Examination Board have the right to be present at the conducting of examinations. <sup>2</sup>This does not apply to members according to subparagraph 2 letter c, when they have to complete the same examination in the same examination period.

(9) <sup>1</sup>The members of the Examination Board are subject to official secrecy. <sup>2</sup>When they are not employed at the BTU, they have to sign a confidentiality statement according to § 7 subparagraph 9 sentence 2 of the constitution, which will be kept in a central place; the potential culpability of non-compliance of the statement is to be pointed out to the subscribers.

### § 19 Examiners as well as Observers

(1) <sup>1</sup>According to § 21 subparagraph 5 BbgHG examiners and observers can be the full-time academic or artistic personnel, lecturers and people experienced in professional practice and training at the University. <sup>2</sup>Examination and study performances may only be evaluated by people, who have at least the same or an equal qualification to the one determined by the examination. <sup>3</sup>The qualification requirements for the observers, sentence 2 applies accordingly.

(2) <sup>1</sup>The examination or study performance associated with a module is generally examined by the lecturer of the module. <sup>2</sup>Those lecturers decide on the observers.

(3) <sup>1</sup>Should examiners for imperative reasons not be able to conduct the examinations or only with great postponement, the Examination Board can appoint other examiners or approve deviation from the examination dates. <sup>2</sup>The decision of the Examination Board is to be communicated to the examinees and the Admissions & Registrar's Office immediately.

(4) For the examiners or observers § 18 subparagraph 9 applies respectively.

### § 20 Missing Deadlines, Omission, Withdrawal, Compliance Deviation

(1) <sup>1</sup>A module examination is graded with "insufficient", if the student misses an examination date without valid reason. <sup>2</sup>The same applies, if a written examination performance is not completed within the predefined time. <sup>3</sup>This also applies, if the examinee misses the submission date without valid reason. <sup>4</sup>A module examination counts as not undertaken, when

the student withdraws by himself or herself for a valid reason.

(2) <sup>1</sup>The alleged reason for the withdrawal or the omission must be indicated and substantiated to the Admissions & Registrar's Office in written form generally within five working days after the scheduled examination date or time frame. <sup>2</sup>In case of sickness of the examinee the submission of a written indication with a medical certificate for prima facie evidence is required. <sup>3</sup>With repeat examinations the Examination Board may, in justified cases, demand a certificate by a medical officer. <sup>4</sup>The certificate by the medical officer has to prove performance-disturbing or hindering effects of the sickness, but not the sickness itself. <sup>5</sup>In obvious cases the submission of a certificate by a medical officer can be refrained from. <sup>6</sup>If the indication and the prima facie evidence are only submitted after the publication of the result of a written examination, the Examination Board may, in justified cases, demand the submission of a certificate by a medical officer.

(3) <sup>1</sup>As far as the compliance with deadlines for the registration for examinations, the repeat of examinations, the reasons for omissions of examination and the compliance with working times for examination works are concerned, the sickness of a student is equivalent to the sickness of a child in his or her care. <sup>2</sup>In case of subparagraph 2 sentences 3 to 5, sentence 1 is not applied. <sup>3</sup>In the other case groups of § 7 subparagraph 1 sentences 1 apply respectively.

(4) <sup>1</sup>If a student attempts to influence his or her result by deception or use of inadmissible tools, if he or she is part of a deception or if he or she disturbs the orderly course of the examination or, if for the purpose of conscious deception of intellectual property of others is violated or published material of third parties is used without mentioning the sources or authors and submitted as own performance (plagiarism), the examination performance concerned will be graded "insufficient" (5.0) and the examinee can be excluded from continuation of the examination by the examiner. <sup>2</sup>In severe cases or in case of reoccurrence the responsible Examination Board decides on the loss of examination right.

## § 21 Documentation

(1) The ones responsible for modules are responsible for organising the performance veri-

fication and the timely conveyance of the result of the concerned modules to the Admissions & Registrar's Office.

(2) <sup>1</sup>The Admissions & Registrar's Office keeps an overview on passing and failing of module examinations, the grading or evaluation as well as on the accumulated its. <sup>2</sup>Modules, which have been accredited from previous studies or stays abroad, are marked accordingly <sup>3</sup>The overview of the grades (Transcript of Records) may be issued and certified to the students, when necessary.

## § 22 Accreditation of Performances

(1) <sup>1</sup>Upon starting or continuing a programme at the BTU the responsible Examination Board decides on the accreditation of performances from previous studies. <sup>2</sup>Performances from earlier studies are to be accredited, as long as they do not differ substantially from those of the chosen programme. <sup>3</sup>A substantial difference is given, when by accrediting the performance, the successful completion of the studies is endangered, because the performance, which accreditation is applied for, does not include a competence required for the successful completion of studies. <sup>4</sup>For programmes with the same name and different types of profile (H-Model) of the BTU, transitional and equivalency rules are defined and published, based on which the accreditation takes place per curiam.

(2) <sup>1</sup>The foundation for the accreditation is the submitted evidence. <sup>2</sup>Decisions on the accreditation should be made within a period of four weeks after all required proof has been received. <sup>3</sup>For this purpose the specialised vote of the respective person responsible for the module within the necessary scope. <sup>4</sup>If the Examination Board detects that there are substantial differences, which do not allow for an accreditation of study and examination performances, those are to be individually documented and justified. <sup>5</sup>The Examination Board suggest measures to the applicant, which he or she can do in order to receive accreditation at a later point in time.

(3) <sup>1</sup>If comparable grading systems apply, the grades will be carried over. <sup>2</sup>In case of incomparable grading systems the performance will be graded with "pass". <sup>3</sup>The ECTS-Credits are allocated for accredited study and examination performances, which are planned for in the curriculum of the chosen programme.

(4) <sup>1</sup>Knowledge and abilities obtained outside of higher education are to be accredited to a programme with up to 50 percent, if the content and the level is equal to the part of the studies, which is being replaced. <sup>2</sup>The accreditation process is analogue to the provisions in subparagraph 1 sentence 1, subparagraph 2 sentence 1 to 3 and subparagraph 3.

(5) For the non-accreditation due to substantial differences (subparagraph 1) or lacking equivalency (subparagraph 4), the applicant is issued a notification.

(6) <sup>1</sup>Performances completed during a semester abroad will be accredited, if the student gets the accreditation ability confirmed by the Examination Board before the beginning of the semester abroad in form of a "Learning Agreement". <sup>2</sup>The accreditation ability is principally given and must be confirmed, when the performances do not deviate. <sup>3</sup>The Examination Board should for the assessment obtain the votes of the respective persons responsible for the module within the necessary scope, in order to ensure that a refusal of the accreditation after the return is impossible. <sup>4</sup>The student has to submit the documents necessary for the accreditation. <sup>5</sup>Required changes of the study programme abroad agreed upon are to be communicated to the Examination Board by the student immediately, in order to determine the accreditation ability.

(7) Performances, which were part of the university entrance qualification for the respective programme cannot be accredited to a study programme.

(8) <sup>1</sup>Modules of the master programme, which have been completed as additional modules during the bachelor programme at the BTU, may be accredited for the master programme with up to 30 Credits. <sup>2</sup>The Examination Board decides on the accreditation after hearing the mentor.

(9) <sup>1</sup>Applications for accreditation are initially to be filed with the Admissions & Registrar's Office. <sup>2</sup>For all other accreditation procedures post enrolment or return from abroad or leave of absence a period of two semesters applies, during which the accreditation should be applied for. <sup>3</sup>An application for accreditation of a performance after having completed the respective module examination at least once is impossible.

## § 23 Master Thesis

(1) <sup>1</sup>With writing the Master Thesis the student proves that he or she is able to successfully complete a certain task independently under guidance within a given time and to contribute theoretical and practical scientifically reasoned knowledge towards the solution of a problem. <sup>2</sup>The Master Thesis should represent the progressed knowledge in the discipline, more details are described in the respective module description. <sup>3</sup>It consists of the written or artistic part and the defence of the thesis.

(2) <sup>1</sup>The Master Thesis is also permissible in form of a group work, if the contribution, which is to be evaluated as examination performance, can be allocated to the individual, is clearly distinguishable and gradable and fulfils the requirements of subparagraph 1. <sup>2</sup>The distinction can be done by marking or naming of sections, pages or other objective criteria, which allow for a clear differentiation.

(3) <sup>1</sup>The requirements for the performance to be completed are to be defined in the module description. <sup>2</sup>The scope of the module Master Thesis should be between 18 and 30 Credits. <sup>3</sup>The definition of the task must be mannered in such a way that the completion is possible within the given time. <sup>4</sup>The working time for the written or artistic work is determined in the respective Subject-related Examination and Study Regulations.

## § 24 Admission Prerequisites, Registration and Submission of the Master Thesis

(1) <sup>1</sup>The topic of the Master Thesis is handed out earliest, when generally at least 75 % of the total number of Credits to be collected in the programme (without the Master Thesis) have been completed. <sup>2</sup>More details concerning the admission prerequisites of the Master Thesis are regulated by the Subject-related Examination and Study Regulations.

(2) <sup>1</sup>The registration of the Master Thesis has to be done at the Admissions & Registrar's Office latest five working days after handing out or confirmation of the topic by the supervisor and it has to go on record there.

<sup>2</sup>Attached to the registration must be:

- Topic of the Master Thesis,
- Confirmation by the Supervisor / first examiner.

<sup>3</sup>After successful verification of the registration prerequisites the admission follows with specifying the submission date. <sup>4</sup>The notice can also be done electronically and is also sent to the first examiner.

(3) <sup>1</sup>The submission of the written thesis, in triplicate printed and bound, is done at the Admissions & Registrar's Office and has to go on record there. <sup>2</sup>For postal delivery the day of the post stamp on the written thesis is relevant. <sup>3</sup>For study programmes, in which the Master Thesis entails extensive practical or artistic elements (drafts, models), deviating regulations concerning place and scope of the submission may be made.

(4) <sup>1</sup>Upon submission of the written thesis the second examiner is to be named. <sup>2</sup>Moreover the examinee has to assert that he or she wrote this thesis independently and used no other sources or tools and marked quotes.

(5) <sup>1</sup>The topic of the Master Thesis can only be returned once and within the first four weeks of working time. <sup>2</sup>A return of the topic of a repeat Master Thesis is only permissible, if the examinee has made no use of this possibility during his or her first Master Thesis. <sup>3</sup>The return is to be declared in written form by the first examiner at the Admissions & Registrar's Office and go on record there.

(6) <sup>1</sup>An application for the extension of the working time of the written thesis is to be submitted in written form to the Admissions & Registrar's Office. <sup>2</sup>In case of sickness the application is to be submitted immediately with a medical certificate. <sup>3</sup>The working time is to be extended by the Admissions & Registrar's Office according to the medical certificate. <sup>4</sup>If the total time of extension exceeds six weeks, the Examination Board decides on an extension of the working time or a reallocation of the topic. <sup>5</sup>In the latter case the working attempt counts as not taken and the student can re-apply for admission to the Master Thesis.

(7) <sup>1</sup>In other cases, the justified application for extension of the working time with the statement of the supervising examiner is submitted to the Examination Board for tion. <sup>2</sup>This application is to be completed by the student two to three weeks before the submission date. <sup>3</sup>If the reason is accepted, the Examination Board can extend the working time by a third.

## § 25 Acceptance and Evaluation of the Master Thesis

(1) <sup>1</sup>The written or the artistic thesis is reviewed in writing and evaluated according to § 15 subparagraph 1 by two examiners from the field, the thesis refers to. <sup>2</sup>One of the examiners, generally the supervisor or one of the supervisors (first examiner) must fulfil the employment requirements for professors, according to the Brandenburgische Hochschulgesetz, and have an autonomous independent teaching position at the BTU, in the field the thesis refers to. <sup>3</sup>This includes Junior Professors.

(2) The application process for the written or artistic thesis should not exceed four weeks.

(3) <sup>1</sup>If the thesis is not timely submitted, it will be graded with "insufficient" (5.0) <sup>2</sup>Otherwise the defence of the thesis (subparagraph 4) follows, if the written thesis is graded with at least the grade "sufficient" (4.0) <sup>2</sup>If one of the evaluations of the written thesis is "insufficient" (5.0), the written thesis is to be evaluated by an additional examiner. <sup>3</sup>If the grade „insufficient“ (5.0) was given twice, the Master Thesis is graded as not passed. <sup>4</sup>Otherwise the evaluation of the written thesis is analogue to § 15 subparagraph 5 the arithmetic mean of all evaluations of the examiners. <sup>5</sup>If both evaluations are at least „sufficient“, but differ with at least 2 full grades, then the written thesis is also to be evaluated by another examiner. <sup>6</sup>For the calculation of the grade in this case sentence 4 applies.

(4) <sup>1</sup>The defence of the thesis is an oral examination and is completed as group or individual examination according to § 12 subparagraph 3 sentence 4 and evaluated according to § 15 subparagraph 1. <sup>2</sup>It serves the purpose of assessing whether the examinee is able to present the results of the written thesis, its subject-related basics, its cross-discipline relations and its extracurricular references orally, reasoning independently and estimate its practical implications. <sup>3</sup>The defence of the thesis is generally open to internal members of the university and should take place no more than six weeks after the submission of the written or artistic thesis. <sup>4</sup>Upon application of the student, or of an examiner the openness to internal members of the university can be ruled out by the Examination Board. <sup>5</sup>The written application, which does not need to be justified and must be submitted timely before the defence of

the thesis to the head of the Examination Board.

(5) <sup>1</sup>If the defence of the thesis is also graded with at least “sufficient” (4.0), the overall grade of the Master Thesis is formed. <sup>3</sup>The overall evaluation is calculated analogue to § 15 subparagraph 5 sentence 3 with a weighted average, whilst the grade of the thesis generally has a weight of 0.75 and the grade of the defence of the thesis generally has a weight of 0.25. <sup>4</sup>The first examiner has to submit the result of the Master Thesis with all partial evaluations and the original report within two weeks after the defence of the thesis to the Admissions & Registrar’s Office.

(6) If the written thesis or the defence of the thesis was graded „insufficient“, the Admissions & Registrar’s Office is to be informed immediately.

(7) A failed defence of the thesis may be repeated once.

## § 26 Complementary Modules

<sup>1</sup>Students can, apart from the modules named by the respective Subject-related Examination and Study Regulations (annex 1 and 2) obtain Credits and complete module examinations in further relevant events and modules (complementary modules) offered by the BTU (also onetime by lecturers or guest lecturers) or during the studies abroad. <sup>2</sup>Complementary modules are to be approved by the Examination Board in advance <sup>3</sup>The subject-related provisions regulate this in more detail.

## § 27 Additional Modules

(1) The student may, within the scope of the master programme take examinations in other modules offered at the BTU (additional modules) outside of the modules prescribed Subject-related Examination and Study Regulations.

(2) <sup>1</sup>The results of those module examinations can, upon application by the student at the Admissions & Registrar’s Office, be included in the Transcript of Records. <sup>2</sup>However, they cannot be used to generate Credits in the chosen study programme and are not included in the overall grade.

(3) Those module examinations are subject to the provisions set out in the respective module description.

(4) The subparagraphs 1 and 2 respectively apply for voluntary internships, which are completed according to the requirements of the Internship Regulations of the respective programme.

## § 28 Transcript of Records and Master Certificate

(1) <sup>1</sup>For the successfully completed master programme, the University issues a Transcript of Records, a Diploma Supplement as well as a Certificate. <sup>2</sup>The final documents are prepared in German and in English guage. <sup>3</sup>The Guideline for Issuing of Final documents regulates this in further detail

(2) For not completed programmes the student receives an issued confirmation of the module examinations completed by him or her from the Admissions and Registrar’s Office, which indicates that it is only parts of the requirements of the programme.

## § 29 Inspection of Examination Records

<sup>1</sup>Upon application the student is allowed after every completion of an examination to examine his or her work and the remarks by the examiners conducting the examination and the respective protocols under supervision. <sup>2</sup>The application must be filed at the examiner latest within four weeks after the publication of the single results. <sup>3</sup>The examiner determines place and time of the inspection in agreement with the student. <sup>4</sup>Sufficient time is to be provided to the student for the inspection of all relevant documents.

## § 30 Invalidity of Module Examinations, Revocation of the Master Degree

(1) <sup>1</sup>If the examinee deceived at a module examination or a study performance and this fact is brought to the attention after the Transcript of Records has been awarded, the result can be corrected retrospectively. <sup>2</sup>As the case may be, the result of the module examination can be declared “insufficient” or “failed”. <sup>3</sup>The same applies to the evaluation of the Master Thesis.

(2) If the prerequisites to partake in a module examination or study performance or admission to Master’s Examination were not met without the examinee wilfully deceiving anyone about this and if this fact comes to the attention after the Transcript of Records has been awarded, then this wrong is reconciled with

passing of the module examination or study performance.

(3) If the examinee wilfully and unrightfully obtained access to the examination or study performances, the grade of the examination can be declared as “insufficient” or the grade for the study performance as “fail” and the overall grade for the Master Examination as “insufficient” (5.0).

(4) <sup>1</sup>Before the decision of the Examination Board the person affected must be given a chance to speak out. <sup>2</sup>Based on the decision of the Examination Board a decree will be issued.

(5) The illegitimate final documents are to be retracted and, if necessary, new ones are issued.

### § 31 Objection Procedures

<sup>1</sup>Burdening administrative acts are to be justified in written form and are to include references to legal options and be pronounced. <sup>2</sup>Objections may be submitted within one month after its announcement in written form or for the record. <sup>3</sup>The transmission of the objection in electronic form is not permissible. <sup>4</sup>It should be submitted to the Stabsstelle Hochschulprüfungs- und -zulassungsrecht (Staff position Law on Higher Education Examination and Admission).

### § 32 Taking Effect, Abrogation

(1) These regulations take effect the day after their publication in the official gazette of the BTU.

(2) <sup>1</sup>These regulations are applied as of 1 October 2016 for all research-oriented master study programmes. <sup>2</sup>At the same time the General Examination and Study Regulations for Master Programmes of the BTU Cottbus of 21 December 2010 and the Part-Time Study Regulations at the BTU Cottbus of 29 May 2006 are abrogated.

(3) <sup>1</sup>For modularised Diploma Examination Regulations the §§ 6, 7, 10, 12, 13, 14, 15 subparagraphs 4 to 6, §§ 16, 18, 19, 20, 24

subparagraphs 2 to 7 of these regulations apply. <sup>2</sup>In case of doubt the provisions of the General Study- and Examination Regulations prevail.

(4) <sup>1</sup>These regulations are applied as of 1 October 2016 for all applied study programmes, with the exception of §§ 8, 12, 13 subparagraphs 1 to 4 and 6; §§ 14, 15, 16 subparagraph 4; §§ 23 and 28. <sup>2</sup>At the same time the Higher Education Study and Examination Regulations of the Hochschule Lausitz (FH) Part A (HSPO Part A) – Bachelor- and Master Degrees – of 14 December 2010 in the version of the re-adoption and the 1<sup>st</sup> amendment statutes of 18 December 2012 are abrogated with the limitations of sentence one.

(5) <sup>1</sup>The Subject-related Examination and Study Regulations of all Master Programmes at the BTU are to be adapted to these regulations latest by 1 October 2018 (taking effect) <sup>2</sup>At this point in time the exceptional regulations of subparagraph 4 sentence 1 terminate and the HSOA Part A is abrogated conclusively <sup>3</sup>For the transition period in case of doubt the provisions of these general regulations prevail. <sup>4</sup>The Subject-related Examination and Study Regulations have to include transition provisions for the students, who are already enrolled.

Issued based on the resolution of the extended founding senate of January 28, 2016 after establishing the behaviour with the faculties according to § 23 subparagraph 2 sentence 1 BbHG, the approval by the President of the Brandenburg University of Technology Cottbus - Senftenberg of September 13, 2016, as well as the authorisation by the ministry for science, research and culture of the Province Brandenburg with the statement of 2016.

Cottbus, September 13, 2016

Prof. Dr.-Ing. Dr. h.c. (NUWM, UA) DSc. h.c.  
Jörg Steinbach  
Hon.-Prof. (ECUST, CN)

## Annex: Model structure

# Subject-related Examination and Study Regulation for the Master programme xyz of dd.mm.yyyy

According to the Brandenburgisches Hochschulgesetz (BbgHG – Law on Higher Education in Brandenburg) of 28 April 2014 (GVBl. I/14, Nr. 18), last amended by the law of 1 July 2015 (GVBl. I/15, Nr.18), according to § 5 subparagraph 1 sentence 2, § 9 subparagraph 5 sentence 2 in connection with §§ 19 subparagraph 2 sentence 1, 22 subparagraph 2 sentence 1, 72 subparagraph 2 sentence 1, the Brandenburg University of Technology Cottbus - Senftenberg (BTU) sets itself the following statutes:

Contents

.....

### § 1 Scope of Validity

<sup>1</sup>These statutes regulate the subject-related particulars of the Master programme [Name]. <sup>2</sup>They supplement the General Examination and Study Regulations (RahmenO-MA, GExR MA) in its respective latest version.

### § 2 Content Profile of the Programme, Goals of the Studies

*Profile of the programme (applied – research-oriented), subject-related description of the education goals, the subject-related and the subject-unrelated competencies and skills of successful graduates. (Reference: KMK-Standards, Accreditation Requirements, German Frame of Qualifications for Degrees of Higher Education)*

### § 3 Graduation, Name of Degree

*[Specifying of § 3 RahmenO-MA]*

*Name of degree, Double or Joint Degree, where applicable*

*If applicable: Reference to an integrated version Double Degree and/or co-op Studies and/or Excellency Programme (each with annex)*

### § 4 (optional) Further Admission and Enrolment prerequisites

*[only if § 4 (2) RahmenO-MA applies]*

*Subject-related admission prerequisites, requirements for prior knowledge, qualifying examinations, where applicable*

### § 5 Regular Duration and Scope of Studies

*[Concretisation §§ 5, 6 RahmenO-MA]*

*Regular duration of Studies in semesters [§ 5 subparagraph 1], details about deviating Credit numbers [§ 5 subparagraph 3], if applicable.*

*Regulate start: WS and/or SS [§5 subparagraph 3]*

*Part- or full-time, disqualification from part-time studies, where applicable [§ 6]*

### § 6 Structure and Form of the Programme

*[Concretisation §§ 5, 8, 10, 12 RahmenO-BA]*

*Structure of the studies [§§ 5, 10], mobility window [§ 5 Abs. 5]; integrated abroad and practical phases, where applicable [§ 8 subparagraph 4, § 12 Abs. 2], etc.*

*Provisions for regulations of individual study planning, where applicable [§ 10 subparagraph 4]*

*supported by annex 1, overview of the modules, status, Credits [§ 10 subparagraph 1]*

*Teaching and examination language, integration of foreign-language modules, where applicable [§ 10 subparagraph 2]*

### § 7 (optional) Special Provisions for the Organisation of Examinations

*[Concretisation §§ 13, 16, 17 RahmenO-MA]*

*Deviating provisions for dates of examinations, where applicable [§ 13 subparagraph 5 sentence 5]*

*Deviating provisions for number of repeat examinations, where applicable [§16 subparagraph 2 sentence 2]*

*Deviating provisions for free attempts, where applicable [§ 17 subparagraph 4]*



**§ 8 Master Thesis**

*[Concretisation §§ 23, 24 RahmenO-MA]*

*Scope in Credits/ working time [§ 23 subparagraph 3] (here it is to be considered, whether the work is done parallel to participation in further modules, or only when all other modules have been successfully completed); date of issue/ admission prerequisites [§ 24 subparagraph 1]*

**§ 9 Further Subsidiary Provisions**

*[Concretisation §§ 15, 18, 26 RahmenO-MA]*

*Optional: Deviating provisions concerning composition of the EB (§ 18 subparagraph 2)*

*Optional: Number of years for ECTS-Result (§ 15 subparagraph 6)*

*Optional: Provisions concerning complementary modules (§ 26)*

**§ 10 Commencement, Termination, Temporary Provisions**

*[Concretisation § 32 RahmenO-MA]*

**Annex**

Annex 1: Overview of Modules, Status, Credits

Annex 2: Regular Study Plan

When applicable, Annex Internship Regulations

When applicable, Annex for the regulation of the course of the Double Degree and/or co-op Studies and/or Excellency Programme as versions of the standard studies.