

# General Examination Regulations of Technical University of Darmstadt (APB)

7<sup>th</sup> Amendment



TECHNISCHE  
UNIVERSITÄT  
DARMSTADT

Die englische Übersetzung dient nur zu Informationszwecken. Rechtlich verbindlich ist der deutsche Text.

The English translation is for information purposes only. The legally binding document is the German version.

In accordance with Section 7 para. 4 no. 5 of the TUD-Act (*Gesetz zur organisatorischen Fortentwicklung der Technischen Universität Darmstadt* dated 5 December 2004, GVBl. I p. 382, last amended by article 2 of the Act dated 30 November 2015 (GVBl. p. 510)), the 7th amendment to the *Allgemeinen Prüfungsbestimmungen der Technischen Universität Darmstadt* (APB - General Examination Regulations of the Technical University of Darmstadt) dated 19 April 2004, adopted by the Senate on 22 September 2023, is approved by decision of the Executive Board and signature of the President and republished in its entirety in the *Satzungsbeilage*.

Darmstadt, 05 October 2023

The President of  
Technical University of Darmstadt

Prof. Dr. Tanja Brühl

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## Preamble

The APB (*Allgemeine Prüfungsbestimmungen* – General Examination Regulations) of Technical University Darmstadt in the version of the 7<sup>th</sup> Amendment contain the common rules applicable to the entire examination system in the Bachelor’s and Master’s degree programmes as defined by Section 25(1) sentence 2 of the HessHG (*Hessisches Hochschulgesetz* – Universities and Higher Education Act of the State of Hesse), dated 14 December 2009 (GVBl. I, page 666), last amended by the Act, dated 14 December 2021 (GVBl. I, page 931). These APB apply accordingly to examinations in the Teacher Education for Secondary Schools (*Lehramt an Gymnasien*) degree programme and for complementary teacher education studies, insofar as the currently applicable versions of the HLbG (*Hessisches Lehrerbildungsgesetz* – Hessian Teacher Training Act) and the HLbGDV (*Verordnung zur Durchführung des Hessischen Lehrerbildungsgesetzes* – provisions for the implementation of the Hessian Teacher Training Act) are not in conflict with the provisions of the APB. All degree programmes have a modular structure. The approval of the Bachelor’s and Master’s degree programme regulations is valid for a fixed term in accordance with the accreditation periods. The term “department” as used in these APB also includes “fields of study” (wherever the included term is used in the sense of an organisational entity of TU Darmstadt) because they have the same rights and obligations regarding teaching as a department.

## Section 1 Purpose of the examination

(1) The examinations are used to determine whether the candidates have reached the study objectives. The examinations in the Bachelor’s or Master’s degree programme lead to an academic degree that upon graduation qualifies to enter a profession. By passing these examinations, candidates demonstrate that they have acquired the competencies stated in the competence descriptions, understand the context of their field of study and are able to work independently using scientific methods and are also able to further their education independently.

(2) With the exception of the examinations to be taken during the first state examination, all examinations in the Teacher Education for Secondary Schools (LaG) degree programme are carried out in accordance with the APB.

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## 2. General examination regulations

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### Section 2 Academic degrees

(1) Technical University of Darmstadt awards the following academic degree once the total number of credit points (CPs) required for the corresponding degree programme has been achieved:

Academic degree	Abbreviation
Bachelor of Arts	B.A.
Bachelor of Education	B.Ed.
Bachelor of Science	B.Sc.
Master of Arts	M.A.
Master of Education	M.Ed.
Master of Science	M.Sc.

The academic degree to be awarded is determined by the implementation regulations for each degree programme. Diplom, Magister Artium and Master’s degrees of Technical University of Darmstadt are equivalent academic degrees and in principle entitle the holder to pursue a

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doctorate as part of the *Allgemeinen Bestimmungen der Promotionsordnung* – General Regulations of the Doctoral Degree Regulations (PO/AT) of Technical University of Darmstadt. Graduates can add the designation “Technical University of Darmstadt” to the awarded academic degree.

(2) Other academic degrees can be awarded for Master’s degree programmes in the context of continuing academic education (*weiterbildende Masterstudiengänge*).

### **Section 3 Examination regulations and degree programme regulations**

(1) The examinations are subject to the statutory provisions, the provisions of these APB (*Allgemeine Prüfungsbestimmungen* – General Examination Regulations) and, to a lesser extent, to the respective degree programme regulations. These degree programme regulations consist of the implementation regulations, the study and examination plan (SPP), the competence descriptions (qualification objectives and, in case of Master’s degree programmes, entrance competencies), the module descriptions and, if necessary, the practical regulations (*Praktikumsordnung*). The module descriptions must be summarised in a module handbook, which is published electronically.

(2) The degree programme regulations are issued if expressly required by the APB. The degree programme regulations can stipulate supplementary regulations, provided that these do not conflict with the APB. Examinations in the Teacher Education for Secondary Schools (LaG) degree programme, including intermediate examinations, are subject to the provisions of state law, the present APB and to the regulations for the respective degree programmes issued by the departments.

(3) Fields of study (as organisational entities of TU Darmstadt) and departments are considered equals within the scope of these APB.

(4) The prescribed period of study for Bachelor’s degree programmes is six semesters, for Master’s degree programmes four semesters unless the implementation regulations of the departments specify otherwise. In general, 60 CPs can be earned per academic year. The implementation regulations set the deadlines by which the examinations (technical examinations (*Fachprüfungen*), study examinations (*Studienleistungen*) and final examination (*Abschlussprüfung*)) must be registered. It is possible to take examinations earlier than is recommended in the implementation regulations.

(5) If the available participation capacities for modules are not sufficient, the module-offering departmental council of the module-offering department must check the module’s participation capacities on request of the institute or the person responsible for the module or the Centre for Teacher Education (ZfL). Insofar as applicants for a module and/or an event need to be selected, the selection criteria to be used in the placement procedure must be disclosed.

### **Section 3a Ensuring academic success**

(1) The implementation regulations must contain provisions to ensure academic success in the Bachelor’s degree programmes. To this end, the departments can use one or more of the instruments listed in the paragraph below. Instruments are:

- a) Instruments designed according to the field-specific requirements or orientation entry phases that ensure successful further study, in accordance with Para. 4;

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- b) The assessment of aptitude required for a specific degree programme prior to registration (*Einschreibung*) based on admission assessment procedures (Section 60(4) sentence 1 HessHG (*Hessisches Hochschulgesetz – Universities and Higher Education Act of the State of Hesse*)) in accordance with Para. 5;
  - c) The minimum number of credits based on performance in accordance with Para. 6;
  - d) Orientation modules in accordance with Para. 7.

Insofar as no provisions have been set in the implementation regulations, the student's performance must result in a minimum number of credit points in accordance with Para. 6.

(2) After two semesters, the departments offer students individual consultation meetings to discuss how best to organise their studies. In general, such consultation meetings are carried out by the student's respective mentor. The examiner must give specific reasons for deviations from the rule; the deviations must be approved by the departmental council.

(3) The department must offer study-accompanying support instruments (in particular, mentoring programmes, tutorials) if they are not included in the instruments as stated in Section 3a(1a).

#### (4) Field-specific instruments

- a) The implementation regulations can provide for special field-specific instruments to ensure academic success. The instruments stated in Para. 1 can be modified or combined if this is necessary for reasons based on the culture of a specific field or discipline.
- b) The implementation regulations must specify the procedures, assessment standards and assessment entities (*Bewertungsinstanzen*), and the support instruments.

Decisions on field-specific instruments in terms of application and assessment are made by the relevant examination board or by a body that the examination board appointed.

#### (5) Admission assessment procedures

Admission assessment procedures are used to determine the degree-programme-specific competencies, skills and knowledge to be demonstrated in addition to the higher-education entrance qualification. In the regulations for a degree programme or in an independent statute, the departments specify competencies, skills and knowledge that must be demonstrated prior to registering for the chosen degree programme. A record of the results of the admission assessment procedure is drawn up. In case of selection interviews, Section 22(4) applies accordingly. Rejection decisions must be made in writing and the reasons must be given. The regulations for a degree programme or the statute must specify:

- a) Competencies, skills and knowledge that must be demonstrated before registration for the chosen degree programme;
- b) Whether registration should be possible subject to reservation in accordance with Section 60(4) sentence 2 HessHG (*Hessisches Hochschulgesetz – Universities and Higher Education Act of the State of Hesse*);
- c) That decisions on the admission assessment procedure are made by the relevant examination board or a body appointed by the examination board.

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Selection interviews, written tests, field-specific individual grades for university entrance eligibility and field-specific vocational education and training including vocational activities, in particular, can be taken into account as part of an admission assessment procedure. The average grade for university entrance eligibility can be taken into account if its relevance for the proof specified under a) is justified. The tests must be conducted under standardised conditions. On a case-by-case basis, the results of external general ability-to-study tests can be used as an alternative if they meet recognised quality standards and criteria (e.g., DIN 33430 for career-related aptitude assessments) and contain the proof specified and required under a).

(6) Minimum number of credits based on performance

- a) Unless the implementation regulations stipulate otherwise, a minimum of 20 CPs must be completed in modules of the degree programme by the end of the second regular semester (*Fachsemester*).
- b) If part-time studies are begun in the introductory phase of the degree programme, the deadline to earn the minimum number of credits based on performance for every semester completed part-time is extended by one additional semester to a maximum of four semesters.
- c) If the required minimum number of credits based on performance in accordance with Para. 6a) have not been earned, the candidate will be invited by the Office for Student Affairs to a consultation meeting instead of the regular appointment in accordance with Para. 2. In this meeting the course of the future degree programme will be discussed.
- d) If a consultation meeting in accordance with Para. 6c) is not attended for reasons attributable to the candidate, the candidate will be excluded from admission to further examinations until the consultation meeting has been rescheduled and attended.

(7) Orientation modules in the first academic year

- a) The implementation regulations can stipulate that one or more orientation modules usually amounting to a maximum of 20 CPs must be completed by the end of the second regular semester. The intention and purpose of the orientation module must be specified in the module description. All candidates must be registered ex officio (by the relevant department) for orientation modules and the courses and examinations of these orientation modules at the time specified in the study and examination plan (implicit examination registration). Required retake examinations (resits) or regular examinations in case of a withdrawal approved in accordance with Section 15(2) will be registered ex officio to take place at the next available examination date. If these examinations take place in semesters in which no corresponding courses of the orientation module are offered, they must be accompanied by suitable additional courses and services (e.g., review courses or consultation services).
- b) As all candidates are registered ex officio for orientation module examinations, those who do not take these examinations without prior withdrawal from them in accordance with Section 15 will no longer be permitted to take any examinations in this degree programme.

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## Section 4 Reform models

(1) In order to test reform models, the departments can adopt regulations for degree programmes that deviate from these APB (*Allgemeine Prüfungsbestimmungen* – General Examination Regulations). They require the approval of the Senate. The validity of the deviating provisions must be subject to a fixed term. Before this deadline expires, the department must submit a report to the Senate on the results of the reform model.

(2) In accordance with Section 3(2), regulations for the testing of a reform model must only be approved if:

- The corresponding regulations for a degree programme already exist;
- Comparability with corresponding degree programmes in other federal states is guaranteed;
- An internal quality assurance within Technical University of Darmstadt has taken place;
- And the budgetary prerequisites for the reform model are secured.

## Section 5 Modules, examination components and type of examination

(1) A module is a teaching and learning unit that is limited in terms of content and time. Modules generally consist of a set of courses and self-study periods that are related to each other in terms of content. Modules can also consist of practical phases and project work or the thesis (*Abschlussarbeit*), possibly with a subsequent colloquium. The contents of a module must be restricted in such a way that they can be taught within one semester or one academic year. In justified exceptional cases, a module can last more than two semesters.

(2) Examinations of a degree programme are taken within a module. Technical examinations (*Fachprüfungen*) can be retaken a limited number of times in accordance with Sections 30, 31 and 32. Study examinations (*Studienleistungen*) can be retaken indefinitely until passed. With the exception of retake examinations (resits), examinations are offered within the chronological and relevant context of the corresponding modules. In the study and examination plan (SPP), the degree programme regulations must specify the examinations to be taken in a module. These degree programme regulations can determine that technical examinations that have not been passed within a module can be compensated for by other technical examinations that have been passed within the same module. At the same time, these degree programme regulations can stipulate that a minimum number of technical examinations must be passed within a module. The degree programme regulations must also specify how each of these examinations is weighted to be included in the overall grade for the module.

(3) The forms of examination and the categories of these forms are conclusively specified in Appendix 1 of the APB (*Allgemeine Prüfungsbestimmungen* – General Examination Regulations). The form of examination of each examination must be specified in the respective degree programme regulations. This is possible by either specifying the form of examination in the study and examination plan (SPP) or by indicating the forms-of-examination category in the SPP in which case the possible forms of examination must also be specified in the module handbook. The forms of examination specified in the study and examination plan or in the module handbook are binding. If examinations are conducted as written examinations but not as proctored/monitored examinations (*Aufsichtsarbeit*), these examinations must be accompanied by a declaration in accordance with Section 22(7).

(4) If the category specified in the module handbook in accordance with Para. 3 offers a choice between various forms of examination, the examiners must communicate the concrete form of examination early on but no later than by the start of the examination registration period.

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(5) Technical examinations (*Fachprüfungen*) can be conducted in parallel with lectures. In this case, the number of partial examinations offered during the lecture period and the procedure for assessment must be determined. The decision is made by the vice chairperson, academic affairs, (*Studiendekan*) of the department offering the examination in agreement with the vice chairperson, academic affairs, of the other departments concerned. The dates of the partial examinations taking place in parallel with the lectures as well as the procedure for assessment must be communicated at the beginning of the lecture period. There will be no independent grading of the partial examinations taking place in parallel with lectures. The individual partial examinations in parallel with lectures do not have to be passed one by one. However, it is not possible to retake such an individual partial examination apart from the others.

(6) In order to transfer performance-based credits to other degree programmes, a credit point system is used, which takes into account the European Credit Transfer System (ECTS). One credit point (CP) is awarded per 30 hours of work.

(7) The module descriptions contain at least information on:

- a) The learning content, learning outcomes (competencies taught), course language and qualification objectives;
- b) The forms of teaching and learning;
- c) The forms of examination;
- d) The requirements for participation;
- e) The amount of work (workload) in credit points;
- f) The frequency with which the modules are offered;
- g) The requirements for the awarding of and the number of credit points;
- h) The duration of the modules;
- i) The usability of the modules and
- j) The grading.

Changes to the module descriptions are possible and must be decided by the departmental council in time prior to the start of the lecture period. In addition, the changes must be communicated by the start of the lecture period. However, these changes must not result in substantial changes to the curriculum. Substantial changes include changes to the structure and rules of the individual modules in accordance with the study and examination plan (SPP), in particular, such as changes in credit points, changes regarding the form of examination. Substantial changes must be decided by the relevant Administrative Bodies (*Gremien*). The departmental council can pass a resolution to expand the range of modules offered.

(8) The examination requirements result from the learning contents and qualification objectives that are defined in the module descriptions.

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### 3. Administration of the examinations

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#### Section 6 Offices for Student Affairs

The Offices for Student Affairs of the departments are part of the University Administration (zV) on a departmental level and the office of the examination board. If fields of study (as organisational entities of TU Darmstadt) are responsible for a degree programme, they and the departments are considered equals within the scope of these regulations. In agreement with the relevant department, the administration of the degree programmes of this department can be

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assigned to the department's Office for Student Affairs.

## **Section 7 Examination boards**

(1) An examination board is established for each degree programme. Each examination board is responsible for the examinations in a particular degree programme for which it issues the required notifications. The regulations for consecutive Bachelor's and Master's degree programmes can provide for a joint examination board. In general, the examination board has up to seven members.

(2) The examination board is appointed by the departmental council to which the relevant degree programme is assigned. The examination board of a field of study (as an organisational entity of TU Darmstadt) is appointed by the joint examination board of the participating departments. Members of other departments can be included as members of the examination board, provided that they are involved in the respective degree programme. If several departments are involved in a degree programme, the departments concerned generally send the same number of members each. It must be ensured that the group of professors has the majority.

(3) In general, the departments send up to five members of the group of professors and one representative each of the group of research associates (WiMi) and the group of students to the examination board. The representatives of the group of academic research members must have passed the respective final examination or a comparable examination themselves to qualify as prospective members of the examination board. For each member, a substitute/alternate has to be appointed.

(4) The term of office of the members is at least two years if they are members of the group of professors, in all other cases at least one year. Care must be taken to ensure that the terms of office of the members overlap.

(5) The departments can set up (examination) boards with special areas of responsibility.

(6) The President decides on objections against decisions made by the examination boards.

## **Section 8 Procedures of the examination boards**

(1) The examination boards select a chairperson responsible for managing the respective board's affairs and the chairperson's substitute/alternate from the professors sent to them. The term of office is two years; re-election is possible. The examination boards can pass resolutions on delegating duties of the examination board to their respective chairperson in accordance with Section 9. Major decisions (such as terminating enrolment at university / de-registration from university – *Exmatrikulation*) can only be delegated to the chairperson based on a unanimous resolution of the examination board. The resolution to delegate duties must list specifically which duties are being delegated. The chairpersons report at least once a semester at a regular meeting of their respective examination board on the management and decisions regarding the duties delegated to them. Whenever the members of the examination board change, the new members must be informed about currently active resolutions on delegated duties. On request, resolutions on delegated duties can be re-examined and revised.

(2) An examination board has a quorum if at least half of its members are present. It decides with the majority of the members present; however, the majority of the votes of the members present

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within this majority must be members of the group of professors. Abstentions and invalid votes are considered no-votes. In the event of a tie, the proposed resolution is rejected. Abstentions are not permitted in case of decisions concerning the assessment of an examination; the student representatives have no right to vote in such decisions.

(3) The chairpersons of the examination boards can bring about decisions in writing without the board actually meeting (*Umlaufbeschluss*), provided that none of the members object. In case of objection, the matter concerned has to be decided during the next regular meeting at the latest. Decisions that result in not passing an overall examination (*Gesamtprüfung*) must not be made outside an actual meeting.

## **Section 9 Duties of the examination boards**

(1) The examination boards ensure that the provisions stated in the degree programme regulations and the APB are complied with. They make the decisions necessary for this purpose unless another responsibility is established by these APB.

(2) The members of the examination board have the right to attend the examinations.

(3) To maintain the uniformity of the examination procedures, the President decides on procedural matters, the interpretation of these APB and on matters concerning all or several degree programmes. The examination boards can delegate other duties to the Office for Student Affairs. In particular, these are duties regarding the admission to examinations, the setting of registration deadlines for examinations, and the recognition of reasons for withdrawal in general or in certain cases.

(4) The examination boards can delegate other duties to the Office for Student Affairs. In particular, these duties are regarding the admission to examinations or the setting of registration deadlines for examinations. Whenever the members of the examination board change, the new members must be informed about currently active resolutions on delegated duties. On request, resolutions on delegated duties can be re-examined and revised.

(5) The members of the examination boards and their substitute/alternate are bound by official secrecy. If they are not civil servants, they must be sworn to secrecy by the chairperson.

## **Section 10 Authorisation to conduct examinations, observers**

(1) Members of the group of professors are entitled to conduct examinations in the subjects in which they teach or can teach. They continue to be entitled to teach and conduct examinations for another year after retiring from active service.

After one year, the departmental council can pass a resolution to re-appoint them for a limited period of time as examiners. Sentence 3 applies to visiting and substitute professors following the termination of their activity accordingly.

(2) All lecturers are entitled to conduct examinations in the modules in which they teach independently.

(3) Research associates (WiMi), artistic staff, external part-time lecturers and lecturers for special assignments can conduct examinations, provided that they are entrusted with the independent performance of teaching tasks. Postdoctoral members of academic research are entitled to conduct examinations in accordance with Para. 2.

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(4) Observers present at examinations must be qualified on the same or an equivalent level as the candidates are to demonstrate when taking these examinations. For examiners and observers, Section 9(5) applies accordingly.

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#### 4. Examination prerequisites and procedures

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##### Section 11 General admission requirements

(1) Admission to a module or an examination requires proper studies by the candidates based on a cooperative study programme (*Studienprogramm*) with other universities or the study and examination plan (SPP) of the relevant degree programme and the registration for the examination. When registering for an examination that will not be taken in accordance with Section 20(2), the candidates must be enrolled in the respective degree programme or the respective cooperative study programme of Technical University of Darmstadt. This does not apply to students who are enrolled at universities with which a joint degree programme is run. In case of a change of study location, a change of subject area or the resumption of studies, the relevant examination board can exempt the candidate on request from having to be enrolled or registered at University (*Immatrikulation*) when registering for an examination.

(2) The regulations for a degree programme can stipulate that a work placement outside the University must be completed prior to admission to a degree programme, a module or an examination. In this case, the implementation regulations or practical regulations must govern how the practical is conducted. To be admitted to a degree programme, participation in an Online Self Assessment (OSA) can be required if this is specified in the implementation regulations for the degree programme.

(3) The implementation regulations can specify special procedural requirements for the completion of multimedia-based examinations.

(4) To meet the enrolment requirement (*Immatrikulation*) for admission to a Bachelor's or Master's degree programme taught in German from the start, applicants must provide proof of proficiency in German at a sufficient level in accordance with the *Rahmenordnung über Deutsche Sprachprüfungen für das Studium an deutschen Hochschulen* (RO-DT – regulatory framework on German language examinations for studying at German institutions of higher education), in its currently applicable version if they have not obtained their university entrance qualification in Germany. The President can (but is not obligated to) recognise equivalent certificates. The completion of a Bachelor's degree programme taught in German is deemed to constitute proof.

(5) Proof of proficiency in English at C1 level or higher of the Common European Framework of Reference for Languages is an enrolment requirement (*Immatrikulation*) for the admission of applicants to a Bachelor's or Master's degree programme that is taught in English during the first year at least. However, the implementation regulations can specify a lower proficiency in English as a prerequisite if this is sufficient for successful studies. The President, in consultation with the Language Resource Centre, can (but is not obligated to) recognise equivalent certificates. Proof is deemed to have been provided upon completion of a Bachelor's degree programme taught in English.

(6) Based on the type of course and the targeted learning objectives, compulsory attendance must only be specified if attendance is required to reach the learning objectives or if compulsory attendance is dictated subject to legal requirements outside Technical University of Darmstadt. Lectures are excluded from compulsory attendance. Compulsory attendance has to be indicated in

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the study and examination plan (SPP) and has to be explained in the module description. Compulsory attendance for more than 75% of the respective course is not permitted. Any change to this attendance regulation is considered a substantial change as defined in Section 5(7).

(7) If bilingual degree programmes offer sufficient elective modules and all compulsory modules both in German and in English, proof of proficiency either in German in accordance with Para. 4 or in English in accordance with Para. 5 is sufficient to meet the enrolment requirement (*Immatrikulation*) of the respective bilingual degree programme.

## **Section 12 General documentation at the time of registration**

(1) The following documents are required when registering for an examination:

- a) Proof of preliminary work carried out and other documents required based on the degree programme regulations;
- b) When registering in accordance with Section 14(2), stating the agreed examination date can be required;
- c) Proof of admission requirements in accordance with Section 11(2) if these requirements are provided for in the implementation regulations.

(2) On a case-by-case basis, the departmental council or the joint examination board can pass resolutions regarding personal SPPs to be submitted by the candidates if the degree programme regulations offer a choice between modules in an area of the study and examination plan (SPP). The personal SPP must be approved by the chairperson of the examination board and must be presented at the latest when registering for the first examination in a selected module. An amendment to the examination plan can be approved by the chairperson of the examination board.

## **Section 13 Admission to examinations**

(1) In case of doubt, the chairperson of the relevant examination board decides on admission to examinations.

(2) Admission to examinations must be refused:

- a) If the candidate has ultimately failed the examination in question at Technical University of Darmstadt or a comparable examination at another university;
- b) If the candidate fails to provide the proof specified in Section 12;
- c) If the examination in question has already been recognised as being completed.

## **Section 14 Registration periods**

(1) All examinations must be registered using the Campus Management System. Registration periods can start as early as the start of the courses. Generally, there are seven calendar days between the end of the registration period and the day on which the written examination takes place. Registration periods are set and electronically announced by the department responsible for

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the examination. For organisational reasons regarding examinations, examiners can decide in consultation with the vice chairpersons for academic affairs of the respective department to end the registration period earlier. If the registration periods are not observed, admission to examinations is not possible. In cases of undue hardship, the chairpersons of the examination boards can grant a grace period for registration on reasoned request by the candidate. There must be at least seven calendar days between receiving the request at the Office for Student Affairs and the day of examination.

(2) In the case of special examination dates (Section 19(1) sentence 4), the candidate must register at the relevant Office for Student Affairs. Generally, there must be seven calendar days between the day of registration and the day of examination.

(3) The examiner must inform the Office for Student Affairs concerned early on of any examinations requiring an individual appointment with the respective examiner (such as oral examination, examination in small groups).

### **Section 15 Withdrawal from and failure to take examinations**

(1) It is possible to withdraw from any examination without giving reasons up until seven days before the date of the examination. The relevant Office for Student Affairs must be notified of the withdrawal. The notification must take place electronically via the Campus Management System. In exceptional cases, this withdrawal period can be brought forward if this is necessary for organisational reasons and is announced at the beginning of the courses. If the implementation regulations for technical examinations stipulate specific dates (orientation modules, retake examinations, conditions), withdrawal according to Sentence 1 is not possible.

(2) After the date specified in Para. 1, withdrawal from the technical examination (*Fachprüfung*) is only possible on request to the relevant examination board in the event of health or similarly serious reasons. The request for withdrawal must be submitted to the Office for Student Affairs in writing or electronically immediately after the reasons become known. The reasons must be substantiated. In the event of illness, medical proof of incapacity to work must be submitted to the Office for Student Affairs within three calendar days after the examination date. This proof can be submitted electronically. The Executive Board specifies the details of the procedure. If the deadline falls on a Saturday, Sunday or public holiday, proof can be submitted on the following working day. In case of doubt, a detailed medical report or a medical certificate by the Medical Officer (at the local *Gesundheitsamt* – public health department) can be requested. Sentences 1 to 6 also apply to a withdrawal during a proctored/monitored written examination. This must be communicated immediately to the proctors/monitoring staff.

(3) The Office for Student Affairs will cancel a registration *ex officio* if there is a registration for examination in the Campus Management System for which the Office for Student Affairs has received neither an examination result at the end of the registration semester plus a grace period of one month nor a date for an examination result. The examination taken will not be counted as a failed attempt.

(4) An examination is considered not passed (i.e., failed) if the candidate does not take the examination as scheduled without just cause or if the reasons for withdrawal have not been accepted. The same applies if the candidate terminates an examination without giving reasons, has submitted an empty sheet of paper in a proctored/monitored written examination or has kept silent in an oral examination.

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(5) Taking care of dependent relatives is considered equivalent to illness of the candidate as far as compliance with registration deadlines for examinations, the retaking of examinations, the reasons for failure to take examinations, in addition to compliance with completion times for *Prüfungsarbeiten*, such as written papers or theses, are concerned.

(6) The chairpersons of the relevant examination boards decide whether the reasons provided for withdrawal are acceptable.

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## 5. Recognition of examinations

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### Section 16 Recognition of regular semesters, periods of study and examinations completed in Germany

(1) Examinations for module courses or modules are recognised on request if there are no significant differences regarding the requirements and the taught competencies compared with a corresponding degree programme at Technical University of Darmstadt. For this purpose, no schematic comparison is to be made, but instead an overall view and an overall assessment are to be carried out. Various competencies and skills acquired that cannot be recognised individually can be combined by the examination board for recognition. The acquisition of equivalent competencies requires as much consideration as possible. Requesting parties have to present the required documents for recognition.

(2) Examinations that have been recognised are marked on the transcript of records (*Zeugnis*). Regarding recognition, agreements with other universities are possible.

(3) Relevant vocational activities can also be credited against any required practical, such as work placements or laboratories. Competencies and skills acquired (*Leistungen*) outside of higher-education institutions can be recognised in accordance with the conditions stated in Section 22(6) HessHG (*Hessisches Hochschulgesetz – Universities and Higher Education Act of the State of Hesse*).

(4) If examinations for modules or module courses are recognised, the grades—provided that the grading systems are comparable—are to be adopted and included in the calculation of the overall grade in accordance with the degree programme regulations. If a conversion is required, it will be based on the guidelines provided by the Executive Board. The recognition is indicated on the transcript of records (*Zeugnis*).

(5) The relevant examination board decides on the recognition of examinations based on the documents submitted in accordance with Section 16(1) while taking into account the candidate's current state of knowledge. In case of negative decisions, it must be shown to what extent the competencies and skills acquired do not fulfil the corresponding requirements for recognition. Modules or examinations from a degree programme entitling admission to a Master's degree programme cannot be recognised if they are already used as proof of professional competence for this Master's degree programme.

This also applies to modules or examinations of any other degree qualifying to enter a profession. Such a degree entitles to admission to a Master's degree programme. If this leads to cases of hardship, for instance due to a change of subject area, an individual study and examination plan (SPP) can be specified in consultation with the relevant examination board listing the alternative modules to be taken.

(6) Decisions on recognition are made by the relevant examination board and, if necessary, with the assistance of examiners of the subject/discipline in question. The relevant examination board

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determines a regular semester (*Fachsemester*). The students have to present the required documents for recognition.

## **Section 17 Recognition of periods of study and examinations completed abroad**

On request, examinations completed abroad can be recognised in accordance with the provisions of Section 16.

### **Section 17a Entry requirements for Master's degree programmes**

(1) In the regulations for degree programmes, the departments specify the entry requirements and, in particular, prior knowledge and qualifications (entrance competencies) required from the applicants for Master's degree programmes.

(2) The entrance competencies for a **consecutive Master's degree programme** result from the competence profile of the Bachelor's degree programme entitling admission to the Master's degree programme or, if applicable, the Bachelor's degree programmes entitling admission to the Master's degree programme (reference degree programme or reference degree programmes). The entry requirement for a consecutive Master's degree programme is a Bachelor's degree in the reference degree programme or a degree in a degree programme that teaches entrance competencies that are not substantially different from those taught in the reference degree programme (comparable degree programme).

(3) The entrance competencies for Master's degree programmes that do not fall under Para. 2 and for Master's degree programmes in the context of continuing academic education (*weiterbildende Masterstudiengänge*) are to be listed in Appendix II to the regulations for degree programmes, in particular the required prior knowledge, qualifications and competencies of the applicants for the Master's degree programmes are to be described. The entry requirement to a Master's degree programme that does not fall under Para. 2 is an academic degree in a degree programme that teaches the entrance competencies. A qualifying vocational experience of at least one year is an additional entry requirement to a Master's degree programme in the context of continuing academic education. Section 20(3) HessHG (*Hessisches Hochschulgesetz – Universities and Higher Education Act of the State of Hesse*) remains unaffected.

(4) The entrance examination serves to verify the entrance competencies required for the desired course of study. The entrance examination consists of a formal entrance examination of the written documents to be submitted by the applicants during enrolment (*Immatrikulation*) and, if necessary, of an additional substantive entrance examination. A substantive entrance examination is conducted if the required entrance competencies could not be clarified positively or negatively as part of the formal entrance examination.

- a) As part of the formal entrance examination, the transcript of records (*Zeugnis*) for the degree, the Diploma Supplement or comparable documents for the degree programme leading to the first degree in accordance with Para. 2 and 3 must be submitted.
- b) In addition, further documents can be specified to demonstrate the entrance competencies in the regulations for degree programmes, in particular: Admission and aptitude tests by other universities; admission and aptitude tests by private providers as far as they meet the quality requirements; language tests, including those by private providers with comparable quality standards. In case of tests with testing fees, a free-of-charge alternative must be offered.

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- c) The regulations for degree programmes govern the form of the substantive entrance examination. The substantive entrance examination can consist of a written or oral examination, or a combination of both types of examination. The regulations for degree programmes can determine further details of the substantive entrance examination. The substantive entrance examination must be conducted electronically assisted if the principles of the examination regulations are observed and the requirements regarding data protection can be ensured.

(5) The chairpersons of the examination boards set the date and time of the substantive entrance examination and appoint two or more examiners. At least one person must be of the group of professors. Any additional examiners can be entitled to conduct examinations in accordance with Section 10 of this statute if they are not members of the group of professors. The examiners decide whether the candidate possesses the necessary entrance competencies for the desired degree programme. If several examiners disagree, the examination board decides.

(6) Section 15(2) and (3) in addition to Section 38(1) and (3) apply to the entrance examination accordingly.

(7) The entrance examination is concluded with the admission or rejection decision. No certificates regarding the passing of the entrance examination are issued. A repetition of the entrance examination including a possible retake of the substantive examination within the same application period is not permitted.

(8) The admission decision can be combined with the condition that individual modules are taken. The conditions must be listed in the letter of admission, must be achievable within two semesters and must not exceed 30 CPs. Degree programmes for teacher education for vocational schools are excluded from this 30-CP limit. In these cases, the respective degree programme regulations apply. The conditions must enable the candidates to make up for missing entrance competencies during their studies at Technical University of Darmstadt. The conditions specify the modules to be taken and the point in time by which the modules must be completed. If the conditions are not fulfilled within the period specified in the letter of admission, enrolment (*Immatrikulation*) on the Master's degree programme is withdrawn by the President.

(9) Admission to a Master's degree programme will not be granted if—as part of the entrance examination—missing entrance competencies are identified that require more than 30 additional credit points (CPs). Degree programmes for teacher education for vocational schools are excluded from this 30-CP limit. In these cases, the respective degree programme regulations apply. If admission is rejected, the applicant must be informed in writing of the missing entrance competencies. The letter of rejection must also list the modules to be completed to acquire the missing entrance competencies, if applicable.

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## 6. Study examinations, technical examinations and thesis

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### Section 18 Admission requirements

The degree programme regulations govern whether and in what form performance-based credits must have been earned as a prerequisite for admission to examinations or modules. These performance-based credits must be listed in the study and examination plan (SPP).

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## Section 19 Examination dates

(1) In general, technical examinations (*Fachprüfungen*) must be offered twice a year, while study examinations (*Studienleistungen*) are offered twice a year, if possible. In general, technical examinations take place during the lecture-free period. Technical examinations can take place outside this examination period with the agreement of the relevant examination board. This also requires that examination dates and times have been announced in good time before the start of the examination registration period and that the examination registration and withdrawal periods are observed. In justified special cases, dates and times for special examination dates can be set by the relevant examination board in consultation with the respective candidates and the appointed examiners. In exceptional cases, deviating forms of examination can be agreed upon with the approval of the examination board if equivalence exists.

(2) In agreement with the examiners, the relevant Office for Student Affairs will communicate the date, time and place of the examination as well as the names of the examiners and candidates as early as possible via the Campus Management System. For written exams (*Klausuren*), the examination date and time are entered at the latest a) one month after the start of the course if examinations take place within the same semester, or b) one month after the start of the lecture period if the examinations take place without a corresponding course within the same semester. Section 30(2) remains unaffected. If, for compelling reasons, it is necessary to deviate from this examination date and time, the examination date and time can only be changed with the approval of the chairpersons of the relevant examination boards. In this case, dates and times in accordance with Section 30(2) must also be opened for all candidates.

## Section 20 Technical examinations and study examinations

(1) Credit points are awarded for successfully completed modules. In the study and examination plan (SPP), the degree programme regulations specify the type, scope and number of examinations in accordance with Section 5(2) that must be completed to pass a module. The degree programme regulations also specify the weighting with which each grade is included in the module grade. In case of technical examinations (*Fachprüfungen*) that are carried out as group or tandem work, each candidate must be graded individually.

(2) In addition to the modules listed in the study and examination plan (SPP) in accordance with Para. 1, candidates have the right to voluntarily take additional examinations within module-based courses and to earn corresponding credit points in degree programmes at Technical University of Darmstadt for which admission is not restricted. In degree programmes with restricted admissions, admission to the associated modules must be approved by the examination board responsible for the degree programme with restricted admissions. Credit points and examinations for the modules according to Sentence 1 will only be recognised, including any unsuccessful attempts, in the event of a change of degree programme. In case of doubt, the examination board responsible for the newly chosen degree programme decides on request regarding their recognition in the newly chosen degree programme.

(3) Students on a Bachelor's degree programme can register and earn up to 30 CPs as voluntary additional examinations in modules from a corresponding consecutive Master's degree programme at TU Darmstadt. Credit points and examinations for modules brought forward, including any unsuccessful attempts, will be credited upon admission to a consecutive Master's degree programme.

(4) The implementation regulations can make admission to examinations in accordance with Para. 3 dependent on a minimum number of credit points earned in the degree programme that the

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candidate is currently enrolled on or on the completion of certain modules in this degree programme. In addition, the implementation regulations can exclude the possibility to bring forward certain Master's modules, particularly final modules, and take their respective examinations. However, even in case of the above-mentioned restrictions, it must be possible to register on and be examined in Master's modules totalling at least 30 CPs in accordance with Para. 3.

## **Section 21 Selection of examiners and observers**

(1) In general, course examinations are held by the person who most recently held/taught the course. A separate appointment is not required in this respect.

(2) If it is not possible to identify the relevant examiner unambiguously in accordance with Para. 1 or it is required to deviate from this rule, the chairpersons of the examination boards responsible for this examination will appoint the examiners and, as necessary, the second or third examiner as well. If modules are offered by several departments, the examiner will be appointed in agreement with the chairpersons of the examination boards. The candidates' wishes are to be taken into account; however, there is no entitlement to certain examiners.

(3) Insofar as candidates have no right to propose examiners, the names of the examiners must be communicated via the Campus Management System in time, but no later than 14 days prior to the respective examination. If this is not possible due to a shorter examination registration period, the names must be communicated immediately, but no later than at the time when the examination registration via the Campus Management System is possible.

(4) In justified cases, several examiners can jointly be appointed for an examination. This is for the chairpersons of the examination boards to decide.

(5) The observers are appointed by the relevant persons in accordance with Para. 1 or by the examiners appointed to conduct the examination.

(6) In general, the persons who have assessed the previous retake examination are appointed to conduct the oral supplementary examination (mEP) in accordance with Section 32.

## **Section 22 Conducting examinations**

(1) The degree programme regulations govern the duration of the oral examination. It must be at least 15 minutes per candidate and examination. The oral examinations can also include written assignments. The focus lies on the oral component of the examination. At least one observer must be present during the examination if the examination is conducted by one examining person only. Before determining the grade, the examiner hears the other examiners or observers participating in the examination.

It is possible to designate persons who are not the examiners to record the oral examination in writing (*Protokoll*).

(2) Oral examinations take place per candidate on a single date and time. Oral examinations can be conducted as group examinations of up to five candidates. The duration of group examinations has to be extended accordingly based on the number of candidates. The candidates' performance during group examinations must be assessed individually.

(3) Students who wish to take the same oral examination in a later examination period must be admitted as listeners where the available space permits this unless the candidates object. However,

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the admission of listeners does not entitle them to listen in on the discussion and announcement of examination results to the candidates.

(4) The essential subjects and results of the oral examination must be recorded in writing (*Protokoll*). The candidates must be informed of the result and, upon request, the reasons for this result after the oral examination. This also applies to special forms of examination in accordance with Section 5(3) if they contain oral examinations.

(5) If proctored/monitored examinations (*Aufsichtsarbeiten*) are provided for in the degree programme regulations, the candidates are to demonstrate that, in a limited time and with defined aids, they can identify problems with the usual methods of their examination subject and find ways of solving them. The minimum duration per proctored/monitored examination is 45 minutes.

(6) If the degree programme regulations provide for special forms of examination in accordance with Section 5(3) sentence 2, a minimum duration in accordance with Para. 5 is specified.

(7) In written papers (*schriftliche Arbeiten* – such as seminar paper, homework assignment, project work) and theses (*Abschlussarbeiten*) completed without proctoring/monitoring (*ohne Aufsicht*), the candidates must identify all sources used, including sources found on the Internet, and any other aids used. Section 15(2) and (4) apply accordingly. In addition, a signed statement must be enclosed stating that they worked on and completed the written paper or thesis by themselves and listed all the sources used. The signed statement must be submitted as an electronic document and must be included in the written paper or thesis. An additional signed copy of this statement is filed in the examination file (*Prüfungsakte*).

(8) The submission of an electronic version of the thesis (*Abschlussarbeit*) in accordance with Section 23(1) is specified separately in Section 23(7). The examiners can request a printable and searchable electronic version of all other written papers completed without proctoring/monitoring (*ohne Aufsicht*) from the candidates. Examiners are entitled to create a printed version for correction purposes. The file format is specified by the examiners in agreement with the candidates. The candidates must be able to create this file format without additional cost to them. The examiners must receive the searchable electronic version within the completion time. Withdrawal is possible by applying Section 15(2) accordingly until the deadline for submission. For *schriftliche Prüfungsarbeiten*, such as written papers or theses, that have the same assignment dates and submission deadlines (e.g., for designs, drafts etc.) for all candidates, the implementation regulations can provide for special provisions regarding the completion time and—notwithstanding Sections 15 and 24 as well as Sections 30 to 32—the rewriting time respectively in accordance with Sentence 1.

(9) If the conditions of examination are considered unreasonable/unacceptable by the examiners, the proctor/monitoring staff member can grant adjustment measures (such as extending the time permitted for completing the examination to the extent of the disruption 1:1) in agreement with the examiners.

## **Section 22a Multiple-choice examinations**

(1) Proctored/monitored written examinations can contain multiple-choice questions in which the examination question is answered by selecting from several pre-formulated answers (*Mehrfach-Wahl-Aufgabe*). In general, this type of questions must not exceed 50% of the total score. Approval from the departmental council of the department conducting the examination is required if the portion of multiple-choice questions needs to be higher than 50%.

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(2) In the case of multiple-choice examinations, the candidates must indicate which one or more of the pre-formulated answers of the question is or are considered to be correct. For each multiple-choice question, the possible number of correct answers must be stated explicitly to ensure that the expected maximum number of answers is actually given. A multiple-choice question is considered unsolved if the number of chosen answers exceeds the number of permissible answers. Points are awarded for correct answers only. Negative points, such as -1 point, for incorrect answers are not permitted.

(3) Written examinations consisting exclusively of tasks according to Para. 1 sentence 1 are considered “passed” if:

a) 60% of the possible points have been earned

OR

b) The number of points earned is not more than 25% below the average examination results of all candidates.

(4) If individual multiple-choice questions turn out to be flawed, they must not be taken into account (i.e., 0 points) when determining the examination result.

(5) If a written examination consists in parts of multiple-choice questions and this part has to be passed separately, the preceding paragraphs apply only to this multiple-choice part of the examination.

### **Section 23 Thesis (*Abschlussarbeit*)**

(1) The final examination (*Abschlussprüfung*) is a technical examination (*Fachprüfung*) that is taken as part of a final module and for which the retake rules in accordance with Section 31(2) and separate authorisations to conduct examinations apply. The final examination consists of a written preparation of a topic (*Abschlussarbeit*) without proctoring/monitoring (*ohne Aufsicht*). The *Abschlussarbeit* is the Bachelor’s thesis in the Bachelor’s degree programme and the Master’s thesis in the Master’s degree programme. In the degree programme regulations, giving a public final presentation as part of the final module can be specified. The final module is graded as a whole.

(2) The implementation regulations can make the assignment of the topic dependent on the candidates having earned a minimum number of credit points or completed the modules named in the degree programme regulations.

(3) The candidates can propose to the chairpersons of the examination boards a person entitled to conduct examinations in accordance with Section 26(2). In justified cases, the examination board can deviate from the candidates’ proposal. The candidates’ wishes are to be taken into account as far as possible. The implementation regulations can stipulate that the topic requires the approval of the examination board.

(4) With the approval of the chairpersons of the examination boards, it is permissible to carry out the thesis in another department of TU Darmstadt or in an institution outside the University if supervision and assessment by a member of the group of professors of the department awarding

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the degree is ensured. If the thesis is carried out in another department of TU Darmstadt, a member of the group of professors in this department can also supervise and assess the thesis.

(5) The implementation regulations govern the period within which the thesis must be written and submitted. The assignment of the topic and the submission of the thesis must be recorded. The deadline period for the completion of the thesis must not exceed 26 weeks; in special cases, a longer deadline period can be provided. The topic must be such that it can be worked on and completed within the set deadline period. In justified cases, the examination board can extend the deadline by half of the completion time, but by no more than 13 weeks. In case of part-time studies, the completion time can be extended by more than 13 weeks. If the preparation of the thesis takes place during a part-time semester, the completion time is extended accordingly. Para. 2 and 4 in Section 15 apply accordingly. For theses that have the same assignment date and a common binding submission deadline for all candidates in a semester, the implementation regulations can provide for exceptions to Sentences 6 and 7 and Para. 6. In this case, withdrawal is possible by applying Section 15(2) accordingly up until the time of submission.

(6) The candidates can return the assigned topic once without justification until half of the scheduled completion time has passed, but at the latest within eight weeks, without this being regarded as an examination attempt. After the return, a new topic must be assigned as soon as possible and the countdown of the time specified for completion is, thus, started again. The new topic cannot be returned.

(7) Theses must be submitted in a searchable electronic format along with the statement in accordance with Section 22(7). If the thesis contains models or other parts that cannot be represented in text form, these will be replaced in a suitable manner, for example by image documentation. All theses will be stored centrally on University premises in electronic form until their retention periods have expired. The Executive Board specifies the details of the procedure. By submitting the thesis, the candidate grants the University the right to store the thesis electronically at the University and State Library Darmstadt and to pass it on to the examiners, as necessary. If additional data need to be submitted in electronic form as appendix to the thesis, the examiners will specify a file format and the storage location for submitting these appendices. The file formats are specified by the examiners in agreement with the candidates. If possible, Open-Source Formats are to be accepted. The candidates must be able to create these file formats without additional cost to them.

(8) Theses can be made accessible within the University on request from the candidates and with the approval of the supervisors. With the approval of the examination board, the accessibility of the thesis can be postponed at the request of the candidates (non-disclosure note) if this is necessary to secure industrial property rights or if another legitimate interest is substantiated. There is no right to publication.

## **Section 24 Reasonable accommodation and familial support in examinations**

(1) The nature and severity of a disability or illness of candidates must be taken into account in the examination procedure. Reasonable accommodation (*Nachteilsausgleich*) must be provided if the candidates can substantiate that taking an examination as prescribed in the degree programme regulations is not possible or under great difficulties only due to an impairment (disabilities and/or serious or chronic illness). When organising academic studies and examinations, the concerns of persons as stated in Sentence 1 are to be taken into account. Ideally, a request is to be made at the beginning of the semester. Upon request, a medical certificate must be presented or, in case of doubt, a medical certificate by the Medical Officer (at the local *Gesundheitsamt* – public health department).

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(2) Impairments caused by pregnancy, the raising of children or the care of dependent relatives are to be taken into account. If the APB or the degree programme regulations stipulate deadlines for the completion of certain performance-based credits, these will be extended on request by the statutory maternity protection period. On request, an appropriate extension of the periods can also be granted if there are proven impairments in accordance with Sentence 1.

(3) The person appointed by the department decides whether reasonable accommodation is to be provided in accordance with Para. 1 and 2. If a candidate presents a medical certificate at the Office for Student Affairs that documents an impairment for a certain period of time, the examination board can in principle provide reasonable accommodation for this period of time. Which adjustment measures are to be taken to provide reasonable accommodation in a specific situation, is for the examiners to decide who are to specify and communicate these measures to the candidates concerned as soon as possible. The candidates concerned can raise written substantiated objections with the examination board as to the nature of reasonable accommodation Objection proceedings in accordance with Section 33a remain unaffected.

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## **7. Assessment of technical examinations and study examinations**

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### **Section 25 Formation and weighting of grades**

(1) Grades for individual examinations are determined by the respective examiners. At the candidates' request, the main reasons for this decision will be communicated. The assessment system (BWS) for each examination must be specified in the degree programme regulations. The "default" and the "passed/not passed" assessment systems are available for grading examinations. Grades according to the "passed/not passed" BWS are not taken into account in the grade formation. The following grades must be used for the "default" BWS:

Grade 1 = very good. Excellent performance;

Grade 2 = good. A performance that is considerably above the average requirements;

Grade 3 = good. A performance that meets average requirements;

Grade 4 = sufficient. A performance that, despite its deficiencies, still meets the requirements;

Grade 5 = insufficient. A performance that no longer meets the requirements due to significant deficiencies.

Individual grades can be increased or decreased by 0.3 for a differentiated assessment of technical examinations and study examinations; the grades 0.7, 4.3, 4.7 and 5.3 do not exist.

(2) When forming the grade, the examiners can improve the arithmetically determined grade value of the examination grade by up to 0.4 (bonus regulation) if this better corresponds to the performance level of the candidates based on overall impression and provided that the deviation has no influence on passing; in this case, the candidates' performance in exercises or other courses, in particular, must be taken into account. How this bonus can be earned and how it is to be used for final grading must be communicated at the start of the course. In the module description, the departments can specify regulations that are valid for the period of accreditation and that enable an improvement in grades by up to 1.0. The justification for the grade improvement must be documented in a comprehensible manner.

(3) The module grade is calculated from the weighted grades of the technical examinations and study examinations for this module. The weighting with which these grades are included in the module grade is specified in the degree programme regulations. The module grade is based on the

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“default” assessment system (BWS) if at least one of the technical examinations or study examinations contained in the module and to be included in the module grade is based on the “default” assessment system. Examinations based on the “passed/not passed” assessment system (BWS) are not taken into account when the module grade is formed. If only grades based on the “passed/not passed” assessment system are included, the module grade is “passed/not passed”.

4) To calculate the module grade using the “default” assessment system (BWS), the first digits to the right of the decimal point are taken into account; all other digits are deleted without rounding. This results in the following grades:

1.0 to 1.199 = 1.0 (very good)  
1.2 to 1.599 = 1.3 (very good)  
1.6 to 1.899 = 1.7 (good)  
1.9 to 2.199 = 2.0 (good)  
2.2 to 2.599 = 2.3 (good)  
2.6 to 2.899 = 2.7 (satisfactory)  
2.9 to 3.199 = 3.0 (satisfactory)  
3.2 to 3.599 = 3.3 (satisfactory)  
3.6 to 3.899 = 3.7 (sufficient)  
3.9 to 4.099 = 4.0 (sufficient)  
from 4.1 = 5.0 (not passed)

(5) If the degree programme regulations offer a choice between modules in an area of the study and examination plan (SPP), the module grades of this area must be used for calculating the overall grade starting with the best performance (i.e., grade) until the prescribed number of credit points has been reached. For this purpose, the existing module grades based on the “default” assessment system (BWS) are first ranked in ascending order according to the grade achieved. The module grades based on the “passed/not passed” assessment system and any excess grades are not considered when calculating the overall grade.

(6) In the Diploma Supplement, the grades are complemented by statistics on the overall grade of the degree programme. That way, the relative frequency and cumulative frequency of the overall grades of the programme for the past three academic years are disclosed. The details for compiling the statistics are specified by the President while taking into account the general European framework specifications.

## **Section 26 Assessment of examinations**

(1) As a rule, grades for individual examinations are determined by the respective examiners. If the examination is conducted by several examiners, the grade is calculated from the arithmetic mean of the grades and once again converted into a regular grade. If the difference between the grades is greater than 0.7, the examination board decides on the final assessment after hearing the examiners involved. The student representation (Section 7(3)) is not entitled to vote on these decisions.

(2) The thesis is assigned, supervised and assessed by a member of the group of professors at TU Darmstadt (first assessors). In addition, members of the group of research associates (WiMi) with a doctorate, outside lecturers, non-scheduled professors, honorary professors, visiting professors, substitute professors and (full) professors with a teaching appointment that authorises them to assign, supervise and assess theses can be appointed first assessors. The thesis must be assessed in writing by the person entitled to conduct examinations in accordance with Sentence 1 or 2; however, this examiner must take into account the opinion of an additional examiner or observer.

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A rewritten thesis must be assessed by two examiners in accordance with Sentence 1 or 2. The grade is to be determined in accordance with Para. 1. The implementation regulations can stipulate that the grading of the thesis is carried out by the examination board. The grade of the thesis is determined in accordance with Para. 1. If the difference between the grades determined by the assessors is greater than 0.7, the examination board decides on the thesis—possibly by obtaining a third assessment.

(3) The written assessment of the thesis is recorded in the examination file. The assessment procedure must not exceed six weeks. If the thesis is assessed as “insufficient”, the chairpersons of the examination boards must appoint another professor to assess it unless the thesis is assessed by the examination board.

The examination boards decide on the final assessment after hearing all persons involved in the examination. The student representation (Section 7(3)) is not entitled to vote on these decisions. Exceeding the submission deadline is sufficient reason for the examination board to determine that a thesis has failed to pass.

### **Section 27 Passing and not passing**

(1) An examination with the “default” assessment system (BWS) is passed if the grade is at least “sufficient” (4.0). An examination is not passed if it is assessed as “insufficient” (5.0).

(2) A module is passed if all required examinations of the module are passed. Examinations not passed in a module must be retaken and completed unless the module has been deselected according to Section 30(3) to (5).

A module is considered not passed as in ultimately failed if at least one of the required technical examinations of the module is not passed during the final retake.

(3) The overall examination is passed if all modules required according to the degree programme regulations have been passed, including the final module.

(4) deleted

(5) deleted

(6) If the thesis is not submitted within the deadline period, it will be declared “insufficient”. Section 23(5) sentences 4, 6 and 7 remain unaffected.

(7) If candidates have failed to pass individual examinations or if their theses have not been assessed as at least “sufficient”, this result will be communicated to them personally by the respective examiner or electronically via the Campus Management System.

(8) In all other instances, the provisions stated in Section 15(2) to (4) apply.

### **Section 28 Overall grade**

(1) The overall grade of the Bachelor’s and Master’s examinations is calculated from the module grades.

(2) For the formation of the overall grade, Para. 1 and 3 in Section 25 apply accordingly. The degree programme regulations can stipulate that individual module grades must be given special weighting when the overall grade is determined and/or that they must be weighted according to the credit points assigned to the modules. Of the value calculated in this manner, the first two

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digits to the right of the decimal point are taken into account; all other digits are deleted without rounding.

(3) The overall grade is:

with an average of 1.0 to 1.59 = very good  
with an average of 1.6 to 2.59 = good  
with an average of 2.6 to 3.59 = satisfactory  
with an average of 3.6 to 4.09 = sufficient  
with an average of 4.1 or higher = insufficient

(4) In case of outstanding performance in the Bachelor's or Master's examination, the examination board can also issue the overall assessment "passed with distinction". The student representation (Section 7(3)) is not entitled to vote on this decision.

## **Section 29 Compilation of the examination results**

(1) The grades determined for the examinations will be communicated via the Campus Management System within eight weeks following the examination date, if possible, or by the start of the examination registration phase for retake examinations at the latest.

On request, the relevant Office for Student Affairs can also provide a compilation of the student's recorded performance (performance overview – *Leistungsübersicht*) containing the results of the technical examinations (*Fachprüfungen*), study examinations (*Studienleistungen*) and the graded assessment of the thesis (*Abschlussarbeit*). This performance overview includes the examination results, each listed with examination name, date, grade and credit points earned. The name of the examiner can also be stated.

(2) Once the results of a written examination are communicated, the examiners offer an examination viewing session including corrective comments and assessment at the soonest available date. This examination viewing session can be organised as a group appointment. It gives candidates the opportunity to view their written examinations, written papers or thesis, the assessment of their performance and the written records (*Protokoll*) taken during the examination. If available, the scoring system, the assessment criteria and the assessment scale is to be disclosed during the examination viewing session. Handwritten note-taking is permitted during the examination viewing session. The examiners decide based on careful assessment of the circumstances if copies or scans by camera are permitted. This decision must be based on objectively assessed circumstances.

(3) Following the communication of examination results and the completion of the overall examination, the candidates can view their examination on request in accordance with Para. 2 if no examination viewing sessions have been offered earlier in accordance with Para. 2. The request must be submitted to the relevant Office for Student Affairs within one year from the end of the examination or the overall examination.

(4) Section 38 applies accordingly for any attempts to deceive during the examination viewing session in accordance with Para. 2 and 3.

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## 8. Examinations; failure to pass the overall examination

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### Section 30 Retaking the examination

(1) Passed examinations cannot be retaken. Technical examinations (*Fachprüfungen*) not passed during the first attempt can be retaken twice. Study examinations (*Studienleistungen*) that are assessed as “insufficient” (grade 5.0) or are considered “not passed” can be retaken indefinitely until passed. Technical examinations not passed (failed attempts), which would have to be recognised if successful in accordance with Section 16, are counted as an examination attempt. The relevant examination board can, on request, waive recognition in special cases, particularly in the case of a change of degree programme.

(1a) The regulations for degree programmes can specify if and which examinations candidates can voluntarily retake to better their grade even if passed. Such a retake is granted one time only per degree programme. If the voluntary retake examination is passed, the most recent grade is used to calculate the module grade. The previous grade is no longer taken into account. If the voluntary retake examination has not been passed, it is considered not taken and will not:

- a) be used to calculate the overall grade in accordance with Section 25(2);
- b) be considered for passing the overall examination in accordance with Section 27(3);
- c) and will not lead to ultimately failing the module in accordance with Section 27(2) or the overall examination in accordance with Section 33. A second voluntary retaking of an examination is not permitted.

(2) With the approval of the examination board, the examiners can offer a retake examination at the soonest available date and can restrict participation to candidates who did not perform sufficiently on the previous examination date.

(3) Compulsory modules must be completed. If the degree programme regulations offer a choice of modules, there is no restriction to changing modules in accordance with Para. 6, unless specified differently in Para. 5. In such areas, it is not required to complete a module.

(4) If the degree programme regulations offer a choice regarding specialisation (indicated as type Section 30(4) in the study and examination plan (SPP); such as minor/subsidiary subjects or profiles), this specialisation can be changed once for good cause, if requested. In this case, the retake examinations otherwise required under Section 27(2) sentence 2 are not required for those modules that are no longer included in the degree after the change. The change requires the approval of the examination board, which, if necessary, makes the corresponding changes to the study and examination plan (SPP) and approves the newly selected specialisation.

(5) If the degree programme regulations offer a choice between modules in an area of the study and examination plan (SPP), the regulations can specify this as an area with restricted module change options (indicated as Section 30(5) type in the SPP). In such an area of the SPP, a module that has not been completed can be deselected once, if requested. When deselected, the requirement to retake examinations in accordance with Para. 1 ceases to apply. Hence, the module is not shown on the transcript of records (*Zeugnis*) and unsuccessful attempts will not be counted in this case. The examination board can approve another module change (i.e., no more than two module changes in total) upon reasoned request. The candidate must request any necessary changes to the study and examination plan (SPP).

(6) If the degree programme regulations offer a choice between modules in an area of the study and examination plan (SPP), the regulations can specify this as an area with unrestricted module change options (indicated as Section 30(6) type in the SPP). In such an area of the SPP, a module

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that has not been completed can be deselected any number of times. When deselected, the requirement to retake examinations in accordance with Para. 1 ceases to apply. Hence, the module is not shown on the transcript of records and unsuccessful attempts will not be counted in this case. The candidate must request any necessary changes to the study and examination plan (SPP).

### **Section 31 Second retake examination**

(1) A second retake of a technical examination is possible. The second retake of a written technical examination must be assessed by a second examiner if the first examiner assessed it as “not passed”. The second retake of an oral technical examination must be conducted by several examiners (examination before a panel of examiners). If only one examiner is available for a subject in accordance with Section 10(1), an additional examiner must be appointed in accordance with Section 10(3). In addition, the candidates can propose an observer. The second retake examination of a written technical examination can take place orally if the examiners and candidates agree to this arrangement. Before the grade is determined, the opinion of all assessing examiners involved and the position of the observers must be obtained. If the examiners do not agree on the assessment, the examination board decides on the final assessment after hearing the examiners involved.

(2) A second rewriting of the thesis (*Abschlussarbeit*), however, is not permitted.

(3) After each retake examination not passed, the department responsible for the degree programme must offer the candidates concerned detailed general study guidance. This offer must include both general study guidance and guidance on field-specific questions.

(4) The implementation regulations can stipulate a specific date for the retake examination.

### **Section 32 Oral supplementary examination (mEP)**

(1) If requested, an oral supplementary examination can be taken in a proctored/monitored examination (*Aufsichtsarbeit*) failed in the second retake; this is possible only once per degree programme. However, this request will not be approved if an oral supplementary examination (mEP) that was taken in another degree programme can be recognised in the compulsory area of the degree programme in which the request has been made. The request must be submitted to the relevant study office within four weeks after the examination results have been communicated (cut-off period). If no request is received within this period, the technical examination is ultimately failed. The right to an oral supplementary examination is forfeited if the candidates have not taken the written examination or have handed in a blank sheet or if the examination is declared insufficient in accordance with Section 38. The date and time of the oral supplementary examination (mEP) are set by the relevant examiners to take place at the soonest available date. The oral supplementary examination must be held no later than eight weeks after communicating the examination result (cut-off period). At any later time, the candidate’s right to perform an oral supplementary examination expires unless the examiners are responsible for the failure to attend or the candidate can provide a medical certificate proving that he/she is unable to attend due to illness or has other similar serious reasons. In cases of withdrawal, the chairperson of the examination board decides in accordance with Section 15 (6) and, if necessary, arranges a new examination date to be set by the examiner. In cases of doubt, in particular repeated notification of illness, the chairperson of the examination board may request the submission of a medical certificate from a public health officer.

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(2) Within the framework of the oral supplementary examination, the result of the written proctored examination is discussed first. Subsequently, an oral examination is held to determine whether the candidates have a level of competence at their disposal that still meets the requirements (sufficient performance) despite the deficiencies they demonstrated in the written examination. Based on the oral supplementary examination, the grade for the second retake examination is finalised as “sufficient” (4.0) or “insufficient” (5.0); the oral supplementary examination is not assessed in its own right. The final assessment decision must be clearly explained. Para. 1, 2 and 4 in Section 22 apply accordingly.

(3) The oral supplementary examination is conducted and assessed by two examiners or by one examiner and one observer. Before the grade is determined, the opinion of all persons listed in Sentence 1 must be obtained. If the examiners do not agree on the assessment, the examination board decides on the final assessment after hearing the persons listed in Sentence 1.

### **Section 33 Failure to pass the overall examination**

(1) The overall examination has not been passed if:

- a) A second retake examination in accordance with Section 31(1) including a possible oral supplementary examination is assessed as “insufficient”;
- b) A rewritten thesis is assessed or declared as “insufficient”;
- c) The candidate is deregistered (*Exmatrikulation*) in accordance with Section 65(4) HessHG (*Hessisches Hochschulgesetz – Universities and Higher Education Act of the State of Hesse*);
- d) The candidate does not have a valid reason for not having taken an examination in an orientation module (Section 15(4));
- e) Admission to further examinations is not permitted according to the degree programme regulations or by a resolution of the examination board.

(2) Candidates who have ultimately failed one of their modules or the thesis will receive notification from the relevant Office for Student Affairs with details of all examinations and the reasons why the overall examination was not passed. The notification must be accompanied by instructions regarding the remedies available to the candidates.

### **Section 33a Remonstrance, objection proceedings and reassessment**

(1) The candidates can submit a written remonstrance with the examiners regarding the assessment of examinations by presenting specific substantiated objections. To this end, the candidates can view their examination on request before submitting their written remonstrance. The examiners assess the candidates’ examination performance anew with regard to these objections and can change their previous assessment, as necessary. The candidates will be informed of the reasons for the decision that the examiners made.

(2) It is permitted to object against decisions in all matters relating to examination independent of Para. 1. This objection must be registered with the President. If the objection is not remedied, the President will issue the ruling on an objection.

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(3) Insofar as an objection substantiates its claim that there have been serious assessment errors, this objection is to be submitted to the relevant examination board. In accordance with Section 26(2) sentence 7, a third assessment can be obtained. After hearing the opinion of the examiners, the relevant examination board decides on reassessing the examination, including, if necessary, a reassessment by other examiners; on revoking the examination decision; or on forwarding the objection to the President within the objection proceedings.

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## 9. Diploma Supplement, transcript of records and certificate

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### Section 34 Diploma Supplement

The University issues a Diploma Supplement in accordance with European conventions. The President determines the format of the certificates and the Diploma Supplement and ensures a uniform appearance.

### Section 35 Transcript of records

(1) The transcript of records (*Zeugnis*) contains a list of the passed modules detailing the grade level in accordance with Section 25(1) and the overall grade in accordance with Section 28 including the numerical value in accordance with Section 28(3). The topic or subject area of the thesis must be listed. The names of the examiners can be listed on the transcript of records. Recognised performance-based credits in accordance with Sections 16 and 17 are documented on the transcript of records, stating the name of the external higher-education institution. Voluntarily completed, graded modules and credit points can be listed on request in an additional performance overview (*Leistungsübersicht*) both in German and English in an appendix to be attached to the transcript of records. If possible, the transcript of records is to be issued within eight weeks of the last examination.

(2) The transcript of records (*Zeugnis*) is signed by the chairpersons of the relevant examination boards. A duplicated facsimile signature is sufficient for signing. The transcript of records bears the seal of Technical University of Darmstadt. The transcript of records indicates the date of the last examination and is marked with the creation date.

(3) The candidates must check the transcript of records (*Zeugnis*) for correctness immediately after receiving it. Correction requests must be put forward within one year after receiving the transcript of records. Correction requests put forward at a later date will not be accepted.

### Section 36 Certificate

(1) After passing the overall examination, the candidate receives—generally together with the transcript of records in accordance with Section 35—a certificate certifying the awarding of the academic degree. The certificate is signed by the chairperson of the department to which the degree programme is assigned or the spokesperson of the corresponding field of study (as an organisational entity of TU Darmstadt) and by the President of Technical University of Darmstadt; it bears the seal of Technical University of Darmstadt and is marked with the creation date. A duplicated facsimile signature is sufficient for signing.

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(2) The candidates must check the certificate for correctness immediately after receiving it. Correction requests must be put forward within one year after receiving the certificate. Correction requests put forward at a later date will not be accepted.

(3) The academic degree must only be awarded after the certificate has been handed over.

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## 10. Infringements of the examination regulations

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### Section 37 Admission to examination contrary to regulations

(1) The deficiency of not fulfilling the prerequisites for admission to an examination is rectified by passing the examination, provided that the candidates did neither intend to deceive nor did the fact of this deficiency become apparent prior to handing over the transcript of records (*Zeugnis*).

(2) If the candidates have obtained admission to an examination by deliberately providing false information, the examination board decides on the validity of the examination.

### Section 38 Deception and administrative offences

(1) If candidates are found to have attempted or committed a deception or an administrative offence during an examination, the examination is to be declared “insufficient”. The respective examiners are to decide in such cases, together with the relevant examination board in case of doubt.

(2) An attempt to deceive will also be deemed to have been made if a false declaration has been made in accordance with Sections 22(7) or if another work, an adaptation of another work, a redesign of another work is reproduced in whole or in part in the written examination, written paper or thesis without this having been cited (plagiarism in accordance with Section 22(7)).

(3) Candidates who do not follow the instructions regarding working materials and aids or are otherwise guilty of deception will be excluded from further participation by decision of the examiners. If this is not immediately possible, the proctors/monitoring staff must secure the existing work result up to the point of deception and allow the written examination to be completed subject to reservation.

(4) Participants who culpably disturb the course of the examination to a considerable extent will be excluded from further participation. The examination is considered to have not been passed.

(5) If repeated violations/infringements according to Para. 1 to 4 are found, candidates can be deregistered (*Exmatrikulation*) (Section 22(4) sentence 2 HessHG (*Hessisches Hochschulgesetz – Universities and Higher Education Act of the State of Hesse*)). Section 65(3) HessHG (*Hessisches Hochschulgesetz – Universities and Higher Education Act of the State of Hesse*) applies accordingly.

(6) If acts of deception are detected after completion of the examination, the examination must be declared “not passed” within one year of discovering the deception. The incorrect transcript of records (*Prüfungszeugnis*) and the incorrect certificate must be taken back by or returned to TU Darmstadt. If the final examination is declared “not passed”, the awarded degree must be withdrawn.

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(7) In other cases, in which examination events have taken place under improper conditions, the examination board decides on validity and assessment.

### **Section 38a Amendments to degree programme regulations; closure of degree programmes**

(1) If new degree programme regulations come into force, students complete the degree programme they have started in accordance with the previous degree programme regulations. The existing range of modules expires successively with the prescribed period of study of the last student enrolled under the previous degree programme regulations. If modules are no longer offered, equivalence lists for modules and examinations will be drawn up. For two more semesters, students still enrolled under the old degree programme regulations will be offered examinations to be recognised in accordance with Section 16 as part of the modules of the new degree programme regulations. The new range of modules will also be introduced successively every semester after the new degree programme regulations have come into force.

(2) Once the new degree programme regulations have come into force, all students still enrolled under the old degree programme regulations can apply for a change to the new degree programme regulations at the relevant Office for Student Affairs. Once examinations in accordance with Para. 1 cease to be offered, studies can only be continued based on the degree programme regulations in force at that time. On request and in exceptional cases only, candidates will be allowed to continue their studies for two more semesters based on the degree programme regulations no longer in force, provided that the examination board approves and if it is possible to graduate within this period of time. Approval will be denied if more than 30 CPs are still missing in accordance with the old degree programme regulations.

(3) If a degree programme is closed by the Executive Board, the range of modules expires according to Para. 1 sentences 1 and 2. Students enrolled on the degree programme can complete their studies within the respective prescribed period of study plus a grace period of two semesters (closure period). After expiry of the closure period, re-registration (*Rückmeldung*) for this degree programme is no longer possible. The student must be deregistered (*Exmatrikulation*) if there is no change of degree programme. In order to prevent hardship, the department responsible for the degree programme can extend the grace period for certain student cohorts with a resolution by the departmental council.

### **Section 39 Entry into force**

(1) The changes to the 7th Amendment to the APB (Allgemeine Prüfungsbestimmungen – General Examination Regulations) come into force on 01 October 2023. These changes will be published in the Satzungsbeilage (appendix to the statutes) of Technical University of Darmstadt. The Executive Board is authorised to republish an editorially revised complete version of the APB in the version of the 7th Amendment.

(2) With the 7th Amendment coming into force, the APB in the version of the 6th Amendment from 10.11.2021 (Satzungsbeilage 2022 -I S. 4) cease to be in force.

(3) If the coming into force of the 7th Amendment results in undue hardship, the relevant examination board decides on the application of the new regulations to examinations that have not yet been finalised (ongoing examination procedures) on request by the candidates.

Darmstadt, 05 October 2023

The President of  
Technical University of Darmstadt  
Prof. Dr. Tanja Brühl

## Appendix 1

### Darstellung im Studien- und Prüfungsplan (SPP) – Kategorien und Spezifizierungen



<b>S = Schriftliche Prüfungsleistung</b> mit Spezifizierung aller Alternativen im Modulhandbuch  <i>oder bei nur einer Spezifizierung Festlegung im SPP auf</i> K = Klausur (Aufsichtsarbeit) H = Hausarbeit E = Essay B = Bericht P = Protokoll Pf = Portfolio HÜ = Hausübungen, Arbeitsblätter	<b>M = Mündliche Prüfungsleistung</b> mit Spezifizierung aller Alternativen im Modulhandbuch  <i>oder bei nur einer Spezifizierung Festlegung im SPP auf</i> mP = mündliche Prüfung R = Referat Kq = Kolloquium Pt = Präsentation
<b>M / S = Mündliche / Schriftliche Prüfungsleistung</b> mit Spezifizierung aller Alternativen im Modulhandbuch	<b>SF = Sonderform</b> mit Spezifizierung aller Alternativen im Modulhandbuch  <i>oder bei nur einer Spezifizierung Festlegung im SPP auf</i> A = Abgabe (Architekturmodell, Pläne, Zeichnungen, Werksstück)

### Representation in the Study and Examination Plan (SPP) – Categories and Specifications

#### **S = written examination**

with all alternatives specified in the Module Handbook

*or in the SPP if just one is specified*

K = written exam (proctored/monitored examination)

H = homework assignment

E = essay

B = report

P = minutes

Pf = portfolio

HÜ = homework, worksheets (homework exercise)

#### **M / S = oral / written examination**

with all alternatives specified in the Module Handbook

#### **M = oral examination**

with all alternatives specified in the Module Handbook

*or in the SPP if just one is specified*

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mP = oral examination

R = seminar paper

Kq = colloquium

Pt = presentation

**SF = special form**

with all alternatives specified in the Module Handbook

*or in the SPP if just one is specified*

A = submission (architectural model, plans, drawings, workpiece)