

**General Examination and Study Regulation
for Bachelor und Master Study Degree Programmes
at the Faculty of Engineering and Computer Science
of Hamburg University of Applied Sciences
(Faculty of Engineering and Computer Science -
Hamburg University of Applied Sciences)
(GESR-ECS-BM)
on November 16th 2006**

The President of the Hamburg University of Applied Sciences approved on November 16th 2006 the "General Examination and Study Regulations for Bachelor and Master Study Degree Programmes at the Faculty of Engineering and Computer Science" which was agreed by the Faculty council of the Faculty of Engineering and Computer Science of the Hamburg University of Applied Sciences on July 6th 2006. This approval is based on Section 108 (1, 3) „Hamburgisches Hochschulgesetz“ – HmbHG – on July 18th 2001 (Hmb GVBl. p. 171), last change on September 4th 2006 (Hmb GVBl. p. 494). The agreement of the Faculty council is based on Section 16 (3, 1) „Grundordnung der Hochschule für Angewandte Wissenschaften Hamburg“ on September 1st 2004 (Amtl. Anz. 2004 p. 2086), last change on June 30th 2006 (Amtl. Anz. 2006 p.1550).

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Part 1 Degree programme structure, length and qualifications

1 Purview

The General Examination and Study Regulations for Bachelor and Master Study Degree Programmes at the Faculty of Engineering and Computer Science of Hamburg University of Applied Sciences (GESR-ECS-BM) describes the general rules, structure and the examination regulations for all Bachelor and Master study degree programmes of the Faculty of Engineering and Computer Science of Hamburg University of Applied Sciences. These regulations will be completed by specific study course programme regulations for the different Bachelor and Master study degree programmes of the Faculty agreed by the Faculty council.

2 Descriptions, structure and length of the Bachelor and Master study degree programmes

(1) Bachelor study degree programmes are basic study courses resulting to a first vocational academic degree. Master study degree programmes requiring a passed basic study degree programme and lead to the extension and consolidation of the knowledge and abilities gained during the Bachelor degree programme. Consecutive Master study degree programmes are in terms of content based on Bachelor study degree programmes as described in the specific study course programme regulations. Non-consecutive Master study degree programmes do not base on a preview Bachelor study degree programme.

(2) Each Bachelor and Master study degree programme is divided into academic study years where each academic study year is divided into two academic semesters. The specific study course programme regulations can divide the study degree course into different sections.

(3) The standard course length for each study degree programme will be fixed in the specific study course programme regulations. The standard course length for a Bachelor degree programme course is three or three and a half academic years (six or seven semesters). The standard course length for the Master degree programme course is one and a half or two academic years (three or four semesters). The standard course length for a consecutive Bachelor and Master degree programme should not be longer than five years in total.

3 Degree programme objectives and academic qualification

(1) The Bachelor examination should establish whether the students have acquired the knowledge and abilities necessary to have an overview of the specialist requirements needed in the field of engineers' or computer scientists' work typical for their degree programme and be able to solve the problems evolving. The Master examination should determine whether the students can independently develop and deepen the knowledge and abilities gained during the Bachelor degree programme scientifically and to further develop the scientific basis. The specific qualification characteristics for each Bachelor and Master study degree course will be described in the specific study course programme regulations based on the conference of ministers for the arts and cultural affairs on April 21st 2005 or the actual agreed regulation (German university degree programmes base qualification regulations).

(2) On passing the examination the University of Applied Sciences awards the academic qualification which is fixed in the specific study course programme regulations based on the legal requirements and the conference of ministers for the arts and cultural affairs on March 10th or the actual published regulations (Ländergemeinsame Strukturvorgaben gemäß §9 Abs. 2 HRG für die Akkreditierung von Bachelor- und Masterstudiengängen).

4 Part-time study degree courses

The regulations for part-time study degree courses will be described in a specific study course programme regulations.

5 Dual study degree programme

The regulations for the dual study degree programmes are outlined in specific study course programme regulations. The dual study degree programme consists of a industrial-oriented and a scientific-oriented part. The scientific-oriented part is the theoretic education at the specific study course programme of the Department of the Faculty Engineering and Computer Science of the Hamburg University of Applied Sciences. The industrial-oriented part takes place in the industry and its time and contents coordinated with the scientific-oriented part. The industrial-oriented part is a industrial placement and in addition a certificate of proficiency can be fulfilled.

The industrial-oriented part is fixed in a contract between the industrial company and the university which fixes the time and contents of the industrial-oriented part within the study course programme.

Part 2 Course length and student counselling sessions

6 Training in industry

(1) Before starting the study course a pre-training period in industry of a maximum of 20 weeks can be integrated in the specific study course programme regulations. Only students need to do the pre-training in industry who have not fulfilled a practice-oriented education at a school in Hamburg or at an other study degree programme or at a apprenticeship or traineeship based on the contents of the specific Bachelor degree programme. If students have fulfilled this pre-practice in industry in part-times the period can be decreased. The period until the students have to fulfil the pre-training in industry need to be specified in the specific study course programme regulations. The students must prove the successful completion of the pre-training period in industry to the department representative for the training period in industry.

(2) Additional information regarding the pre-training period in industry, in particular the type, content, point of time, entry requirements and length is defined in the regulations set down by the Head of the department.

(3) A training period in industry of a maximum length of 26 weeks can be integrated into the study degree course programme by the specific study course programme regulations. This training period in industry as well can be fulfilled in foreign countries. This training in industry should lead students systematically towards the application of engineering or computer scientific tasks through practical work in the place of training. The students acquire herewith the opportunity to apply to complex problems the theoretical knowledge acquired mostly in individual disciplines in the degree programme. The objective is to get to know the various aspects of the business decision processes and gain an in-depth insight into the natural science, technical organisational, economic and social contexts of the business process. The entry requirements and all other specific regulations are parts of the specific study course programme regulations. Additional information regarding the training period in industry, in particular the type, content, quality and certification is defined in the regulations set down by the Head of the department. The students must prove the successful completion of the training period in industry to the department representative for the training period in industry.

(4) The specific study course programme regulations must include the number of credit points awarded for the successful completion of the training period in industry. If the training in industry is combined with the Bachelor thesis project, it must be stated that both examination credits are different unique accomplishments.

7 Department representative for the training period in industry

(1) The Faculty Council nominates a professor as department representative for the training period in industry if required, whose duty in particular is to advise the students and to help in the organisation of training positions in industry for the pre-training in industry and the training in industry. The period of office is as a minimum two years and a maximum of four years. The students must prove the successful completion of the pre-training and/or the training period in industry to the department representative for the training period in industry. He/she confirms the successful completion of the pre-training and the training in industry for the Examination committee.

(2) The students during training in industry are looked after by a professor decided by the representative for the training in industry. The student can make a suggestion for this professor. The tasks of the

students looking after professor are outlined in regulations set down by the Head of the Department.

8 Student Counselling

(1) Student counselling is an additional offer and should cover in particular the following areas:

- Information about the study possibilities and techniques
- Information about the study degree programmes and the job outlines
- Information about individual aspects and the shaping of the degree programme
- Information about the study focal theme parts or consolidation parts of the study degree programme
- Counselling of students changing universities or courses
- Counselling in cases of students exceeding examination deadlines of the Examination and Study Regulations

(2) A professor is nominated by the Faculty Council for student counselling for each study degree programme – if necessary for several degree programmes. He/she manages and organizes the student counselling sessions. He/she offers regular office hours for counselling and ensures that information sessions are carried out.

(3) Students attending a student counselling session receive a respective confirmation slip. The individual regulations are set down by the Faculty Council. The aim of the student counselling session is to inform about the aims of the study course, the contents and the construction of the study degree programme and especially the examination and study slips and the job outlines in the industry.

(4) In each of the first two semesters of the Bachelor of Engineering degree programme the students are obliged to participate in a student counselling session. Additional obliged student counselling sessions can be fixed in the specific study course programme regulations.

Students who have exceeded the standard course length by 2 semesters for the study degree programme are obliged to participate in a student counselling session if they have not passed all examinations within this period and have not applied for the Bachelor or Master thesis.

(5) The Department Council together with student tutors develops and carries out introduction courses for new students as orientation units. The maximum length of such an orientation unit is one week. The students can receive a respective confirmation slip for the attendance.

Part 3 Module, credit points and lessons

9 Module description of the lessons

(1) The lessons of the Bachelor and Master study degree programme are stated in modular form. Construction, structure, number, scale and contents of the modules and the preconditions for the modules are described in the specific study course programme regulations. In addition the specific study course programme regulations point to the module descriptions which include for each module the following parts: requirements, outcomes, contents, type of module, language, students' workload, semester and assessments. The module descriptions are recommended by the Department Study Degree Council and are approved by the Faculty Council. The modules descriptions are not part of the specific study course programme regulations.

(2) A module is an independent course unit made up of one or more subjects with its own set of classes and examinations and ending with at least one examination credit. The module transfers a part qualification of the overall qualification of the whole degree programme. Inside the specific study course programme regulations it can be stated that the examination credit can only be acquired when the assigned pre-examination credits have been passed.

(3) The specific study course programme regulations include compulsory, compulsory elective and elective modules. The compulsory modules are responsible to transfer the base knowledge, reinforcement and special knowledge. The students must take all base modules. Compulsory elective modules are to reinforce and to extend the compulsory and elective compulsory modules. The stu-

dents must take the number of compulsory elective modules fixed in the specific study course regulations. The specific study course programme regulations could combine some of the compulsory elective modules to a study priority or study main emphasis. Elective modules are responsible to transfer additional knowledge to append the basic study course modules. They are not part of the Bachelor or Master degree examination.

10 Credit Points (CP)

(1) The workload of the several modules for the students is measured in the form of credit points (CP) based on the European Credit Transfer System (ECTS). The mean workload of 30 hours is accredited by one credit point (CP). Each passed study year gets 60 CP, each passed study semester 30 CP. The Bachelor study course with a course length of three years is accredited by 180 CP, the one with a course length of three and a half year by 210 CP. A Master course study programme with a course length of one and a half year is accredited by 90 CP, the one with a course length of two years by 120 CP. A consecutive Bachelor- and Master course programme is accredited by 300 CP.

(2) A student can receive the credit points (CP) connected to a module, if she or he has passed the module examination and the additional study credits, pre-examination credits or the attendance requirements lined out in the specific study course programme regulations. Students who have passed the possible included training periods in industry and their final thesis (Thesis Part 16) receive the fixed number of credit points (CP) outlined in the specific study course programme regulations.

(3) A person who has ended the degree programme or has ended the degree programme without passing the respective degree programme examination receives the credit points for all passed examination credits.

11 Types of classes, attendance rules and course programme language

(1) There are the following types of classes:

1. Lecture (lecturer presentation) (L)

The lecture includes the presentation and conveying of base and special knowledge and methods by the teaching staff.

2. Taught seminar (TgS)

In the taught seminars the teaching staff present and communicate basic and specialist knowledge and methods with the active participation of the students. It is a combination of lecture and exercise with the objective of enabling communication between the teaching staff and the students. It is a combination of lecture and exercise to enable a feedback process between teaching staff and students. The taught seminar is the predominate type of classes.

3. Exercise (Ex)

Attendance is compulsory. During an exercise the students have to complete specific tasks under the instruction of teaching staff.

4. Seminar (Sem)

Attendance is compulsory. The seminar lecture is enhanced or replaced by presentations or other contributions by the students.

5. Lab work or Lab work exercise (Lab)

Attendance is compulsory. During the Lab work work the students have to carry out practical tasks individually or as a group according to and under the instruction of the teaching staff. Through the Lab work work the students should learn the methods of measurement and examination from the various areas of application in the specific scientific task. They should gain experience and skills in the use of these methods and all related resources. The objective is to gain confidence in the use of the knowledge and abilities learned in the taught seminars. The outcomes of the practical tasks must be recorded, evaluated and interpreted.

6. Design exercise (De)

The design exercise is a interdisciplinary work wherein the students should train the interdisciplinary and working on their own on an extensive engineering or computer science project. The main results must be presented in professional form.

7. Construction and planning task (CPT):

The construction and planning task includes constructions and planning tasks related to the study degree course programme. The main results must be presented in form of a written paper.

8. Project (Pro)

The project is an interdisciplinary type of class including related exercises and general aims. The students organize their project parts by their own and in cooperation with each other under the instruction of the teaching staff. The students have to work alone or in groups and need to present their results. This includes learning of argumentation and literature investigation.

9. Excursion (Exc)

This is an external class carried out by members of the teaching staff and the students in the form of tours outside of the University of Applied Sciences, with the objective of gaining an insight into the technical-organisational problems of work life in the industry or other institutions of the related study degree course objectives. The requirements for the excursion (duration, study year etc.) are lined out in the specific study course programme regulations.

The specific study course programme regulations can include and describe additional types of classes.

(2) The specific study course programme regulations can fix the attendance for specific types of classes. The requirement for the attendance is fulfilled when the student has attended all the class hours determined for the class form in the specific study course programme regulations. If the attendance requirement is not fulfilled then the credit or confirmation slip for the respective course will not be granted and the grade is set to 0 graduate points, grade 5,0 respectively "not passed". Missed classes for the exercises and Lab work can be made up if an accepted reason for non-attendance is proven. Section 21 applies accordingly.

12 Limitations to take lessons, registration for lessons

The head of the department can initiate a registration for specific types of classes or lessons to regular spread the students to the different lessons. If a registration is initialized the students need to register prior to the start of the beginning of the lessons. If some lessons are overcrowded the examination committee together with the head of the department can spread the students to other lessons with the same contents. If no other lessons exist the students have to take the lesson in the following semester. The students only can change the registered lessons if this agreed by the examination committee and the head of the department. The specific task for the registration process is outlined in specific rules of the department. Students who have to take a lesson within an other semester due to the registration process, can achieve a confirmation.

Part 4 Examination rules

13 Examination Committee

(1) An Examination Committee is formed for the organisation of examinations for all degree programmes and for the duties allocated by these Examination and Study Regulations. The faculty council specifies for which study degree course an examination committee shall be formed. The examination committee consists of five members of the degree programme: three professors, an academic employee and a student of the degree programme. The term of office for the student member is one year, for all other members it is two years.

(2) The members of the Examination Committee and their respective deputies are chosen by the Faculty Council. The Examination Committee chooses a chairperson and a deputy chairperson from its members. Both must belong to the group of professors.

(3) The Examination Committee ensures that the Examination and Study Regulations are upheld and the correct taken of examinations is guaranteed. The Examination Committee together with the head of the Department and the Dean of the Faculty determines the dates for the examination credits to be taken during the course. It provides an examination plan for the respective semesters to ensure the performance of all module examinations, study credit, pre-examination slips and the final thesis (Thesis Section 16) within the standard course length of the study programme. The Examination Committee reports to the Faculty Council about the development of examinations and course lengths and makes recommendations for the reform of the degree programme and the Examination and Study Regulations if necessary.

(4) The members of the Examination Committee have the right to sit in on examinations. The members are sworn to discretion over all processes and consultation to do with the examination of individual students. If a member or the representative is not working for the civil service the Chair of the Examination Committee needs to swear the person to discretion.

(5) The Examination Committee meetings are not open to the public. The Examination Committee is quorate when at least three members, of which one is the Chair or the deputy chair, are present. In the case of a tied vote the vote of the Chair decides, in his absence that of the deputy chair. The Examination Committee can decide in a rules of procedure in which cases decisions can be arrived at by rotation procedure. It can in the rules of procedure transfer individual jurisdiction to the Chair. The Examination Committee can be appealed to against the decisions of the Chair; the appeal has a deferring quality. The minutes take the decisions of the Examination Committee. The decisions of the Examination Committee and those of the Chair of the Committee decided by the rules of procedure are reliable for all involved persons, if they are concerned to the organisation of examinations, their preparation and carrying out and the observing of the examination rules. Appeals and court proceedings of the students remain unaffected.

(6) The Examination Committee determines the examiners and the dates for the examination credits, study credits and pre-examination credits to be taken during the course. The students apply procedure to participate in examinations is fixed by the Examination Committee. The Examination Committee publishes in time all rules, determinations and decisions related to the examination and study regulations especially the applying and examination dates and the examination results with compliance the Data Protection Acts on the examination board, the internet or in other useful form.

(7) The students need to apply to participate in examination via the decided applying procedure. Date changes that are absolutely necessary must be made known by the Examination Committee at the latest 14 days before the then new date. The Examination Committee can set up special examination dates.

(8) If the examiners offer additional examinations then they must inform the Examination Committee in such good time that the dates can be generally made known via a notice at least two weeks before the additional examination date. See also part 6.

14 Examiners

(1) The examiners are appointed by the Faculty Council. The Faculty council can delegate the appointment to the Examination Committee. Professors can be appointed as examiners for all examinations in their field. Teaching staff for special courses, lecturers, assistant lecturers for science and arts can only be appointed as examiners for their own courses. In exceptional cases people of other faculties of the Hamburg University of Applied Sciences or other universities can be appointed as examiners in so far as they hold the qualification to be tested in the examination or a similar qualification.

(2) Other people working in the industry outside the university can be appointed as second examiners for the final thesis (section 16) in so far as they hold the qualification to be tested in the examination or a similar qualification. The proof has to be delivered to Examination Committee. The Examination Committee together with the Chair of the Department decide about the appointment as second examiner.

(3) The examiners are not tied to directives in the judging of examinations. Section 13 (4) sentence 1 and 3 applies accordingly.

15 Module examinations and study credits

(1) Module examination credits (EC) are composed by a minimum of one graded examination credit. As stated in the specific study course programme regulations the module examination can be composed by more than one graded examination credit. If the module examination credit includes attendance rules then the credit slip will only then be issued when the student has fulfilled the attendance obligation for the named class according to Section 4.

(2) A study credit (SC) is assessed by "passed" or "non-passed" but not graded. A pre-examination credit (PEC) is a study credit which is assigned to certain examination credits. The examination credit can only be acquired when the assigned pre-examination credit has been passed. If the study credit or

the pre-examination credit includes attendance rules then the credit slip will only then be issued when the student has fulfilled the attendance obligation for the named class.

(3) Module examination credits (EC) and study credits are acquired for each subject through one of the types of examination named in 4. In as far as not otherwise determined by the specific study course programme regulations the examiner sets the respective time period as well as the formal examination conditions, in particular the type and scope of the allowed study aids. If no type of examination is outlined in the specific study course programme regulations the Examination Committee announces the type examination prior to starting of the lesson.

(4) Examination and study credits can be acquired through the following examination types and those listed in the specific study course programme regulations.

1. Written examination (WE)

A written examination is completed under supervision, in which the students have to complete the set exercises alone and independently without study aids or with the use of permitted study aids. Written examinations made up in the main of multiple-choice exercises are not permitted.

A written examination lasts at least 60, at most 240 minutes.

2. Oral examination (OrE)

An oral examination is an examination discussion in which the students must show that they fully understand the examination material. An oral examination lasts at least 15, at most 45 minutes. Oral examination can be carried out as single or group examinations. If a minimum of two examiners hold an oral examinations (colleague examination) only the examiner responsible for the specific task of the examination subject is able to examine the student. If the oral examination is not a colleague examination an additional assessor appointed by the Examination Committee has to join the examination. The assessor can be appointed out of the groups of examiners listed in Section 14 (1). The grade is fixed by the responsible examiner together with the other examiners of the colleague examination or the assessor. The minutes fixes the main contents of the oral examination which is signed by all examiners and the assessor and is stored together with the examination file.

3. Paper (Pap)

A paper is made up of a written and an oral part. The written part contains a summary of the most important results, the oral part is a presentation of the summary based on the written part and an advocacy of the same in a subsequent discussion. The oral presentation lasts at least fifteen, at most forty-five minutes. The presentations and graphics shown during the oral presentation need to be handed out to the examiner in written and electronic form. The additional paper includes all important results and must be handed out to the examiner.

4. Home project (HP)

A home project is a written examination of a set exercise which widens or deepens the respective taught material. A maximum of three month is allowed for completion. If the home project is a graded examination credit an additional colloquium (see 9) within the period of one month has to be held by the student.

5. Lab work completion (LC)

Lab work is successfully completed when the students have fulfilled the attendance and have successfully carried out the experiments set by the examiner and have proven their knowledge through an accompanying colloquium (see 9) and/or with the help of transcripts and/or written exercise solutions. The colloquium is an examination discussion which first and foremost serves the purpose of examining whether the candidate has completed the work independently. The colloquium lasts at least 10, at most 30 minutes. The written work is to be handed in within a deadline set by the examiner. The deadline expires at the latest at the end of the respective semester in which the assigned class type (lab work) is carried out.

6. Lab work examination (LE)

A Lab work examination is made up of a Lab work completion and at the end of the class of a final examination of the performance. During this examination the student should solve an experiment alone and independently. The examination lasts at least 90, at most 240 minutes.

7. Exercise slip (Es)

An exercise slip is successfully completed when the students have fulfilled the attendance and have successfully carried out by written exercise solutions the theoretically exercises set by the examiner and have proven their knowledge through an accompanying colloquium (see 9) or oral presentation. The colloquium lasts at least 10, at most 30 minutes. The written work is to be handed in within a deadline set by the examiner. The deadline expires at the latest at the end of the respective semester in which the assigned class type (exercise slip) is carried out.

8. Project (Pro)

A project is an interdisciplinary type of exercise of the business related part of the study course programme. The results of the project need to be documented. The project lasts at least six and at most twenty-six weeks and is accompanied by a colloquium (see 9). The specific study course programme regulations can state additional features about form, contents and aim of the project and as well other forms for the completion of the project slip.

9. Colloquium (Cq)

A colloquium can be combined with the examination type Bachelor or Master thesis. A colloquium is a oral examination discussion where the students have to prove their knowledge of the examination task through free speech. The colloquium lasts at least 15 and as most 45 minutes if no other time decisions are made by the specific study course programme regulations. The colloquium shall show that the student has worked independently on the examination task. Colloquium can organised as single or group examination. If the colloquium is part of the final thesis (section 16) the rules for the oral examination (see 2) applies accordingly.

(5) Members of the University of Applied Sciences are admitted to listen at the oral examinations according to the number of places available. Students who are to take the same examination in the next examination period are given precedence. Admission does not include the consultation and announcement of the examination results to the students. The Examination Committee can close the examination to the public on request of the student via the examiner.

(6) The module examination credit and the associated examination credits must be graded by an examiner selected according to Section 14 (1) with the grade system defined in Section 18 (2). The study credits or the pre-examination credits examination must be graded by an examiner selected according to Section 14 (1) with passed or non-passed.

16 Thesis

(1) At the end of the Bachelor and Master degree course programme the students have to work on a final thesis. Students should show in the Bachelor project that they are able to work on a problem from the scientific, applied or vocational fields of work of the Bachelor degree programme. The students should show additionally in the Master thesis that they are capable of handling independently problems in the scientific, practice-oriented and vocational fields of the Master degree programme, using scientific methods and knowledge, putting them into context as well as developing this scientific and practice-oriented knowledge further.

(2) The thesis is a written drawing up of the based project. The thesis is distributed via the Examination Committee. The distribution date has to be written in the file. Before a thesis can be distributed a fixed number of modules respectively credit points lined out in the specific study course programme regulations have to be passed by the student. The students are advised to suggest topics.

(3) The thesis can be supervised by any professor selected according to Section 14 (1). The students are advised to suggest an examiner. The examination committee should select the suggested examiner if possible.

(4) The thesis is to be handed in within a time period declared in the specific study course programme regulations. The topic must be constructed in such a way, that it can be completed within the fixed time period allowed for this work. The thesis has to be handed in as two copies (an examination copy - copy for the examiner - and a copy for the second examiner) and in electronic form to the Examination Committee or to be posted with the postal stamp of the last day of the deadline. The type of the electronic form has to be decided by the Examination Committee. The date of handing in is written in the file. The Examination Committee can extend the deadline by half of the maximum handing in time period at the most if the student makes an official application stating an important reason before the deadline runs out. The opinion of the supervising professor is to be requested before the decision is

made. In cases of hardship an interruption can be approved by the Examination Committee. Section 22 applies accordingly.

(5) A written declaration is handed in with the thesis stating that the work - in the case of group work the respective marked parts of the work (Section 18(1)) - has been completed independently without outside help and only the defined sources and study aids were used. Sections that reflect the thoughts of others in other works are to be made known through the definition of sources.

(6) The thesis is graded by the supervising examiner, if there are no compelling reasons why this should not be so, and by a second examiner who is nominated by the Chair of the Examination Committee from the group of professors nominated according to Section 12 (1). As the second examiner a person according to Section 12(2) can be nominated. A written report about the grading of the thesis project is to be completed by the supervisor examiner and the second examiner and they grade the thesis independently. Before the thesis is graded both examiners carry out an additional colloquium together with the respective student (Section 15 (4) no.9). The grade of the thesis is the mean of the individual grades. The specific study course programme regulations must include the weighting factor of the individual grades of the thesis and the colloquium which is used to calculate the final grade of the whole degree programme.

(7) The Thesis is made publicly available by the faculty in agreement with the student and the supervisor examiner. The thesis is publicly available for a period of at least two years after its grading. If the thesis is based on a project related to a company or other private or public organization the student need to show a written agreement of the organization or company.

17 Examination participation

(1) All module examination slips and study examination slips have to be taken during the study degree programme course.

(2) The Bachelor and Master degree programme examination consists of all module-, study- and examination slips fixed inside the specific study course programme regulations and the final thesis (Bachelor respectively Master thesis) including possible university guided practise in industry phases.

(3) Participation in examinations is not permitted to those who have finally failed to pass the Bachelor respectively the Master degree programme examination in the same degree programme. The Faculty arranges in additional papers if the above rule in sentence one is true for related or similar study course programmes.

(4) Module, study and examination credits of specific modules of the following semesters or study years can be taken only if the module, study and examination credits of the previous semesters or study years are passed. These rules can be described in the specific study course programme regulations. If a student commits a violation to sentence 1 and passes a module, study or examination credit the credit must be deleted.

(5) The students apply binding in law to participate in examinations via an application system of the Examination Committee. The Examination Committee determines the dates for the application and the dates for the examination credits to be taken during the course. The students can not apply or cancel the application for an examination after the end of the application period. Students who are not applied within the application period can not take the examination credit. Applied students who do not participate the examination receive the grade "non-passed". Section 21 (3,4) applies accordingly. The binding in law of the application can be excluded in the specific study course programme regulations.

(6) If a student does not participate a examination in the case of illness he has to hand in a medical certificate without delay to the Examination Committee which means on the day of the examination or the following working day.

(7) Should students provide medical proof that due to a continuous physical impediment they are unable to sit the examination in full or partially in the foreseen form then the Examination Committee can approve that equivalent examination credits be produced in another form or the period of time allowed for completion can be extended.

18 Grading examination and study credits

(1) The performance of the individual students is graded. Work completed as a group can only be recognised as an examination credit for individuals, if the individual performance can be clearly identified. The differentiation of performance occurs on the basis of the stating of sections or page numbers or by the additional description presented by one of the members of the group which makes a differentiation of the individual contributions possible. In addition, it must be determined in a colloquium whether the individual students can independently explain and advocate their own contribution as well as the work process and the result of the group. The colloquium is an examination discussion with the foremost purpose of determining whether the contribution was achieved independently. (Section 15 (4) no. 9).

(2) The grading of the individual examination credits occurs on the basis of the following grades:

Graduate points (grade)		grade (grade)		grade (graduation)		description
15	=	0.7	=	excellent	=	a particularly exceptional performance
14 to 13	=	1.0 and 1.3	=	very good	=	an exceptional performance
12 to 10	=	1.7, 2.0 and 2.3	=	good	=	a performance that lies well above the average required
09 to 07	=	2.7, 3.0 and 3.3	=	satisfactory	=	an average performance
06 to 05	=	3.7 and 4.0	=	passed	=	a performance that fulfilled the requirements despite its weaknesses
04 to 00	=	4.3, 4.7 and 5.0	=	fail	=	a performance that did not fulfil the requirements due to extreme weaknesses

The specific study course programme regulations can choose the grade in form of graduate points or grades (grade). A module examination is passed only if the grade is „passed“ (grade 4.0 respectively 05 graduate points) at least.

(3) The grade of module examinations composed of more than one examination credit is calculated by the arithmetic mean of the individual grades of the examinations. Instead the calculation of the module grade can be done by the weighting via the credit points or other weighting numbers fixed in the specific study course programme regulations. If more than one examiner grades an examination credit the overall grade is calculated by the arithmetic mean of the individual grades of each examiner. The calculation of the arithmetic mean includes only the first two decimal places, all other places are deleted without any rounding. Especially by using graduate points decimal points under 0.5 are rounded down while decimal points over or equal to 0.5 are rounded up. By using the grades (grade) the following schema has to be used:

up to	0,85	excellent
over	0,85 up to 1,5	very good
over	1,5 up to 2,5	good
over	2,5 up to 3,5	satisfactory
over	3,5 up to 4,0	passed
over	4,0	fail

(4) Study and pre-examination credits are successfully achieved when they are graded with at least 05 graduate points respectively the grade 4,0. A successfully passed study or pre-examination credit is described as “passed“, a not successfully passed credit as “failed“. Otherwise the regulations in the subsections (1) to (3) apply accordingly.

(5) The module examination credit is passed when all related examination credits have been passed and at least 05 graduate points respectively the grade 4,0 have been achieved in the defined type of examination and in addition the related study or pre-examination credits are passed.

(6) For the Bachelor and Master degree course programme examination (Section 17 (2)) an overall grade is calculated. The specific study course programme regulations specify the specific calculation regulations for the overall grade. Weights are assigned to all examination credits and the thesis. The sum of all examination credits and the thesis grade multiplied by their related weights gives the overall grade.

(7) The graduation of the final examination of the degree course programme examination is fixed by a table including the assignment between the graduate and the overall grade. The table is part of the specific study course programme regulations. The graduate of a passed Bachelor or Master degree course programme examination is excellent, very good, good, satisfactory or passed.

(8) In addition to the graduate a relative grade is added. The relative grade describes the rank of the student within a specified examination period. The examination period is fixed for all degree programmes by the Faculty. To calculate the relative grade the overall grade is used. The relative grade schema based on the ECTS is used:

- A the best 10 %
- B the next 25 %
- C the next 30 %
- D the next 25 % and
- E the next 10 %.

(9) If a student receives a grade for a written examination that is less than 05 graduate points respectively he/she receives a grade 4.3 then he/she can officially request that the examination credit be graded by a second examiner who is nominated by the Examination Committee from the group of examiners appointed according to Section 14 (1). The graduate points result from the average of the two gradings.

(10) The specific study course programme regulations can include the following rule if after a second resit the written examination credit shall be graded with "fail". In this case the examiner can carry out an oral questioning of 30 minutes at least. This oral questioning includes for the student the possibility to correct his/her written examination in written form. The best result for the written examination credit after the oral questioning is 05 graduate points or the grade 4.0 or the graduate "passed". The specific study course programme regulations can limit this rule to specific study course parts and/or grades and/or can be expanded to all failed written examinations.

(11) The specific study course programme regulations can include the following rule if after a second resit the written examination credit shall be graded with "fail". In this case the student can officially request an additional oral examination related to Section 15(4) no. 2. The official request is requested latest within 2 weeks of the semester teaching weeks after knowing the result of the examination. The oral examination should last at least 15, at most 30 minutes. The best result for the written examination credit after the additional oral examination is 05 graduate points or the grade 4.0 or the graduate "passed". The specific study course programme regulations can limit this rule to specific study course parts and/or grades and/or can be expanded to all failed written examinations.

(12) The grading period should not exceed six weeks. The graduate points for the examination credits are reported without delay and explained on request.

(13) The students can take an examination in subjects in addition to those chosen (additional subjects). The grades however, are not included in the total grade. The results of a maximum of three examinations in additional subjects are included in the certificate on application. The grades of the additional subjects are not used to calculate the overall grade.

(14) A examination credit is grades with "failed" (grade 5,0 respectively 0 graduate points) if the student has applied for the examination credit by binding in law but did not participate the examination. Section 21 (3) applies accordingly.

(15) A examination credit in form of a written examination (WE) can include up to two tests. The grade of the tests can be included to the grade for the examination credit. A test is a written examination which lasts at most 60 minutes. Prior to the start of the related class type the number of tests and the date for the test has to be announced. The grade of the individual tests is based on the above grade rules. The mean of the individual grades gives the total grade of the tests. The grade of the examination credit is calculated by 20% of the grade of the tests and by 80% of the final written examination of the examination credit. A failed test may not lead to a fail for the examination credit.

(16) The specific study course programme regulations can include the following rule: The students can acquire an additional examination credit once in the Bachelor degree programme in the form of a paper. The examiner sets the topic for the paper and the time of its delivery. For this the student must make an official request to the Chair of the Examination Committee via the examiner latest one week

after the last module examination grade for the whole degree programme is known. The grades of subsection 2 are used. The graduate points awarded for the paper are multiplied by a factor 0.5 and are added to the overall grade of the respective qualification if graduate points are used for the grading. If grades are used, the grades awarded for the paper must be subtracted from the overall grade of the respective qualification. The specific regulations for the calculation process of the grades for the additional paper are fixed by the Examination Committee. The weighting factor for the additional paper can be 3% at least of the sum of all weighting factors of the whole degree programme. Only for the Bachelor degree programme examination this additional examination credit is added.

(17) The subsections 1 to 6 apply accordingly for the study and pre-examination credits.

19 Resitting module examinations

(1) Passed module examinations and single passed examinations of a module examination can not be resat.

(2) Each initially failed examination can be resat twice. The resit should as a rule take place at the after next examination date, at the latest however, within a year. As well the resit of the examination must be offered within this period. The training in industry semester (Section 6 (3)) is not counted for this resit period. The respective examination is considered as finally not passed when the possible number of resits has been exhausted without success. The specific study course programme regulations can change the period for the resits.

The specific study course programme regulations can determine that all module examinations respectively the attached examinations of the first study year must be passed within a fixed period. If the examinations are not passed during this period the study degree examination is finally not passed. The period for the Bachelor study course programmes is two years and do not depend on the respectively length of the study degree programme. Within this period three examination trials at least must be possible by the study organisation.

(3) If compulsory elective modules exist and the student changes the lesson or the compulsory elective module the number of examination trials does not increase. The number of examination trials will be added to the new chosen lesson or compulsory elective module. For a changed compulsory elective module the pre-examination need to retaken and can only be taken in consideration if they are equal.

(4) The Bachelor or Master Thesis can be repeated once. This is as well true if the Thesis is part of a final module. An official application to repeat the Thesis must be made to the Examination Committee within six months of the grade being made known. The repetition is considered failed if this deadline is not met. In well-founded cases a second repetition is possible. The Examination Committee makes this decision.

(5) In cases of a change in university, degree programme or Examination and Study Regulations failed examinations which are founded on equivalent examination levels are considered in the total according to subsections (2). Section 17 (3) sentence 3 applies accordingly.

20 Accreditation of study periods, study and examination credits

(1) Study periods, study and examination credits in other degree programmes are accredited in as far as they are equivalent. Study periods, study and examination credits are equivalent when they are in the main the same in content, scope and level of those of the degree programme of the enrolling university. This is done as a total appraisal and calculation and not a schematic comparison. The accreditation of study periods, study and examination credits acquired outside of Germany must observe the equivalency agreements approved of by the Conference of Ministers of Education and Cultural Affairs and the arrangements within the framework of university partnerships. A conditional accreditation is allowed.

(2) Subsection (1) applies for study periods, study and examination credits acquired in state recognised distance-learning degree courses.

(3) Equivalent training in industry periods (Section 6) are accredited. This applies as well for excursions.

(4) If study and examination credits are accredited, the grades - as far as the grading systems are comparable - are carried over and included in the calculation of the total grade. Where grading systems are not comparable an examination has to be taken to carry out the grade.

(5) If the requirements of subsection (1) to (4) are fulfilled then there is a legal right to accreditation. The accreditation of study periods, study and examination credits acquired in Germany occurs by order of the authorities. The students have to provide the documents necessary for accreditation..

(6) The Examination Committee decides on the accreditation on the official application of a student. In the cases of subsections (1) it also decides which conditions are to be fulfilled. An accreditation can occur only before an examination is taken. Applied accreditations after an examination is taken are not allowed. An accreditation of the Bachelor or Master Thesis (Section 16) and the accreditation of more than 70% of the credit points is not allowed. The accreditation can be excluded if more than half of the module examinations are applied to be accredit.

21 Deception, disruptive behaviour and belated action

(1) If students attempt to cheat during an examination the respective supervisor will complete an extra report about the occurrence and will pass it on immediately to the Examination Committee. If the attempt at deception becomes known during the examination the students are allowed to complete the examination, unless there has been a case of disruptive behaviour according to subsection (2). The students are informed immediately of the accusations made against them. The decision regarding the deception is made by the Examination Committee; on student application by the Examination Committee. The student is given the opportunity to explain himself/herself before this. If the Examination Committee decides an attempt at deception has taken place the module examination or study examination is assessed with the grade "fail" (grade 5,0 respectively 0 graduate points, "non-passed" for the study credit). If students aid the attempt at deception then the sentences 1 to 5 apply accordingly. If students attempt to cheat during an non-controlled credit of a study, pre-examination or examination credit respectively the Bachelor or Master Thesis (Section 16) the respective supervisor assessed the grade „fail“ or „non-passed“. The student is given the opportunity to explain himself/herself before this.

(2) Students, who knowingly cause disruption which disturbs other students or the examination discussion, can be expelled from the examination by the respective supervisor, if the disruptive behaviour continues despite a warning. Subsection (1) sentences 1, 3 and 4 apply accordingly. If the Examination Committee decides a case of disruptive behaviour leading to expulsion has taken place, the examination is graded "fail" (grade 5,0 respectively 0 graduate points). Otherwise the student is given the opportunity as soon as possible to participate in the examination again.

(3) The respective examination credit is graded as "fail" (grade 5,0 respectively 0 graduate points) if periods to take study, pre-examination or examination credits are determined in these regulations or the specific study course programme regulations and the student has not fulfilled the regulations. The respective examination credit is graded in the same manner if a student has applied binding in law for an examination and he/she does not take the examination. Study and pre-examinations are graded as "fail" or "non-passed". Only if there is no fault of the student for these circumstances of sentence 1 and 2 the respective examination credit is not graded as "fail". In contrast to the fixing of periods to take the examination credits or the registration binding by law for the examination credits a participation duty for the examination credits of a specific course study parts can be fixed in the specific study course programme regulations. The Examination Committee can extend the deadline appropriately if the student provides an important reason which must be in writing and credible if this is possible for the respective type of study, pre-examination or examination credit. Section 22 (2) applies accordingly.

(4) The decision of the Examination Committee is made known to the student immediately in writing and is to include instructions for appeal.

22 Interruption of an examination

(1) The students can interrupt an examination for an important reason. This does not affect the completely passed examinations prior to the interrupt.

(2) The reason for the interruption must be made known immediately in writing to the Chair of the Examination Committee and made credible. In the case of illness a medical certificate must be handed in to the Chair of the Examination Committee. The Chair of the Examination Committee can waive this submission of information if the illness is obvious. The Examination Committee decides if the Chair of the Examination Committee does not recognise the named reason.

(3) If the students interrupt an examination without an important reason then the examination in the respective examination subject is graded "fail" (grade 5,0 respectively 0 graduate points).

(4) The decision of the Examination Committee is made known to the student immediately in writing and is to include instructions for appeal.

23 Examination documents, safekeeping period and inspection of the files

(1) The university has a record file for each student in paper or electronic form. This file includes all relevant examination and study credits useful for the study course programme examination. Especially the file includes the important rules of procedures (e.g. registration of the final thesis), the examination results (module examination credits (examination credits), study credits, pre-examination credits), calculation of grades (e.g. overall grade) and copies of all certificates. The file includes as well all written examinations of the students if they are not returned (subsection 3) and the examination files and examination reports.

(2) For the following examination and study results (performance description) the safekeeping period is fifty years: results of the module, study, pre-examination and examination credits, the Bachelor or Master thesis credits and the information about the periods for the training in industry as well as the copies of the certificates and documents of the awarding the academic qualification. The data can be stored electronically. All other information have to be safekeeping for five years these are all lists and credit slips for the passed module and study examination credits (examination and study examination slips), the thesis, the examiner reports for the thesis and the oral examination minutes. If the results are made known the above periods start. The written files must be shredded; the electronic saved files must be deleted after the periods expired.

(3) The written examination credits of the module examinations are returned to the students after the grade is made known. The thesis papers (Section 16 (4) sentence 3) are not returned to the students. The written examinations not collected by the students need to be safekeeping for five years and shredded after that period. Electronic data need to be deleted. The period starts after the student is ex-matriculated. The specific study course programme regulations can state that the written examination credits are not returned but have to be safekeeping.

(4) Within this time period of safekeeping fixed in subsection 2 and 3, the students can apply to be allowed to look at their examination file, the respective examination reports and minutes of the examiners as well as the grading comments of the thesis.

24 Appeal

The students can apply an appeal for examinations by the Chair of the Examination Committee within one month if the instructions for appeal are given. In all other cases the period for applying for an appeal is one year after the examination result is made known. The appeal must be in written form including the reasons. If the Examination Committee does not remedy the appeal or does not completely remedy the appeal the Appeal Committee has to decide the appeal. The Appeal Committee proceedings are listed in the base regulations of the university in Section 22.

Part 5 Certificate, Bachelor or Master document

25 Passing, regulation, awarding of academic degree certificate and document

(1) A list of all passed examination grades of a specific study degree course part of the Bachelor degree course programme can be handed out if this is stated in the specific study course programme regulations. All module examinations and all other preconditions including in the specific study course programme regulations must be passed if such a list is handed out.

(2) The Bachelor or Master examination is passed when all the examination credits and their respective pre-examination credits, the respective thesis and all other preconditions of the specific study course programme regulations have been successfully acquired.

(3) A certificate and the document of the academic degree must be issued within four weeks of passing the respective examination of subsection 2. The certificate and the document is written in German and English language.

(4) The certificate consists

1. the modules and their names, the grades of the examination credits of the module examination and the acquired credit points,
2. the names of the study examination and pre-examination credits of the modules including the grade "passed",
3. if necessary information about the practice in industry (type of industrial employment and credit points),
4. the title and the grade of the Bachelor or Master thesis and the acquired credit points,
5. the total grade and the information how the total grade is calculated, the reached total credit point number and the name of the degree course programme,
6. the graduate rank which the graduate has reached for his total grade in comparison to all other graduates within a fixed examination period (relative grade).

The relative grade is given only when a detailed fixed examination period exists for the graduates. The certificate is signed by the Chair of the Examination Committee. The date of the certificate is the day on which all defined preconditions of subsection 3 are acquired. In addition, the date of the passing of the preconditions of subsection 2 is written on the certificate.

(5) Together with the certificate a Diploma Supplement is written. The Diploma Supplement includes the following parts:

1. personnel data of the student,
2. description and explanation of the resolved academic Bachelor or Master degree,
3. description and representation of the Hamburg University of Applied Sciences, the Faculty and the Departments the grade is given,
4. description of the degree programme course profile and the quality of the academic degree
5. description of the study course programme contents and the students study course success,
6. functions of the degree (next possible academic degree, business status),
7. additional information (projects, practice in industry, additional elective modules, etc.),

The Diploma Supplement is written in German and English language.

(6) A person who has ended the degree programme without passing the respective Bachelor or Master degree course programme examination can officially apply, after showing the respective grade slips as well as the confirmation note regarding the removal from the student register, that a confirmation note is issued which lists the acquired examination credits with grades as well as the study credits as well as the missing examination credits for each respective examination. The confirmation note must also state clearly that the Bachelor or Master degree programme examination was not sat or not passed..

(7) A person who has finally not passed the degree programme examination is issued written confirmation which includes instructions for appeal.

26 Null and void examinations

(1) If students have been found to have cheated during an examination including acquiring credit slips necessary for the Bachelor or Master degree programme examination and this comes to light after the certificate has been issued, then the Examination Committee can re-grade the respective examination credits with the grade "fail" (grade 5,0 respectively 0 graduate points), correct the affected grades accordingly and declare the examination for completely or partially failed. For study examination this applies accordingly.

(2) If the requirements for the participation in the Bachelor or Master degree programme examination were not fulfilled without the students wanting to deceive and this only becomes known after the certificate has been issued then this weakness are redeemed by the passing of the respective examination.

(3) The incorrect examination certificate is recalled. A decision according to subsections (1) and (2) is no longer possible after a period of five years, starting from the date of the examination certificate.

Part 6 Final regulations

27 Effective

This Examination and Study Regulations is effective from the day after it has been made known in the Hamburg Law and Regulations Paper Part II. It applies from the winter semester 2006/2007 for all examination and study regulations agreed by the Faculty Engineering and Computer Science. This regulation is effective for all examination and study regulations agreed prior to winter semester 2006/2007 only if this is agreed by the Faculty Council.

Hamburg University of Applied Sciences
Hamburg, 16th November 2006