

**English translation, not legally binding!**

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## Fifth Amendment Statute to the General Examination and Study Regulations for Master's study programmes (RahmenO-MA)

On the basis of Section 5 para. 1 sentence 2, Section 24 para. 1, para. 2 sentences 1 and 2 and Section 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), 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 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 Master's study programmes at BTU Cottbus-Senftenberg (RahmenO-MA) of 12 September 2016 (AMbl. 14/2016), last amended by the Fourth Amendment Statute of 24 June 2024 (AMbl. 15/2024) corrected by the correction of the Fourth Amendment Statute (AMbl. 18/2024 of 01.07.2024), is amended as follows:

1. The **introduction** is amended as follows: In the introduction, the passage "Section 5 para. 1 sentence 2 in conjunction with Section 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)" 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 page. 2, "Section 23 BbgHG" is replaced by "Section 24 BbgHG."
3. **Section 4** is amended as follows: In para. 1 sentence 1, "Section 9 BbgHG" is replaced by "Section 10 BbgHG."

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

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

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

The introduction shall be worded as follows: "On the basis of Section 5 para. 1 sentence 2, 10 para. 5 sentence 2 in conjunction with Section 20 para. 2 sentence 1, Section 23 para. 2 sentence 1, Section 70 para. 2 no. 8 and Section 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]p. 32) and Section 16 (2) No. 1 and Section 29 (4) Sentence 1 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) and Section 1 (1) of the General Examination and Study Regulations for Master's study programmes at the BTU Cottbus-Senftenberg of 12 September 2016 (AMbl. 14/2016), last amended by the Fifth Amendment Statute of 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 Master's degree 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 Master's degree 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-Senften on 24 July 2024.

Cottbus, 27 August 2024

Prof. Dr Gesine Grande  
President

## Reading version

# General Examination and Study Regulations for Master's degree programmes at BTU Cottbus-Senftenberg (RahmenO-MA) dated 12 September 2016 in the version of the Fifth Amendment Statute to the General Examination and Study Regulations for Master's degree programmes at BTU Cottbus-Senftenberg (RahmenO-MA) 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 - BbgHZG) 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

<sup>1</sup>These General Examination and Study Regulations (RahmenO-MA) apply to the Master's degree programme at BTU. <sup>2</sup>They 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. <sup>3</sup>In case of doubt, the provisions of the General Examination and Study Regulations take precedence.

<sup>4</sup>General and subject-specific Examination and Study Regulations are equally binding for lecturers and students. <sup>5</sup>Insofar 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.

## § 2 Goals of the study programme

(1) <sup>1</sup>Building on an undergraduate degree and any professional experience, the Master's degree programme provides students with the ability to apply the specialised tools and methods of the subject area, to work scientifically, to critically analyse scientific findings and to independently develop their own scientific contributions. <sup>2</sup>Depending on the focus of the study programme, this may consist of broadening the knowledge and skills base or of a targeted specialisation.

(2) <sup>1</sup>A distinction must be made between consecutive and Master's study programmes providing further education:

1. Consecutive Master's degree programmes are designed as in-depth, broadening interdisciplinary or other subject-related study programmes.
2. Master's programmes providing further education require a first professionally qualifying university degree and, as a rule, at least one year of professional experience. <sup>2</sup>The content of the Master's study programme should take professional experience into account and build on it.

## § 3 Graduation

(1) <sup>1</sup>The Master's degree is awarded upon successful completion of the degree programme. <sup>2</sup>Admissible degrees for consecutive Master's degree programmes are Master of Science, Master of Engineering, Master of Arts and Master of Education. <sup>3</sup>Other degrees may also be used in study programmes providing further education. <sup>4</sup>Which 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) <sup>1</sup>Admission requirements for the chosen study programme are set out in § 10 BbgHG as amended. <sup>2</sup>The procedure for application, admission, enrolment, re-registration, leave of absence and exmatriculation is regulated in the BTU Enrolment Regulations (AMBI. 01/2015).

(2) <sup>1</sup>The basic requirement for admission to a Master's degree programme is a first professionally qualifying university degree (at least a Bachelor Degree), and in the case of study programmes providing further education, at least one year of professional experience. <sup>2</sup>The professional experience should have been acquired after the first professionally qualifying degree. <sup>3</sup>Further aptitude and qualification requirements due to special subject-specific requirements can be regulated in the subject-specific Examination and Study Regulations if these are demonstrably necessary due to the subject-specific requirements of the Master's degree programme.

(3) Enrolment requirements, in particular for artistic and dual study programmes as well as international cooperation study programmes, in accordance with § 2 Enrolment Regulations of BTU are regulated by the subject-specific Examination and Study Regulations.

(4) Admission limits for individual study programmes remain unaffected.

## § 5 Scope of studies and standard study period

(1) <sup>1</sup>The regular duration of the standard study period for Master's study programme at BTU is usually four semesters (research-oriented profile) or three semesters (applied profile). <sup>2</sup>For study programmes providing further education, a standard study period of two semesters is also possible. <sup>2</sup>The total standard study period (Bachelor's plus Master's) in consecutive study programmes may not exceed ten semesters. <sup>3</sup>The regular duration of the standard programme includes all modules, examinations, the Master Thesis (§ 23) as well as practical placements and/or stays abroad integrated into the study programme. <sup>4</sup>Further details on the regular duration of the standard programme of a Master's degree programme are regulated by the subject-specific Examination and Study Regulations.

(2) <sup>1</sup>The scope of a four-semester Master's degree programme is usually 120 credits (CP); a

three-semester Master's degree programme is usually 90 CP and a two-semester study programme is usually 60 CP. <sup>2</sup>As a rule, 30 ECTS credits are awarded per semester in accordance with the ECTS (European Credit Transfer System). <sup>3</sup>Including the previous Bachelor's degree programme, 300 CP must be proven for the Master's degree.

(3) <sup>1</sup>The degree programme is divided into winter and summer semesters. <sup>2</sup>The subject-specific Examination and Study Regulations determine whether the degree programme begins in a winter or summer semester or whether admission to the degree programme is possible in any semester.

(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 practical training (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) <sup>1</sup>Upon application to the examination board, the periods of participation in committees according to § 6 para. 1 GO BTU and statutory bodies of the BTU as well as in statutory bodies of the self-administration of the students at the BTU are taken into account with appropriate proof with up to four study-specific semesters, which are not counted towards the studies in the standard study period. <sup>2</sup>This is only possible if no leave of absence was granted for the activity. <sup>3</sup>An 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 study with the option of part-time study or
- Part-time studies as regular studies

is offered.

(2) <sup>1</sup>Students on a full-time degree programme may apply for 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.

<sup>2</sup>If 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. <sup>3</sup>In the case of sentence 1 letter b) and sentence 2, the student must be heard by the examination board prior to its decision.

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

- a) Care and upbringing of children within the meaning of Section 25 (5) Bafög<sup>1</sup> ;
- b) Care and supervision of close relatives;
- c) Disability or chronic illness of the student;
- d) Professional activity of the student which is associated with a regular weekly working time of at least 14 hours.

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

(4) <sup>1</sup>If 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

<sup>1</sup> 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.

study plan. <sup>2</sup>If 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. <sup>3</sup>This study plan must be attached to the application.

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

(6) <sup>1</sup>An 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. <sup>2</sup>The 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. <sup>3</sup>Semesters of part-time studies are counted as half programme-related semesters and as full university semesters. <sup>4</sup>The 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. <sup>5</sup>A maximum doubling of the regular duration of the standard study period of full-time study may be granted; § 5 para. 7 remains unaffected by this. <sup>6</sup>Retroactive utilisation of part-time studies for a completed semester is excluded.

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

(3) <sup>1</sup>This regulation can be invoked upon written application to the examination board. <sup>2</sup>The application must be submitted with the registration for the module. <sup>3</sup>If the reason arises after this deadline, the application must be submitted immediately, but before the module examination is taken. <sup>4</sup>The examination board decides whether an official medical certificate or other suitable documents should be attached to the written application to provide evidence. <sup>5</sup>The medical certificate or documents must indicate the effect of the impairment or disability that impairs or prevents performance.

## § 8 Programme Structure

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

(2) <sup>1</sup>Modules generally last one, but no longer than two semesters. <sup>2</sup>They should have a scope of at least 5 CP each. <sup>3</sup>In justified cases, modules may also have a smaller scope (4 CP), provided that this does not increase the average examination load in the semester. <sup>3</sup>They can

consist of various forms of teaching and learning (e.g. lectures, seminars, exercises, projects, stepping stones, internships, excursions, work placements, individual self-study). <sup>4</sup>The 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) <sup>1</sup>The aim of a practical study section, which can also extend over one semester, is to establish a close connection between studies and professional practice. <sup>2</sup>A 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. <sup>3</sup>The completion of a practical study period abroad is desirable. <sup>4</sup>Further details are regulated by the subject-specific Examination and Study Regulations.

## § 9 Student counselling, mentoring

(1) <sup>1</sup>General student guidance and counselling is provided by the Central Student Guidance Office (all students) and the International Relations Office (international students). <sup>2</sup>Subject-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) <sup>1</sup>Each student is assigned a mentor for the duration of the Master'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. <sup>2</sup>The 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) <sup>1</sup>The degree programme consists of compulsory and compulsory elective modules. <sup>2</sup>The subject-specific Examination and Study Regulations regulate which modules belong to a degree programme and what status they have within it. <sup>3</sup>The programme-specific compulsory

and compulsory elective modules are supplemented by General Studies (FÜS). <sup>4</sup>The objectives, content and scope of the FÜS are described in the relevant regulations.

(2) <sup>1</sup>The language of teaching and examination is generally German. <sup>2</sup>In international study programmes, English and other languages may be used as the language of teaching and examination. <sup>3</sup>In 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. <sup>4</sup>Specific regulations on this are to be included in the subject-specific Examination and Study Regulations.

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

(4) <sup>1</sup>Students 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. <sup>2</sup>This does not apply to constraints resulting from the definition of subject-specific admission requirements for modules. <sup>3</sup>If the subject-specific regulations of study programmes provide for extensive options for individual specialisation, this can generally be combined with the agreement of an individual study plan. <sup>4</sup>Further details can be found in the subject-specific Examination and Study Regulations.

(5) In order to provide support in the form of the programme and adherence to the standard programme plan, a subject-specific counselling session will be held if at least 40 credit points have not been acquired by the beginning of the 3rd semester.

(6) <sup>1</sup>Students who do not complete the study programme by the end of twice the regular duration of the standard programme (examination deadline) must take part in a compulsory academic advisory session in accordance with paragraphs 7 and 8. <sup>2</sup>This does not apply if they are not responsible for missing the examination deadline. <sup>3</sup>For part-time students, the deadline specified in sentence 1 shall be extended accordingly. <sup>4</sup>The 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. <sup>5</sup>An extension is not to be granted if the disadvantage has already been compensated for during the course of study. <sup>6</sup>Sentence 1 shall apply after expiry of the granted extension of the examination period. <sup>7</sup> In 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) <sup>1</sup>Participation in the academic advisory session in accordance with para. 6 is mandatory for the student. <sup>2</sup>The counselling must be carried out by a university lecturer who is sufficiently familiar with the study programme and the associated curriculum. <sup>3</sup>Upon 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. <sup>4</sup>If 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. <sup>5</sup> The 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). <sup>6</sup>The student's personal situation must be taken into account appropriately when determining obligations. <sup>7</sup>The 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) <sup>1</sup>If 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. <sup>2</sup>This does not apply if students can claim reasons for which they are not

responsible. <sup>3</sup>This 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. <sup>4</sup> A hindrance through no fault of their own may exist in particular in cases of illness of the person concerned or their own child. <sup>5</sup>The reason for the impediment must be substantiated by submitting appropriate evidence. <sup>6</sup>In the event of recurrence, a medical certificate may be required, and in justified cases an official medical certificate. <sup>7</sup>Para. 6 sentence 4 applies accordingly. <sup>8</sup>In 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. <sup>9</sup>An 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. <sup>10</sup>Paragraphs 6 and 7 shall apply after the expiry of the extension of the examination period granted in accordance with sentence 8. <sup>11</sup> The 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 Master's examination

(1) <sup>1</sup>The Master's examination consists of module examinations and the Master Thesis. <sup>2</sup>The Master's examination is passed when all module examinations and the Master Thesis have been passed.

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

### § 12 Module examinations

(1) <sup>1</sup>Modules are completed with a module examination. <sup>2</sup>A 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. <sup>3</sup>In 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. <sup>4</sup>Such 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) <sup>1</sup>Written module examinations in presence can also be conducted in electronic form (e-examinations).

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

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

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

(4) <sup>1</sup>In 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). <sup>2</sup>The 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, and in Continuous Assessment also the form, scope and weighting of the partial performances, must be described in binding detail in the module description.

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

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

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

(8) <sup>1</sup>The assessment procedure for written final module examinations and the announcement of the result should not exceed four weeks. <sup>2</sup>The result of oral final module examinations must be communicated to the student following the examination. <sup>3</sup>As a rule, the result of a partial performance in the continuous assessment is to be announced to the student in good time before another 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) <sup>1</sup>Students wishing to take a module examination should register online for the relevant module with Admissions and Registrar's Office within the first three weeks of the lecture period. <sup>2</sup>If a module is subject to a participant restriction, the regulations of § 14 apply.

(2) <sup>1</sup>For 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. <sup>2</sup>Any 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. <sup>3</sup>If the prerequisite has not been acquired, the student will be automatically deregistered from the final module examination. <sup>4</sup>The student is usually informed of this online.

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

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

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

(5) <sup>1</sup>Before 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. <sup>2</sup>They each last two weeks. <sup>3</sup>After the end of the lecture period of a semester, there is a week of examination preparation before the examination period. <sup>4</sup>During the lecture period, only partial performances of the Continuous Assessment or laboratory and exercise assignments as well as the defence for the Master Thesis are permitted. <sup>5</sup>In 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. <sup>6</sup>With 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. <sup>7</sup>The 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) <sup>1</sup>Registration for a module in accordance with para. 1 is possible in the two weeks before the start of the lecture period. <sup>2</sup>If 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. <sup>3</sup>These students are grouped into ranking classes according to programme-related semesters.

(3) <sup>1</sup>The first ranking class shall be formed by those 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 study programme shall decide to which programme-related semester the module should be assigned. <sup>2</sup>Priority shall be given to students who were not admitted to this module in previous semesters, although they fulfilled the requirements according to sentence 1. <sup>3</sup>Students who, due to their disability or chronic illness, were unable to complete the examinations or academic performances in the programme-related semester that is intended for this purpose according to the study regulations, are also to be given priority for admission to modules with restricted participation. <sup>4</sup>This 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) <sup>1</sup>The second ranking class is formed by those whose number of programme-related semesters differs by one, etc. <sup>2</sup>In cases of hardship, the examination board may assign students to a different ranking class upon request.

(5) If the members of a rank class cannot all be admitted, the decision shall be made by 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) <sup>1</sup>The differentiated assessment of the module examinations is carried out by the respective examiners in the 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 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 shortcomings
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) <sup>1</sup>If an oral or written final examination is carried out in a module, the grade is identical to the module grade. <sup>2</sup>If 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. <sup>3</sup>Grades are not to be awarded for partial performances.

(5) <sup>1</sup>The overall grade for graduation is calculated from the average of all module grades weighted with the credits. <sup>2</sup>The first decimal place after the decimal point is taken into account for the overall grade; all further decimal places are cancelled without rounding. <sup>3</sup>The 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

<sup>4</sup>The rating "with distinction" is included in the certificate.

(6) <sup>1</sup>As 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). <sup>3</sup>The subject-specific Examination and Study Regulations may deviate from the number of graduate cohorts to be taken into account.

## § 16 Repeat examinations and credit regulations

(1) A passed module examination cannot be repeated, with the exception of § 17 para. 2.

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

(3) Notwithstanding paragraph 2, a Master Thesis that has not been passed may only be repeated once.

(4) <sup>1</sup>Registration for repeating a final module examination is possible up to one week before the examination period in which the examination is offered. <sup>2</sup>This deadline also applies to students to whom § 13 para. 2 sentence 2 or § 20 para. 1 sentence 4 applies. <sup>3</sup>For 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. <sup>4</sup>This also applies to module examinations in Continuous Assessment. <sup>5</sup>Section 13 applies accordingly in each case.

(5) <sup>1</sup>After 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. <sup>2</sup>The 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 Master Thesis of the study programme is definitively failed, the Master examination is definitively failed.

(7) <sup>1</sup>If the module examination in a compulsory elective module is ultimately not passed, another compulsory elective module in the module area can be selected. <sup>2</sup>If 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. <sup>3</sup>If the module examination in this compulsory elective module has also been failed, the examination for the entire study programme has been definitively failed. <sup>4</sup>The 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. A 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) <sup>1</sup>At 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. <sup>2</sup>The 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 programme may be repeated once to improve the grade; the better result counts.

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

(4) <sup>1</sup>Paragraphs 1 and 2 do not apply to practical study sections and the Master Thesis. <sup>2</sup>Study programmes that are not suitable for a

free attempt regulation may exclude this in the subject-specific Examination and Study Regulations. <sup>3</sup>The lack of suitability according to sentence 2 may result in particular from other laws or training regulations.

### § 18 Examination board

(1) <sup>1</sup>Examination boards shall be formed for the organisation of examinations and the performance of the tasks assigned by these General Examination and Study Regulations and the subject-specific Examination and Study Regulations. <sup>2</sup>Examination boards may be responsible for one or more of the Faculty's study programmes; this is to be determined by the faculty council.

(2) <sup>1</sup>The examination board shall consist of at least:

- a) three full-time university lecturers,
- b) one teaching and research fellow, and
- c) a 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 inter-faculty study programmes, additional members can be proposed and elected by the faculty councils of the other participating faculties. <sup>4</sup>The same applies to joint boards in international cooperation study programmes, in particular joint degrees. <sup>5</sup>If 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 by the members of the Examination Board.

(4) <sup>1</sup>The 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. <sup>2</sup>Re-election is permitted.

(5) <sup>1</sup>The examination board ensures that the examinations are conducted properly. <sup>2</sup>In particular, it is responsible for deciding on appeals against decisions made in examination procedures. <sup>3</sup>The decisions made by the examination board form the technical basis of the notifications to be issued. <sup>4</sup>The Examination Board may

delegate the fulfilment of its tasks to the Chairperson of the Examination Board for all regular cases.

(6) <sup>1</sup>The 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.

<sup>2</sup>The examination board decides by a simple majority of the valid votes cast. <sup>3</sup>In 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) <sup>1</sup>Invitations 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. <sup>2</sup>The examination board does not meet in public.

(8) <sup>1</sup>The members of the examination board have the right to be present as observers during examinations. <sup>2</sup>This 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) <sup>1</sup>The members of the examination board are subject to official secrecy. <sup>2</sup>If 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) <sup>1</sup>In 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. <sup>2</sup>Examinations 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. <sup>3</sup>Sentence 2 applies accordingly to the qualification requirements of observers.

(2) <sup>1</sup>The examination or academic performances associated with a module are generally

assessed by the lecturers teaching the module.

<sup>2</sup>These lecturers determine the observers.

(3) <sup>1</sup>If, 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. <sup>2</sup>The 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, violation of regulations**

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

(2) <sup>1</sup>As 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 the expiry of the time limit and must be substantiated. <sup>2</sup>If the examiner is ill, a medical certificate must be submitted in addition to the written notification. <sup>3</sup>For 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. <sup>4</sup>The medical certificate must state the effect of the illness on or preventing the examination, but not the illness itself. <sup>5</sup>In obvious cases, the submission of a medical certificate may be waived. <sup>6</sup>If the notification and credible evidence are only submitted after the result of a written examination has been announced, the examination board may request the submission of a medical certificate in justified cases.

(3) <sup>1</sup>Insofar 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 responsible. <sup>2</sup>Paragraph 2 sentences 3 to 5 do not apply in the case of sentence 1. <sup>3</sup>Sentences 1 and 2 apply accordingly in the other case groups of § 7 para. 1.

(4) <sup>1</sup>If 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 if he or she disrupts the proper course of the examination, or if, for the purpose of deliberate cheating, 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 examination performance in question will be assessed as "insufficient" (5.0) and the student can be removed from the examination by the respective examiner. If, for the purpose of deliberate deception, third-party material is used and submitted as one's own work (plagiarism), the relevant evaluation of performance verifications will be graded as "fail" (5.0) and the examiner may be excluded from continuing the examination by the respective examiner. <sup>2</sup>In 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) <sup>1</sup>Admissions and Registrar's Office keeps an overview of passed and failed module examinations, their grading and evaluation as well as the accumulated credits. <sup>2</sup>Modules that have been recognised from previous studies or stays abroad are marked accordingly. <sup>3</sup>Students can have this Transcript of Records issued and certified if required.

## **§ 22 Recognition of study credits**

(1) <sup>1</sup>When commencing or continuing a degree programme at BTU, the responsible examination board decides on the recognition of credits from a previous degree programme. <sup>2</sup>Achievements from previous studies are to be recognised as long as they do not differ significantly from those of the chosen study programme. <sup>3</sup>A 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. <sup>4</sup>For 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) <sup>1</sup>Recognition is based on the evidence submitted. <sup>2</sup>Decisions on recognition should be made within a period of four weeks after all required evidence has been submitted. <sup>3</sup>The professional vote of the respective responsible staff member must be obtained to the extent necessary. <sup>4</sup>If 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. <sup>5</sup>The examination board may suggest measures to the applicant that he or she can take to obtain recognition at a later date.

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

(4) <sup>1</sup>Up to 50 per cent of the knowledge and skills acquired outside the higher education sector shall be credited to a higher education course if they are equivalent in terms of content and level to the part of the course that is to be replaced. <sup>2</sup>The crediting procedure shall be analogous to the provisions in paragraph 1 sentence 1, paragraph 2 sentences 1 to 3 and paragraph 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) <sup>1</sup>Achievements 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. <sup>2</sup>Eligibility for recognition is generally given and must be confirmed if the achievements do not differ significantly. <sup>3</sup>The examination board should obtain the vote of the respective responsible staff members for the determination to the

extent necessary to ensure that a refusal of recognition after return is excluded. <sup>4</sup>The student must submit the documents required for recognition. <sup>5</sup>The 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) <sup>1</sup>Modules from the Master's degree programme that were completed as additional modules during the Bachelor's degree programme at BTU can be recognised in the Master's degree programme up to a maximum of 30 CP. <sup>2</sup>The examination board decides on the recognition after consulting the mentor.

(9) <sup>1</sup>Applications for recognition must first be submitted to the Admissions and Registrar's Office. <sup>2</sup>For all recognition procedures after enrolment or return from abroad or leave of absence, the deadline for applying for recognition is two semesters. <sup>3</sup>It 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 Master's thesis

(1) <sup>1</sup>By completing the Master Thesis, the student demonstrates that he or she can work independently and successfully on a specific task within a specified period of time and can contribute scientifically justified theoretical and/or practical knowledge to the solution of a problem. <sup>2</sup>The Master Thesis should correspond to the advanced level of knowledge in the subject discipline; further details can be found in the respective module description. <sup>3</sup>It consists of written or creative work and a defence.

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

(3) <sup>1</sup>The requirements for the work to be completed are to be defined in a module description.



<sup>2</sup>The scope of the Master Thesis module should be between 18 and 30 CP. <sup>3</sup>The task must be such that it can be completed within the specified period. <sup>4</sup>The 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 Master Thesis**

(1) <sup>1</sup>The topic of the Master'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 Master's thesis) have been completed. <sup>2</sup>Further details on the admission requirements for the Master Thesis can be found in the respective subject-specific Examination and Study Regulations.

(2) <sup>1</sup>Registration for the Master Thesis must be made in writing to the Student Services 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. <sup>2</sup>The registration must be enclosed:

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

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

(3) <sup>1</sup>The 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. <sup>2</sup>If sent by post, the date of the postmark on the written work is decisive. <sup>3</sup>In study programmes in which the Master Thesis contains extensive practical or design elements (drafts, models), different regulations may be made regarding the place and scope of submission.

(4) <sup>1</sup>The second examiner must be named when the written work is submitted. <sup>2</sup>In 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) <sup>1</sup>The topic of the Master Thesis may only be changed once and within the first four weeks of the completion period. <sup>2</sup>Changing the topic

when repeating the Master's thesis is only permitted if the examinee did not make use of this option when writing their first Master's thesis. <sup>3</sup>After confirmation by the first supervisor, the change must be declared in writing to the Admissions and Registrar's Office and recorded there.

(6) <sup>1</sup>An application for an extension of the completion time for the written work must be submitted in writing to the Admissions and Registrar's Office. <sup>2</sup>In the event of illness, the application must be submitted immediately with a medical certificate. <sup>3</sup>The completion time will be extended by the student service according to the medical certificate. <sup>4</sup>If the total duration of the extension exceeds six weeks, the examination board will decide whether to extend the completion time or to reassign the topic. <sup>5</sup>In the latter case, the completion attempt is deemed not to have been made and the student can reapply for admission to work on the Master Thesis.

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

#### **§ 25 Acceptance and assessment of the Master Thesis**

(1) <sup>1</sup>The 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). <sup>2</sup>One 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. <sup>3</sup>This includes junior professors.

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

(3) <sup>1</sup>If the written work is not submitted on time, it will be assessed as "insufficient" (5.0). <sup>2</sup>In the other case, the defence (para. 3) shall take place if the written work is assessed with a grade of at least "sufficient" (4.0). <sup>2</sup>If only one of the assessments of the written work is "insufficient" (5.0), the written work must be assessed by another examiner. <sup>3</sup>If the written work is assessed twice as "insufficient" (5.0), the Master

Thesis is deemed to have been failed. <sup>4</sup>Otherwise, the assessment of the written work is the arithmetic mean of all the examiners' assessments in accordance with Section 15 (5). <sup>5</sup>If 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. <sup>6</sup>In this case, sentence 4 applies when determining the grade.

(4) <sup>1</sup>The 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). <sup>2</sup>The 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. <sup>4</sup>The defence serves to determine whether the examinee 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. <sup>5</sup>The defence is usually open to the public and should take place no later than six weeks after submission of the written or creative work. <sup>6</sup>At the request of the student or an examiner, the examination board may exclude the university public. <sup>7</sup>The 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) <sup>1</sup>If the defence was also assessed as at least "sufficient" (4.0), the overall grade for the Master Thesis is calculated. <sup>3</sup>The overall grade is calculated analogously to Section 15 (5) sentence 3 from the weighted average of the assessment of the thesis with a weighting of generally 0.75 and the assessment of the defence with a weighting of generally 0.25. <sup>4</sup>The first supervisor must submit the result of the Master Thesis with all individual assessments 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 Supplementary modules

<sup>1</sup>In 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. <sup>2</sup>Complementary modules must be approved in advance by the examination board. <sup>3</sup>Further details are regulated by the subject-specific Examination and Study 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 allowed to take other modules (additional modules) offered at BTU as part of the Master's programme.

(2) <sup>1</sup>The 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. <sup>2</sup>However, 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 (Master) and Master Certificate

(1) <sup>1</sup>The University issues a Transcript of Records, a Diploma Supplement and a certificate for the successfully completed Master's programme. <sup>2</sup>The final documents are issued in German and English. <sup>3</sup>Further details are regulated by the guidelines on the issue 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

<sup>1</sup>Upon 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. <sup>2</sup>The request must be submitted to the examiner within four weeks of the announcement of the result of the individual performance at the latest. <sup>3</sup>The examiner shall determine the time and place of the inspection in consultation with the student. <sup>4</sup>The student must be given sufficient time to inspect all relevant documents.

### § 30 Invalidity of module examinations, revocation of the Master's degree

(1) <sup>1</sup>If the examinee has cheated in an examination or academic performance and this fact only becomes known after the certificate has been issued, the result can be corrected retrospectively. <sup>2</sup>If necessary, the result of the module examination can be declared "insufficient" or "failed". <sup>3</sup>The same applies to the assessment of the Master Thesis.

(2) If the requirements for taking the examinations or academic performances, admission to the Master 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 is cured by passing the examinations or academic performances.

(3) If the examinee has wilfully and wrongly obtained the right to take the examinations or academic performances, the grade of the examination may be declared "insufficient" or the grade of the academic performance may be declared "failed" and the overall grade of the Master's examination may be declared "insufficient" (5.0).

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

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

### § 31 Appeal procedure

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

### § 32 Entry into force, expiry

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

(2) <sup>1</sup>From 01 October 2016, these regulations will apply to all university Master's study programmes. <sup>2</sup>At the same time, the General Examination and Study Regulations for Master's study programmes at BTU Cottbus dated 21 December 2010 (OJ 05/2011) and the regulations governing part-time studies at BTU Cottbus dated 29 May 2006 (OJ 06/2006) shall cease to apply.

(3) <sup>1</sup>For modularised diploma examination regulations, §§ 6, 7, 10, 12, 13, 14, 15 paragraphs 4 to 6, §§ 16, 18, 19, 20, 24 paragraphs 2 to 7 and § 31 of these regulations shall apply. <sup>2</sup>In cases of doubt, the provisions of the General Study and Examination Regulations shall take precedence.

(4) <sup>1</sup>From 1 October 2016, these regulations shall apply to all degree programmes at universities of applied sciences, with the exception of the provisions in Sections 8, 12, 13 (1) to (4) and (6); Sections 14, 15, 16 (4); Sections 23 and 28. <sup>2</sup>At the same time, the University Study and Examination Regulations of the Lausitz University of Applied Sciences (UAS), Part A (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), with the restrictions resulting from sentence 1, shall cease to be in force.

(5) <sup>1</sup>The subject-specific Examination and Study Regulations of all Master's degree programmes at BTU must be adapted to these regulations by 1 October 2018 (efficacy) at the latest. <sup>2</sup>At this point in time, the exceptions in para. 4 sentence 1 shall expire and the HSPO Part A of Lausitz University of Applied Sciences shall finally cease to apply. <sup>3</sup>In cases of doubt, the provisions of these framework regulations shall take precedence during the transition period. <sup>4</sup>If 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 in accordance with Section 23 (2) sentence 1 BbgHG, 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 statutes 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 statutes 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 Statutes 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 on 21 September 2023, corrected by the correction of the Fourth Amendment Statutes (AMbl. 18/2024 of 01.07.2024).

Fifth Amendment Statutes 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 Master's degree programme xyz dated dd.mm.yyyy

On the basis of Section 5 (1) sentence 2, Section 10 (5) 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]p. 32) and Section 16 (2) No. 1 and Section 29 (4) Sentence 1 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) and Section 1 (1) of the General Examination and Study Regulations for Master's study programmes at the BTU Cottbus-Senftenberg of 12 September 2016 (AMbl. 14/2016), last amended by the Fifth Amendment Statute of dd. month 2024 (AMbl. XX/2024)".

#### Table of contents

#### § 1 Scope of application

<sup>1</sup>These statutes regulate the subject-specific features of the Master's study programme [name]. <sup>2</sup>They supplement the General Examination and Study Regulations (RahmenO-MA) 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-MA]*

*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 Special admission and enrolment requirements

*[Supplement to § 4 RahmenO-MA]*

*Subject-specific admission requirements, prior knowledge requirements, aptitude tests if applicable*

#### § 5 Standard period of study, credits for the programme

*[Concretisation §§ 5, 6 RahmenO-MA]*

*Regular duration of the standard programme in programme-specific semesters [§ 5 para. 1], information on deviating CP numbers [§ 5 para. 2], if applicable*

*Start of the Studies: WS and/or SS [§ 5 para. 3]*

*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-MA]*

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

*If applicable, stipulations on regulations for individual study plans [§ 10 para. 4].*

*underpinned by Annex 1, Overview of modules and module examinations [§ 10 para. 1]*

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

#### § 7 (optional) Special regulations for organisation of examinations

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

*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 Master Thesis

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

*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].*

### **§ 9 Further supplementary regulations**

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

*Optional: Deviating regulations on the composition of the PA (Section 18 (2))*

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

*Optional: Regulations on complementary modules (§ 26)*

### **§ 10 Efficacy, expiry, interim regulations**

*[Concretisation § 32 RahmenO-MA]*

#### **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\_MA

### Preamble

<sup>1</sup>This annex regulates, as part of a trial phase, 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). <sup>2</sup>Unless 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 simultaneously in the form of written supervisory work in a specified time window under video supervision.

(2) <sup>1</sup>During 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). <sup>2</sup>There is no further room surveillance. <sup>3</sup>Video supervision is carried out by BTU supervisory staff. <sup>4</sup>The video surveillance must also 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) <sup>1</sup>An 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. <sup>2</sup>All participants are obliged to activate the camera and microphone functions used for the examination for the entire duration of the examination.

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

### 3. Further regulations for conducting online examinations

#### A Examination modalities

(1) <sup>1</sup>If an online examination is to be conducted as the standard form of examination for a module, this must be documented in the module description. <sup>2</sup>If 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. <sup>3</sup>If this is not possible, the form of examination shall be determined and announced within a reasonable period of time before the examination.

(2) <sup>1</sup>The announcement informs students of the technical and organisational requirements that must be met for the examination to be conducted properly. <sup>2</sup>Students 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) <sup>1</sup>Storage of the data processed in connection with authentication beyond technically necessary intermediate storage is not permitted. <sup>2</sup>Personal data from intermediate storage must be deleted as quickly 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:

- d) 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,
- e) the information security of the electronic communication device is not compromised at any time,
- f) the confidentiality of the information on the electronic communication device is not compromised at any time, and
- g) A complete uninstallation is possible after the online check.

#### **D Technical errors**

(1) <sup>1</sup>If 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. <sup>2</sup>The examination attempt is deemed not to have been taken. <sup>3</sup>This does not apply if the disruption was caused by the student.

(2) <sup>1</sup>If 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. <sup>2</sup>If the technical disruption persists so that the oral examination cannot be continued properly, the examination shall be repeated at a later date. <sup>3</sup>Paragraph 1 sentences 2 and 3 apply accordingly. <sup>4</sup>If 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. Trial of further written examination formats**

<sup>1</sup> The testing of contemporary online examination formats may 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. <sup>2</sup>This includes in particular, examination formats in which the nature of the task, including the use of certain approved aids, requires the examinee to work independently on the task 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. <sup>3</sup>In such cases, the examinee must confirm in writing that the examination was completed independently and only using the authorised aids. <sup>4</sup>The provisions of section 3 apply analogously.

#### **Article 2 Efficacy**

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

<sup>2</sup>The 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.

<sup>3</sup>A 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 Master's degree programmes in the version valid from the efficacy of these statutes in the Official Gazette of the BTU.