

English translation, not legally binding!

29/2024	Official Gazette of the BTU Cottbus-Senftenberg	29.08.2024
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Fifth amendment to the General Examination and Study Regulations for Bachelor's study programmes (RahmenO-BA)

On the basis of Section 5 (1) sentence 2 in conjunction with Sections 24 (1), (2) sentences 1 and 2 and Section 70 (2) no. 2 of the Brandenburg Higher Education Act (BbgHG) of 9 April 2024 (GVBl. I/24, [No. 12]) GVBl. I/24, [No. 12]), amended by Article 2 of the Act of 21 June 2024 (GVBl. I/24, [No. 30], p. 32), taking into account the General Equal Treatment Act of 14 August 2006 (BGBl. I p. 1897, last amended by the Act of 19 December 2022 (BGBl. I p. 2510)), in conjunction with Section 16 (2) no. 1 of the Basic Law. August 2006 (BGBl. I p. 1897), last amended by the Act of 19 December 2022 (BGBl. I p. 2510), in conjunction with Section 16 (2) No. 1 of the Constitution of the Brandenburg University of Technology Cottbus-Senftenberg (GO BTU) of 8 January 2016, last amended by the Second Amendment Statute of 21 October 2021 (AMbl. 24/2022), the Senate enacts the following statutes:

Article 1

The General Examination and Study Regulations for Bachelor's study programmes at BTU Cottbus-Senftenberg (RahmenO-BA) of 12 September 2016 (AMbl. 13/2016), last amended by the Fourth Amendment Statute of 24 June 2024 (AMbl. 14/2024), corrected by the correction of the Fourth Amendment Statute (AMbl. 17/2024 of 01.07.2024) is amended as follows:

1. The **introduction** is amended as follows:

In the introduction, the passage "§ 5 para. 1 sentence 2 in conjunction with §§ 23 para. 2 sentence 1, 64 para. 2 no. 2 of the Brandenburg Higher Education Act (BbgHG) of 28 April 2014 (GVBl. I/14 no. 18), last amended by the Act of 01 July 2015 (GVBl. I/15 No. 18)" is replaced by "Section 5 para. 1 sentence 2 in conjunction with Sections 24 para. 1, para. 2 sentences 1 and 2, 70 para. 2 No. 2 of the Brandenburg Higher Education Act (BbgHG) of 9 April 2024 (GVBl. I/24, No. 12), amended by Article 2 of the Act of 21 June 2024 (GVBl. I/24, [No. 30]p. 32)".

2. § **Section 1** is amended as follows:

In p. 2, "§ 23 BbgHG" is replaced by "§ 24 BbgHG".

3. § **Section 4** is amended as follows:

In para. 1 sentence 1, "§ 9 BbgHG" is replaced by "§ 10 BbgHG".

4. § **Section 19** is amended as follows:

In para. 1 sentence 1, "§ 21 para. 5 BbgHG" is replaced by "§ 22 para. 5 BbgHG".

5. **Annex 1** is amended as follows:

The introduction shall be worded as follows: "On the basis of § 5 para. 1 sentence 2 in conjunction with § 20 para. 2 sentence 1, § 23 para. 2 sentence 1, § 70 para. 2 no. 8 and § 81 para. 2 sentence 1 no. 1 of the Brandenburg Higher Education Act (BbgHG) of 9 April 2024 (GVBl. I/24, no. 12), amended by Article 2 of the Act of 21 June 2024 (GVBl. I/24, [No. 30], S.32) and Section 16 (2) no. 1 and Section 29 (4) sentence 1 no. 1 of the Constitution of the BTU Cottbus-Senftenberg (GO BTU) dated 8 January 2016, last amended by the Second Amendment Statute dated 21 October 2021 (AMbl. 24/2022), as well as Section 1 (1) of the General Examination and Study Regulations for Bachelor's study programmes at the BTU Cottbus-Senftenberg dated 12 September 2016 (AMbl. 13/2016), last amended by the Fifth Amendment Statute dated dd. month 2024 (AMbl. XX/2024)".

Article 2 Continuation of the regulations for online examinations

§ Section 12 (1a) sentences 2 and 3 and Annex 2 of the General Examination and Study Regulations for Bachelor's study programmes at BTU Cottbus-Senftenberg dated 12 September 2016 (AMbl. 13/2016), last amended by the First Amendment Statute to the General Examination and Study Regulations for Bachelor's study programmes dated 26 January 2021 (AMbl. 01/2021) and extended by the Second Amendment Statute dated 30 September 2022 (AMbl. 17/2022), shall continue to apply.

Article 3 Publication authorisation

The President may publish the wording of the examination and study regulations in the version of these amendment statutes in the Official Gazette of the BTU.

Article 4 Efficacy

These Articles of Association shall enter into force on the day following their publication.

Issued on the basis of the Senate's resolution of 18 July 2024, after consultation with the faculties and approval by the President of the Brandenburg University of Technology Cottbus-Senftenberg on 24 July 2024.

Cottbus, 27 August 2024

Prof. Dr Gesine Grande
President

Reading version

General Examination and Study Regulations for Bachelor's Study Programmes at BTU Cottbus-Senftenberg (RahmenO-BA) dated 12 September 2016 in the version of the Fifth Amendment Statute to the General Examination and Study Regulations for Bachelor's Study Programmes at BTU Cottbus-Senftenberg (RahmenO-BA) dated 27 August 2024

Based on the Act of the Further Development of the Higher Education Region Lusatia (GWHL) from 11 February 2013 (GVBl. I/13 No. 4), last amended by the Act of 28 April 2014 (GVBl. I/14 No. 18); Section 5 para. 1 sentence 2 in conjunction with Section 24 para. 1, para. 2 sentences 1 and 2, 70 para. 2 no. 2 of the Brandenburg Higher Education Act (BbgHG) of 9 April 2024 (GVBl. I/24, No. 12), amended by Article 2 of the Act of 21 June 2024 (GVBl. I/24, [No. 30], p. 32); the Act on University Admission in the State of Brandenburg (Brandenburg Higher Education Admission Act - HZG) of 1 July 2015 (GVBl. I/15 No. 18), last amended by the Act of 17 December 2015 (GVBl. I/15 No. 38) in conjunction with the Ordinance on the Admission to Study Places in Courses with Restrictions by the Universities of the State of Brandenburg (Higher Education Admission Ordinance - HZV) of 17 February 2016 (GVBl. II/16 No. 6) and the University Examination Ordinance (HSPV) of 4 March 2015 (GVBl. II/15 No. 12) and the Constitution of the BTU Cottbus-Senftenberg (GO BTU) of 8 January 2016 (AMBl. 01/2016), the Brandenburg University of Technology Cottbus-Senftenberg (BTU) has adopted the following statutes:

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§ 1 Scope of validity

¹These General Examination and Study Regulations (RahmenO-BA) apply to the Bachelor's degree programme at BTU. ²They regulate the organisation and implementation of studies and examinations within the terms of § 24 BbgHG and are supplemented by the subject-specific regulations for the individual study programmes. ³In case of doubt, the provisions of the General Examination and Study Regulations take precedence.

⁴General and subject-specific Examination and Study Regulations are equally binding for lecturers and students. ⁵Insofar as the responsibilities of the faculties are regulated in these regulations, these regulations apply equally to Joint Commissions in accordance with Section 32 (1) GO BTU.

⁶For Bachelor's study programmes for which a College + Orientation Studies Programme is offered, the regulations summarised in the separate regulations for the implementation of College+ also apply during this one-year preliminary study period.

§ 2 Goals of the study programme

¹The Bachelor's degree programme teaches the fundamental subject-specific and interdisciplinary methods, skills, questions and theories that are required for a first professionally qualifying university degree. ²In addition, it teaches competences and skills that enable responsible and problem-oriented action in practice. ³The aim is to enable students to apply and continuously expand the knowledge they have acquired in their professional field. ⁴It is also a formal prerequisite for further studies.

§ 3 Graduation

(1) ¹The Bachelor Degree is awarded upon successful completion of the degree programme. ²Admissible degrees are Bachelor of Science, Bachelor of Engineering, Bachelor of Arts and Bachelor of Education. ³Which degree is awarded in each case is regulated by the respective subject-specific Examination and Study Regulations of a study programme.

(2) International or national cooperation agreements can be used to award Double Degrees or Joint Degrees in individual study programmes.

§ 4 Admission and enrolment requirements

(1) ¹Admission requirements for the chosen study programme are set out in § 10 BbgHG as amended. ²The procedure for application, admission, enrolment, re-registration, leave of absence and exmatriculation is regulated in the BTU Enrolment Regulations (AMBI. 01/2015).

(2) Enrolment requirements, in particular for artistic and dual study programmes as well as for international cooperation study programmes, in accordance with § 2 Enrolment Regulations of

the BTU are regulated by the subject-specific Examination and Study Regulations.

§ 5 Scope of studies and standard study period

(1) ¹The regular duration of a Bachelor's degree programme comprises a minimum of six and a maximum of eight semesters; at BTU this is generally six semesters for the university profile and generally seven semesters for the university of applied sciences profile. ²A standard study period of eight semesters is also possible, particularly for dual and artistic study programmes. ³The regular duration of the standard study period includes all modules, examinations, the Bachelor Thesis (§ 23) as well as practical placements and/or stays abroad integrated into the study programme. ⁴Further details on the regular duration of the standard study period of a Bachelor's degree course are regulated by the subject-specific Examination and Study Regulations.

(2) The degree programme is divided into winter and summer semesters and generally begins in a winter semester.

(3) ¹The scope of a Bachelor's study programme is at least 180 credits (CP). ²The scope of a six-semester Bachelor's study programme is generally 180 CP; a seven-semester Bachelor's study programme is generally 210 CP and an eight-semester study programme is generally 240 CP. ³As a rule, 30 ECTS credits are awarded per semester in accordance with the ECTS (European Credit Transfer System) requirements.

(4) The study programme is structured and organised in such that it can be completed within the regular duration of the standard study period if the standard study plan, which is based on the curriculum, is adhered to and the module examinations are successfully completed.

(5) The subject-specific Examination and Study Regulations of the study programmes should specify time frames for study periods at other universities and/or in practice (mobility windows) without extending the required duration of study.

(6) The utilisation of the protection periods in accordance with the Maternity Protection Act (MuSchG) and the regulations on parental leave in accordance with the Federal Parental Allowance Act as amended shall be taken into account.

(7) ¹Upon application to the examination board, periods of participation in committees according to § 6 para. 1 GO BTU and statutory bodies of the BTU with appropriate proof as well as in statutory bodies of the self-administration of the students at the BTU with up to four programme-related semesters, which are not counted towards the studies in the regular duration of the standard programme, are taken into account. ²This is only possible if no leave of absence was granted for the activity. ³An application for credit recognition can be submitted to the examination board for the first time after one year of employment.

§ 6 Part-time studies

(1) The subject-specific Examination and Study Regulations of the study programmes shall specify whether a study programme in the form of a

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

is offered.

(2) ¹Students on a full-time degree programme may apply to complete individual part-time studies if

- a) part-time studies are not excluded by the subject-specific Examination and Study Regulations or
- b) the requirements of paragraph 3 are met.

²If the requirements of paragraph 3 are met, the Examination Board may disregard any exclusion of the possibility of part-time studies in the subject-specific Examination and Study Regulations when making its decision. ³In the case of sentence 1 letter b) and sentence 2, the student must be heard by the examination board prior to its decision.

(3) ¹Individual part-time studies are possible if the student is unable to complete a full-time study programme for important reasons. ²An important reason exists in particular if

- a) Care and upbringing of children within the meaning of Section 25 (5) BAföG¹ ;

- b) Care and supervision of close relatives;
- c) Disability or chronic illness of the student;
- d) Professional activity of the student that is associated with a regular weekly working time of at least 14 hours.

³Other important reasons may be recognised if it is proven in individual cases that full-time study would lead to undue hardship. ⁴The reasons can only be recognised if they are supported by evidence or credible evidence. ⁵The evidence must relate to the periods of part-time studies applied for. ⁶In the case of a repeat application, appropriate progress during the previous part-time studies must also be proven.

(4) ¹If the subject-specific Examination and Study Regulations of the respective study programme regulate part-time studies in detail, the study regulations form the basis of the individual study plan. ²If there are no detailed regulations, an individual study plan must be agreed with the responsible subject-specific counsellor and confirmed in writing by the student and the examination board. ³This study plan must be attached to the application.

(5) ¹Part-time studies may comprise a maximum of 30 CP per academic year. ²Retakes of final module examinations are possible in addition to the scope specified in sentence 1.

(6) ¹An application for part-time studies can be submitted in accordance with the subject-specific Examination and Study Regulations in each semester for the duration of two consecutive semesters. ²The application must be submitted in writing to the Admissions and Registrar's Office with the necessary evidence (para. 3 and 4) and will be decided there. ³Semesters of part-time study are counted as half programme-related semesters and as full university semesters. ⁴The extension of the regular duration of the standard study period is to be determined taking into account the maximum number of credits to be acquired per academic year as specified in the subject-specific Examination and Study Regulations. ⁵A maximum doubling of the regular duration of the standard study period of full-time study may be granted; Section 5 (7) remains unaffected by this. ⁶Retroactive utilisation of part-time studies for a completed semester is excluded.

¹ Children within the meaning of § 25 para. 5 BAföG are own children, foster children or persons with whom he or she is connected by a family-like, long-term relationship (if taken into the household and the custody and care relationship with the parents no longer exists); children of the spouse or life partner taken into the household and grandchildren taken into the household.

(7) Part-time students have the same status within the university as full-time students.

(8) If the student exceeds the maximum number of credits permitted through registration for the modules, the student reverts to full-time study.

(9) Part-time students cannot complete a parallel study programme.

§ 7 Compensation for disadvantages

(1) If a student due to

- prolonged illness or
- Disability or
- Pregnancy or
- Maternity leave or
- Personal care with a child in your own household or
- Supervisor of a close relative (close relatives are children, parents, grandparents, spouses and partners in a cohabiting relationship)

is unable to complete module examinations in whole or in part in the intended form, the examination board shall, in consultation with the student and the examiner, determine measures by which equivalent coursework and performance verification can be provided.

(2) ¹For the situations named in para. 1, the student is entitled to take individual module examinations and/or partial performances after the deadlines provided for this have expired. ²Deadlines for module examinations can generally be extended by a maximum of two semesters and completion times for written assignments, including the Bachelor Thesis, can be extended by one third of the planned total completion time. ³The authorisation expires at the latest at the end of the semester in which the aforementioned requirements cease to apply. ⁴The examination board decides on exceptions to the deadlines according to sentence 1. ⁵Admissions and Registrar's Office must be informed of the decisions and determinations of the examination board.

(3) ¹This regulation can be invoked upon written application to the examination board. ²The application must be submitted with the registration for the module. ³If the reason arises after this deadline, the application must be submitted immediately, but before the module examination is taken. ⁴The examination board decides whether an official medical certificate or other suitable

documents should be attached to the written application to provide evidence. ⁵The medical certificate or the documents must indicate the effect of the impairment or disability that impairs or prevents performance.

§ 8 Programme structure

(1) ¹The degree programme has a modular structure. ²Modules are thematically and chronologically rounded and self-contained study units with a defined learning objective. ³The learning objectives describe the knowledge, skills and competences that students will possess after completing the module. ⁴The achievement of these learning objectives by the students is determined in a module examination (§ 12).

(2) ¹Modules generally last one, but no longer than two semesters. ²They should have a scope of at least 5 CP each. ³In justified cases, modules may also have a smaller scope (4 CP), provided that this does not increase the average examination load in the semester. ³They can consist of various forms of teaching and learning (e.g. lectures, seminars, exercises, projects, workshops, internships, excursions, work placements, individual self-study). ⁴The workload associated with a module also extends to the lecture-free period.

(3) The learning objectives, content, forms of teaching and scope of work, language of teaching and examination as well as the work to be completed for a module are set out in the respective module description.

(4) ¹The aim of a practical study section, which can also extend over one semester, is to establish a close connection between studies and professional practice. ²A practical study section should enable the student to work on technical problems in the intended professional field of activity, to familiarise themselves with the professional reality, to apply the acquired knowledge and skills and to use the experience gained during the practical activity in the further study progress. ³The completion of a practical study period abroad is desirable. ⁴Further details are regulated by the subject-specific Examination and Study Regulations.

§ 9 Student guidance and counselling, mentoring

(1) ¹General student guidance and counselling is provided by the Central Student Guidance Office (all students) and the International Relations Office (international students). ²Subject-specific counselling is provided by university lecturers or teaching and research fellows who have been appointed by the person responsible for the respective study programme.

(2) ¹Each student is assigned a mentor for the duration of the Bachelor's degree programme, who supports the student as required during the programme, in particular with regard to the organisation of the studies, time planning and the content of the degree programme. ²The mentors offer an initial meeting at the beginning of the degree programme to support students in creating a study plan and, if necessary, choosing a discipline.

§ 10 Study Requirements, credits, study organisation

(1) ¹The degree programme consists of compulsory and compulsory elective modules. ²The subject-specific Examination and Study Regulations regulate which modules belong to a degree programme and what status they have within it. ³The programme-specific compulsory and compulsory elective modules are supplemented by General Studies (FÜS). ⁴The objectives, content and scope of the FÜS are described in the relevant regulations.

(2) ¹The language of teaching and examination is generally German. ²In international study programmes, English and other languages may be used as the language of teaching and examination. ³In German-language study programmes, English and other languages may be used as the language of teaching and examination for individual compulsory elective modules of up to 30 CP. ⁴Specific regulations on this are to be included in the subject-specific Examination and Study Regulations.

(3) ¹Credits are awarded for the successful completion of a module in the number specified in the module description. ²They are calculated according to the expected workload of the students. ³A workload of 1,500 to 1,800 working hours per academic year is assumed. ⁴One credit corresponds to a workload of 25 to max. 30 hours.

(4) ¹Students have the right to organise their study progress within the framework set by these regulations and the standard programme plan of the respective subject-specific Examination and Study Regulations. ²This does not apply to constraints resulting from the definition of subject-specific admission requirements for modules.

(5) ¹In order to provide support in the form of the programme and adherence to the standard programme plan, a subject-specific counselling session is held if the following credits for the programme have not been successfully completed:

- at the beginning of the 3rd semester: 40 LP
- at the beginning of the 5th semester: 80 LP
- at the beginning of the 7th semester: 120 LP
- at the beginning of the 9th semester: 160 LP.

²In Bachelor's study programmes with a regular duration of the standard study period longer than six semesters, subject-specific counsellors will continue to take place unless

- with a regular duration of the standard programme of 7 semesters: at the beginning of the 10th semester at least 190 LP and
- with a regular duration of the standard programme of 8 semesters: at the beginning of the 11th semester at least 220 LP

were detected.

³For study programmes in which fewer than 30 CP are regularly awarded per semester, lower threshold values are to be defined in the respective subject-related Examination and Study Regulations in deviation from sentences 1 and 2.

(6) ¹Students who do not complete the study programme by the end of twice the regular duration of the standard study period (examination deadline) must take part in a compulsory academic advisory session in accordance with paragraphs 7 and 8. ²This does not apply if they are not responsible for missing the examination deadline. ³For part-time students, the deadline specified in sentence 1 shall be extended accordingly. ⁴The deadline according to sentence 1 is also extended in cases of § 5 para. 6 and 7, in cases according to § 7 para. 2 of these regulations and in cases in which a certain number of semesters are not to be credited due to legal

provisions and the regular duration of the standard programme is increased accordingly as a result. ⁵An extension is not to be granted if the disadvantage has already been compensated for during the course of study. ⁶Sentence 1 shall apply after expiry of the granted extension of the examination period. ⁷In discontinued study programmes, an extension for the reasons stated in sentence 4 is possible at the longest up to the point in time at which the respective examination and study regulations of the discontinued subject guarantee the ability to study after discontinuation.

(7) ¹Participation in the academic advisory session in accordance with para. 6 is mandatory for the student. ²The counselling must be carried out by a university lecturer who is sufficiently familiar with the study programme and the associated curriculum. ³Upon receipt of the request to conduct the mandatory academic advisory session, the student must immediately nominate a university lecturer to the director of studies as the person of trust who is to conduct the session; the person of trust must fulfil the requirements set out in sentence 2. ⁴If the student does not nominate a person of trust or the nominated person is unable to carry out the advisory session, the director of studies or an advisor nominated by him or her within the meaning of sentence 2 shall take their place. ⁵The aim of the mandatory academic advisory session is to conclude an agreement in which the further course of study is planned and the student commits to certain measures to achieve the goals of the programme and further measures of the university suitable for promoting the further course of study are agreed in writing (Agreement of Study Progress). ⁶The student's personal situation must be taken into account appropriately when determining obligations. ⁷The Agreement of Study Progress must be signed by the parties involved in the counselling process and forwarded by the student to the Admissions and Registrar's Office without delay.

(8) ¹If students do not fulfil the obligation to attend the academic advisory session, refuse to conclude an Agreement of Study Progress or do not fulfil the requirements set out in an Agreement of Study Progress by the specified date, they lose their right to take examinations and are exmatriculated. ²This does not apply if students can claim reasons for which they are not responsible. ³This is the case if the student can credibly demonstrate that a hindrance occurred

through no fault of their own and in other individual cases in accordance with sentence 7. ⁴A hindrance through no fault of their own may exist in particular in cases of illness of the person concerned or their own child. ⁵The reason for the impediment must be substantiated by submitting appropriate evidence. ⁶In the event of recurrence, a medical certificate may be required, and in justified cases an official medical certificate. ⁷Para. 6 sentence 4 applies accordingly. ⁸In these cases, the counsellor in accordance with para. 7 sentences 2 to 4 shall extend the examination period in accordance with para. 6 as appropriate depending on the individual case. ⁹An extension of the examination deadline and exemption from the academic advisory session will not be granted if the disadvantage has already been compensated for during the course of study. ¹⁰Paragraphs 6 and 7 shall apply after the expiry of the extension of the examination period granted in accordance with sentence 8. ¹¹The effect of sentence 1 shall not apply if the student was not informed of the consequences in accordance with sentence 1 together with the invitation or upon conclusion of the Agreement of Study Progress.

§ 11 Bachelor Examination

(1) ¹The Bachelor Examination consists of module examinations and the Bachelor Thesis. ²The Bachelor Examination is passed when all module examinations and the Bachelor Thesis have been passed.

(2) Students who provide proof of enrolment in the corresponding Bachelor's degree programme at BTU are entitled to take the Bachelor Examination in this study programme.

§ 12 Module examinations

(1) ¹Modules are completed with a module examination. ²A module examination is either written or oral at the end of the module as a final module examination (MAP) or as a continuous assessment (MCA) during the semester. ³In didactically justified cases, participation in the oral or written final module examination may be linked to a prerequisite, in particular the successful completion of a series of exercises and/or laboratory experiments. ⁴Such prerequisites are to be limited to modules in which basic skills and knowledge of a subject are to be acquired and must be indicated in the module description.

(1a) ¹Written module examinations in presence can also be conducted in electronic form (e-examinations).

²Written and oral module examinations can also be conducted as online examinations. ³The regulations in Annex 2 apply to the organisation of online examinations.

(2) ¹Practical study sections for which credits are awarded must be defined in terms of content in the module description and generally be accompanied by seminars. ²Further details are regulated by the subject-specific Examination and Study Regulations.

(3) ¹Written final module examinations can take the form of a term paper or a written examination. ²Written examinations generally last a minimum of 90 minutes and a maximum of 180 minutes. ³The proportion of assessment points that can be obtained through multiple-choice questions may not exceed 50 per cent. ⁴Oral final module examinations generally last a minimum of 15 minutes and a maximum of 60 minutes per student and module.

(4) ¹In Continuous Assessment, the module examination is made up of several examination elements (partial performances) of different forms during the semester, which are related in terms of content and are recognisably combined into an overall performance corresponding to the learning objectives of the module (e.g. presentation and its written elaboration, poster, practical study sections including report and final colloquium). ²The individual partial performances in the continuous assessment must not correspond to or exceed the content and/or scope of a written or oral final module examination.

(5) The form and scope of the module examination, in Continuous Assessment also the form, scope and weighting of the partial performances, must be described in a binding and detailed manner in the module description.

(6) ¹The examination date and the duration or scope of the final module examinations should be published by the responsible staff members or examiners in the course catalogue in good time before the start of the module registration. ²These dates must also be communicated to the Admissions and Registrar's Office. ³Time overlaps of different examinations, in particular in mandatory modules of a study programme, are to be excluded as far as possible.

(7) ¹Module examinations, the passing of which is a prerequisite for continuing the degree programme, are taken by at least two examiners.

²Otherwise, the assessment of a written examination or partial performance by one examiner is sufficient. ³Oral examinations or partial performances are assessed by at least one examiner, usually in the presence of an observer. ⁴The observer must be heard before the grade is determined. ⁵The subject matter and the main results must be recorded.

(8) ¹The assessment procedure for written final module examinations and the announcement of the result should not exceed four weeks. ²The result of oral final module examinations must be communicated to the student following the examination. ³As a rule, the result of a partial performance in the continuous assessment is to be announced to the student in good time before a further partial performance is completed; sentence 1 applies accordingly to the determination of the overall result.

(9) When preparing written work, students must fully cite the sources used, including sources from the Internet, and the aids, and must fully identify the passages in the work, including tables and illustrations, which have been taken from other works or the Internet in terms of wording or meaning, stating the source as a borrowing.

§ 13 Registration and cancellation deadlines for module examinations, examination periods

(1) ¹Students wishing to take a module examination should register online for the corresponding module at the student service centre within the first three weeks of the lecture period. ²If a module is subject to a participant restriction, the regulations of § 14 apply.

(2) ¹For modules that conclude with a written or oral final module examination, the deadline for deregistration ends one week before the start of the examination period in which the examination is first offered. ²Any prerequisites for participation in the final module examination acquired up to this point shall remain valid if the final module examination is taken within two semesters. ³If the prerequisite has not been acquired, the student will be automatically deregistered from the final module examination. ⁴The student is usually informed of this online.

(3) ¹For modules with continuous assessment, deregistration from the module is permitted in

the first three weeks of the lecture period of the respective semester. ²After deregistration, any partial performances already completed in the module are deemed not to have been undertaken.

(4) The deregistration is usually done online via the Admissions and Registrar's Office.

(5) ¹Before the beginning and after the end of the lecture period, examination periods are scheduled in which the written and oral final module examinations take place. ²They each last two weeks. ³After the end of the lecture period of a semester, there is a week of examination preparation before the examination period. ⁴During the lecture period, only partial performances of the Continuous Assessment or laboratory and exercise assignments as well as the defence for the Bachelor Thesis are permitted. ⁵In the case of joint degrees and international study programmes with integrated stays abroad, different regulations on examination dates may be made in the subject-specific regulations. ⁶With the approval of the examination board, individual final module examinations may take place outside the examination periods in justified exceptional cases in agreement with the students concerned, e.g. if this is necessary to enable mobility phases. ⁷The module examinations must be scheduled in such a way that they can be completed in full within the regular duration of the standard programme.

(6) Dates for final module examinations must be offered every semester.

§ 14 Allocation of and admission to modules

(1) Participation in a module requires special registration and admission if

- a) due to its nature, a limited number of participants is envisaged according to the respective module description;
- b) the number of places is limited for spatial or other material reasons.

(2) ¹Registration for a module in accordance with para. 1 is possible in the two weeks before the start of the lecture period. ²If there are more registrations than places available, students whose study programme prescribes the module as a mandatory module will be admitted first, students whose study programme prescribes the module as a compulsory elective module will be admitted second, students who wish to take

the module as part of General Studies will be admitted third, and students who wish to take the module as an additional module (in accordance with Section 27) will be admitted fourth. ³These students are grouped into ranking classes according to programme-related semesters.

(3) ¹The first ranking class shall be formed by those students who are studying in the programme-related semester for which the module is intended according to the standard programme plan; alternatively, the faculty council of the faculty responsible for the programme shall decide to which programme-related semester the module should be assigned. ²Priority shall be given to students who were not admitted to this module in previous semesters although they fulfilled the requirements according to sentence 1. ³Students who, due to their disability or chronic illness, were unable to complete the examinations or study performances in the programme-related semester designated for this purpose in accordance with the study regulations must also be given priority for admission to modules with restricted participation. ⁴This also applies to students with children in need of care or relatives requiring care, as well as to all other case groups under Section 7 (1).

(4) ¹The second ranking class is formed by those whose number of programme-related semesters differs by one, etc. ²In cases of hardship, the examination board may assign students to a different ranking class upon request.

(5) If not all members of a rank class can be admitted, the decision shall be made by drawing lottery.

(6) At the student's request, admission can be extended until the next offering cycle if the module examination associated with the module has to be repeated and this requires renewed participation in the module.

(7) If special competences are required as a prerequisite for participation in individual compulsory elective modules with restricted participation, other selection procedures may be specified in the module description.

§ 15 Assessment of module examinations, formation of the overall grade

(1) ¹The differentiated assessment of the module examinations is carried out by the respective examiners in the form of grades. ²The 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 is above the average requirements
2,7/3,0/3,3:	satisfactory - a performance that fulfils average requirements
3,7/4,0:	sufficient - a performance that still fulfils the requirements despite its deficiencies
5,0:	insufficient - a performance that no longer fulfils the requirements due to significant deficiencies

(2) Modules that comprise exclusively or predominantly practical sections, as well as modules that comprise exclusively or predominantly artistic-practical competences, can be assessed (pass/fail) without grading (academic performances).

(3) A module examination is passed if it has been graded with at least 4.0 ("sufficient") or, in the case of para. 2, "passed".

(4) ¹If an oral or written final examination is carried out in a module, the grade is identical to the module grade. ²If the module examination is carried out in continuous assessment, the partial performances are cumulated in accordance with the specifications in the module description in the form of a points or percentage scale for the overall performance and the total number of points or percentage is converted into the module grade in accordance with para. 1. ³Grades are not to be awarded for partial performances.

(5) ¹Unless otherwise specified in the subject-specific Examination and Study Regulations regarding the weighting of the Bachelor Thesis, the overall grade for graduation is calculated from the average of all module grades weighted with the credits. ²The first decimal place after the decimal point is taken into account for the overall grade; all other decimal places are cancelled without rounding. ³The grades for the overall grade are as follows:

Grades	Predicate
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	not sufficient

⁴The rating "with distinction" is included in the certificate.

(6) ¹As a basis for transparent transfer within the European Higher Education Area, the statistical distribution of the overall grades achieved for each study programme is determined over a period of at least two graduate cohorts and attached to the final documents as a table (ECTS grading table). ³The subject-specific Examination and Study Regulations may deviate from the number of graduate cohorts to be taken into account.

§ 16 Repeat examination and credit regulations

(1) A passed module examination cannot be repeated, apart from the application of § 17 para. 2.

(2) ¹Failed module examinations may be repeated twice (Wiederholungsprüfung). ²In justified exceptional cases, the subject-specific Examination and Study Regulations may provide for a single repeat examination. ³If the module examination is still assessed as "insufficient" (5.0) after the last repeat examination, or if it is assessed as "insufficient" (5.0), the module examination has been definitively failed.

(3) Notwithstanding paragraph 2, a failed Bachelor Thesis can only be repeated once.

(4) ¹Registration for repeating a final module examination is possible up to one week before the examination period in which the examination is offered. ²This deadline also applies to students to whom § 13 para. 2 sentence 2 or § 20 para. 1 sentence 4 applies. ³For students for whom Section 13 (2) sentence 2 does not apply or Section 13 (2) sentence 3 applies, repeating the module examination requires a new registration and thus participation in the respective module. ⁴This also applies to module examinations in Continuous Assessment. ⁵Section 13 applies accordingly in each case.

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

(6) If the module examination in a mandatory module or the Bachelor Thesis of the study programme is finally failed, the Bachelor Examination is finally failed.

(7) ¹If the module examination in a compulsory elective module is definitively failed, another compulsory elective module in the module area may be selected. ²If the module examination in this compulsory elective module has also been definitively failed, another compulsory elective module from the same module area may be selected. ³If the module examination in this compulsory elective module has also been failed, the examination for the entire study programme has been definitively failed. ⁴The examination for the entire study programme is also definitively failed if no further compulsory elective module is available in the module area after the failed compulsory elective module. ⁵A total of three definitively failed compulsory elective modules from a study programme can be replaced.

(8) Unsuccessful attempts to take a particular module examination in another study programme at BTU or at another university in the Federal Republic of Germany will be counted towards the retake options in accordance with paragraphs 2 and 3.

§ 17 Free attempt and improvement attempt

(1) ¹At the student's request, a first failed module examination in a module is deemed not to have been taken if it was taken within the regular duration of the standard programme and the first repeat examination is taken within the following two semesters. ²The application must be submitted at the latest with the registration for the second repeat examination.

(2) Module examinations passed within the regular duration of the standard study period may be repeated once to improve the grade; the better result counts.

(3) ¹The options in paragraphs 1 and 2 may be utilised twice in total. ²The application must be submitted to the Admissions and Registrar's Office in each case.

(4) ¹Paragraphs 1 and 2 do not apply to practical study sections and the Bachelor Thesis. ²Study programmes that are not suitable for a free attempt regulation may exclude this in the subject-specific Examination and Study Regulations.

tions. ³The lack of suitability according to sentence 2 may result in particular from other laws or training regulations.

§ 18 Examination Board

(1) ¹Examination board shall be formed for the organisation of examinations and the performance of the tasks assigned by the General Examination and Study Regulations and the subject-specific Examination and Study Regulations. ²Examination board may be responsible for one or more study programmes of the faculty; this is to be determined by the faculty council.

(2) ¹The examination board shall consist of at least:

- a) three full-time university lecturers,
- b) one teaching and research fellow, and
- c) a student.

²The members of the examination board are proposed and elected by the faculty council. ³In examination board for inter-faculty study programmes, additional members can be proposed and elected by the faculty councils of the other participating faculties. ⁴The same applies to joint boards in international cooperation study programmes, in particular joint degrees. ⁵If necessary, the subject-specific Examination and Study Regulations regulate further details.

(3) The Chairperson of the Examination Board and their deputy chairperson shall be elected from among the university lecturers in accordance with paragraph 2 letter a) by the members of the Examination Board with a simple majority of the valid votes cast.

(4) ¹The term of office of the members of the examination board pursuant to para. 2 letters a) and b) is four years, that of the member pursuant to letter c) is two years. ²Re-election is permitted.

(5) ¹The examination board ensures that the examinations are conducted properly. ²In particular, it is responsible for deciding on appeals against decisions made in examination procedures. ³The decisions made by the examination board form the technical basis of the notifications to be issued. ⁴The Examination Board may delegate the fulfilment of its tasks to the Chairperson of the Examination Board for all regular cases.

(6) ¹The examination board shall constitute a quorum if at least half of its members, including

- the board chairperson or his or her deputy chairperson,
- one further member pursuant to para. 2 letter a), and
- a member pursuant to paragraph 2 letter b) or c)

are present.

²The examination board decides by a simple majority of the valid votes cast. ³In the event of a tie, the vote of the board chairperson or, in his or her absence, the vote of the deputy chairperson shall be decisive.

(7) ¹Invitations to the meetings of the Examination Board are issued by the Chairperson or, in their absence, by their deputy chairperson, with at least one week's notice. ²The examination board does not meet in public.

(8) ¹The members of the examination board have the right to be present as observers during examinations. ²This does not apply to members pursuant to para. 2 letter c) if they have to undergo the same examination in the same examination period.

(9) ¹The members of the examination board are subject to official secrecy. ²If they are not employed at the BTU, they must sign a confidentiality declaration in accordance with § 7 para. 9 sentence 2 GO BTU, which is stored centrally; the signatories must be informed of the possible criminal liability of non-compliance with the declaration.

§ 19 Examiners and Observers

(1) ¹In accordance with Section 22 (5) BbgHG, examiners and observers may be academic and artistic staff working full-time at the universities, lecturers and persons experienced in professional practice and training. ²Examinations and study performances may only be assessed by persons who themselves possess at least the qualification to be determined by the examination or an equivalent qualification. ³Sentence 2 applies accordingly to the qualification requirements of observers.

(2) ¹The examination or academic performances associated with a module are generally assessed by the lecturers teaching the module.

²These lecturers determine the observers.

(3) ¹If, for compelling reasons, examiners are unable to hold examinations or can only hold them with considerable postponements, the examination board may appoint other examiners or authorise deviations from the examination dates. ²The decision of the examination board must be communicated to the examinees and the Admissions and Registrar's Office without delay.

(4) Section 18 (9) applies accordingly to the examiners and observers.

§ 20 Missing deadlines, absences, withdrawal, deception, violations of regulations

(1) ¹A module examination is assessed as "insufficient" if the student misses an examination date that is binding for him or her without a valid reason. ²The same applies if a written performance verification is not completed within the specified processing time. ³This also applies if the examiner misses the deadline for submitting the Bachelor Thesis without good reason. ⁴A module examination is deemed not to have been taken if the student withdraws from it for a valid reason.

(2) ¹As a rule, the reason for withdrawal or absences must be notified in writing to the Admissions and Registrar's Office within five working days of the scheduled examination date or expiry of the time limit and must be substantiated. ²If the examiner is ill, a medical certificate must be submitted in addition to the written notification. ³For the last repeat examination, the examination board may, in justified cases, require the submission of a medical certificate from a public health officer instead of a medical certificate. ⁴The medical certificate must indicate the effect of the illness preventing the student to take the examination, but not the illness itself. ⁵In obvious cases, the submission of a medical certificate may be waived. ⁶If the notification and credible evidence are only submitted after the result of a written examination has been announced, the examination board may, in justified cases, request the submission of a medical certificate from a public health officer.

(3) ¹Insofar as compliance with deadlines for registration for examinations, repeating examinations, reasons for absences from examinations and compliance with processing times for examination papers are affected, the illness of the student shall be deemed equivalent to the illness of a child for whom he or she is respon-

sible. ²Paragraph 2 sentences 3 to 5 do not apply in the case of sentence 1. ³Sentences 1 and 2 apply accordingly in the other case groups of § 7 para. 1.

(4) ¹If the student attempts to influence the result of his or her examination by cheating or using unauthorised aids, if he or she assists in cheating or disrupts the proper course of the examination or if, for the purpose of deliberate deception, the intellectual property of others is infringed or published material of third parties is used without stating the sources or authorship and submitted as his or her own work (plagiarism), the relevant performance of performance verifications will be graded as "insufficient" (5.0) and the student may be excluded from continuing the examination by the respective examiner. ²In serious cases or in the event of repetition, the responsible examination board will decide on the loss of the right to take the examination.

§ 21 Documentation

(1) The responsible staff members for the module in question are responsible for organising the performance assessment and submitting the results of a module to Admissions and Registrar's Office within the deadline.

(2) ¹Admissions and Registrar's Office keeps an overview of passed and failed module examinations, their grading and evaluation as well as the accumulated credits. ²Modules that have been recognised from previous studies or stays abroad are marked accordingly. ³Students can have this Transcript of Records issued and certified if required.

§ 22 Recognition of credits

(1) ¹When commencing or continuing a degree programme at BTU, the responsible examination board decides on the recognition of credits from a previous degree programme. ²Achievements from previous studies are to be recognised as long as they do not differ significantly from those of the chosen study programme. ³A significant difference is given in particular if the success of the degree programme is jeopardised if the achievement is recognised because the achievement for which recognition is requested does not include a competence required for the success of the degree programme. ⁴For study programmes of the same name with different profile types (H model) at BTU, transition and equivalence regulations are

defined and published, on the basis of which recognition is granted ex officio.

(2) ¹Recognition is based on the evidence submitted. ²Decisions on recognition should be made within a period of four weeks after all required evidence has been submitted. ³The professional vote of the respective responsible staff member must be obtained to the extent necessary. ⁴If the examination board determines that there are significant differences that do not permit admission of coursework and performance verification, these must be documented and justified in detail. ⁵The examination board may suggest measures to the applicant that he or she can take to obtain recognition at a later date.

(3) ¹Grades are to be adopted if comparable grading systems are available. ²In the case of non-comparable grading systems, the performance is recognised as "passed". ³The ECTS credits provided for in the curriculum of the chosen study programme shall be allocated to the recognised coursework and performance verification.

(4) ¹Up to 50 per cent of knowledge and skills acquired outside the higher education sector shall be credited to a higher education degree course if they are equivalent in terms of content and level to the part of the degree course that is to be replaced. ²The crediting procedure shall be analogous to the provisions in para. 1 sentence 1, para. 2 sentences 1 to 3 and para. 3.

(5) The applicant shall be notified of non-recognition due to the determination of significant differences (para. 1) or a lack of equivalence (para. 4).

(6) ¹Achievements made during a semester abroad are recognised if the student has their eligibility for recognition confirmed by the examination board in the form of a "Learning Agreement" before the start of the semester abroad. ²Eligibility for recognition is generally given and must be confirmed if the achievements do not differ significantly. ³The examination board should obtain the vote of the respective responsible staff member to the extent necessary to ensure that recognition is not refused upon return. ⁴The student must submit the documents required for recognition. ⁵The student must notify the examination board immediately of any necessary changes to the agreed study programme abroad in order to determine eligibility for recognition.

(7) Achievements that were part of the higher education entrance qualification for the respective study programme cannot be credited towards a degree programme.

(8) ¹Applications for recognition must first be submitted to the Admissions and Registrar's Office. ²For all recognition procedures after enrolment or return from abroad or leave of absence, the deadline for applying for recognition is two semesters. ³It is not possible to apply for recognition of an achievement after the corresponding module examination in the chosen study programme has already been completed at least once.

§ 23 Bachelor Thesis

(1) ¹By completing the Bachelor Thesis, the student proves that he or she can work independently and successfully on a specific task under supervision within a specified period of time and can contribute scientifically justified theoretical and practical knowledge to the solution of a problem. ²The Bachelor Thesis consists of the written or creative work and the defence.

(2) ¹The Bachelor Thesis may also be admitted in the form of a group thesis if the contribution to be evaluated as performance verifications is recognisably attributable to the individuals, is clearly distinguishable and assessable and fulfils the requirements of para. 1. ²Distinguishability can be achieved by labelling or naming sections, page numbers or other objective criteria that enable clear differentiation.

(3) ¹The requirements for the work to be completed must be defined in a module description. ²The scope of the Bachelor Thesis module should be between 10 and 12 CP. ³The task must be such that it can be completed within the specified period. ⁴The processing time for the written or creative work is defined in the respective subject-specific Examination and Study Regulations.

§ 24 Admission requirements, registration and submission of the Bachelor Thesis

(1) ¹The topic of the Bachelor's thesis is issued at the earliest when at least 75 percent of the total number of credits to be earned in the study programme (excluding the Bachelor's thesis) have been completed. ²Further details on the admission requirements for the Bachelor Thesis can be found in the respective subject-specific Examination and Study Regulations.

(2) ¹Registration for the Bachelor Thesis must be made in writing to the Admissions and Registrar's Office no later than five working days after the topic has been issued or confirmed by the supervisor and must be kept on file there.

²The registration form must be enclosed:

- Topic of the Bachelor Thesis,
- Confirmation of the supervisor/first supervisor.

³After successful verification of the registration requirements, admission is granted with the submission date. ⁴The notification is also permitted in electronic form and is also sent to the first supervisor.

(3) ¹The written work must be submitted in triplicate in printed and bound form as well as in electronic form to the Admissions and Registrar's Office and must be recorded there. ²If sent by post, the date of the postmark on the written work is decisive. ³In study programmes in which the Bachelor Thesis contains extensive practical or design elements (drafts, models), different regulations may be made regarding the place and scope of submission.

(4) ¹The second examiner must be named when the written work is submitted. ²In addition, the examinee must confirm in writing that he or she has written the thesis independently and has not used any sources or aids other than those specified and has labelled quotations.

(5) ¹The topic of the Bachelor Thesis may only be changed once and within the first four weeks of the completion period. ²The topic may only be changed when the Bachelor Thesis is resubmitted if the examinee did not make use of this option when writing their first Bachelor Thesis. ³After confirmation by the first supervisor, the change must be declared in writing to the Admissions and Registrar's Office and recorded there.

(6) ¹An application for an extension of the processing time for the written work must be submitted in writing to the Admissions and Registrar's Office. ²In the event of illness, the application must be submitted immediately with a medical certificate. ³The processing time will be extended by the Admissions and Registrar's Office in accordance with the medical certificate. ⁴If the total duration of the extension exceeds six weeks, the examination board will decide whether to extend the processing time or to reassign the topic. ⁵In the latter case, the processing attempt is deemed not to have been

made and the student can reapply for admission to work on the Bachelor Thesis.

(7) ¹In other cases, the reasoned application for an extension of the processing time is submitted to the examination board for a decision together with the opinion of the supervising examiner. ²This application must be submitted by the student up to two weeks before the submission deadline. ³If the reason is recognised, the examination board may extend the processing time by up to one third.

§ 25 Acceptance and evaluation of the Bachelor Thesis

(1) ¹The written or creative work is assessed in writing by two examiners from the chair to which the work relates and evaluated in accordance with Section 15 (1). ²One of the examiners, usually the supervisor (first supervisor), must fulfil the employment requirements for professors in accordance with the Brandenburg Higher Education Act and must independently teach at BTU in the chair to which the thesis relates. ³This includes junior professors.

(2) The assessment procedure for the written or creative work should not exceed four weeks.

(3) ¹If the written work is not submitted on time, it will be assessed as "insufficient" (5.0). ²In the other case, the defence (para. 4) shall take place if the written work is assessed with a grade of at least "sufficient" (4.0). ²If only one of the assessments of the written work is "insufficient" (5.0), the written work must be assessed by another examiner. ³If two assessments are graded "insufficient" (5.0), the evaluation of the Bachelor Thesis is deemed to have been failed. ⁴Otherwise, the assessment of the written work is the arithmetic mean of all the examiners' assessments in accordance with Section 15 (5). ⁵If the two assessments are each at least "sufficient", but differ from each other by at least two whole grade levels, the written work must also be assessed by another examiner. ⁶In this case, sentence 4 applies when determining the grade.

(4) ¹The defence is an oral examination and is taken as a group or individual examination in accordance with Section 12 (3) sentence 4 and assessed in accordance with Section 15 (1). ²The defence may be conducted via video conference or a comparable system if both the student and the examiners agree. The provisions of Annex 2 are to be applied accordingly. ⁴The defence serves to determine whether the examiner is able to present the results of the written

work, its subject-specific foundations, its interdisciplinary connections and its extra-curricular references orally, to justify them independently and to assess their practical significance. ⁵The defence is usually open to the public and should take place no later than six weeks after submission of the written or creative work. ⁶At the request of the student or an examiner, the examination board may exclude the university public. ⁷The written application, which does not have to be justified, must be submitted to the Chairperson of the Examination Board in good time before the defence.

(5) ¹If the defence was also assessed as at least "sufficient" (4.0), the overall grade of the Bachelor Thesis is calculated. ³The overall grade is calculated analogously to Section 15 (5) sentence 3 from the weighted average of the evaluation of the thesis with a weighting of usually 0.75 and the evaluation of the colloquium with a weighting of usually 0.25. ⁴The first supervisor must submit the result of the Bachelor Thesis with all individual evaluations and the original examiners' reports to the Admissions and Registrar's Office within two weeks of the defence.

(6) If the written work or the defence was assessed as "insufficient", the Admissions and Registrar's Office must be informed immediately in writing.

(7) A failed defence may be repeated once.

§ 26 Complementary modules

¹In addition to the modules specified in the respective subject-specific Examination and Study Regulations (in Annexes 1 and 2), students may also earn credits and take module examinations in other relevant courses or modules (complementary modules) offered at BTU (including one-off courses offered by lecturers or guest lecturers) or during their studies abroad. ²Complementary modules must be approved in advance by the examination board. ³Further details are regulated by the subject-specific regulations.

§ 27 Additional modules

(1) In addition to the modules provided for in the subject-specific Examination and Study Regulations, the student may also be examined in other modules (additional modules) offered at BTU as part of the Bachelor's degree programme.

(2) ¹The results of these module examinations will be included in the transcript of records upon application by the student to the Admissions and Registrar's Office. ²However, they cannot be used to obtain credits in the chosen study programme and are not included in the calculation of the overall grade.

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

(4) Paragraphs 1 and 2 shall apply accordingly to voluntary internships that are carried out in accordance with the requirements of the internship regulations for the respective study programme.

§ 28 Transcript of Records (Bachelor) and Bachelor Certificate

(1) ¹The University issues a Transcript of Records, a Diploma Supplement and a certificate for the successfully completed Bachelor's degree programme. ²The final documents are issued in German and English. ³Further details can be found in the guidelines on the issuing of final documents.

(2) If the student has not completed his or her studies, he or she will receive a confirmation issued by the Admissions and Registrar's Office of the module examinations he or she has completed, indicating that these are only parts of the requirements of the programme.

§ 29 Inspection of the examination records

¹Upon request, the student shall be granted access to his or her work, the comments of the examiners who conducted the examination and the corresponding minutes after the completion of each examination under supervision. ²The request must be submitted to the examiner within four weeks of the announcement of the result of the individual performance at the latest. ³The examiner shall determine the time and place of the inspection in consultation with the student. ⁴The student must be given sufficient time to inspect all relevant documents.

§ 30 Invalidity of module examinations, revocation of the Bachelor Degree

(1) ¹If the examinee has cheated in a module examination or academic performance and this fact only becomes known after the certificate has been issued, the result can be corrected retrospectively. ²If necessary, the result of the

module examination can be declared "insufficient" or "failed". ³The same applies to the evaluation of the Bachelor Thesis.

(2) If the requirements for taking the module examinations or academic performances or for admission to the Bachelor Thesis were not fulfilled without the examinee intending to deceive about this, and if this fact only becomes known after the certificate has been issued, this deficiency shall be cured by passing the module examinations or academic performances.

(3) If the examinee has wilfully and wrongly obtained the right to take the examinations or study performances, the grade of the examination may be declared "fail" or the grade of the study performance may be declared "fail" and the overall grade of the Bachelor Examination may be declared "fail" (5.0).

(4) ¹Before the examination board makes its decision, the person concerned must be given the opportunity to comment. ²A decision shall be issued on the basis of the examination board's decision.

(5) The incorrect closure documents must be withdrawn and new ones issued if necessary.

§ 31 Appeal procedure

¹Incriminating administrative acts must be substantiated in writing and provided with the right of appeal and published. ²An appeal against them may be lodged in writing or for the record within one month of their notification. ³The appeal may not be submitted in electronic form. ⁴It should be submitted to the University Examination and Admission Law Office.

§ 32 Efficacy, expiry

(1) These regulations come into force on the day after their publication in the Official Gazette of the BTU.

(2) ¹From 01 October 2016, these regulations will apply to all university Bachelor's study programmes. ²At the same time, the General Examination and Study Regulations for Bachelor's study programmes at BTU Cottbus dated 21 December 2010 (OJ 02/2011) and the regulations governing part-time studies at BTU Cottbus dated 29 May 2006 (OJ 06/2006) shall cease to apply.

(3) ¹As of 1 October 2016, these regulations shall apply to all degree programmes at universities of applied sciences, with the exception of

the regulations in Sections 8, 12, 13 (1) to (4) and (6); Sections 14, 15, 16 (4); Sections 23 and 28.²At the same time, the University Study and Examination Regulations of Lusatia University of Applied Sciences (HSPO Part A - Bachelor's and Master's Degrees) of 14 December 2010 (Bulletin No. 200), in the version of the new decree and the 1st Amendment Statute of 18 December 2012 (Bulletin No. 250), shall cease to be in force with the restrictions resulting from sentence 1.

(4) ¹The subject-specific Examination and Study Regulations of all Bachelor's study programmes at BTU must be adapted to these regulations by 01 October 2018 (efficacy) at the latest. ²At this point in time, the exceptions in para. 4 sentence 1 shall expire and the HSPO Part A of Lusatia University of Applied Sciences shall finally cease to apply. ³In cases of doubt, the provisions of these framework regulations shall take precedence during the transition period. ⁴If necessary, interim regulations for students already enrolled shall be provided for in the subject-specific Examination and Study Regulations.

Issued on the basis of the Senate's resolution of 14 July 2016 after consultation with the faculties, approval by the President of the Brandenburg University of Technology Cottbus-Senftenberg on 21 July 2016 and approval by the Ministry of Science, Research and Culture of the State of Brandenburg in a letter dated 22 August 2016.

Cottbus, 12 September 2016

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

First amendment statute issued on the basis of the Senate's resolution of 17 December 2020, after consultation with the faculties, approval by the President of the Brandenburg University of Technology Cottbus-Senftenberg on 8 January 2021 and approval by the Ministry of Science, Research and Culture of the State of Brandenburg on 22 January 2021.

Second amendment statute issued on the basis of the Senate's resolution of 29 September 2022, after consultation with the faculties and approval by the President of the Brandenburg University of Technology Cottbus-Senftenberg on 30 September 2022.

Third amendment statute issued on the basis of the Senate's resolution of 16 February 2023, after consultation with the faculties and approval by the President of the Brandenburg University of Technology Cottbus-Senftenberg on 23 March 2023.

Fourth Amendment Statute issued on the basis of the Senate's resolution of 20 July 2023, after consultation with the faculties and approval by the President of the Brandenburg University of Technology Cottbus-Senftenberg of 21 September 2023, corrected by the correction of the Fourth Amendment Statute (AMbl. 17/2024 of 01.07.2024).

Fifth Amendment Statute issued on the basis of the Senate's resolution of 18 July 2024, after consultation with the faculties and approval by the President of the Brandenburg University of Technology Cottbus-Senftenberg on 24 July 2024.

Annex 1: Sample outline

Subject-specific Examination and Study Regulations for the Bachelor's degree programme xyz dated dd.mm.yyyy

On the basis of Section 5 (1) sentence 2 in conjunction with Section 20 (2) sentence 1, Section 23 (2) sentence 1, Section 70 (2) no. 8 and Section 81 (2) sentence 1 no. 1 of the Brandenburg Higher Education Act (BbgHG) of 9 April 2024 (GVBl. I/24, no. 12), amended by Article 2 of the Act of 21 June 2024 (GVBl. I/24, [No. 30], S.32) and Section 16 (2) no. 1 and Section 29 (4) sentence 1 no. 1 of the Constitution of the BTU Cottbus-Senftenberg (GO BTU) dated 8 January 2016, last amended by the Second Amendment Statute dated 21 October 2021 (AMbl. 24/2022), as well as Section 1 (1) of the General Examination and Study Regulations for Bachelor's study programmes at the BTU Cottbus-Senftenberg dated 12 September 2016 (AMbl. 13/2016), last amended by the Fifth Amendment Statute dated dd. month 2024 (AMbl. XX/2024)

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§ 1 Scope of application

¹These statutes regulate the subject-specific particularities of the Bachelor's study programme [name]. ²They supplement the General Examination and Study Regulations (RahmenO-BA) of BTU in their current version.

§ 2 Content, profile of the study programme, goals of the programme

Programme profile (university of applied sciences - university), subject-specific description of the educational objectives, subject-specific and interdisciplinary competences and skills of successful graduates. (Reference: KMK guidelines, accreditation requirements, German Qualifications Framework for Higher Education Qualifications)

§ 3 Graduation, Degree

[Concretisation of § 3 RahmenO-BA]

Degree, double or joint degree if applicable

If applicable: Reference to integrated variant double degree and/or co-op programme and/or excellence programme (each with annex)

§ 4 (optional) Further admission and enrolment requirements

[only if § 4 (2) RahmenO-BA applies]

§ 5 Regular duration of the standard study period, credits

[Concretisation §§ 5, 6 RahmenO-BA]

Regular duration of the standard study period in programme-related semesters [§ 5 para. 1], information on deviating CP numbers [§ 5 para. 3], if applicable

Part-time or full-time, exclusion of part-time study if applicable [§ 6]

§ 6 Structure and form of the programme

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

Structure of the degree programme [§§ 5, 10], mobility window [§ 5 para. 5]; integrated periods abroad or practical placements [§ 8 para. 4, § 12 para. 2], etc.

underlined by annex 1, overview of modules, status, LP [§ 10 para. 1]

Language of teaching and examination, integration of foreign language modules if applicable [§ 10 para. 2].

Levels of performance assessment if the standard programme plan does not provide for 30 CP per semester [§ 10 para. 5].

§ 7 (optional) Special regulations for organisation of examinations

[Concretisation §§ 13, 16, 17 RahmenO-BA]

Any deviating regulations on examination dates [Section 13 (5) sentence 5]

If applicable, deviating regulations on the number of repeat examination [Section 16 (2) sentence 2].

Any deviating regulations on free attempts [Section 17 (4)]

§ 8 Bachelor Thesis

[Concretisation §§ 15, 23, 24 RahmenO-BA]

Scope in CP/working time [§ 23 Para. 3] (here it must be taken into account whether the work is carried out in parallel with other modules or only when all other modules have been successfully completed); time of issue/admission requirements [§ 24 Para. 1].

Optional: Determination of the weighting of the final thesis for the overall grade [§ 15 para. 5].

§ 9 Further supplementary regulations

[Concretisation §§ 15, 18, 26 RahmenO-BA]

Optional: Deviating regulations to § 18 para. 2

Optional: Number of years for ECTS grade (§ 15 para. 6)

Optional: Regulations on complementary modules (§ 26)

§ 10 Entry into force, expiry, interim regulations

[Concretisation § 32 RahmenO-BA]

Annexes

Annex 1: Overview of modules, status, CP

Annex 2: Standard programme plan

Annex internship regulations, if applicable

If applicable, annex regulating the procedure Double degree and/or co-op programme and/or excellence programme as a variant of the standard study programme

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

Preamble

¹As part of a trial phase, this annex regulates the special features of module examinations that are conducted using digital information and communication technologies without the personal presence of the examiner in an examination room at BTU (online examinations). ²Unless otherwise regulated in this annex, the provisions of §§ 1-32 of these regulations apply to online examinations.

1. Online exams

(1) Online examinations are completed in the form of written supervisory work in a specified time slot simultaneously under video supervision.

(2) ¹During an online examination, students are obliged to activate the camera and microphone function of the digital information and communication technologies used for the examination (video supervision). ²There is no further room surveillance. ³Video supervision is carried out by BTU supervisory staff. ⁴The video surveillance is to be set up in such a way that the personal protection and privacy of the persons concerned are not restricted more than necessary for the authorised control purposes.

2. Oral examinations as a video conference

(1) ¹An online examination as a video conference requires that image and sound are transmitted simultaneously via information and communication technology to the locations where the students, the persons authorised to accept the performance and, if applicable, the observers are located. ²All participants are obliged to activate the camera and microphone functions used for the examination for the entire duration of the examination.

(2) ¹Recording of the examination or other storage of image or sound data is not permitted. ²The essential content of the oral online examination will be recorded by an examiner or observer. ³Personal data from the interim storage must be deleted as soon as possible.

3. Further regulations for conducting online examinations

A Examination modalities

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

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

(3) If students are unable or unwilling to participate in an online examination, they will be offered the opportunity to participate in an equivalent face-to-face examination within the two examination periods of the corresponding semester upon request.

B Authentication

(1) Before the start of an online examination, authentication is carried out using a valid photo ID or Student Identification Card (chip card), which must be presented upon request.

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

C Data processing

(1) In connection with the conduct of the online examinations, the statutory data protection regulations in the respective applicable version, in particular the General Data Protection Regulation (GDPR) and the Brandenburg Data Protection Act (BbgDSG), must be observed.

(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 only take place under the following conditions:

The functionality of the electronic communication device is not impaired outside of the test and only to the extent necessary to ensure authentication and video surveillance during the test,

the information security of the electronic communication device is not compromised at any time,

the confidentiality of the information on the electronic communication device is not compromised at any time, and

a complete uninstallation is possible after the online check.

D Technical errors

(1) ¹If the transmission of the examination task, the processing of the examination task, the transmission of the performance verification or the video supervision is not technically feasible at the time of the examination in the case of an online examination, the examination will be terminated at the respective stage and the performance verification will not be assessed. ²The examination attempt is deemed not to have been taken. ³This does not apply if the disruption was caused by the student.

(2) ¹If the video or audio transmission during an oral or practical online examination is temporarily disrupted, the examination will be continued once the disruption has been rectified. ²If the technical disruption persists so that the oral examination cannot be continued properly, the examination shall be repeated at a later date. ³Paragraph 1 sentences 2 and 3 apply accordingly. ⁴If the technical malfunction occurs after a significant part of the performance verification has

already been completed, the examination may be continued and concluded by telephone without the use of a video conferencing system.

4 Testing further written examination formats

¹The testing of contemporary online examination formats can also extend to written examinations whose design and tasks 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 nature of the task, including the use of certain approved aids, requires independent work by the examinee based on the acquisition of skills from the module and/or in which further technical and organisational measures are used to significantly limit the possibilities of cheating. ³In such cases, the examinee must confirm in writing that the examination was completed independently and only using the authorised aids. ⁴The regulations in section 3 apply accordingly.

Article 2 Efficacy

¹These Articles of Association shall enter into force on the day following their publication.

²The provisions of Section 12 (1a) sentence 2ff and Annex 2 will initially apply for a trial period of four semesters from the winter semester 2020/21. ³A decision as to whether and under what conditions online examinations will be permanently anchored as a form of examination will be made on the basis of an evaluation after three semesters of testing.

Article 3 Publication authorisation

The President may publish the wording of the General Examination and Study Regulations for Bachelor's study programmes in the version valid from the efficacy of these regulations in the Official Gazette of the BTU.