

**Unofficial Convenience Translation**  
**of the General Study and Examination Regulations of Technische Universität Berlin**  
**of 9 September 2020**  
**– as amended by the amending statutes of 6 September 2023 <sup>1</sup>**

On the basis of the resolution of the Academic Senate of Technische Universität Berlin (ASResolution 23/851 – 06.09.2023), the wording of the General Study and Examination Regulations of Technische Universität Berlin (*Allgemeine Studien- und Prüfungsordnung – AllgStuPO*) of 9 September 2020 (TU Berlin Official Gazette No. 19/2021,0 p. 185) is hereby published below, taking into account the amendments of 6 September 2023.

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<sup>1</sup>TU Berlin Official Gazette No. 28/2024 of 18 October 2024

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## **I. General Regulations**

### **Section 1 Scope of application**

(1) <sup>1</sup>These regulations govern the application, admission, and enrollment procedures at Technische Universität Berlin (TU Berlin) for first and higher degree semesters. <sup>2</sup>Insofar as no provisions are made in these regulations regarding individual aspects of application, selection, admission, enrollment, and registration, the president shall decide provisionally and immediately refer the matter to the Academic Senate in accordance with Section 9 (1) sentence 1 no. 6 of the TU Berlin Constitution (*Grundordnung*). <sup>3</sup>The provisions of these regulations shall take precedence over the study program-specific application and admission regulations, unless exceptions are expressly permitted in these regulations.

(2) <sup>1</sup>These regulations regulate the organization of studies and examinations for all study programs at TU Berlin. <sup>2</sup>The provisions of these regulations shall take precedence over the subject-specific study and examination regulations, unless exceptions are expressly permitted in these regulations.

(3) Continuing education programs and programs jointly operated with one or more other universities or designed and executed on the basis of specific statutory provisions may define regulations which deviate from these regulations, taking into account the special requirements of the study program.

### **Section 2 Entry into force/expiration**

(1) These regulations take effect in the 2021/22 winter semester, but at the latest on the day after publication.

(2) Upon these regulations taking effect, all applicable application and admission regulations as well as study and examination regulations shall be adjusted hereto within no more than two years. Primacy of the provisions hereof is not affected.

(3) The following regulations expire with the entry into force of these regulations:

1. Statutes for the Determination of Admission Procedure Quotas to be Allocated in Advance (*Satzung zur Festsetzung der vorab zu vergebenden Quoten im Zulassungsverfahren*) of 12 July 2012 (TU Berlin Official Gazette 6/2012), in the version of the amending statutes of 15 January 2014 (Berlin Official Gazette 6/2014);
2. The new version of the Statutes of Technische Universität Berlin Governing University Selection Procedures (*Satzung der Technischen Universität Berlin über die Durchführung hochschuleigener Auswahlverfahren – AuswahlSa*) of 10 December 2014 (TU Berlin Official Gazette 13/2015); and
3. The General Study and Examination Regulations (*Ordnung zur Regelung des Allgemeinen Studien- und Prüfungsverfahrens*) of 8 May 2013 (TU Berlin Official Gazette 1/2014) in the version of the amending statutes of 9 September 2015 (TU Berlin Official Gazette 36/2015).

### **Section 3 Deadlines**

(1) <sup>1</sup>If deadlines are not determined by law or ordinance, they will be determined by the president and announced in the TU Berlin Official Gazette and other appropriate forms. <sup>2</sup>Deadlines are to be determined in good time, no later than the end of the semester preceding the semester during which the deadline expires.

(2) <sup>1</sup>Notwithstanding subsection 1, the deadlines for accepting a university place and enrolling in a restricted admission degree program are determined by the responsible body at TU Berlin and communicated in the letter of admission. <sup>2</sup>The term to accept must be at least five days.

(3) <sup>1</sup>All deadlines are final. <sup>2</sup>In justified individual cases, the responsible body at TU Berlin can disregard the deadlines if this is not prohibited by legal or other regulations.

## **II – General Application and Admission Procedures**

### **Part 1 – General regulations**

#### **Section 4 Application format, number of applications**

(1) The application format will be determined and suitably communicated by the responsible body at TU Berlin.

(2) <sup>1</sup>Documents required for application are to be officially certified and submitted together with the application to the relevant TU Berlin body unless specified otherwise. <sup>2</sup>If the relevant body of the University administration already has documents in its possession due to other applications, these will be considered.

(3) <sup>1</sup>TU Berlin is not required to investigate facts ex officio. <sup>2</sup>Documents not submitted in the correct form or not submitted in full are not required to be considered.

(4) <sup>1</sup>The number of concurrent applications for admission to degree programs for a first university degree is determined by the Berlin State Higher Education Act (*Berliner Hochschulgesetz – BerlHG*) and the Ordinance on Higher Education Admissions for the State of Berlin (*BerlHZVO*). <sup>2</sup>The number of concurrent applications for admission to graduate degree programs is determined by the responsible body at TU Berlin.

#### **Section 5 Inclusion**

<sup>1</sup>Selection criteria must not be used to disadvantage applicants on the grounds of a disability or chronic illness. <sup>2</sup>If, due to a disability, proof of the existence of a special admission requirement cannot be provided in the prescribed form or within a prescribed period, academic adjustments shall be granted upon request. <sup>3</sup>All information about selection criteria is to be made fully accessible. <sup>4</sup>If a disadvantage due to a disability or chronic illness is claimed, the modalities of the selection procedure must be modified in consultation with the selection committee. <sup>5</sup>In cases of doubt, the representative for students with disabilities and chronic illnesses is to be consulted.

## **Section 6 Transfer of responsibilities**

TU Berlin can transfer duties and services related to the processing of applications to third parties.

## **Section 7 Portals and electronic communication**

- (1) If TU Berlin provides electronic portals for the purpose of application and enrollment, applicants must use them.
- (2) Unless otherwise determined by the relevant body at TU Berlin, communication with applicants only takes place via email and the application portals provided.

## **Part 2 – Application**

### **Section 8 General and subject-specific application requirements**

- (1) The general application requirements are determined by Sections 10 to 13 BerlHG and the provisions of these regulations.
- (2) The subject-specific application requirements are determined by the application and admission regulations of the individual degree program.

### **Section 9 Bachelor's or equivalent university degree – University entrance qualification certificate**

- (1) <sup>1</sup>The applicant must have a university entrance qualification certificate for the selected degree program at the time of application. <sup>2</sup>Should the applicant have two or more university entrance qualification certificates, they must clearly identify which entrance qualification is to be used for each selected degree program. <sup>3</sup>Failure to do so will result in the first university entrance qualification certificate acquired being used as the basis for application and selection.
- (2) <sup>1</sup>The equivalence of international university entrance qualifications must be established unless applicants have already acquired university entrance qualifications under German law. <sup>2</sup>Assessments of equivalence are based on the evaluation recommendations of the Central Office for Foreign Education.
- (3) <sup>1</sup>Responsibility for decisions on the evaluation of international educational qualifications for admission to higher education in Berlin pursuant to subsection 2 lies with the relevant body at TU Berlin or the senate administration of the State of Berlin or a third party commissioned by TU Berlin to certify university entrance qualifications. <sup>2</sup>Such certification includes reviewing whether the submitted application documents are complete and meet the application and admission requirements of the selected degree program as well as re-calculating the final grade of the university entrance qualification based on the modified Bavarian formula, if necessary. <sup>3</sup>The relevant body at TU Berlin decides on the form of proof of certification.
- (4) The published requirements of the relevant legal provisions, in particular the Berlin Education Act (*Berliner Schulgesetz*), the TU Berlin Preparatory School Education and Examination Regulations (*Ordnung über die Ausbildung und Prüfung am Studienkolleg der TU Berlin*), and the relevant resolutions of the Standing Conference of the Ministers of Education and Cultural Affairs (*Kultusministerkonferenz*) apply to applicants without a university entrance qualification under German law and who are required to take an assessment test prior to admission or who wish to acquire the necessary German language skills through a preparatory course.

### **Section 10 Master's entrance qualification**

- (1) <sup>1</sup>Applicants must have a bachelor's or equivalent university degree by the time they submit their application for admission; the provision of Section 24 (4) remains unaffected. <sup>2</sup>The equivalence of this university degree must be established if it was not acquired under German law.
- (2) <sup>1</sup>Responsibility for decisions on the equivalence of a bachelor's or equivalent university degree pursuant to subsection 1 lies with the relevant body at TU Berlin or a third party commissioned by TU Berlin to certify the bachelor's or equivalent university degree. <sup>2</sup>Such certification includes reviewing whether the submitted application documents are complete and meet the application and admission requirements of the selected degree based on the modified Bavarian formula, if necessary. <sup>3</sup>The relevant body at TU Berlin decides on the form of proof of certification.

### **Section 11 Language skills**

- (1) <sup>1</sup>Applicants without a university entrance qualification under German law must submit proof of sufficient German language skills at the time of application pursuant to the relevant resolution of the Standing Conference of the Ministers of Education and Cultural Affairs regarding applications from international applicants with foreign educational certificates to study at German universities, unless otherwise specified in the relevant study program-specific study and examination regulations. <sup>2</sup>Further details about the proof of language skills is determined by the relevant body at TU Berlin.
- (2) <sup>1</sup>Required skills in other languages are regulated in the subject-specific application and admission regulations on the basis of the Common European Framework of Reference for Languages in consultation with the Academic Senate. <sup>2</sup>Further details about the proof of language skills is determined by the relevant body at TU Berlin.
- (3) Subsection 1 does not apply to applicants for doctoral opportunities or applicants with a university entrance qualification from Austria or a German-speaking region of Switzerland.

### **Section 12 Proof and review of application requirements**

- (1) <sup>1</sup>Proof that the admission requirements have been fulfilled is required when enrolling, in cases of Section 13, this must be submitted with the application for admission; the provision of Section 24 (4) remains unaffected. <sup>2</sup>Further details about how and when to submit proof is determined by the relevant body at TU Berlin.
- (2) <sup>1</sup>The responsible examination board votes on whether the subject-specific and language admission requirements have been fulfilled; the relevant body at TU Berlin takes a decision regarding admission on the basis of this vote. <sup>2</sup>The vote may also be cast by a selection committee appointed in accordance with Section 14, if provided for by the study program-specific application and admission regulations.

(3) On the basis of the career profiles provided by the Federal Employment Agency (*Bundesagentur für Arbeit*), the responsible body at TU Berlin shall decide whether professionally qualified applicants pursuant to Section 11 (2) BerlHG possess an appropriate professional qualification or are required to take an entrance exam in accordance with Section 11 (3) BerlHG.

### **Part 3 – Admission procedure**

#### **Section 13 Selection procedure**

(1) <sup>1</sup>Selection procedures will be conducted for all degree programs with restricted admission. <sup>2</sup>Procedures are conducted on the basis of statutory provisions, the provisions of these regulations, as well as the respective study program-specific application and admission regulations.

(2) As a rule, the following applicant groups must be admitted in order to enroll:

1. Applicants for study programs in accordance with subsection 1;
2. Applicants from abroad;
3. Applicants under Section 11 BerlHG (professionally qualified candidates);
4. All applicants for master's programs.

(3) Notwithstanding the provisions of Sections 15 to 22 of these regulations, Section 14 of the Act on the Admission to Higher Education Institutions in the State of Berlin to Degree Programs with Restricted Admission (*Berliner Hochschulzulassungsgesetz – BerlHZG*) applies to applications for the second and higher degree semesters of bachelor's or equivalent study programs and Section 15 (3) BerlHZG for graduate study programs.

#### **Section 14 Selection committee**

(1) <sup>1</sup>At the suggestion of the faculty board responsible for the study program, the TU Berlin Executive Board appoints a selection committee to prepare the selection decision. <sup>2</sup>At least two members must be authorized to give exams, one of whom must be a professor; Section 13 (2) BerlHZVO applies accordingly to selection interviews. <sup>3</sup>The committee is appointed for a term of office of two years, which, as a rule, corresponds with the term of office of the faculty board.

(2) At the request of the faculty board, the selection committee reports on its combined experiences following the completion of the selection procedure and makes recommendations for its further development.

### **Part 4 – Selection in bachelor's degree programs or equivalent**

#### **Section 15 Selection quotas**

The selection quotas for undergraduate degree programs are determined as follows:

1. The advance quota for cases with exceptional circumstances is fixed at five percent.
2. The advance quota for international applicants is fixed at eight percent.
3. The advance quota for applicants for a second undergraduate degree is fixed at three percent.
4. The advance quota for applicants who are minors at the time of application and reside with a legal guardian in Berlin or Brandenburg is fixed at five percent.
5. The advance quota for applicants who belong to a group of people whom it is in the public interest to support and whose special circumstances require them to remain in a specific area to study is fixed at one percent; this applies in particular to prospective students trained at national level in squads (Olympic squad, Paralympic squad, prospective squads, supplementary squads, junior squads 1 and 2) of a national association of the German Olympic Sports Confederation for one of the sports located at the Olympic centers in Berlin or Brandenburg.
6. The advance quota for professionally qualified applicants is fixed at five percent.
7. After deduction of these advance quotas, the selection quota of Section 11 (1) no. 1 BerlHZG (selection procedures of the universities) for a first undergraduate degree program is fixed at zero percent.

#### **Section 16 Selection within the quotas**

(1) Selection within the quota of Section 15 no. 1 takes place in accordance with Section 10 (2) BerlHZG.

(2) <sup>1</sup>Selection within the quota of Section 15 no. 2 takes place as follows: In restricted admission undergraduate degree programs, TU Berlin initially allocates 50 percent of the places available within the quota to graduates of the TU Berlin Preparatory School (*Studienkolleg*) who are already enrolled at TU Berlin for the purpose of taking an assessment test or acquiring language skills within the framework of the precourse, using a ranking list according to qualification. <sup>2</sup>The remaining places are allocated to all applicants within this quota on the basis of a ranking list by qualification. <sup>3</sup>If a clearing procedure is held, all vacant places will be allocated on the basis of a joint ranking list by qualification. <sup>4</sup>In case of equal ranking, the place will be awarded to the applicant who has been granted asylum in Germany. <sup>5</sup>If equal ranking still exists after this, the place will be awarded to an applicant who belongs to a recognized German-speaking minority group abroad. <sup>6</sup>If equal ranking still exists after this, the place will be awarded to an applicant receiving a scholarship to study from a German institution. <sup>7</sup>If equal ranking still exists after this, a decision is taken by drawing lots.

(3) Selection within the quota of Section 15 no. 3 takes place in accordance with Section 10 (4) BerlHZG.

(4) Selection within the quota of Section 15 no. 4 takes place in accordance with Section 10 (5) BerlHZG.

(5) Selection within the quota of Section 15 no. 5 takes place in accordance with Section 10 (5) BerlHZG.

(6) <sup>1</sup>Selection within the quota of Section 15 no. 6 takes place by qualification. <sup>2</sup>The most recent training or advancement certificate relevant for inclusion in the quota forms the basis for selection. <sup>3</sup>If the certificate does not contain an average grade with a decimal place,

the average grade is calculated as the arithmetic mean of the individual grades shown on the certificate, whereby only the first decimal place after the decimal point is taken into account; all other places are deleted without rounding. <sup>4</sup>If the corresponding certificate does not show a grade, the application with the lowest passing grade will be considered in the admission procedure. <sup>5</sup>Section 12 BerlHZG applies in the event of equal ranking.

### Section 17 Admissions decision

(1) The decision on the selection is made by the responsible body at TU Berlin based on the results achieved in the selection procedure and resulting ranking list after the selection procedure has been completed.

(2) <sup>1</sup>Successful applicants receive a letter of admission along with the deadline for enrollment pursuant to Section 3 (2). <sup>2</sup>Successful applicants who fail to enroll by the deadline lose their right to their university place; this will be subsequently reallocated within the framework.

(3) Unsuccessful applicants receive a letter of rejection.

## Part 5 – Selection in consecutive master's degree programs

### Section 18 Selection quotas

The selection quotas for master's degree programs are determined as follows:

1. Five percent of the available university places, though at least one place, are allocated as an advance quota for applicants who would experience exceptional circumstances if denied admission;
2. 80 percent of the remaining university places available after consideration of the advance quota in number 1 are allocated according to the results of the selection procedure pursuant to Section 20;
3. 20 percent of the remaining university places available after consideration of the advance quota in number 1 are allocated by waiting period. The waiting period is calculated on the basis of Section 15 (1) no. 2 BerlHZG.

### Section 19 Selection criteria

(1) Selection within the quota according to Section 18 sentence 1 no. 1 takes place in accordance with Section 10 (2) BerlHZG (exceptional circumstances quota).

(2) The faculty board determines the type, content, and scope of the criteria to be applied in a selection procedure according to Section 15 (2) BerlHZG as well as their weighting and the procedure for forming a ranking list in the study program-specific application and admission regulations.

(3) If a study program-specific selection procedure is not specified in accordance with subsection 2, the University will award the places in the selection procedure

1. according to the level of qualification, which is measured by the result of the examination of the study program that is relevant for access to the desired graduate study program (with a weighting of 80 percent) and
2. according to additional qualifications acquired outside of university studies (with a weighting of 20 percent).

(4) <sup>1</sup>The number of participants in the selection procedure may be restricted. <sup>2</sup>It must be at least double the designated number of admissions. <sup>3</sup>The selection criterion for inclusion in the procedure is the level of qualification. <sup>4</sup>The selection committee decides on any restriction as well as the number of participants and how they will be selected at the beginning of the selection procedure.

### Section 20 Selection procedure

(1) <sup>1</sup>As part of the selection procedure in accordance with Section 19 (3), up to 100 points shall be awarded for the criterion under 19 (3) no. 1 in accordance with the following table:

| Grade | Points | Grade | Points |
|-------|--------|-------|--------|
| 1.0   | 100    | 2.6   | 52     |
| 1.1   | 97     | 2.7   | 49     |
| 1.2   | 94     | 2.8   | 46     |
| 1.3   | 91     | 2.9   | 43     |
| 1.4   | 88     | 3.0   | 40     |
| 1.5   | 85     | 3.1   | 37     |
| 1.6   | 82     | 3.2   | 34     |
| 1.7   | 79     | 3.3   | 31     |
| 1.8   | 76     | 3.4   | 28     |
| 1.9   | 73     | 3.5   | 25     |
| 2.0   | 70     | 3.6   | 22     |
| 2.1   | 67     | 3.7   | 19     |
| 2.2   | 64     | 3.8   | 16     |
| 2.3   | 61     | 3.9   | 13     |

| Grade | Points | Grade | Points |
|-------|--------|-------|--------|
| 2.4   | 58     | 4.0   | 10     |
| 2.5   | 55     |       |        |

(2) <sup>1</sup>Selection criteria under Section 19 (3) no. 2 can include completed relevant vocational training, activities as a student assistant or working student, as well as practical professional experience, in each case in relation to the teaching content and academic objectives of the relevant master's degree program. <sup>2</sup>Up to 100 points are awarded in accordance with the following principles:

1. 20 points for each completed vocational training course,
2. 20 points (including partial points) for each activity as a student assistant at a higher education institution or as a working student with a full-time equivalent duration of one year, as well as
3. 20 points (including partial points) for practical professional experience with a full-time equivalent duration of one year.

(3) <sup>1</sup>The selection committee shall rank the applicants. <sup>2</sup>The ranking list contains the following information about each candidate in the selection procedure:

1. Number of points achieved for each criterion
2. Weighted number of points for each criterion in accordance with Section 19 (3) and
3. Total number of points

(4) The responsible body at TU Berlin is to be informed of the results of the selection procedure in the required format.

### Section 21 Admissions decision

(1) The decision on admission is made by the responsible body at TU Berlin after the selection procedure has been completed, based on the results achieved in the selection procedure and resulting ranking list.

(2) <sup>1</sup>Successful applicants receive notification of admission along with a deadline for providing written acceptance of the university place and for enrollment in accordance with Section 3 (2), as well as information about the documents required for enrollment. <sup>2</sup>If an applicant fails to enroll by this deadline, the university place will be reallocated in a clearing procedure according to the ranking list.

(3) Unsuccessful applicants receive a letter of rejection.

(4) <sup>1</sup>Admission is only granted for the core subject at TU Berlin for teacher training master's degree programs. <sup>2</sup>Internal applicants continue with the secondary subject from their bachelor's program. <sup>3</sup>For external applicants, the decision on the secondary subject is made in consultation with the TU Berlin body responsible for teacher training master's programs and the university offering the secondary subject.

### Section 22 Transition from a bachelor's to a master's program

(1) <sup>1</sup>To ensure students can continue their studies in a master's program without delay, applicants for the first degree semester who are unable to provide proof of a bachelor's or equivalent university degree by the application deadline may still apply provided they require no more than 30 credit points to complete their degree by the application deadline. <sup>2</sup>In justified individual cases, students can request an exception to this rule with the recommendation of the relevant examination board. <sup>3</sup>Applicants are expected to acquire their bachelor's or equivalent degree by the time they commence their master's studies. <sup>4</sup>This regulation only applies to applicants studying for a bachelor's or equivalent university degree at a university in the European Higher Education Area.

(2) Applicants under subsection 1 must submit a certificate from the examination board or other body responsible for examinations with their application with the following details:

1. total sum of credit points earned thus far,
2. maximum number of credit points still required,
3. current study program, standard period of study, and degree,
4. grades and modules thus far, and
5. the interim overall grade.

(3) Notwithstanding subsection 1, the Berlin Teacher Education Act (*Lehrerbildungsgesetz*) requires applicants for teacher training master's programs to have a total of 120 credit points in their core subject, secondary subject, and vocational sciences in their bachelor's degree as well as proof that they have registered for the bachelor's thesis.

(4) Applications to a higher degree semester are not possible in the cases of subsections 1 and 3.

## Part 6 – Enrollment

### Section 23 Enrollment requirements

(1) Applicants shall be enrolled if they

1. fulfill the admission requirements under Sections 10 to 13 BerlHG;
2. demonstrate, by their own declaration, that they have not enrolled in the selected study program at any other higher education institution within the scope of application of the Framework Act for Higher Education (*Hochschulrahmengesetz*), or a higher education institution of a Member State of the European Union or other signatory to the Agreement on the European Economic Area;
3. demonstrate, by their own declaration, that they have not definitively failed to complete the requirements of the selected study program, or definitively failed prescribed exams, at any other higher education institution within the scope of application of the Framework Act for Higher Education, or a higher education institution of a Member State of the European Union or other signatory

- to the Agreement on the European Economic Area, where these are a compulsory component of the study program at TU Berlin;
  - 4. demonstrate, based on statutory provisions, that they are covered by health insurance;
  - 5. have paid fees and contributions, including social contributions to the Studierendenwerk, contributions to the student body, and the amount for the public transportation pass (*Semesterticket*) if they do not provide proof that they are exercising their membership rights at another university in Berlin or Brandenburg and have paid the contribution fees there;
  - 6. have been admitted to an undergraduate restricted admission degree program or have applied to enroll in an unrestricted undergraduate degree program or have been admitted to a continuing education degree program or their declaration of intent to pursue a doctorate has been accepted by the responsible faculty;
  - 7. no statutory grounds for refusal under Section 14 (3) BerlHG exist.
- (2) It is also possible to enroll in an additional restricted admission study program on the condition that this is reasonable in terms of the study goal and other students are not thereby excluded from pursuing their first degree.
- (3) Students who have previously studied will be enrolled in a degree semester on the basis of any study and examination credits transferred in accordance with Section 61.

#### **Section 24 Fixed-term enrollment**

- (1) <sup>1</sup>International applicants whose university entrance qualifications do not qualify them for direct admission to a program (no equivalence, as defined in Section 9 (2) hereof), can be enrolled in the TU Berlin Preparatory School for a fixed term in accordance with the applicable administrative provisions in order to prepare for the assessment test. <sup>2</sup>The fixed term is generally two semesters or, in the event of additional attendance at a German preparatory course, three semesters. <sup>3</sup>There is no allocation to a study program. <sup>4</sup>Applicants are not permitted to take module exams during this enrollment.
- (2) <sup>1</sup>International applicants with equivalent university entrance qualifications pursuant to Section 9 (2), but without sufficient knowledge of German, may be enrolled for a fixed term, usually for two semesters, in order to prepare for the German admissions test (*Feststellungsprüfung Deutsch*). <sup>2</sup>Enrollment is limited to a fixed term of one semester for applicants under sentence 1, in order to attend introductory programs of the Preparatory School to prepare for the German admissions test. <sup>3</sup>There is no allocation to a study program. <sup>4</sup>Applicants are not permitted to take module exams during this enrollment.
- (3) <sup>1</sup>International applicants wishing to study within an exchange program between Technische Universität Berlin and their home university, or within the scope of standard study visits abroad, can generally be enrolled for a maximum of two semesters or for the number of semesters stipulated in the dual degree agreement without a specific admissions procedure. <sup>2</sup>In exceptional substantiated cases and on application to the responsible unit of TU Berlin, extension by an additional two semesters is possible. <sup>3</sup>A final thesis may be completed. <sup>4</sup>There is no legal entitlement to this, unless agreed in the exchange program.
- (4) <sup>1</sup>Applicants who applied in accordance with Section 22 and have been admitted are enrolled under reserve of revocation for one semester. <sup>2</sup>Proof of successful completion of previous studies must be submitted before the re-registration deadline for the second semester; if a student fails to do so, they will be exmatriculated or their master's studies terminated if they are still enrolled in another degree program. <sup>3</sup>The deadline can be extended once by one semester in cases where the applicant is not responsible for the failure to provide proof.
- (5) Notwithstanding the provisions of subsections 1 to 4, applicants can enroll in study programs for a fixed-term of maximum two semesters if they are not pursuing an academic degree.

#### **Section 25 Enrollment procedure**

- (1) <sup>1</sup>Applications for enrollment shall be submitted in the required format to the responsible body at TU Berlin by the designated deadline in accordance with Section 3. <sup>2</sup>Doctoral candidates can submit an application for enrollment at any time.
- (2) The decision is taken by the responsible body at TU Berlin.
- (3) <sup>1</sup>Certificates and declarations necessary for enrollment are to be attached to the enrollment application; this also includes the presentation of a valid identity card or a current registration certificate (*Meldebescheinigung*); reference is made to Section 10 (6) no. 1a BerlHG. <sup>2</sup>The responsible body at TU Berlin can specify a deadline for submitting missing/additional documents. <sup>3</sup>All required documents and declarations shall be available at the latest by the time of enrollment.
- (4) <sup>1</sup>A candidate can be enrolled for one semester, subject to withdrawal, if they fulfill the conditions for enrollment but are unable to verify this in time for reasons beyond their control. <sup>2</sup>If a statement appears dubious, or proof cannot be provided in the specified way, or there are doubts about the accuracy or authenticity of submitted documents, the responsible body at TU Berlin shall decide on the appropriate form of proof.
- (5) In addition to the provisions of these regulations, the regulations of BerlHG, BerlHZG, and BerlHZVO apply to enrollment in a second or higher degree semester.
- (6) Enrollment is completed when the student is provided with the enrollment certificate in the appropriate manner.

#### **Section 26 Rights and responsibilities following enrollment**

- (1) <sup>1</sup>Enrollment constitutes membership of Technische Universität Berlin. <sup>2</sup>It establishes the right to use University facilities according to the applicable regulations and the requirement to actively pursue studies according to one's abilities. <sup>3</sup>Students are expected to contribute to shaping and developing TU Berlin.
- (2) <sup>1</sup>Upon providing a photo, students receive a student ID which serves as proof of their membership of TU Berlin and allows them to make use of related services. <sup>2</sup>The student ID is the property of TU Berlin and, if applicable, also functions as the public transportation pass (*Semesterticket*).
- (3) Students are obliged to advise the responsible body at TU Berlin immediately of any change of name, semester address, or home address, or the loss of a student ID card.



## **Section 27 Transfer to another degree program**

The measures of these regulations regarding enrollment in a restricted admission and non-restricted admission degree program apply to transfers to other degree programs at TU Berlin.

## **III. General Objectives of Study**

### **Section 28 Mission statement**

(1) TU Berlin is a scientific, internationally active educational institution; during their studies, students acquire the competences laid out in the Mission Statement for Teaching, preparing them for the global labor market.

(2) <sup>1</sup>TU Berlin supports good scientific practice in studying and teaching in accordance with the Principles for Ensuring Good Research Practice at TU Berlin. <sup>2</sup>Staff with teaching responsibilities are required to acquire and further develop their teaching skills and are supported in their endeavors by TU Berlin.

(3) <sup>1</sup>All TU Berlin study programs are subject to continuous quality assurance. <sup>2</sup>More information on quality in teaching and learning can be found in TU Berlin's Quality Management Regulations.

### **Section 29 Protection against discrimination and conflict management**

(1) <sup>1</sup>TU Berlin provides for study conditions which are free of discrimination and reflect diversity, and promotes respectful and sensitive conduct among its members. <sup>2</sup>Those affected by conflict and discrimination are encouraged to exercise their rights and to seek advice and support. <sup>3</sup>All TU Berlin advising offices are directed centrally.

(2) <sup>1</sup>Within the framework of conflict and complaint management, TU Berlin ensures transparent procedures are used to find solutions to conflicts and complaints outside of administrative procedures, which are accepted by all persons involved as far as possible. <sup>2</sup>Individuals submitting a complaint receive confirmation of receipt of the complaint within one working day and, upon request, feedback about the status of the processing of the issue or implementation.

(3) Guidelines provide recommendations on how to handle discriminatory behavior and manage conflict.

### **Section 30 Academic advising**

(1) Academic advising includes general academic advising and course guidance under Section 28 BerlHG.

(2) <sup>1</sup>General academic advising and information is offered to students and prospective students, including for comprehensive issues. <sup>2</sup>This includes educational guidance and psychological counseling; information on inclusion of students with children, dependents requiring care, disabilities and/or chronic illnesses; financing studies; and information about relevant advising offers/services. <sup>3</sup>Special advising offers/services are provided for professionally qualified applicants and students, international students, students planning a stay abroad, and for students entering the workforce or taking up self-employment.

(3) <sup>1</sup>Course guidance is provided by each faculty to support students in their studies with course-related advice. <sup>2</sup>Its tasks include helping students sensibly plan and pursue their studies on the basis of their individual skills and career expectations, and helping them complete their studies with as little delay as possible. <sup>3</sup>Such tasks include regular introductory events and advice on interdisciplinary studies.

(4) <sup>1</sup>In order to coordinate tasks, the faculty board, in accordance with Sections 28 and 73 BerlHG, appoints a professor as a course guidance representative who is in turn supported by student assistants. <sup>2</sup>The faculty board may enlist the help of other members of the faculty for course guidance.

(5) Further specific advice is provided on individual subject areas by the responsible professor.

(6) The faculty also publishes detailed information and guidance on study programs, including in the relevant languages for international study programs.

(7) <sup>1</sup>Introductory events are offered to new students at the start of the first semester. <sup>2</sup>These events have priority over courses scheduled for the first semester. <sup>3</sup>Students supporting and organizing the introductory events are not to incur any disadvantages as a result.

### **Section 31 Mentoring program**

(1) <sup>1</sup>Faculties are to set up and implement mentoring programs for study programs. <sup>2</sup>Mentoring programs serve to ensure a positive exchange between students and lecturers and to improve individual support. <sup>3</sup>Such mentoring programs can be provided in different forms (for example individual, group, tandem, online mentoring, or shadowing) for a variety of target groups (for example introductory, foundation, specialization, or final degree phase) and with different objectives (e.g. course objectives, social priorities, interdisciplinary exchange). <sup>4</sup>All instructors are required to support the relevant program.

(2) All organizational units can design and establish transdisciplinary mentoring programs, which, among other things, aim to guide students during their studies and when transitioning to a career following their studies or assist with special challenges in everyday student life.

(3) <sup>1</sup>A description of the content of a mentoring program is to be provided. <sup>2</sup>It contains information about which persons can serve as mentors and mentees as well as measures for handling conflicts. <sup>3</sup>Study program-specific programs are approved by the faculty board while other programs are approved by the hosting organizational unit and published accordingly. <sup>4</sup>All mentoring programs are regularly evaluated.

## **IV. Studying and Teaching**

### **Part 1 – Student affairs**

## Section 32 Re-registration

(1) Students wishing to remain enrolled for the following semester are required to re-register.

(2) <sup>1</sup>Invitations to re-register are sent to students by the responsible body at TU Berlin. <sup>2</sup>Students who have not received these documents are not released from their obligation to re-register under subsection 1.

(3) <sup>1</sup>Re-registration for a semester shall be duly carried out by the re-registration deadline in accordance with Section 3; if a student's place of residence changes after enrolment, this must be reported no later than at the time of the next re-registration following the change by entering a valid registered address in their personal portal and presenting a valid identity card or a current registration certificate (*Meldebescheinigung*); reference is made to Section 10 (6) no. 1a BerlHG. <sup>2</sup>Subsequently, late re-registrations are only permitted if a late payment fine is paid by the end of the current semester. <sup>3</sup>The re-registration deadline may be amended for a specific date by the responsible body at TU Berlin with the consent of the Academic Senate.

(4) <sup>1</sup>Fees paid for re-registration for the upcoming semester, with the exception of administrative fees in accordance with Section 2 BerlHG, shall be refunded if a student's membership ends before the start of the semester for which re-registration is conducted. <sup>2</sup>Following the start of the semester, fees are partially refunded if the underlying regulations provide for this.

(5) Re-registration requires:

1. health insurance under the statutory provisions;
2. payment of due fees and contributions;
3. individual documents required for re-registration; these are listed in the invitation to re-register and/or the student portal;
4. proof of re-registration at another university in Berlin or Brandenburg for students exercising their membership rights there.

(6) Re-registration is confirmed to the student by sending relevant documentation for the new semester.

(7) <sup>1</sup>Re-registration is only possible if the respective study program is still offered at TU Berlin. <sup>2</sup>If a student successfully completed their studies in a study program the previous semester or definitely failed, re-registration in this study program is not possible.

(8) <sup>1</sup>A declaration amending the option to take part in academic self-governance and the student body of Technische Universität Berlin or exercise the right to vote at a faculty or institute may be made at any time. <sup>2</sup>As a rule, it shall come into force from the semester following the date of the declaration.

## Section 33 Leave of absence

(1) <sup>1</sup>Students wishing to interrupt their studies at TU Berlin in the following semester may apply for a leave of absence on important grounds, providing relevant proof at the earliest upon re-registration and at the latest four weeks after the deadline in accordance with Section 3. <sup>2</sup>Important grounds for a leave of absence include:

1. studies or a program-related internship abroad;
2. completion of an internship not part of the degree program;
3. personal disability or chronic or ongoing illness;
4. the periods of protection regulated in Section 3 et seq. of the Maternity Protection Act (*Mutterschutzgesetz*) and parental leave in accordance with the relevant statutory regulations;
5. illness of/care for a child or close relative requiring care in accordance with the Care Leave Act (*Pflegezeitgesetz*);
6. care of a child within the first eighteen years of life, for a maximum of three years.

(2) <sup>1</sup>A leave of absence is generally granted for one semester. <sup>2</sup>It can be granted for a maximum of four semesters per study program. <sup>3</sup>In justified cases, the upper limit may be exceeded. <sup>4</sup>The decision is taken by the responsible body at TU Berlin. <sup>5</sup>A semester of leave is deemed a regular university semester, however not a degree semester. <sup>6</sup>Students retain their student status during the leave of absence.

(3) <sup>1</sup>By way of exception, a leave of absence may be granted for applications filed late but still within the lecture period if the reason for taking leave only emerges after the deadline has expired and is unavoidable. <sup>2</sup>Coursework completed until this date is recognized.

(4) A leave of absence may only be granted for the first degree semester in justified and irrefutable cases or, particularly with regards to master's students, for study abroad.

(5) <sup>1</sup>During the period of leave, the right to attend classes is suspended. <sup>2</sup>Other rights, including the right to take exams, are reserved as long as the exam requirements were fulfilled before taking leave and attending classes is not a prerequisite for the examination.

(6) <sup>1</sup>In cases of leaves of absence under subsection 1 no. 4 or 6 hereof, students are entitled to attend classes for a period of up to six semesters. <sup>2</sup>The same applies to students taking a leave of absence under subsection 1 no. 3 hereof, who should be allowed to gradually reintegrate into studies, even during a semester of leave.

## Section 34 Part-time studies

(1) <sup>1</sup>Study programs at TU Berlin are usually full-time. <sup>2</sup>Students can study on a part-time basis. <sup>3</sup>Part-time studies are not possible for students with multiple enrollments at TU Berlin. <sup>4</sup>Students cannot take up studies in another study program at TU Berlin if studying part-time.

(2) <sup>1</sup>Applications for part-time studies for the following semester shall be made in the required format to the responsible body at TU Berlin, at the earliest at the time of re-registration and at the latest by the deadline in accordance with Section 3.

(3) <sup>1</sup>Unless the student indicates a shorter period in their application, studies shall be conducted part-time for as long as the requirements stated in Section 22 (4) BerlHG are met. <sup>2</sup>Part-time studies are always pursued for at least one semester.

(4) <sup>1</sup>During part-time studies, students are granted separate deadlines with consideration for their personal situation, in particular for

returning topics for and writing final theses. <sup>2</sup>Extended deadlines shall not exceed twice the period of the normal deadline.

(5) <sup>1</sup>Part-time students have the same status at the University as full-time students. <sup>2</sup>Fees and contributions shall be paid in full.

### **Section 35 "Studieren ab 16" (Study from age 16)**

<sup>1</sup>School students in university-track secondary schools (starting from 10th grade) in Berlin and Brandenburg may, with the written consent of their school, attend selected courses at TU Berlin as early students within the TU Berlin program "Studieren ab 16" and, if capacity permits, complete coursework and exams with the exception of the final thesis. <sup>2</sup>In exceptional cases, school students from below grade 10 are also allowed to take part. <sup>3</sup>Applications shall be made to the responsible body of TU Berlin by the start of the relevant semester. <sup>4</sup>There is no right to inclusion in the program. <sup>5</sup>Participation does not constitute membership of Technische Universität Berlin. <sup>6</sup>Participation is free of charge. <sup>7</sup>Coursework and exam results achieved within the "Studieren ab 16" program shall, upon application, be credited towards comparable studies and exams for later studies at Technische Universität Berlin or recognized in accordance with the provisions of Section 61. <sup>8</sup>A certificate of participation is issued.

### **Section 36 IN(2)TU Berlin**

<sup>1</sup>Recognized refugees who have residence status according to the requirements of the Standing Conference of the Ministers of Education and Cultural Affairs or the Berlin Senate, as amended from time to time, may attend selected courses within the framework of the IN(2)TU Berlin integration program and may also earn coursework and examination credits, subject to available capacity. <sup>2</sup>Requirements for participation in the IN(2)TU Berlin program are an application to the responsible body at TU Berlin and prior consultation. <sup>3</sup>Participation does not constitute membership of Technische Universität Berlin. <sup>4</sup>Participation is free of charge. <sup>5</sup>Coursework and exam results achieved within the IN(2)TU Berlin program shall, upon application, be credited towards comparable studies and exams for later studies at TU Berlin or recognized in accordance with the provisions of Section 61. <sup>6</sup>A certificate of participation is issued.

### **Section 37 MINTgrün pre-study orientation program**

(1) <sup>1</sup>New students can participate in the MINTgrün pre-study orientation program at the start of their studies. <sup>2</sup>Prerequisite for admission to this program is enrollment in one of the free admission study programs for a bachelor's or equivalent university degree designated by the responsible body at TU Berlin. <sup>3</sup>The application to participate in the pre-study orientation program must be submitted together with the application for enrollment to the responsible body at TU Berlin. <sup>4</sup>A certificate of participation is issued.

(2) <sup>1</sup>Participation is limited to two semesters. <sup>2</sup>If the student does not transfer to another study program, they will continue their studies in the free admission study program. <sup>3</sup>If transferring to another study program, coursework and examination credits may be transferred in accordance with Section 61.

(3) Participants of the pre-study orientation program have the same status as degree-seeking TU Berlin students including all related rights and obligations.

### **Section 38 Berlin Model: Education for Post-Occupational Activities (BANA)**

(1) <sup>1</sup>TU Berlin offers persons aged 45 and older a practical, four-semester program where they attend a selected excerpt of current TU Berlin courses in a special area of focus. <sup>2</sup>Participants are not members of TU Berlin.

(2) <sup>1</sup>Participants must have a professional qualification as well as at least ten years of professional experience or of raising a family, and pay a participation fee in accordance with the TU Berlin Framework Fee Regulations. <sup>2</sup>Participation does not constitute membership of Technische Universität Berlin.

(3) <sup>1</sup>Confirmation of participation is issued. <sup>2</sup>A certificate is issued upon completion of coursework and a final thesis.

### **Section 39 Certificate program**

(1) <sup>1</sup>TU Berlin students and prospective students can take part in certificate programs to explore current, future-oriented topics. <sup>2</sup>Registration with the program coordinator is required to participate.

(2) Certificate programs encompass a minimum of 12 and a maximum of 30 credit points, generally consist of a combination of modules, and are established by the TU Berlin Executive Board.

(3) <sup>1</sup>TU Berlin faculties, institutes, and professors can request the establishment of a certificate program. <sup>2</sup>Requests must be made in writing and include information about the program coordinator, content, aim, duration, and any costs.

(4) A certificate is issued upon successful completion.

### **Section 40 Visiting students**

(1) <sup>1</sup>Students at another higher education institution wishing to attend classes at TU Berlin may be admitted as visiting students upon request. <sup>2</sup>Visiting students are not members of TU Berlin.

(2) <sup>1</sup>Unless otherwise required under Section 3 (1), applications shall be made in writing at the start of the lecture period for the relevant semester to the responsible body at TU Berlin. <sup>2</sup>The application format is determined by the responsible body at TU Berlin. <sup>3</sup>If a course is held during semester breaks, applications for admission can also be made at the start of the course. <sup>4</sup>The consent of the course lecturer must be attached to the application. <sup>5</sup>The faculty board may decide that the application also requires the approval of the dean of studies of the (service-providing) faculty.

(3) <sup>1</sup>Admission is granted for the relevant semester. <sup>2</sup>A certificate of admission is issued.

(4) <sup>1</sup>Visiting students may only attend courses with a restricted number of participants if students of TU Berlin are not thereby excluded.

(5) <sup>1</sup>Visiting students may complete coursework and take module exams with the exception of final theses. <sup>2</sup>There is no right to take part in examinations.

(6) <sup>1</sup>The examiners will provide evidence of academic performance completed by a visiting student according to the module description and which shows the academic performance was completed as a visiting student. <sup>2</sup>These credits can be transferred to studies at TU Berlin in accordance with Section 61.

(7) Further regulations on the participation of enrolled students in courses and examinations as well as the transmission of results can be arranged with other universities.

#### **Section 40 a Short-term exchange programs**

(1) <sup>1</sup>Short-term exchange programs are courses that are offered as part of international or national cooperation activities at TU Berlin. <sup>2</sup>They consist of an online phase of any length or a visiting phase lasting a maximum of 30 days.

(2) Participants in short-term exchange programs are registered to attend certain courses at TU Berlin and can complete coursework and take examinations as part of these courses.

(3) <sup>1</sup>Admission is granted for one semester upon application to the responsible body at TU Berlin. <sup>2</sup>Proof of admission will be issued if required. <sup>3</sup>There is no right to participation in such programs.

(4) Coursework and examinations completed as part of a short-term exchange program will be certified.

#### **Section 41 Guest auditors**

(1) <sup>1</sup>Persons wishing to attend individual classes without being enrolled at a higher education institution may be admitted as guest auditors upon request. <sup>2</sup>Guest auditors are not members of TU Berlin.

(2) <sup>1</sup>Unless otherwise stipulated on the basis of Section 3 (1), applications shall be made in writing at the start of the lecture period for the relevant semester to the responsible body at TU Berlin in the stipulated form. <sup>2</sup>If a course is held during semester breaks, applications for admission can also be made at the start of the course. <sup>3</sup>The consent of the class lecturer and proof of payment of the guest auditor fee pursuant to the TU Berlin Framework Fee Regulations (*Rahmengebührenordnung*) are to be attached to the application. <sup>4</sup>The faculty board may decide that the application also requires the approval of the dean of studies of the (service-providing) faculty.

(3) <sup>1</sup>Admission is granted for courses in the relevant semester. <sup>2</sup>Courses are not to exceed six course hours per week. <sup>3</sup>Guest auditors will be provided with appropriate certification of participation in the courses.

(4) Guest auditors may only be admitted to courses by special permission where students of TU Berlin or visiting students are not excluded as a result.

(5) <sup>1</sup>A guest auditor may receive a certificate of attendance in classes as well as a certificate of successful participation for classes where results can be acquired. <sup>2</sup>Guest auditors are not entitled to take examinations. <sup>3</sup>Certification of attendance does not constitute proof of exam results.

#### **Section 42 Portals, electronic mailbox, learning platform**

(1) <sup>1</sup>Students are required to use any electronic portals provided by TU Berlin for administrative matters concerning their studies, especially but not exclusively for examination administration, re-registration, and leaves of absence. <sup>2</sup>Unless otherwise determined by the responsible body at TU Berlin, communication with students is via email using the TU Berlin email account and the provided portals.

(2) Students and lecturers are obliged to regularly check the mailbox of their TU Berlin email address.

(3) <sup>1</sup>Important information for a module can be stored on the university-wide electronic teaching and learning platform. <sup>2</sup>Students are obliged to also regularly check for information on the platform.

#### **Section 43 Termination of enrollment/exmatriculation**

(1) Students' affiliation to TU Berlin ends upon exmatriculation, or – in the case of fixed-term enrollment – upon expiration of the deadline.

(2) <sup>1</sup>Students can apply for exmatriculation from the responsible body at TU Berlin. <sup>2</sup>The date in the current semester on which exmatriculation is to take effect is to be indicated in the application. <sup>3</sup>The earliest possible effective date is the day on which the application is received by the responsible body at TU Berlin.

(3) Students are officially exmatriculated, according to Section 15 sentence 3 number 4 BerlHG, if they

1. have passed the final exam or successfully completed all coursework and examinations required by the degree program; students officially complete their degree program on the day they are notified their certificate is ready for collection;
2. definitively failed a prescribed exam;
3. are not permitted to continue studying in any degree program;
4. have not paid fees and contributions, including the social contributions to the Studierendenwerk, the contribution for the student body and, if a corresponding agreement exists, the contribution for the public transportation pass (*Semesterticket*), despite a written reminder and warning of imminent de-registration;
5. have received an enforceable disciplinary decision under Section 16 (2) sentence 2 no. 5 BerlHG.

(4) <sup>1</sup>Exmatriculation under subsection 3 nos. 1 and 2 takes effect at the earliest two months after the reason for exmatriculation arose. <sup>2</sup>It takes effect after the expiry of these two months if studies cannot be continued in any other study program. <sup>3</sup>If students apply for enrollment in another undergraduate or graduate degree program during this time, exmatriculation takes effect only once this application is rejected.

(5) A written or electronic notice is issued informing the student of their exmatriculation.

(6) Following exmatriculation, any commenced examination procedures will be completed, provided the student has not definitively failed an examination in the study program, the study and examination regulations have not expired, or the study program has not been discontinued.

## **Part 2 – Organization of studies**

### **Section 44 Study programs**

(1) <sup>1</sup>Subject-specific study and examination regulations are established for the study programs. <sup>2</sup>Module lists and a sample course schedule shall be attached to the study program and examination regulations as an annex. <sup>3</sup>Students are assisted with creating their own course schedule for part-time studies. <sup>4</sup>The subject-specific study and examination regulations can define a language of instruction or examination other than German.

(2) <sup>1</sup>As a rule, study programs consist of compulsory modules, compulsory elective modules, and elective modules; they include a final thesis and can require an internship, generally to be completed outside of TU Berlin, in a prospective field of work. <sup>2</sup>Students acquire the core skills of the study program in compulsory or compulsory elective modules; compulsory elective modules allow students to set their individual focus, and elective modules serve to provide broader orientation within academic training. <sup>3</sup>For this purpose, the learning outcomes of and competences to be acquired in the compulsory elective area must be specified.

(3) Students learn and exercise principles of good scientific practice in accordance with the Principles for Ensuring Good Research Practice at TU Berlin from as early as possible in the study programs.

(4) <sup>1</sup>Students learn to apply their own and general knowledge and actions within a greater historical, social, and cultural context and consider the ethical impacts of such actions in order to contribute to sustainable development in line with the United Nations Sustainable Development Goals. <sup>2</sup>To this end, all students must have completed at least 12 credit points of related content by the end of their studies.

(5) <sup>1</sup>All study programs are organized in such a way as to allow students to complete a stay abroad without suffering disadvantages; a mobility window of at least one semester, but where possible two semesters, must be provided for and indicated in the course of study of the subject-specific study and examination regulations. <sup>2</sup>Student mobility is supported by a transparent procedure for recognizing credits. Students have the right to a learning agreement as described in the ECTS Users Guide.

### **Section 45 Modules**

(1) <sup>1</sup>Modules are study units which are defined in terms of themes and timing, have specified learning objectives, and are generally allocated to at least one study program. <sup>2</sup>The learning objectives describe the subject skills (knowledge and comprehension), methodological skills (use, application, and generation of knowledge), social skills (communication and cooperation), and personal skills (scientific self-image/professionalism) that graduates should possess and which contributions the module makes to the skills defined in the Mission Statement for Teaching. <sup>3</sup>Modules are completed throughout the program with no more than one module examination. <sup>4</sup>A module examination establishes the extent to which students have achieved the learning outcomes. <sup>5</sup>The form and content of exams should therefore be aligned to the learning objectives; this also applies to the requirements for registering for exams in accordance with Section 62.

(2) <sup>1</sup>Modules generally consist of several courses and have a fixed scope measured in credit points on the basis of the European Credit Transfer and Accumulation System (ECTS). <sup>2</sup>One credit point is equivalent to a total workload of 30 hours. <sup>3</sup>Modules at TU Berlin are usually weighted with 6, 9, or 12 credit points. <sup>4</sup>Modules may include compulsory elective elements, unless this affects the learning objectives. <sup>5</sup>The same course cannot be credited more than once; modules which teach equivalent skills cannot be credited more than once within a study program. <sup>6</sup>Modules take place over one or a maximum of two semesters. <sup>7</sup>Any deviations must be substantiated.

(3) <sup>1</sup>The module description is compiled based on the standard rules of TU Berlin. <sup>2</sup>A German and English-language module description is provided for each module.

(4) <sup>1</sup>New modules and changes to modules are decided in accordance with Section 31 (2) nos. 3 and 4 BerlHG in the form of module descriptions, including their integration in the module list of a study program, by the responsible faculty board with the involvement of the relevant education committee. <sup>2</sup>Sections 61 (2) no. 8, 71 (1) no. 1, and 90 (1) BerlHG remain unaffected. <sup>3</sup>Module changes intended to take effect in the following semester must be presented to the responsible body of the Central University Administration by the end of the lecture period in the preceding semester.

(5) <sup>1</sup>Students cannot be required to pass certain modules in order to take part in other module examinations. <sup>2</sup>If previous knowledge is required, this must be included as a recommendation.

(6) In the case of modules offered for other degree programs, the decision concerning module design lies with the faculty offering the module, with consideration for the needs of the recipient faculty.

(7) <sup>1</sup>The skills taught in each module, module examination requirements, and admission requirements, if any, are updated annually in the form of program-specific module catalogs and published at the beginning of the winter semester in October and at the beginning of the summer semester in April in the Official Gazette of Technische Universität Berlin. <sup>2</sup>The version published therein is then valid. <sup>3</sup>Module exams already completed or commenced remain unaffected.

### **Section 46 Module supervisors**

(1) <sup>1</sup>A module supervisor is appointed for each module by the responsible faculty board. <sup>2</sup>The module supervisor must be in full-time employment at TU Berlin and must be authorized to conduct exams in accordance with Section 51 (1). <sup>3</sup>Generally, a module supervisor is a university professor; permanently employed lecturing personnel and lecturers with special tasks may also be module supervisors within the scope of their independent teaching.

(2) <sup>1</sup>The module supervisor monitors and supervises teaching and examinations for the relevant module. <sup>2</sup>They are responsible for the content of the module description, including any necessary changes, and are available as a contact person for units and persons participating in the module. <sup>3</sup>The module supervisor is responsible for calculating the module grade and communicating this to the responsible body at TU Berlin.

### **Section 47 Course formats**

(1) <sup>1</sup>Achievement of the relevant learning outcomes is supported by different forms of teaching and learning. <sup>2</sup>In particular, the following

types of courses are offered at TU Berlin, which are classified according to the respectively applicable capacity provisions:

1. Lecture ("VL")

<sup>1</sup>In lectures, syllabus content is presented by lecturers in the form of regular presentations, and where possible supported by relevant teaching documents and use of multimedia tools. <sup>2</sup>Lectures serve to communicate facts and methods. <sup>3</sup>Short interactions between lecturers and students are possible.

2. Practical tutorial ("UE")

<sup>1</sup>Practical tutorials serve to supplement and consolidate the material presented in lectures, based on appropriate examples. <sup>2</sup>At the same time, students learn to apply knowledge and methods conveyed in lectures by processing tasks as examples. <sup>3</sup>Short interactions between lecturers and students are common.

3. Tutorial/methodical exercise ("TUT")

<sup>1</sup>Tutorials and methodical exercises serve to supplement and consolidate material presented in lectures and practical courses, and to prepare for exercise assignments in small groups. <sup>2</sup>These sessions may be held by student assistants under the guidance of the responsible lecturers.

4. Integrated course ("IV")

Integrated courses use different course formats without fixed timing, enabling theoretical communication of content and practical application within the course.

5. Seminar ("SE") and advanced seminar ("HS")

<sup>1</sup>Seminars (SE) are characterized by the active contributions of students to the class. Furthermore, advanced seminars (HS) are characterized by intense interaction between lecturers and students and the working out of largely new problems using scientific methods, alternating between presentation and discussion. <sup>2</sup>Students thereby make longer independent contributions, present solutions, and give talks on internal or external papers.

6. Colloquium ("CO")

<sup>1</sup>The content of a colloquium is a scientific discussion focused on a specific problem. <sup>2</sup>Moreover, it serves to supplement the teaching program through an exchange of experiences with representatives from different social areas. <sup>3</sup>The colloquium also serves to present outcomes of student papers and scientific discussion with other students and lecturers.

7. Practical course ("PR")

<sup>1</sup>Practical courses involve experimental exercises in which students implement the theoretical knowledge acquired in other classes. <sup>2</sup>They are characterized by largely independent (group) work, acquisition, and consolidation of knowledge through academic, practical, and experimental tasks. <sup>3</sup>Lecturers provide guidance to students, while students perform observations, undertake assignments and tests, apply their knowledge, and draw scientific conclusions.

8. Project ("PJ")

<sup>1</sup>Projects include interdisciplinary or subject-based planning and/or implementation processes, which are processed in cooperative forms of work under the guidance of lecturers, and are shared within a presentation with subsequent scientific discussion. <sup>2</sup>Largely independent and self-organized (group) work is characteristic.

9. Excursion ("EX")

<sup>1</sup>Excursions are object lessons held outside the University. <sup>2</sup>They primarily serve to supplement theoretically conveyed knowledge and offer insights into later fields of activity.

10. Course ("KU")

Courses serve the practice and training of practical skills.

(2) <sup>1</sup>The abovementioned course formats can also take place in e-learning or blended learning format. <sup>2</sup>E-learning relates to teaching forms in which teaching and learning material is exclusively provided and used through electronic media. <sup>3</sup>Interaction between lecturers and students can also be carried out electronically. <sup>4</sup>Blended learning is the combination of e-learning with conventional teaching forms. <sup>5</sup>TU Berlin is authorized to process personal student audio and video data within the framework of e-learning and blended learning under observation of the European General Data Protection Regulation.

(3) <sup>1</sup>All course formats essentially require associated independent study. <sup>2</sup>Specific study and examination regulations may provide for other forms of course formats in case of appropriate reasoning.

#### **Section 48 Announcement, admission, and allocation of courses**

(1) All courses shall be publicly announced in the course catalog.

(2) <sup>1</sup>Students have the right to attend all courses. <sup>2</sup>Attendance of a course requires special registration and admission if

1. a limited number of participants is stipulated due to its character or the number of places is limited due to spatial or other material reasons;

2. a specific level of knowledge or specific skills are required for due participation.

<sup>3</sup>Participation restrictions are communicated in the module description; the registration procedures for the courses in the module will be published ahead of time.

(3) <sup>1</sup>If there are more admission applications than places available, students are admitted according to the following ranking:

First ranking class: Students whose subject-specific study and examination regulations, or, for joint study programs with partners of TU Berlin, whose program-specific cooperation agreement prescribe the course as a compulsory subject;

Second ranking class: Students whose subject-specific study and examination regulations prescribe the course as a compulsory elective subject and students enrolled at TU Berlin through exchange programs ("incomings");

Third ranking class: Students who want to take the course as an elective;

Fourth ranking class: Students who want to take the course as an additional module.

<sup>2</sup>Students who can prove that they have not been admitted to this course in previous semesters, or who are entitled to an academic adjustment under Section 67 (1) sentence 1 nos. 1 to 4, shall be given priority within a ranking class. <sup>3</sup>If not all members of a ranking class can be admitted, the decision is taken by drawing lots. <sup>4</sup>Section 40 (7) remains unaffected.

(4) At the student's request, admission may be extended if the module exam forming part of the course has to be repeated.

#### **Section 49 Additional modules**

(1) <sup>1</sup>Students can be examined not only in the modules prescribed by the relevant study and examination regulations, but also in other modules offered at TU Berlin (additional modules). <sup>2</sup>These are not and will not become part of a degree pursued at the time of the examination.

(2) <sup>1</sup>Registration for exams in an additional module shall take place at the latest before taking the last prescribed examination. <sup>2</sup>Additional modules shall not exceed the maximum limit of 60 credit points in the relevant study program. <sup>3</sup>Insufficient performance in additional modules has no impact on graduation in the actual study program.

(3) <sup>1</sup>The results of completed examinations under subsection 1 are entered on the certificate and transcript of records, but not included in the calculation of the overall grade in accordance with Section 68. <sup>2</sup>Additional modules are not listed on the certificate and transcript of records if students submit a request to this effect to the body at TU Berlin responsible for examinations within one week of completing the final examination.

(4) Modules already completed before admission to studies or outside of TU Berlin are not accredited as additional modules.

### **V. Examinations**

#### **Part 1 – Authorized and responsible persons**

##### **Section 50 Examination board**

(1) <sup>1</sup>An examination board is appointed for every study program. <sup>2</sup>It is made up as follows:

- three university professors,
- one academic employee, and
- one student.

<sup>3</sup>Members of the examination board and their deputies are nominated by members of the relevant status group and appointed by the responsible faculty board. <sup>4</sup>The term of office is two years and generally corresponds with the term of office of the faculty board. <sup>5</sup>The faculty board may, with the agreement of the majority of its members, appoint a new examination board prior to expiry of the term of office of the existing examination board following the procedure in sentence 3.

(2) <sup>1</sup>The examination board meets at the start of its term of office and elects a chair and the first and second deputy chairs from among its university professors. <sup>2</sup>University professors who are not elected chairs shall be deputy chairs. <sup>3</sup>Further meetings of the examination board are convened by the chair as required, or at the request of a member of the examination board.

(3) <sup>1</sup>As a rule, examination board sessions are not open to the public. <sup>2</sup>Responsibilities may be transferred to external parties to assist the examination board with its work upon request by the chair or recommendation by a board member. <sup>3</sup>These external parties do not have the right to propose motions or vote and are sworn to confidentiality; the chair may grant the right to speak.

(4) <sup>1</sup>As a rule, the examination board convenes at least once a semester. <sup>2</sup>It has a quorum if at least half of the voting members are present. <sup>3</sup>Resolutions are passed by a majority of the valid votes cast. <sup>4</sup>In the event of a tie, the vote of the chair shall be decisive. <sup>5</sup>Abstentions are permitted; they are not counted when determining the majority of votes. <sup>6</sup>Members of the examination board cannot assume any responsibilities of the examination board for any examination issues they are personally involved in.

(5) <sup>1</sup>The examination board ensures that the provisions of these regulations and the study and examination regulations for the respective degree program are adhered to. <sup>2</sup>In particular, it is responsible for:

1. determining eligibility to apply for an academic adjustment in accordance with Section 48 read in conjunction with Section 67,
  2. accrediting periods of study, coursework and exams and concluding learning agreements in accordance with Section 61,
  3. accrediting skills and abilities acquired outside of the University in accordance with Section 61,
  4. appointing and nominating examiners in accordance with Section 51 (2); modules which are not assigned to one or more degree programs or which are offered as "service modules" shall be assigned to one of the examination boards of the faculty offering the module for the purpose of appointing examiners,
  5. decisions regarding the organization of studies and examinations within the framework of academic adjustments under Section 67,
  6. approving reasons for withdrawal or absence from an examination and decisions on requests for deadline extensions under Section 63,
  7. observing deadlines during assessment procedures for examinations as well as reconsideration procedures under Section 69,
  8. decisions regarding cheating or breach of regulations under Section 71,
  9. advising students in cases of conflict related to examinations,
  10. decisions on appeals in reconsideration procedures under Section 69
- and acting as an arbitration board.

(6) <sup>1</sup>The examination board may, by means of a resolution, assign responsibilities to its chair, except in matters of principle and decisions under subsection 5 no. 10. <sup>2</sup>The examination board may, by means of a resolution with written guidelines, assign responsibility for decisions under subsection 5 no. 6 and the recognition of examinations for electives (as under subsection 5 no. 2) to the body at TU Berlin responsible for examinations. <sup>3</sup>Cases which deviate from the guidelines are forwarded to the examination board for a decision.

(7) <sup>1</sup>The affected party may lodge an appeal against decisions made in accordance with subsections 5 and 6. <sup>2</sup>If the decision was taken by the chair, then the appeal must first be submitted to them. <sup>3</sup>If the chair rejects the appeal or the decision was made by the entire examination board, the appeal is then submitted to the entire examination board for its decision. <sup>4</sup>The affected party is given the opportunity to comment before the decision.

(8) <sup>1</sup>Decisions of the examination board are communicated to the responsible body at TU Berlin by the chair, in compliance with data privacy, where necessary for its work or where rights of third parties are affected. <sup>2</sup>The body at TU Berlin responsible for examinations communicates the decision to the affected party.

(9) Members of the examination board are entitled to be present at exams.

(10) <sup>1</sup>The examination board reports on its activities at the request of the faculty board. <sup>2</sup>The examination board may make suggestions regarding the amendment of subject-specific study and examination regulations as well as program-specific application and admission regulations.

(11) <sup>1</sup>Members of the examination board and their deputies are subject to official secrecy. <sup>2</sup>Members not employed in public service are to be bound to secrecy by the chair.

### **Section 51 Examiners, observers**

(1) <sup>1</sup>As a rule, module examiners are the course instructors within the module. <sup>2</sup>Other instructors whose main occupation and employment is at TU Berlin and who are authorized to teach independently (*hauptberufliche Lehrende*) as well as contract teachers (*Lehrbeauftragte*) may serve as examiners if insufficient professors are available.

(2) <sup>1</sup>Module exams are conducted by one examiner; oral examinations are conducted by two examiners or one examiner and one expert observer. <sup>2</sup>Final examination attempts are conducted by two examiners.

(3) <sup>1</sup>Final theses are assessed by two examiners; further examiners may be appointed for group work under Section 60 (7). <sup>2</sup>As a rule, the professor who issues the topic and supervises the thesis is appointed first examiner. <sup>3</sup>As a rule, the second examiner is a professor or a person with experience of professional practice and training; subsection 1 sentence 2 applies accordingly, including for the appointment of a third examiner in accordance with Section 68 (3).

(4) <sup>1</sup>Only persons who have graduated from an institution of higher education and who are specialists in the field of the examination may be appointed as observers. <sup>2</sup>Observers shall ensure the regular examination process is followed and have no decision-making power.

(5) Section 50 (11) applies accordingly to examiners and observers.

## **Part 2 – Types of examinations**

### **Section 52 General provision on conducting examinations**

(1) <sup>1</sup>The content and format of module examinations are based on the skills to be acquired; through the exam, candidates demonstrate whether they have achieved the learning objectives for the module. <sup>2</sup>Under observation of sentence 1, examiners may permit students to answer exam questions in a language other than German. <sup>3</sup>Questions and the requirements to answer them are to be formulated in such a way that the allotted examination time is reasonable.

(2) <sup>1</sup>The identity of each candidate must be verified for each examination; this is achieved through the presentation of a valid ID document or other equally suitable means of verification. <sup>2</sup>The verification of identity can take place after the examination has commenced; it is also permitted to confirm the candidate's identity again. <sup>3</sup>However, it is not permissible to save data collected in connection with verifying the candidate's identity beyond the unavoidable temporary storage in technical systems. <sup>4</sup>Personal data must be deleted from temporary storage immediately.

(3) Examinations or examination components may be jointly completed by several students (group work), as long as each of the contributions to be assessed as part of the examination can be clearly identified as the work of an individual student on the basis of objective criteria.

(4) A list of authorized aids and the requirements under subsection 1 shall be made available with the announcement of the examination date.

(5) <sup>1</sup>One examiner may participate in an oral examination or defense via video conferencing or other means of telecommunication in exceptional substantiated cases on application by the candidate. <sup>2</sup>In such cases, the candidate, one examiner, and one expert observer must be present at the same place.

(6) <sup>1</sup>The examiners may decide that any examination or examination component is to be carried out or submitted using digital means. <sup>2</sup>These digital means must be authorized by TU Berlin with the approval of the data protection officer. <sup>3</sup>University-owned devices (PC lab, TUXamine notebooks) and student devices may be used (BYOD); it is in the students' interest to ensure that their electronic devices are configured in accordance with data protection regulations when using them. <sup>4</sup>Loaned equipment must be provided to students who do not have or do not want to use their own device. <sup>5</sup>Examinations using digital means can take place in person at an examination venue specified by the University or remotely. <sup>6</sup>The need for proctoring depends on the type of examination, i.e. examinations that are conducted in person with proctoring are also conducted remotely as remotely proctored examinations in accordance with the provisions of Sections 52 a and 52 b.

(7) If an examination or examination component requires proctoring, this is carried out by trained personnel.



(8) <sup>1</sup>Examiners can decide whether assessments completed without a proctor, particularly homework, final theses, and term papers, can be submitted electronically.

(9) Indelible pens must be used for examinations completed by hand unless otherwise instructed by the examiner.

(10) Compensation: In principle, students must not be required to pass individual examination components in order to pass an examination, unless compelling requirements for the professional qualification oppose this.

#### **Section 52 a Digital examinations with remote proctoring – General rules**

(1) <sup>1</sup>Digital examinations with remote proctoring are examinations or examination components that are conducted electronically with remote proctoring and therefore do not require participants to be physically present at a specified examination venue. <sup>2</sup>They can be offered as electronic or written proctored assessments as digital remote written examinations (Section 53), remotely proctored oral examinations (Section 54), and remotely proctored practical examinations.

(2) <sup>1</sup>The examination candidates must be offered an examination in person or another equivalent examination as an alternative within the same examination period and in compliance with the principle of equal opportunities. <sup>2</sup>The candidates are to make their decision within the timeframe allowed to register for the examination. <sup>3</sup>Candidates may exercise their right to decide on the format up to the day of the examination if there are substantiating grounds for this. <sup>4</sup>Section 77 (1) remains unaffected.

(3) <sup>1</sup>Digital remote written examinations are completed in a specified time frame using electronic communication equipment with video proctoring. <sup>2</sup>Oral and practical examinations with remote proctoring are held as video conferences. <sup>3</sup>The examination candidates are to be given the opportunity to test the examination conditions in terms of technology, equipment, and spatial environment before the examination.

(4) <sup>1</sup>During a digital examination with remote proctoring, candidates are required to keep the camera and microphone function of the communication equipment turned on (video proctoring). <sup>2</sup>Video proctoring must be set up in such a way that the personal privacy of the candidates is not affected more than is necessary for legitimate control purposes as would be the case when proctoring an in-person examination. <sup>3</sup>Candidates are to ensure that no images or sounds of third parties can be transmitted when selecting the location they are going to take the examination in and when angling their device's camera and microphone. <sup>4</sup>There is no additional monitoring of the room.

(5) <sup>1</sup>No automated analyses of image and sound data from video proctoring, recordings of the examination, or other storage of image and sound data is permitted. <sup>2</sup>Personal data from temporary storage must be deleted immediately.

#### **Section 52 b Digital examinations with remote proctoring – Data protection**

(1) <sup>1</sup>Personal data may be processed in the context of digital examinations with remote proctoring insofar as this is absolutely necessary for the proper performance of the examination, including its evaluation. <sup>2</sup>In particular, the processing, including the transfer of personal data, is necessary for the purposes of:

1. authentication,
2. the performance of the examination including the transmission of image and sound data of the candidate during the examination,
3. handling technical issues,
4. taking further measures to ensure equal opportunities and to prevent cheating.

(2) TU Berlin ensures that the data processing for digital examinations with remote proctoring is carried out in accordance with data protection regulations, in particular the EU General Data Protection Regulation and the Berlin Data Protection Act (*Berliner Datenschutzgesetz*).

(3) The processed data includes but is not limited to:

1. personal data necessary to prove the identity of the examination candidate,
2. data related to examination performance, including individual examination answers and their individual assessments, assessment comments and the overall assessment, as well as technical examination progression protocols,
3. image and sound data,
4. text and communication data,
5. login and account data,
6. other log and connection data.

(4) The admissibility of proctors creating and using a separate log in accordance with these regulations and the subject-specific study and examination regulations remains unaffected, in particular regarding the course of the examinations and in the event of indications of cheating.

(5) <sup>1</sup>The retention of examination performance data, including individual examination answers and their individual assessments, assessment comments and the overall assessment, as well as examination progression protocols and examination protocols, is governed by the general retention regulations for examination documents at TU Berlin. <sup>2</sup>Image and sound data are not saved, insofar as it is not technically necessary to temporarily store such data for the provision of the examination. <sup>3</sup>If it is necessary to save such data, temporary storages are to be deleted without delay. <sup>4</sup>Other connection and technical log data must be deleted immediately, but at the latest after ten days. <sup>5</sup>This does not apply if and as long as further processing is necessary for the establishment, exercise, or defense of legal claims.

(6) The examination candidates are to be informed in a suitable, easily accessible way about which personal data is processed, for which purpose, and when it will be deleted.

(7) <sup>1</sup>In the case of digital examinations with remote proctoring, the use of learning management systems, examination platforms, video

conferencing systems, and other technical aids may be specified. <sup>2</sup>In such cases, it must be ensured that the necessary installations on the electronic communication equipment of the examination candidates are carried out only in such a way that

1. the functionality of the electronic communication device is not impaired outside of the examination, and during the examination only to the extent necessary to ensure authentication and to prevent cheating,
2. the information security of the electronic communication device is not compromised at any time,
3. the confidentiality of the information on the electronic communication device is not compromised at any time, and
4. complete uninstallation is possible after the remotely proctored examination.

### **Section 53 Written examinations**

(1) <sup>1</sup>In a written examination, students independently complete tasks with limited aids and with proctoring. <sup>2</sup>Multiple choice questions and electronic examination procedures are permitted as written exams. <sup>3</sup>If a written examination consists of only multiple choice questions, subsection 7 applies to its assessment. <sup>4</sup>Written examinations may also be conducted as digital examinations with remote proctoring in accordance with Sections 52 a and 52 b.

(2) The duration of a written examination amounts to at least 90 minutes and no more than four hours.

(3) Key reasons for the evaluation must be presented, such as through grading remarks.

(4) <sup>1</sup>The results should be disclosed at the latest six weeks after the exam date. <sup>2</sup>Reasons shall be given to the examination board for any breaches of deadline.

(5) <sup>1</sup>The following applies for examinations mainly consisting of multiple choice questions: The examination is passed if at least 50 percent of the total possible points has been achieved or if the number of correct answers is not less than 22 percent below the average number of correct answers for all candidates participating in the exam (*Gleitklausel*). <sup>2</sup>The latter means the grading scale is adjusted by the difference between the absolute and relative passing grades. <sup>3</sup>In accordance with Section 68 (1) sentence 3, a point deduction system is not permitted

### **Section 54 Oral examination**

(1) <sup>1</sup>An oral examination is an exam interview, in which the task or problem is made known immediately prior to or at the beginning of the examination. <sup>2</sup>Within the scope of an oral examination, written tasks may also be assigned to a reasonable extent provided that this does not alter the oral nature of the exam. <sup>3</sup>Oral examinations may also be conducted as digital oral examinations with remote proctoring in accordance with Sections 52 a and 52 b.

(2) <sup>1</sup>If there are several authorized examiners for a module in which an oral exam is scheduled, the candidate is entitled to choose the examiner. <sup>2</sup>The names of the examiners authorized to conduct oral examinations will be made public within the University by the examination boards. <sup>3</sup>With sufficient reason, in particular in case of excessive examination workload for the selected examiner, the examination board may nominate another examiner upon reasoned application of the examiner and in consultation with the candidate.

(3) <sup>1</sup>The exam duration per candidate is at least 20 minutes and a maximum of 60 minutes. <sup>2</sup>The maximum duration can be exceeded where appropriate, with the candidate's consent.

(4) <sup>1</sup>An oral exam may be suspended by the examiner on important grounds. <sup>2</sup>A new date shall be set, such that the examination is conducted immediately after the reason for the suspension ceases to apply. <sup>3</sup>Existing exam results shall be credited where possible. <sup>4</sup>Re-registration for the examination is not necessary in this case. <sup>5</sup>The reasons for suspending the exam shall be recorded in the examination protocol.

(5) <sup>1</sup>The duration, content, result, and progression of the exam must be clearly recorded in an examination protocol by the person conducting the examination or an observer in such a way that the evaluation is transparent. <sup>2</sup>Observers must be consulted on the procedure before the grade is determined. <sup>3</sup>The protocol is to be signed by the examiners and observers and attached to the examination files. <sup>4</sup>The result shall be communicated to the candidate after the exam.

(6) <sup>1</sup>Oral exams are open to the public at the University unless a candidate objects. <sup>2</sup>Examiners may limit the audience number for the purpose of due implementation of the exam. <sup>3</sup>The University public is not entitled to be in attendance during consultation on/announcement of the examination result. <sup>4</sup>Members of the examination board cannot be excluded from participation.

### **Section 55 Portfolio examination**

(1) <sup>1</sup>A portfolio examination consists of several different types of examination elements, usually of different formats, to be completed throughout a semester and which form a uniform exam. <sup>2</sup>Special consideration is given here to the written composition, multiple-choice test (Section 53 (7) applies), presentation, recorded practical assignment, outline, creative work, consultation, or poster.

(2) <sup>1</sup>A written text must not exceed a duration of 60 minutes, oral discussion must not exceed a duration of 20 minutes. <sup>2</sup>Up to three written tests may be required within the portfolio examination; the total working time must not exceed 120 minutes; multiple oral discussions must not exceed a total of 40 minutes.

(3) The nature, number, scope (duration, number of pages, or similar), and weighting of individual exam elements are included in the module description.

(4) <sup>1</sup>The results of individual examination elements must be communicated at the latest four weeks after being taken. <sup>2</sup>Reasons shall be given to the examination board for any breaches of deadline. <sup>3</sup>Assessments for individual components must be explained in writing.

### **Section 56 Term paper**

(1) <sup>1</sup>In a term paper, students independently address a selected topic from a module using scientific methods. <sup>2</sup>The examiner determines the type and scope of the application of scientific methods. <sup>3</sup>When submitting their independently prepared term paper, students must declare in writing that the paper was completed without unauthorized outside assistance and that no sources and aids other than those

stated were used.

(2) Term papers include other short-form formats such as take-home exams.

(3) <sup>1</sup>The term paper must be evaluated and the results announced within six weeks. <sup>2</sup>Reasons shall be given to the examination board for any breaches of deadline. <sup>3</sup>Key reasons for the evaluation must be presented, such as through grading remarks.

### **Section 57 Presentation**

(1) A presentation is a scientific talk on a selected topic for a module; it is held in front of other students and depending on the module description, may be combined with a discussion.

(2) <sup>1</sup>A presentation lasts at least 20 and no more than 45 minutes. <sup>2</sup>If a discussion is provided for, the entire duration must not exceed 90 minutes.

(3) <sup>1</sup>Presentations are open to all University members, unless a candidate objects. <sup>2</sup>Examiners may limit the audience number for the purpose of due implementation of the exam. <sup>3</sup>The University public is not entitled to be in attendance during consultation on/announcement of the examination result. <sup>4</sup>Members of the examination board cannot be excluded from participation.

(4) <sup>1</sup>The content, result, and progression of the presentation shall be clearly recorded in an examination protocol to ensure that the evaluation is transparent. <sup>2</sup>The result shall be communicated to the candidate after the examination.

### **Section 58 Other examination formats, internships**

<sup>1</sup>Study and examination regulations may provide for further examination formats. <sup>2</sup>The faculties issue internship guidelines for internships in the future professional field, generally completed outside of TU Berlin.

### **Section 59 Changing the examination format**

(1) <sup>1</sup>In individual justified cases, the responsible examination board may, at the request of the examiner, permit a change of examination format or modification of individual components of portfolio examinations. <sup>2</sup>Students must be informed of the change immediately, at the latest one week prior to the first portfolio component to be evaluated and no later than four weeks before the examination date for all other examinations.

(2) Within the framework of academic adjustments, the examination board approves students' requests to complete an equivalent examination in another format, at another location, or at another time.

### **Section 60 Final theses**

(1) <sup>1</sup>The final thesis is an examination paper and forms part of scientific training. <sup>2</sup>By means of the thesis, the candidate demonstrates that they are capable of addressing a problem from their study program independently, based on scientific methods, within a specified deadline. <sup>3</sup>The thesis may also be produced in collaboration with institutions outside the University; the subject-specific study and examination regulations may require that at least one examiner is a professor at TU Berlin; provisions governing the examiners are not affected.

(2) <sup>1</sup>The duration of the writing period for a thesis is set out in the subject-specific study and examination regulations. <sup>2</sup>In accordance with subsection 7, the final thesis may also be approved as a joint final thesis. <sup>3</sup>It can be supplemented by a defense as specified in the subject-specific study and examination regulations to take place within eight weeks following the submission of the written component; the subject-specific study and examination regulations must contain provisions on the duration and possible preparation time; in addition, Section 54 (5) applies accordingly.

(3) <sup>1</sup>The candidate shall forward the application for admission to a thesis with the recommendation for a first examiner and subject where appropriate, as well as proof of the stipulated requirements, in accordance with the subject-specific study and examination regulations, to the body at TU Berlin responsible for examinations. <sup>2</sup>A joint application must be made to complete the thesis as part of group work in accordance with subsection 7. <sup>3</sup>The body at TU Berlin responsible for examinations inspects the application before forwarding it to the first examiner.

(4) The first examiner shall pay attention to the equivalence of topics and ensure that the candidates are able to complete the paper independently within the deadline, using scientific methods.

(5) <sup>1</sup>Following consultation with the candidate, the first examiner forwards the application together with a recommendation for a topic and a second examiner to the responsible examination board for approval. <sup>2</sup>The board then specifies the second examiner with consideration for the candidate's recommendations and forwards the application to the body at TU Berlin responsible for examinations, which issues the topic to the candidate and places the submission date on file. <sup>3</sup>Subsequent amendments to the topic require a joint declaration from the candidate and first and second examiners to be submitted to the responsible body at TU Berlin via the examination board before the submission deadline.

(6) <sup>1</sup>The subject of the thesis may be rejected on one occasion. <sup>2</sup>Deadlines for this procedure are set out in the study program-specific study and examination regulations and generally fall within the first six weeks of the writing period. <sup>3</sup>In the event of a repeated thesis, the subject can only be rejected if this option was not exercised for the thesis in previous examination attempts.

(7) <sup>1</sup>The subject of a thesis may be covered jointly by several students (group work) if the assessed contribution of each student can be clearly defined through objective criteria, such as paragraphs or page numbers. <sup>2</sup>The examination board decides on applications made by individual candidates regarding the examination procedure within the writing period. <sup>3</sup>At least two examiners shall be appointed; if the students are studying in different degree programs, there must be at least one examiner per study program. <sup>4</sup>Each candidate shall submit a declaration, in accordance with subsection 8 sentence 1, marked accordingly for their part.

(8) <sup>1</sup>When submitting an independently produced thesis, students must declare in writing that the paper has been produced without unauthorized external assistance and that no sources or aids have been used other than those cited. <sup>2</sup>Material taken from other papers must be identified as such at the relevant places within the final thesis. <sup>3</sup>If, with the consent of the examiners, the thesis is written in a foreign language other than the language of instruction and examination defined in the subject-specific study and examination regulations, it must

include a short summary in German as an attachment. <sup>4</sup>The finished thesis shall be submitted to the body at TU Berlin responsible for examinations by the submission date, in duplicate as well as in digital format. <sup>5</sup>The date on which the thesis is submitted shall be placed on file there. <sup>6</sup>The thesis is then forwarded to the examiners for review and evaluation.

(9) <sup>1</sup>The thesis shall be assessed by the examiners in accordance with Section 68 (3). <sup>2</sup>The reasons for each individual grade are to be recorded in writing and communicated to the body at TU Berlin responsible for examinations within six weeks. <sup>3</sup>The key reasons for the assessment are to be provided. <sup>4</sup>Reasons shall be given to the examination board for any breaches of deadline.

(10) Theses that are not submitted by the deadline or that have been assessed as "insufficient" can be repeated twice.

(11) <sup>1</sup>In accordance with subsection 2, the content, result, and course of a defense are to be recorded in an examination protocol that is to be signed by the examiners and added to the examination files. <sup>2</sup>In accordance with the study program-specific study and examination regulations, the defense may be included in the overall grade for the final thesis. <sup>3</sup>The thesis shall be assessed in accordance with Section 68 (4).

(12) <sup>1</sup>The assessed thesis remains with the examiners. <sup>2</sup>It may be made available temporarily to the author for inspection and for making copies.

### **Part 3 – Examination organization**

#### **Section 61 Credit transfer for coursework and examinations as well as recognition of practical professional experience**

(1) <sup>1</sup>Credits are awarded ex officio for coursework and examinations completed in the same study program, provided equivalence is demonstrated. <sup>2</sup>Failed examinations are also recognized. <sup>3</sup>This applies equally to a change of study and examination regulations with retention of the degree program.

(2) <sup>1</sup>Credit points for coursework and examinations may be transferred from a study program at another university or legally equivalent institution upon request by the student as long as the acquired skills are not significantly different. <sup>2</sup>In examining if there are significant differences, no simplistic comparison is to be made, but rather an overall consideration and assessment is to be carried out and the performance to be recognized assigned accordingly to the compulsory or compulsory elective component. <sup>3</sup>A significant difference exists in particular if the student's success in the program would be jeopardized by recognizing the credit points because the credit points for which recognition is sought do not entail a required skill. <sup>4</sup>The following scenarios do not constitute a significant difference with regard to the learning outcomes:

- a. the credit points to be substituted are assigned to a compulsory component of the program in accordance with the relevant study and examination regulations and the learning outcomes of the credit points to be substituted and the earned credit points do not differ significantly; or
- b. the credit points to be substituted are assigned to the compulsory elective component of the program in accordance with the respective study and examination regulations and the credit points earned do not differ significantly from the learning outcomes of a compulsory elective component in accordance with Section 44 (2); or
- c. the credit points to be substituted are assigned to the elective component in accordance with the respective study and examination regulations.

<sup>5</sup>The equivalence agreements and cooperation agreements approved by the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany and the German Rectors' Conference must be observed when recognizing credits earned outside of the Federal Republic of Germany.

(3) <sup>1</sup>Credit points from the bachelor's program leading to a consecutive master's which are required for admission to the latter cannot be applied to the elective component of the master's program. <sup>2</sup>As a rule, final theses are not recognized.

(4) <sup>1</sup>Credits may be awarded for skills acquired outside of university studies upon request by the student in case of equivalence. <sup>2</sup>Up to half the required number of credit points for a study program may be awarded for skills acquired outside of university studies.

(5) <sup>1</sup>Prior to the start of a semester abroad, students are entitled to have the eligibility of the academic work to be completed reviewed in the form of a learning agreement by the examination board or a person appointed by the examination board. <sup>2</sup>Appeals can be made against decisions made on the learning agreement in accordance with Section 50 (7).

(6) <sup>1</sup>Grades shall be recognized – where grading systems are comparable – and included in the calculation of the overall grade in accordance with the study and examination regulations and the assessment of the Central Office for Foreign Education on the eligibility of international educational qualifications. <sup>2</sup>Any necessary recalculation of grades will be based on the recommendations of the Department of International Affairs using the modified Bavarian formula. <sup>3</sup>If grading systems are not comparable or a module did not conclude with a module examination, the comment "passed" shall be recorded.

(7) When converting the completed workload to ECTS, credit points are always rounded up to a full number.

(8) <sup>1</sup>Students are obliged to provide sufficient information on the coursework/examination to be recognized/credited. <sup>2</sup>The burden of proof for an application failing to fulfill the requirements lies with the body conducting the recognition/crediting procedure.

(9) <sup>1</sup>Applications are to be made in writing to the examination board. <sup>2</sup>Applications for recognition of previous coursework and examinations or crediting of skills acquired outside of university studies which were acquired prior to enrolling in the study program must be made by the end of the second semester after commencement of studies. <sup>3</sup>Applications for recognition of skills acquired during a student's studies at TU Berlin are to be made in good time following their acquisition. <sup>4</sup>The recognition/crediting of commenced examination procedures at TU Berlin is excluded.

(10) <sup>1</sup>The decision on the application is taken by the examination board; decisions not to recognize/credit must be explained. <sup>2</sup>Decisions are communicated in writing by the body at TU Berlin responsible for examinations.

#### **Section 62 Prerequisites to register for examinations**

(1) Unless otherwise stipulated in these regulations, registration for the first attempt at a module examination and the first attempt at the final thesis can only take place in accordance with Section 63 if the student is enrolled at TU Berlin or registered as a visiting student.

(2) <sup>1</sup>The module descriptions may specify appropriate prerequisites for registering for the module examination. <sup>2</sup>This does not apply to registration for portfolio examinations. <sup>3</sup>Section 45 (5) remains unaffected.

(3) The subject-specific study and examination regulations can specify further prerequisites; this particularly applies to registration of the final thesis.

### **Section 63 Examination registration and de-registration**

(1) <sup>1</sup>In order to take exams, it is necessary to register for each exam attempt. <sup>2</sup>This also applies to modules without an examination which conclude with a certificate of completion. <sup>3</sup>Students register for exams with the body at TU Berlin responsible for examinations, usually via an electronic registration system. <sup>4</sup>Registration for the second and third attempt is carried out in person with the responsible body at TU Berlin. <sup>5</sup>Examinations which a student did not register for are considered not taken and will not be assessed.

(2) <sup>1</sup>In order to register for an exam, proof of fulfillment of the prerequisites must be provided. <sup>2</sup>If the prerequisites have not been fulfilled or proof of fulfillment has not been provided, registration is under reserve; examiners can lift this up to two weeks prior or, in justified exceptional cases in agreement with the candidate, up to one day prior to the examination or first component of the portfolio examination, even if the prerequisites have not been fulfilled. <sup>3</sup>Examinations taken or commenced while registration is under reserve are considered not taken and are not assessed.

(3) Successful registration for the first examination attempt establishes a right to take examinations for the respective module, which, under Section 43 (6) remains valid after exmatriculation.

(4) <sup>1</sup>The registration period for an exam usually commences two weeks after the start of the lecture period and ends

- for written exams, at the latest one week before the specified exam date or on the date specified by the examiner and
- for portfolio examinations, at the latest one day before the first component included in the evaluation, usually after the first six weeks of the lecture period or on the date specified by the examiner and
- for all other exams, on the date specified by the examiner.

<sup>2</sup>The registration period for examinations in the current semester, together with the date of the examination, will be announced for the respective module in accordance with Section 65 (2).

(5) Students may de-register no later than three days before the exam without providing a reason, or at the latest one day before the first component of the portfolio examination that is included in the student's evaluation; cancellation is possible for examinations completed or prepared without proctoring until the deadline set by the examiner.

(6) <sup>1</sup>If de-registration is no longer possible in accordance with subsection 5, students may withdraw upon providing proof of sufficient grounds. <sup>2</sup>The examiner and body at TU Berlin responsible for examinations shall be notified of withdrawal from an exam at the latest on the day of, and as a rule, before the start of the examination or the first component relevant to the evaluation. <sup>3</sup>Proof of the grounds for withdrawal must be submitted without delay, at the latest within five days, to the body at TU Berlin responsible for examinations. <sup>4</sup>The responsible examination board may extend this deadline if timely verification of the grounds for withdrawal is not possible.

(7) <sup>1</sup>The responsible examination board decides on the recognition of the reasons for withdrawal. <sup>2</sup>If the candidate or a person in their care experiences a health issue, proof is generally required in the form of a medical certificate, as a rule issued no later than the day of the examination. <sup>3</sup>In individual cases, the examination board may require the submission of official medical certificates in advance for future cases.

(8) <sup>1</sup>If the reasons for withdrawal or absence are recognized, a new examination date will be arranged or the examination continued once the reasons cease to exist. <sup>2</sup>If a student does not de-register before the deadline or the reasons for withdrawal or absence from a registered exam are not recognized, the result of the exam in question will be assessed as "insufficient" or "failed."

(9) <sup>1</sup>Upon completion of the first examination attempt in a module from the compulsory elective or elective component, this becomes part of the examination in the respective study program. <sup>2</sup>Modules become part of a student's studies after the first exam attempt and must be completed if they are not substituted in accordance with the provisions of Section 70 (2).

### **Section 64 Suspension of examinations**

(1) <sup>1</sup>Immediately before beginning an examination or portfolio component, candidates must declare that they are in good health to take the examination or portfolio component. <sup>2</sup>If a health impairment arises during the examination or portfolio component preventing the candidate from continuing the examination, the examination or portfolio component is suspended.

(2) <sup>1</sup>A new date shall be set, such that the examination or portfolio component is conducted immediately after the reason for suspension ceases to apply. <sup>2</sup>Previous partial performance in oral examinations may be recognized at the request of the candidate. <sup>3</sup>A suspended written examination or written portfolio component may be assessed at the request of the candidate.

### **Section 64 a Obligation to report issues**

<sup>1</sup>Disruptions prior to the examination and during the examination must be raised without delay if and as soon as it is possible and reasonable to do so (*Rügeobliegenheit*). <sup>2</sup>Unconditional participation by a candidate in an examination with knowledge of relevant impairments precludes their subsequent claiming of such impairments.

### **Section 64 b Digital examinations with remote proctoring – Technical disruptions**

(1) <sup>1</sup>If, at the time of the examination, it is not possible to transmit the examination task, process the examination task, transmit examination performance, or proctor a digital remote examination via video, the examination will be terminated and the student's performance will not be assessed. <sup>2</sup>The examination attempt is deemed as not having been taken.

(2) <sup>1</sup>If the image or sound transmission during a digital oral examination or practical examination with remote proctoring is temporarily disrupted, the examination will be continued once the disruption has been rectified. <sup>2</sup>If the technical disruption persists such that the examination cannot be duly performed, the examination or examination component will be repeated at a later time. <sup>3</sup>The examination attempt or examination component is deemed as not having been taken. <sup>4</sup>If the technical disruption occurs after a significant part of the examination has already been completed, the oral or practical examination with remote proctoring can be continued without the use of image data.

(3) <sup>1</sup>In accordance with the general rules for examinations, candidates are required to inform the proctors or examiners immediately of any technical disruptions. <sup>2</sup>A special notification option is set up for this purpose. <sup>3</sup>TU Berlin records all disruptions.

### **Section 65 Examination dates**

(1) <sup>1</sup>Module examinations are usually taken at the next regular examination opportunity for a module. <sup>2</sup>After expiration of this examination possibility, the module examination is to be taken according to the conditions of the respective valid module description.

(2) <sup>1</sup>At least two alternative examination dates must be provided for each scheduled examination. <sup>2</sup>A date for repeat attempts must be scheduled at the beginning of the following semester, which may be at the same time as the last examination date. <sup>3</sup>There should be at least 2 weeks between the announcement of the grades from the previous date and the date for repeat attempts. <sup>4</sup>Examinations taken in person are examinations in accordance with Sections 53, 54, and 57, as are examination components of a portfolio examination corresponding to these examination formats in accordance with Section 55. <sup>5</sup>If other examination formats are defined in accordance with Section 58, the offer of alternative examination dates in accordance with sentences 1 to 3 must be regulated in the study and examination regulations.

(3) <sup>1</sup>Examiners must announce dates for oral examinations in good time, however no later than four weeks before the examination date. <sup>2</sup>The examination date for the written examination in the current semester must be announced within 14 days of the start of the module; in the case of modules that run over more than one semester, within 14 days of the start of the lecture period of the semester in which the examination takes place. <sup>3</sup>The date of completion for portfolio components is announced within 14 days of the start of the lecture period of the semester in which the portfolio component(s) is/are to be completed. <sup>4</sup>The deadlines also apply to the announcement of dates for repeat examinations.

(4) <sup>1</sup>The announcement of the examination date also includes the indication of whether the examination will be carried out as a digital examination with remote proctoring in accordance with Section 52 a. <sup>2</sup>If this is the case, the following information will also be communicated to the candidates:

1. the processing of personal data,
2. the technical requirements for the communication equipment to be used, which must be met for the examination to be carried out properly, in particular suitable video and audio transmission for video proctoring or video conferencing and an internet connection of sufficient quality,
3. the organizational conditions for proper examination,
4. the candidate's right to choose, in particular as to whether either an in-person examination or another equivalent examination is offered as an alternative in accordance with Section 53 a (2).

(5) Scheduling clashes between different examinations in the same degree program and semester are to be avoided wherever possible.

(6) If the prerequisites for admission to an examination have been demonstrably fulfilled, the examination may also be taken before the communicated deadline for registration.

### **Section 66 Reviewing examination files**

<sup>1</sup>Students may review their completed examinations including related reports from examiners, grading notes, and examination protocols.

<sup>2</sup>Access to the tasks and the assessment key as well as any sample solutions is also to be provided. <sup>3</sup>As a rule, students may review their examination documents within six weeks following announcement of their evaluation; the time and place is to be announced as early as possible, but at least one week before the date. <sup>4</sup>The time allowed for candidates to review their scripts must be reasonable. <sup>5</sup>Students can appoint a proxy to represent them at the review by presenting a power of attorney. <sup>6</sup>The right to review files in accordance with Section 76 shall remain unaffected.

### **Section 67 Academic adjustment/maternity protection**

(1) <sup>1</sup>Students who

1. due to a disability or chronic illness in accordance with Section 2 (1) of Book Nine of the German Social Code (*Sozialgesetzbuch IX*),
2. due to pregnancy or maternity protection in accordance with Section 3 of the Maternity Protection Act (*Mutterschutzgesetz*),
3. due to caring for and raising a child up to the age of eighteen,
4. caring for close relatives within the meaning of the Care Leave Act (*Pflegezeitgesetz*), or
5. or other good reasons, are unable to perform a coursework assignment or examination on the scheduled date, within the designated duration or by the due date, at the designated location, in the designated form, or in any other designated way

shall receive an academic adjustment.

<sup>2</sup>Such adjustments are made by arranging another appointment, extending the duration or due date, arranging a different location, arranging a different format, granting permission for auxiliary aids or persons, or in another appropriate way. <sup>3</sup>The modified coursework or examination must be equivalent to the original requirement.

(2) <sup>1</sup>The responsible examination board decides on the academic adjustment upon application by the student. <sup>2</sup>The examination board may request a statement from the TU Berlin representative for students with disabilities and chronic illnesses, Psychological Counseling, or the Family Services Office. <sup>3</sup>Students may propose a specific type of adjustment

and include a statement from the TU Berlin representative for students with disabilities and chronic illnesses, Psychological Counseling, or the Family Services Office with their application. <sup>4</sup>Applications are made in writing and must include a medical certificate or other proof of permissible grounds for academic adjustments; decisions are notified in writing and justified in writing in the event of rejection.

(3) <sup>1</sup>Persons enrolled at TU Berlin who are pregnant, have given birth, or are breastfeeding and are in the maternity protection period may declare in writing to the University that they wish to take part in individual examinations or courses during the maternity protection period. <sup>2</sup>This declaration may be withdrawn at any time, i.e., it is also possible to withdraw after commencing an examination.

## Section 68 Evaluation of exam results, overall grade, and overall assessment

(1) <sup>1</sup>If module examinations are graded differently, the following key is to be used for the assessment:

| Grade           | Assessment   | Definition                                                                 |
|-----------------|--------------|----------------------------------------------------------------------------|
| 1.0 / 1.3       | very good    | outstanding performance                                                    |
| 1.7 / 2.0 / 2.3 | good         | performance above-average requirements                                     |
| 2.7 / 3.0 / 3.3 | satisfactory | performance complies with average overall requirements                     |
| 3.7 / 4.0       | sufficient   | performance which, despite some flaws, still complies with requirements    |
| 5.0             | insufficient | performance with significant flaws which does not comply with requirements |

<sup>2</sup>Module exams which are ungraded will be assessed with "passed" or "failed." <sup>3</sup>Results are to be graded and assessed in such a way that points for incorrect answers are not deducted from the total points achieved for correct answers (point deduction system is not permitted; *Verbot von Maluspunkten*).

(2) <sup>1</sup>In the case of portfolio examinations, the module grade is derived from a points system defined in the module description. <sup>2</sup>This points system defines maximum point scores for the individual exam components; points are awarded based on the level of fulfillment. <sup>3</sup>The total score is converted into a grade according to the table shown in subsection 1 on the basis of the grading key defined in the module description.

(3) <sup>1</sup>The final thesis is evaluated independently by each individual examiner in accordance with subsection 1. <sup>2</sup>The overall grade is derived from the arithmetic mean of the grades assigned by the examiners. <sup>3</sup>If an examiner marks the thesis with a grade of at least 4.0 and the second examiner with a grade of 5.0, a third examiner is nominated by the relevant examination board. <sup>4</sup>If the arithmetic mean of these three grades produces a value worse than 4.0, but two examiners awarded a grade with the assessment of "sufficient," the overall grade shall be set at 4.0. <sup>5</sup>The overall grade is derived from the arithmetic mean of the three grades in all other cases. <sup>6</sup>If this arithmetic mean produces a value worse than 4.0, the result is a grade of 5.0, with an assessment of "insufficient."

(4) <sup>1</sup>If a defense is required, admission to this is only granted if the final thesis was assessed in accordance with subsection 3 as at least "sufficient." <sup>2</sup>An evaluation in accordance with subsection 1 will be given for the defense in accordance with the subject-specific study and examination regulations. <sup>3</sup>If the arithmetic mean of these grades produces a value worse than 4.0, the defense may be repeated upon application by the candidate. <sup>4</sup>The application must be made within two weeks after notification of the grades. <sup>5</sup>One grade per examiner is calculated on the basis of the individual grades for the final thesis and defense in accordance with the provisions of the subject-specific study and examination regulations. <sup>6</sup>The overall grade is derived from the arithmetic mean of the grades assigned by the examiners.

(5) Module examinations without an assessment of at least "sufficient" (4.0) or "passed" are failed and must be repeated in accordance with Section 70.

(6) <sup>1</sup>If more credit points than necessary are attained in a program component, regardless of whether it contains modules which are ungraded or not included in the overall grade, and these are not balanced out with another component, a grade is determined for the study component based on the credit points attained. <sup>2</sup>Students can only exceed the required credit points once through the last module taken in a program component. <sup>3</sup>When determining the overall grade, the grade calculated for a program component is only included for the number of credit points designated for the program component.

(7) <sup>1</sup>The overall grade for the bachelor's or master's examination is derived from the weighted arithmetic mean of the grades, based on the respective number of credit points, unless otherwise specified by the subject-specific study and examination regulations. <sup>2</sup>An assessment is allocated according to the table below:

| Grade     | Assessment   |
|-----------|--------------|
| 1.0 – 1.5 | very good    |
| 1.6 – 2.5 | good         |
| 2.6 – 3.5 | satisfactory |
| 3.6 – 4.0 | sufficient   |

<sup>3</sup>An overall grade is not awarded if modules encompassing more than 50% of the credit points in the study program are ungraded. <sup>4</sup>The respective academic degree is awarded without an overall grade.

(8) When calculating grades, consideration is only given to the first decimal place; all additional decimal places are deleted without rounding.

(9) Once relevant data is available, a relative grade is calculated on the principles of the ECTS Users Guide, as amended, for the overall grade.

## Section 69 Reconsideration procedures

- (1) <sup>1</sup>Students are entitled to lodge a motion for reconsideration against examination grades following disclosure of such grades in order to revise and amend the examination grade. <sup>2</sup>The original evaluation shall not be changed to the detriment of the student. <sup>3</sup>The motion for reconsideration shall be submitted to the body at TU Berlin responsible for examinations.
- (2) <sup>1</sup>An absence of the statement of grounds for an examination evaluation shall be remedied immediately upon request; the key reasons for the evaluation shall be presented. <sup>2</sup>The opportunity to review files in accordance with Section 66 is to be granted in respect of evaluated exam assignments.
- (3) <sup>1</sup>The motion for reconsideration stating the reasons for the motion is to be received in writing within two months following notification of the examination assessment. <sup>2</sup>The reasons for the motion can be submitted at a later date in cases under subsection 2, as a rule within 4 weeks of receiving the reasons for a grade under subsection 2. <sup>3</sup>The body at TU Berlin responsible for examinations issues decisions regarding examination evaluations at the earliest one month after they have been announced; in the case of a reconsideration procedure, only after it has been completed.
- (4) <sup>1</sup>The body at TU Berlin responsible for examinations forwards the motion for reconsideration to the relevant examiners for comment. <sup>2</sup>The examination board is informed if examiners' comments are not received by the deadline.
- (5) <sup>1</sup>Examiners shall generally decide on the motion for reconsideration within one month. <sup>2</sup>The evaluations and the key reasons for these evaluations shall be reviewed. <sup>3</sup>The result of this review, including grading, shall be substantiated in writing.
- (6) The body at TU Berlin responsible for examinations informs the student about the outcome of the motion for reconsideration.
- (7) <sup>1</sup>Within one month of notification of the examiners' decision from the reconsideration process, the student may lodge a substantiated appeal against this decision with the TU Berlin office responsible for examinations. <sup>2</sup>The appeal will be forwarded to the examination board together with the documents relating to the procedure. <sup>3</sup>The examination board may request further documentation from the examiners insofar as this is necessary for it to take a decision. <sup>4</sup>If the examination board identifies errors in the examination or reconsideration procedure that affect the grade, the examination board may make the result of the examination or reconsideration procedure void or appoint additional examiners to assess the examination.

## Section 70 Re-examination, repeating module examinations

- (1) <sup>1</sup>Failed and "insufficient" module exams for the bachelor's and master's examination can be repeated twice. <sup>2</sup>Students are granted a third repeat attempt after attending a consultation with their course guidance in accordance with subsection 5. <sup>3</sup>It is not possible for students to repeat an exam they have already passed.
- (2) <sup>1</sup>Candidates whose examination has been assessed as "insufficient" (5.0) or "failed" may be offered the opportunity of an immediate oral re-examination by the examiner. <sup>2</sup>In this case, the student is to be allowed review their scripts in advance. <sup>3</sup>The examiner may restrict the number of potential candidates by specifying transparent criteria. <sup>4</sup>If a candidate takes advantage of this opportunity, the oral re-examination shall be conducted in accordance with the provisions of Section 54; a suspension of the oral re-examination is excluded. <sup>5</sup>The oral re-examination is a continuation of the examination and is assessed as "passed" or "failed." <sup>6</sup>If the oral re-examination is deemed "passed," the assessment for the examination shall be set to "sufficient" (4.0) or "passed."
- (3) <sup>1</sup>The first repeat examination is to be carried out in the same form as the failed exam. <sup>2</sup>In the case of an examination that cannot be repeated in its entirety in the same form by the beginning of the following semester, the repeat attempt can be agreed between the student and the examiner as recognition of work that had already been completed during the semester. <sup>3</sup>Alternatively, the repeat examination can take place in a different examination format, which must be specified in advance in the module description.
- (4) <sup>1</sup>The second repeat examination is usually an oral exam; the body at TU Berlin responsible for examinations provides the student with further information including the legal consequences of failing the exam.
- (5) <sup>1</sup>Students can attend a consultation with their course guidance if they fail the second repeat attempt. <sup>2</sup>Doing so grants them the possibility of a third repeat attempt. <sup>3</sup>The appointment must be submitted to the office responsible for examinations no later than three working days before the imminent examination. <sup>4</sup>The faculties decide by resolution which staff members can carry out the consultation. <sup>5</sup>The third repeat attempt is generally an oral examination.
- (6) <sup>1</sup>Modules from the elective and compulsory elective components which were failed in the first and second attempts and form part of the study program, may be replaced. <sup>2</sup>If a module is to be replaced, the responsible body at TU Berlin must be informed in writing. <sup>3</sup>Communication must take place at the latest by registration for the replacement exam.
- (7) If a bachelor's student fails the first attempt of an examination during their first degree semester, the attempt is not recorded (*Freiversuch*).

## Section 71 Cheating

- (1) <sup>1</sup>In particular, the use of unauthorized aids and the falsification of empirical data are considered cheating. <sup>2</sup>Attempting to cheat is also considering cheating.
- (2) <sup>1</sup>Plagiarism in works of a scientific nature particularly constitutes the adoption and modification of sources without due citation. <sup>2</sup>The same applies to text, figures, tables, and images. <sup>3</sup>Plagiarism is penalized as cheating if it is done to such an extent that it significantly detracts from the student's own performance. <sup>4</sup>In less serious cases, plagiarism is to be assessed as poor academic work. <sup>5</sup>The same applies if the work is submitted without a complete bibliography.
- (3) <sup>1</sup>The resubmission of the same examination or partial examination in a repeat attempt at a failed module will not be considered as an attempt to cheat. <sup>2</sup>The submission of an assignment that has already been set in another examination in the same way as the new assignment is not considered cheating. <sup>3</sup>However, submitting the same work in different modules can be considered cheating.
- (4) <sup>1</sup>If it is suspected that a candidate is cheating during an examination or partial examination, the examination will be interrupted



immediately. <sup>2</sup>The accused must be informed of the form and time of the alleged attempt, presented with all evidence, and given the opportunity to make a statement. <sup>3</sup>On the basis of the statement, the examiner will decide whether to terminate the examination or partial examination and exclude the student from the examination, or whether a less severe sanction is appropriate. <sup>4</sup>If the examination is to be continued, the interruption is to be compensated with extra writing time or another appropriate measure.

(5) <sup>1</sup>If there is a suspicion of cheating after an examination or part of an examination has been taken, the examiner shall immediately inform the person concerned of the form, time, and potential evidence of the suspicion. <sup>2</sup>The accused is to be given the opportunity to provide a written or oral statement. <sup>3</sup>It is not permissible to re-examine the candidate to dispel or prove a suspicion of cheating.

(6) <sup>1</sup>If the examination or partial examination is aborted, it will be assessed with a deduction of points or with a grade of "insufficient" or "failed," taking into account how far along the candidate is in their program, the extent of the cheating, and the effect on the overall result of the examination, and must be repeated in accordance with Section 70. <sup>2</sup>If an action under sentence 1 is only revealed after the examination has been completed, sentence 1 applies accordingly.

(7) <sup>1</sup>If a candidate is excluded from an examination or examination component, they may request an immediate review of this decision by the examination board. <sup>2</sup>The decision of the examination board shall immediately be communicated in writing, providing reasons.

(8) All communication in connection with an allegation of cheating must be put in writing after the examination.

(9) <sup>1</sup>If a student has repeatedly cheated and thus been excluded from an examination attempt or in a particularly serious case, the examination board may exclude them from taking further examinations. <sup>2</sup>The decision must take into account how far along the student is in their program and the scope of the cheating. <sup>3</sup>A statement from the TU Berlin office responsible for examinations must be obtained before the decision is made and taken into account.

(10) <sup>1</sup>If the candidate has cheated in an examination and this only emerges subsequent to the issuing of the certificate, the examination board, in consultation with the faculty board, may retrospectively amend the relevant evaluations and overall grade accordingly. <sup>2</sup>If the overall examination is reassessed as failed due to cheating and no general exclusion from the examination has taken place, TU Berlin will ensure that the examination can be repeated.

(11) If the requirements for admission or enrollment have not been fulfilled, without any intention on the part of the candidate to gain unfair advantage, and this only emerges subsequent to the issuing of the certificate, this is remedied by passing the exam.

(12) If the candidate has intentionally secured wrongful admission or enrollment, the examination board shall decide on withdrawal of the admission or enrollment.

(13) <sup>1</sup>Inaccurate certificates shall be collected and new ones issued where appropriate. <sup>2</sup>Decisions pursuant to subsections 5 or 6 shall be taken within a deadline of one year from the date the incident became known. <sup>3</sup>The provisions of the BerlHG on the withdrawal of an academic degree are not affected.

(14) The revocation of an enrollment due to a subsequently discovered intentional act of serious cheating, which was the basis of the enrollment, also results in the loss of the certificates and titles acquired on the basis of the enrollment, which can be revoked in such a case.

(15) <sup>1</sup>Inaccurate certificates shall be collected and new ones issued where appropriate. <sup>2</sup>The provisions of the BerlHG on the withdrawal of an academic degree are not affected.

#### **Section 71 a Use of software solutions to detect the authenticity of texts**

<sup>1</sup>Software for the detection of plagiarism can be used in justified cases of suspected violation or on a random basis, irrespective of suspicion. <sup>2</sup>The faculty board decides on the software to be used; it must be ensured that no personal data is transferred to external servers. <sup>3</sup>Matches displayed by the software are cause for individual review by the examiner. <sup>4</sup>The examiner takes a decision on whether cheating has occurred.

#### **Section 71 b Disruption of an examination**

<sup>1</sup>If a candidate disrupts the regular progression of an examination (violation of the rules), they may be excluded from continuing the examination by the examiner. <sup>2</sup>The examination board decides whether the exam is assessed as "insufficient" or "failed" in this case and shall be retaken in accordance with Section 70.

#### **Section 72 Certificates and official diploma**

(1) <sup>1</sup>Once the final exam has been passed, a certificate is issued immediately after receipt of all assessments by the body at TU Berlin responsible for examinations. <sup>2</sup>The following items are included in the certificate:

1. name of study program,
2. name of specialization,
3. modules with grades, assessment, and respective amount of credit points,
4. coursework assignments complete with assigned credit points,
5. names of both examiners, subject, grade, assessment and amount of credit points for the thesis, and
6. overall grade and overall assessment.

(2) <sup>1</sup>If examinations or coursework to be indicated on the certificate were offered through another study program at TU Berlin or another higher education institution, this is noted in the certificate. <sup>2</sup>The grades which make up the overall grade are indicated.

(3) <sup>1</sup>The certificate bears the date of the final exam and shall be signed by the chair of the responsible examination board. <sup>2</sup>The certificate bears the seal of Technische Universität Berlin.

(4) <sup>1</sup>In addition to the certificate, an official diploma is issued by the responsible body of TU Berlin, bearing the same date, on the award

of the relevant degree. <sup>2</sup>This is signed by the president of TU Berlin and the dean of the responsible faculty and bears the seal of TU Berlin. <sup>3</sup>The delivery of this diploma assures eligibility to hold the relevant academic degree.

(5) <sup>1</sup>The certificate and official diploma contain a statement that the coursework and examinations have been performed in compliance with the provisions of these regulations and the subject-specific study and examination regulations. <sup>2</sup>Certificates of successful completion of examinations and coursework issued by the body at TU Berlin responsible for examinations.

(6) Certificates of successful completion of coursework assignments are issued by the person responsible for the relevant course.

(7) <sup>1</sup>Certificates and official diplomas are issued in the language of instruction of the study program. <sup>2</sup>An English or German translation of each document is also included.

(8) If the student has definitively forfeited eligibility to take an examination, they shall be issued a transcript of records from the body at TU Berlin responsible for examinations on request, containing performed examinations and their assessment as well as indicating that the bachelor's or master's examination has been failed.

### **Section 73 Double degree, dual degree**

(1) <sup>1</sup>TU Berlin may provide for dual degrees for individual study programs in cooperation with another university. <sup>2</sup>This requires the conclusion of a double degree agreement between the participating universities. <sup>3</sup>The agreement sets out specific requirements, in particular preconditions for participation, timing, exams to be taken, rules on mutual recognition of coursework and examinations, and provision on the conversion of grades.

(2) In order to receive degrees from both universities, the requirements of both study and examination regulations shall be fulfilled unless the agreement deviates from subsection 1.

(3) <sup>1</sup>Graduates from a study program within the framework of a dual degree procedure receive a transcript from each of the participating universities. <sup>2</sup>Certificates and official diplomas shall include a note that the study program has been completed within the scope of a double degree agreement with the designated partner university.

### **Section 74 Joint degree**

(1) <sup>1</sup>TU Berlin may establish joint study programs in cooperation with other universities. <sup>2</sup>Study and examination regulations set out the specific requirements, in particular preconditions for participation, timing, exams to be taken, rules on mutual recognition of coursework and examinations, and provision on the conversion of grades.

(2) Graduates from a joint study program receive a certificate from both of the participating universities in the language in which the study program was completed.

### **Section 75 Diploma supplement and transcript of records**

(1) <sup>1</sup>In addition to the certificate and official diploma, a diploma supplement is issued, providing information in German and English on the content and form of the qualification acquired by the degree. <sup>2</sup>The diploma supplement is intended to simplify and improve – nationally and internationally – the evaluation and classification of degrees for study and professional purposes.

(2) On application, a transcript of records in German and English is included with the diploma supplement containing all modules and examinations, all credit points for coursework and examinations, as well as all assessments.

### **Section 76 Authorization for data processing and reviewing examination files**

(1) The Student Data Ordinance of the State of Berlin (*Studierendendatenverordnung*), as amended, applies to the collection and deletion of data.

(2) <sup>1</sup>Within one year of the announcement of examination results, the student is granted access to their examination papers, related reports from examiners, and examination protocols, upon application to the body at TU Berlin responsible for examinations. <sup>2</sup>This is granted within a reasonable deadline. <sup>3</sup>Otherwise, the Administrative Procedures Act (*Verwaltungsverfahrensgesetz*) shall apply.

### **Section 77 Special cases and implementing provisions**

(1) <sup>1</sup>If examinations cannot be carried out or can only be carried out with limited capacity due to infection protection regulations or other exceptional circumstances, TU Berlin will make full use of the possibilities to offer alternative examinations to candidates. <sup>2</sup>In the selection process, cases of exceptional circumstances are to be considered in advance according to their respective degree. <sup>3</sup>The Executive Board of TU Berlin shall determine when such circumstances under sentence 1 exist. <sup>4</sup>It is to be limited to an examination period, if possible to the duration of the exceptional circumstances. <sup>5</sup>If the requirements continue to be met, it is possible to determine that such circumstances exist again.

(2) The Executive Board may, in agreement with the data protection officer, lay down more specific requirements for the provisions of Sections 52 a and 52 b and Section 65 in implementing regulations.