

This is an unofficial version, for reading only, of the *Allgemeine Prüfungs- und Studienordnung für Bachelor- und Masterstudiengänge der Ingenieur-, Natur- und Gesundheitswissenschaften sowie der Informatik an der Hochschule für Angewandte Wissenschaften Hamburg* (APSO-INGI), issued on 21 June 2012 (*Hochschulanzeiger* no. 77/2012, p. 23). The amendments of 20 May 2021 (*Hochschulanzeiger* no. 168/2021, p. 54) and of 2 December 2021 (*Hochschulanzeiger* no. 177/2021, p. 16) have been incorporated into this version. The German-language text of the Regulations as published in the HAW Hamburg official gazette (*Hochschulanzeiger*) remains the sole definitive and legally binding version of these Regulations.

General Course and Examination Regulations for Bachelor's and Master's degree courses in engineering, the sciences and health sciences, and computer science at HAW Hamburg (APSO-INGI)

21 June 2012

amended 20 May 2021 and 2 December 2021

This is an English translation of the original German text of these Regulations. It is provided for informational purposes only and has no force independent of the original German text. The original German version as issued and amended on the above dates shall be authoritative and definitive in all cases of dispute.

In the interests of non-discriminatory use of language, this English translation uses the singular 'they' or plurals wherever possible.

On 21 June 2012, acting pursuant to Section 108 subsection 1 sentence 3 of the Hamburg Higher Education Act (HmbHG) issued on 18 July 2001 (HmbGVBl. p. 171), last amended 20 December 2012 (HmbGVBl. p. 550), the Executive Board of HAW Hamburg confirmed the following (German) text of the *Allgemeine Prüfungs- und Studienordnung für Bachelor- und Masterstudiengänge der Ingenieur-, Natur- und Gesundheitswissenschaften sowie der Informatik an der Hochschule für Angewandte Wissenschaften Hamburg* (APSO-INGI), adopted by the Faculty Councils of the Faculties of Design, Media and Information, Life Sciences, and Engineering and Computer Science on 7 June 2012 and 14 June 2012 in accordance with Section 91 subsection 2 1 HmbHG.

Overview of contents

Part 1: Structure and standard length of courses; degrees awarded

- 1 Scope
- 2 Bachelor's and Master's degree courses: standard course duration and structure
- 3 Degree course objectives and academic degrees awarded
- 4 Part-time study
- 5 Cooperative degree programmes

Part 2: Practical components and student advisory services

- 6 Pre-course practical experience; internships and placements (practical modules); departmental coordinators for practical and professional experience
- 7 Student advisory services and orientation

Part 3: Modules, credit points and classes

- 8 Modules
- 9 Credit points (CP)
- 10 Types of classes, attendance rules and course schedules
- 11 Registration for classes and restrictions on participation

Part 4: Examinations

- 12 Examinations Committee: members, procedures, duties and notification of decisions
- 13 Examiners
- 14 Types and forms of examination and assessment
- 14 a Regulations and arrangements covering the conduction of examinations
- 14 b Handling, processing and storage of students' personal data
- 14 c Authentication
- 14 d Remote (video) invigilation in online examinations
- 14 e Voluntary character of online examinations; alternative options for taking examinations
- 14 f Technical problems and disruptions during examinations
- 15 Bachelor thesis
- 16 Master thesis
- 17 Participation in examinations
- 18 Class and examination data management: registration process and notification of examination results
- 19 Provisions for students with disabilities or long-term health conditions
- 20 Provisions for students in specific circumstances
- 21 Assessment and grading
- 22 Early ('free') examination attempts (*Freiversuch*) and repeats for purposes of grade improvement
- 23 Resits, exhaustion of all examination attempts, and rules on disregarding examination attempts
- 24 Recognition of prior learning (periods of study, *Prüfungsleistungen* and *Studienleistungen*)
- 25 Use of unfair means in examinations and assessments, disruptive behaviour, failure to meet deadlines
- 26 Withdrawal from examinations
- 27 Invalidation of examinations and assessments
- 28 Appeals
- 29 Assessment records, retention periods and access to files

Part 5: Certificate of Examinations; Bachelor's and Master's degree certificates

- 30 Award of degree, applicable procedures and issuance of Certificate of Examinations and degree certificate

Part 6: Concluding provisions

- 31 Effective date, expiry and transitional provisions

Part 1: Structure and standard length of courses; degrees awarded

1 Scope

(1) The *General Course and Examination Regulations for Bachelor's and Master's degree courses in engineering, the sciences and health sciences, and computer science at HAW Hamburg* (APSO-INGI) govern the framework, the overall structure and the applicable procedures of and for all Bachelor's and Master's degree courses in engineering, the sciences and life sciences, and computer science at Hamburg University of Applied Sciences (hereafter 'HAW Hamburg'). They are supplemented by the detailed provisions set out in the Course-Specific Course and Examination Regulations for each degree course, for which sample regulations provide the recommended structure and wording (see Appendix).

(2) Wherever these Regulations specify particular bodies or roles, for example the Faculty Council or Examinations Committee (bodies) or the Chair of the Examinations Committee (role), these terms shall refer to the specific bodies or roles pertaining to the faculty or department which is responsible for the degree course in question.

(3) Separate regulations define entry requirements for, admissions to, and the award of places on degree courses, and students' status during their studies and .

2 Bachelor's and Master's degree courses: standard course duration and structure

(1) Bachelor's degree courses are first-cycle (undergraduate) academic courses leading to an initial academic qualification for a graduate career.

(2) Master's degree courses are second-cycle (postgraduate) courses leading to a further and higher academic qualification.

(3) Course-Specific Course and Examination Regulations stipulate the standard duration of each course at HAW Hamburg. For Bachelor's degree courses, the standard duration is three, three and a half, or four years. For Master's degree courses, the standard duration is one, one and a half, or two years. For a Bachelor's plus a consecutive Master's degree course, the standard course duration is five years in total. The stipulation of longer standard course durations requires the setting out of specific reasons.

(4) In cases where a degree course's standard duration is four years or more, its Course-Specific Course and Examination Regulations must specify a set (sets) or group (groups) of modules whose successful completion is equivalent to passing the interim examination (*Zwischenprüfung*) as defined in Section 61 subsection 1 HmbHG.

(5) Each Bachelor's and Master's degree course is divided into academic years, and each academic year into two academic semesters. The Course-Specific Course and Examination Regulations for a specific degree course may divide that course into defined stages.

3 Degree course objectives and academic degrees awarded

(1) The award of a Bachelor's degree certifies that a graduate has, on an academic, scientific and/or artistic basis, acquired the knowledge and skills required to understand concepts and issues in the field of work corresponding to their degree course, to solve problems in this field on an interdisciplinary basis, and to independently evaluate methods in and findings of this field. The award of a Master's degree certifies that a graduate is able to apply academic and scientific methods and findings in greater depth, to acquire these methods and research these findings via independent study, and to develop them on the basis of their academic, scientific and/or artistic

knowledge and skills. Details of the abilities and competencies of Bachelor's and Master's degree holders are set out in recommendations issued by national bodies as referenced in Section 108 (3) HmbHG.

(2) The degree to be awarded upon successful completion of a given degree course (academic degree) is defined in the Course-Specific Course and Examination Regulations applicable in each case, on the basis of Sections 67 and 54 HmbHG and of the recommendations issued by national bodies as referenced in Section 108 subsection 3 HmbHG.

4 Part-time study

Course-Specific Course and Examination Regulations set out the conditions governing the part-time study of degree courses, for which special modules may be created. The standard course duration of part-time degree courses shall not exceed twice the maximum standard course duration allowed for the completion of the relevant Bachelor's or Master's degree course on a full-time basis.

5 Cooperative degree programmes

Course-Specific Course and Examination Regulations set out the provisions governing cooperative degree programmes. These programmes consist of a practical component and an academic/scientific component. The academic/scientific component is the taught theory component, which is taught at HAW Hamburg as a degree course. The practical component takes place in a business or organisation and can take the form of periods of work experience/professional practice or of vocational training. Its content and dates are coordinated with the content and dates of the theory component. HAW Hamburg and the business or organisation in which the student is training shall enter into an agreement which defines the content of the practical training and ensures coordination with the degree course component in terms of content and timescale.

Part 2: Practical components and student advisory services

6 Pre-course practical experience; internships and placements (practical modules); departmental coordinators for practical and professional experience

(1) The Course-Specific Course and Examination Regulations for a particular Bachelor's degree course may stipulate the completion of pre-course practical or professional experience prior to commencement of the course. Pre-course experience requirements for cooperative degree programmes may be set at up to 20 weeks. The requirement for pre-course experience can be reduced or waived in individual cases where the prospective student demonstrates that they have already acquired equivalent knowledge and skills via practical or professional experience.

(2) The Course-Specific Course and Examination Regulations for a particular degree course may stipulate the completion of periods of practical or professional experience (practical modules), managed and supervised by HAW Hamburg, and with a maximum total duration of 26 weeks. These periods of practical or professional experience may be completed outside Germany. Their purpose is to systematically acquaint students with tasks related to their degree studies in a professional setting and teach them how to apply in practice the knowledge and skills acquired during their degree course to date. Further, they are intended to give students an insight into scientific, technical, interdisciplinary, organisational, economic and social frameworks and

processes in a professional field related to their degree course. The relevant Course-Specific Course and Examination Regulations shall assign credit points (CP) to the successful completion of periods of practical or professional experience. Provisions in this regard made in Course-Specific Course and Examination Regulations for cooperative degree programmes may differ from those made for other degree courses.

(3) For each Department, the relevant Faculty Council shall appoint at least one professor as a departmental coordinator for practical and professional experience. The principal duties attached to this role shall be advising students on pre-course experience and periods of practical or professional experience during the course, helping organise placements and internships, and taking decisions on all issues and problems which may arise in connection with pre-course experience and periods of practical or professional experience during the course. Departmental coordinators are appointed for a term of two years. They shall issue confirmation of the successful completion of pre-course experience and periods of practical or professional experience for presentation to the Examinations Committee. Further, they shall assign to each student a professor or other member of academic staff to act as their supervisor during their practical or professional experience. Students may nominate their supervisor.

(4) The relevant Faculty Councils shall issue guidelines for practical or professional experience and for pre-course experience which shall detail, in particular, the associated requirements as to content and quality and make stipulations regarding proof of completion. The Faculty Council may delegate this task to heads of Departments.

7 Student advisory services and orientation

(1) Student advisory services are provided throughout each degree course, and comprise in particular:

- Information on options for degree study and the acquisition of study skills
- Information on degree courses and the corresponding professional fields
- Information on the structure and form of specific degree courses
- Advice for students who have unsuccessfully resat examinations
- Advice on focal areas and specialisation/advanced study within degree courses
- Advice for students who have changed institution or course
- Advice for students who have exceeded the standard duration of their degree course

(2) The Faculty Council shall appoint at least one professor as Academic Advisor for each degree course or to cover a number of degree courses. The Academic Advisor shall manage and coordinate student advisory services for the relevant degree course(s) and shall hold regular consultation hours.

(3) Attendance at a student advisory session is mandatory for students in the first and in the second semester of a Bachelor's degree course. Course-Specific Course and Examination Regulations may stipulate attendance at further mandatory student advisory sessions.

(4) Students who have exceeded the standard duration of their course without having registered the topic of their Bachelor or Master thesis must attend a student advisory session within two semesters of the end of the standard duration of their course. Students who fail to comply with this requirement shall be deregistered from HAW Hamburg pursuant to the relevant provisions of the Hamburg Higher Education Act (HmbHG).

(5) Students completing a mandatory student advisory session shall be issued with confirmation of attendance. Further details on student advisory sessions may be defined in guidelines to be issued by the head of the relevant Department.

(6) Each Department shall organise and run orientation events for new Bachelor's students with the help of student peer tutors, lasting a maximum of one week.

Course-Specific Course and Examination Regulations may stipulate the issuance of a certificate of attendance at orientation events.

Part 3: Modules, credit points and classes

8 Modules

(1) Bachelor's and Master's degree courses are modular. Modules are classes linked by their subject or topic area. A module is a discrete course unit which is made up of one or more related classes and constitutes one component of the overall learning outcomes for the degree course as a whole. Each module should, as a rule, be worth at least five credit points.

(2) One module is generally completed with no more than one examination [which may consist of a number of parts (see below)].

(3) Course-Specific Course and Examination Regulations shall stipulate the number of modules that make up the course, their titles, their types (e.g. required modules), the number of credit points awarded for each module, class sizes, and grade weighting in accordance with Section 21 subsections 5 and 12 below. Course-Specific Course and Examination Regulations shall not rehearse details of individual modules themselves, but rather refer to the module descriptions provided in the Module Handbooks for the relevant degree course. The Module Handbooks shall comply in all cases with the provisions of the General and the relevant Course-Specific Course and Examination Regulations issued by HAW Hamburg and may not depart from these provisions. Module descriptions primarily contain the following information on the relevant module: module content and outcomes, the types of courses/classes included in the module, prerequisites for eligibility to take the module, the usability and applicability of the module in the degree course and in relevant graduate careers, conditions for the award of credit points, information on credit points and grades, how often the module runs, the workload associated with the module, and the module's duration. The relevant Faculty Council shall be responsible for approving Module Handbooks, approving any changes to them or revoking their validity. Module Handbooks are not part of these Regulations or of the Course-Specific Course and Examination Regulations for each degree course.

(4) The Course-Specific Course and Examination Regulations differentiate between required, required elective and elective modules.

a) Required modules teach basic, advanced and specialist competencies. Students must complete all required modules.

b) Required elective modules are designed to reinforce and build on the basic components [taught in required modules] and/or to allow students to specialise. The introduction of specialisation via required elective modules will generally take place towards the end of the degree course. Students must complete the requisite number of modules from among the range of required electives offered. Course-Specific Course and Examination Regulations may group required elective modules together to form a 'principal field of study' (*Studienrichtung*) or 'focal area' (*Studienschwerpunkt*). A 'principal field of study' brings together fields appropriate to the degree

course and allows students to determine the emphasis of their degree on a relatively broad basis. A 'focal area', by contrast, allows students to set their own particular focus within what is otherwise a standard and unified course schedule.

c) Elective modules are a range of optional classes which are designed to supplement the required and required elective modules. They are not part of the Bachelor's or Master's examination. Students may apply to have any elective modules they have completed with a *Prüfungsleistung* or *Studienleistung* listed in their Diploma Supplement.

(5) Additional modules are generally modules from the range of required electives which a student successfully completes in addition to the requisite number of required elective modules, which they had previously chosen. Students may apply to have additional modules included on their Certificate of Examinations and in their Diploma Supplement as additional modules in accordance with Section 21 subsection 16 below; however, any grades awarded for additional modules are not included in the calculation of the student's overall final grade.

9 Credit points (CP)

(1) The student workload for each module is measured in credit points on the basis of the European Credit Transfer System (ECTS). The term 'credit point' is abbreviated as CP. One credit point corresponds to an average workload of between 25 and a maximum of 30 hours. As a rule, 60 CP are awarded for completion of each academic year, and 30 CP for completion of each semester. Depending on the standard course duration in each case, the total credit points awarded for the individual Bachelor's and Master's degree courses are as follows:

1. Bachelor's degree courses

- a) Three-year Bachelor's degree course: 180 CP
- b) Three-and-a-half-year Bachelor's degree course: 210 CP
- c) Four-year Bachelor's degree course: 240 CP

2. Master's degree courses

- a) One-year Master's degree course: 60 CP
- b) One-and-a-half-year Master's degree course: 90 CP
- c) Two-year Master's degree course: 120 CP

3. Consecutive Bachelor's and Master's degree totalling a maximum of five years' study: usually 300 CP

(2) Credit points are only awarded for the successful completion of modules prescribed by the relevant Course-Specific Course and Examination Regulations and for successful completion of a Bachelor or Master thesis. The credit points for a given module are awarded if the requirements set out in the Course-Specific Course and Examination Regulations have been met in full; this means in particular that the student must have successfully completed the required *Prüfungsleistung* or *Studienleistung* and have met the attendance requirements.

(3) In the event that a student does not successfully complete the degree course, or abandons it before completion for any reason, the student shall be awarded the credit points pertaining to all examinations/assessments that they have successfully completed.

10 Types of classes, attendance rules and course schedules

(1) The main types of class are as follows. The second abbreviation given in brackets is the equivalent German-language abbreviation. Where only one abbreviation is given, the German- and English-language abbreviations are identical.

1. Lecture (L) (V)

A lecture is the structured presentation and communication of foundational or specialist scientific, academic and/or artistic content and methodology by a lecturer.

2. Seminar-style class (SC) (SeU)

A seminar-style class involves the presentation and communication of foundational or specialist scientific, academic and/or artistic content and methodology by a member of teaching staff with the active involvement of the students. In combining a lecture with a class consisting of practical tasks, it seeks to enable a student-centred process of interaction and feedback between teacher and students. The majority of classes should be of this type.

3. Seminar (S)

Attendance at seminars is compulsory. Seminars combine the input of a member of academic staff with presentations and other contributions by the students.

4. Exercise (Ex) (Üb)

Students are given tasks to solve under the instruction of a member of academic staff. Attendance at these classes is compulsory.

5. Practical courses (lab practicals, practical groups, (practical) colloquia, etc.)

a. Design exercise (DEx) (EwÜ)

This interdisciplinary course allows students to gain experience of working independently on an extensive engineering, science, life science or computer science project, taking an interdisciplinary approach, and of presenting their principal findings in the form standard in the field.

b. Construction and planning task (CPT) (KNPA)

Students complete a construction and planning task related to the content of their course and produce a written paper setting out their main findings.

c. Lab practical, lab work, or lab exercise (Lab) (Prak)

Attendance at laboratory-based courses is compulsory. In these courses, students carry out practical tasks set by and under the instruction of academic staff, working either individually or in a group. The tasks set are aimed at developing students' specialist practical skills in all fields of application relating to a specific academic or scientific field of focus. They allow students to acquire experience and competence in the use of specialist methodology and to familiarise themselves with all associated resources, aids and techniques and to evaluate their use. Successful completion renders students able to practically apply what they have learned in their seminar-style classes. Students record, evaluate and interpret the outcomes and findings of their work in laboratory classes.

6. Project (Pro) (Pi)

Projects are transdisciplinary classes involving assignments for students to work towards an overarching outcome. Students work independently and as a group with the assistance of academic staff, and gain experience in literature research, discussion, presentation and/or practical work.

7. Small-group project (SGP) (KGP)

A small-group project is a project for a small number of students [working as a group].

8. E-learning (EL)

E-learning units are structured and interactive IT-based teaching and learning units with set assessments.

9. Extramural course (Exc) (Ex)

Extramural courses (excursions) are classes held outside HAW Hamburg during which students and academic staff undertake visits to suitable external organisations, sites, businesses or institutions in a relevant professional field. The Course-Specific Course and Examination Regulations for the relevant degree course shall set out the criteria for extramural courses in relation to their duration, the year of study in which they take place, and similar matters.

Course-Specific Course and Examination Regulations may also specify other types of class and make stipulations regarding their conduction.

(2) Course-Specific Course and Examination Regulations may, in addition to the provisions of (1) above, require compulsory attendance at certain classes or types of class.

(3) As a rule, classes and courses take place in face-to-face format on campus. For supplementary purposes, classes or courses may take place in a digital format (as online classes) or as hybrid courses (partly face-to-face, partly online). Teaching staff and lecturers shall use the videoconferencing and online collaboration systems and teaching and learning platforms provided by HAW Hamburg for these purposes. Where these Regulations, or Course-Specific Course and Examination Regulations, specify attendance requirements for particular courses, modules or classes, these requirements shall, as a general principle, likewise be in place if these courses, modules or classes run in digital format.

(4) Students shall be deemed to have met the attendance requirements if they have attended the number or proportion of class hours (*Lehrveranstaltungsstunden*) specified in the applicable Course-Specific Course and Examination Regulations. In the event that the relevant Course-Specific Course and Examination Regulations do not stipulate specific attendance requirements, the attendance requirement shall be deemed to have been met if a student has attended 80% of class hours. Students failing to attend the requisite number of class hours shall be deemed not to have met the attendance requirements, even if there was good reason for their absence.

(5) As a general principle, classes and examinations shall be held in German. This provision notwithstanding, Course-Specific Course and Examination Regulations may specify that particular classes and examinations, or all classes and examinations, within a specific degree course shall be held in another language, in particular English.

(6) Classes for elective modules may be cancelled if fewer than the minimum number of students as determined by the relevant faculty have registered for the class.

(7) The relevant faculty shall draw up a course schedule for each degree course, detailing the classes for each module, their scope and type. It shall also indicate their sequence during the course, which shall follow a clear teaching and learning rationale and to which students are advised to adhere. Course schedules are approved by the Faculty Council and published in an appropriate form.

11 Registration for classes and restrictions on participation

(1) Students must register in good time for those classes which they wish to attend. Students who wish to change the classes for which they have registered shall seek the approval of the relevant authority.

(2) Heads of Departments shall be entitled to redirect some or all students to classes other than those for which they have registered, if this is necessary in order to ensure that classes and/or examinations are not over- or undersubscribed. In such cases, students shall be allocated a place in a class covering the same subject content. Decisions in such cases shall be announced in the Department in a suitable manner. The students affected are required to comply with these

decisions. Guidelines issued by the relevant Faculty Council or set out in Course-Specific Course and Examination Regulations may define such reallocation procedures in more detail.

(3) Heads of Departments shall be entitled to limit the numbers admitted to specific classes if such a limit is required in the interests of the quality of teaching and learning. Such a decision shall be announced in the Department in a suitable manner. Guidelines issued by the relevant Faculty Council or set out in Course-Specific Course and Examination Regulations may define such procedures in more detail.

(4) Any such measures [as outlined in subsections 2-3 above] shall give reasonable consideration to the needs of students with disabilities or long-term health conditions and of students caring for children or other family members.

Part 4: Examinations

12 Examinations Committee: members, procedures, duties and notification of decisions

(1) Examinations Committees shall be convened for the purpose of organising and conducting examinations, and discharging the associated duties as set out in these Regulations and the various Course-Specific Course and Examination Regulations, for degree courses in engineering, the sciences, life and health sciences and computer science. The Faculty Council of the relevant faculty shall assign the degree courses under its aegis to the various Examination Committees. It may determine that one Examinations Committee shall be responsible for multiple degree courses and for degree courses in more than one department.

(2) Each Examinations Committee shall have five members: three professors, one member of non-professorial academic staff, and one student. The term of office is one year for student members and two years for all other members.

(3) For each degree course or group of degree courses [as set out in subsection 1 above], the relevant Faculty Council shall nominate the members of the Examinations Committee and a substitute for each member. The Examinations Committee shall elect one of its members to be Chair and one to be Deputy Chair. Both the Chair and the Deputy Chair must be professors.

(4) The members of the Examinations Committee have the right to sit in on examinations. They are required to maintain confidentiality regarding all processes and consultations relating to the examination of individual students. The Chair and the Deputy Chair of the Committee are responsible for ensuring that any member or substitute member who is not a public servant or public-sector employee gives an undertaking to maintain confidentiality.

(5) Meetings of the Examinations Committee are not open to the public. The Examinations Committee shall be quorate when at least three members are present and one of those members is the Chair or Deputy Chair. The Chair shall have the casting vote if a vote is tied. The Examinations Committee shall draw up rules of procedure for its work, which shall in particular specify circumstances under which decisions may be arrived at by circulation of documents in lieu of an in-person meeting and circumstances under which specific powers of the Committee may be transferred to the Chair. Appeals against decisions taken by the Chair may be made to the Examinations Committee; the lodging of such an appeal shall suspend the effect of the decision appealed. The decisions of the Examinations Committee are to be minuted. The decisions of the Examinations Committee, and those taken by the Chair in exercise of any individual powers the Chair holds, shall be binding on all parties involved in the matter, if and to the extent that such decisions relate to the organisation of examinations, in particular to their preparation and

conduction, to any other tasks assigned to the Committee under Course-Specific Course and Examination Regulations, or to compliance with the regulations governing examinations.

(6) The Examinations Committee shall ensure compliance with the regulations governing examinations and shall further ensure that examinations proceed in a due and proper manner. The Examinations Committee shall work with the other bodies involved in delivering and administering examinations to organise and timetable teaching and examinations in such a way as to ensure that students are able to complete the required examinations and assessments and their final thesis (Bachelor or Master thesis) within the specified standard course duration. Where necessary, the Committee shall report to the Faculty Council on the current situation of and developments in examinations and the time taken by students for course completion, and shall submit proposals for the reform of the relevant degree course and the associated Course and Examination Regulations.

(7) The Examinations Committee shall assign examiners to each examination and set binding dates for examinations and timescales for the associated registration process. The Committee shall issue an examination timetable for each semester at least four weeks before the first examination and no later than eight weeks after [the semester's] classes have commenced. The Examinations Committee shall announce any changes in the dates, should these be required, at least two weeks (fourteen days) before the new examination date. In the event that the examiners offer additional examination dates, they must inform the relevant authority in good time for the issuance of a general announcement of the additional date(s), preferably at least four weeks, and no later than two weeks, in advance of the additional date(s). The Examination Committee may designate specific dates for resits.

The dates for assessments undertaken during teaching periods, such as seminar presentations, shall be set by the relevant examiners in good time and no later than two weeks in advance of the assessment date.

(8) The Examinations Committee shall issue in good time, in an appropriate manner and with legally binding effect all rulings, determinations and other decisions taken pursuant to these Regulations and the applicable Course-Specific Course and Examination Regulations. This provision shall apply in particular to the announcement of examination dates, registration deadlines for examinations, and examination results. In this context, 'an appropriate manner' of issuance shall, as a general principle, mean notification in digital form or publication on the internet. The Examinations Committee may supplement these means of notification, or replace them in the event of technical issues, with a physical notice on the relevant official noticeboard or postal notification.

13 Examiners

(1) Persons to be appointed as examiners must teach the subject of the examination at HAW Hamburg as an employee of HAW Hamburg, or, at the least, hold the qualification to which the examination leads or an equivalent qualification.

Examiners are appointed by the Faculty Council. The Faculty Council may delegate the appointment of examiners to the relevant Examination Committee. Professors can be appointed as examiners for all examinations in their field. Other members of academic staff may only be appointed as examiners for the material covered in the classes which they teach. In exceptional cases, persons from other faculties at HAW Hamburg or from other institutions may be appointed as second examiners only, provided they hold at least the qualification to which the examination leads or an equivalent qualification. Course-Specific Course and Examination Regulations may

include further provisions governing the appointment of examiners, provided such provisions comply with the general principles set out in this subsection.

(2) Individuals from outside HAW Hamburg, particularly from industry, may be appointed as second examiners for Bachelor and Master theses if they hold the qualification to which the examination leads or an equivalent qualification and submit proof of these qualifications to the Examinations Committee, which shall take the decision on the appointment.

(3) The examiners shall not be bound by instructions from other parties in their assessment of examinees. Section 12 subsection 4 sentences 2 and 3 apply accordingly.

(4) Supplementary assessors (*Beisitzer*innen*) are only used in oral examinations and may not conduct examinations in their own right. Their role is restricted to providing assistance to the examiner during the oral examination. Supplementary assessors are appointed by the Examinations Committee and must hold at least a degree in an engineering, science, health/life science or computer science subject. In the case of examinations held in an art subject, a person with a degree in an artistic discipline may be appointed as a supplementary assessor.

14 Types and forms of examination and assessment

(1) The purpose of an examination (or other formal assessment) is to establish whether or not, and to what extent, the student to be examined has attained the competencies detailed as learning outcomes in the Module Handbook for the examination subject in question. These competencies, alongside those examined in the other examination subjects, comprise the overall competencies to be acquired by students during their degree course in order to achieve the learning outcomes defined in Section 3 subsection 1.

(2) Assessments take the form of examinations or other graded formal assessments (*Prüfungsleistungen*) or *Studienleistungen*; together, these are referred to as *Leistungen*. *Prüfungsleistungen* are assessed and graded. *Studienleistungen* are ungraded and assessed only as a pass or unsuccessful. A *Prüfungsvorleistung* (qualification for formal assessment) is an assessment which a student must have successfully completed before being permitted to undergo the assessment for the corresponding *Leistung*. The relevant Course-Specific Course and Examination Regulations shall specify the number of *Prüfungsleistungen*, *Studienleistungen* and *Prüfungsvorleistungen* to be completed in which modules, and the type of assessment to be taken for each.

(3) Examinations and other graded formal assessments (*Prüfungen*) shall take one of the following forms:

1. Case study (CS) (FS)

A case study is a piece of written work presenting a solution to a set problem and the rationale for the solution proposed. It may be completed individually or in a group and involves the identification, analysis and solution of specific problems from a relevant professional field via the application of academic/scientific methods and findings. Case studies shall be undertaken alongside a particular class and must be completed in the same semester as the class and by the time the class ends. The relevant Course-Specific Course and Examination Regulations may contain more detailed provisions on the time available for the completion of case studies.

2. Written paper (WP) (H)

A written paper is a piece of written work to be produced independently by the student outside class hours, in which the student demonstrates their ability to investigate and analyse a set question or subject independently. A maximum of three months is allowed for completion. Where

a written paper constitutes a *Prüfungsleistung*, the relevant Course-Specific Course and Examination Regulations may specify whether or not a colloquium is to be held once the written project has been submitted. Colloquia should last between 15 and 45 minutes, and are generally to be held within one month of submission of the written paper.

3. Written examination (WE) (K)

A written examination is completed under supervision. Students must complete the questions set on their own, either without the use of study aids or with the use of specified study aids only. Written examinations last at least 60 and no longer than 240 minutes. In cases in which a written examination takes place as an online examination under remote (video) invigilation in accordance with Section 14 d, the student taking the examination shall, upon submission of the completed examination, give a declaration in written or electronic form that they have completed the examination on their own, within the time period allowed, and without the use of any aids except those explicitly permitted.

4. Colloquium (CO) (KO)

A colloquium may be required as part of certain types of assessment, or in combination with the Bachelor or Master thesis. A colloquium is an oral examination in which students must demonstrate their knowledge of the material examined, speaking and responding without the use of a script. A further purpose of a colloquium is to establish that written work previously submitted for assessment was all the student's own work. Colloquia last at least 15 and no more than 45 minutes, and may take place as individual or group examinations. In the case of group colloquia, the size of the group should be taken into consideration when setting the length of the colloquium.

5. Engineering design task (EDT) (KN)

An engineering design task is a piece of written work in which students demonstrate their design skills by solving practical tasks. A maximum of three months is allowed for completion.

6. Lab work completion (LWC) (LA)

Laboratory work is successfully completed when students have successfully conducted the experiments set by the examiner during the semester and have demonstrated their knowledge by taking part in associated colloquia and/or by submitting written records of their experimental work and/or by completing set written tasks. Colloquia last for a minimum of 15 and a maximum of 45 minutes. The written work must be submitted by a deadline set by the examiner; the latest deadline is the end of the semester in which the class in question was taken.

7. Lab work examination (LE) (LR)

The lab work examination consists of the lab work completion as outlined above and an additional final examination at the end of the class, which shall require the student to carry out an experiment independently. This examination shall last at least 60 and no more than 240 minutes.

8. Oral examination (OE) (M)

In an oral examination, a student must demonstrate in discussion with the examiner that they have fully learned and understood the material on which they are being examined. Oral examinations generally last at least 15 and no more than 45 minutes, and may be conducted as individual or group examinations. They shall be conducted by one examiner and one supplementary assessor (*Beisitzer*in*) in accordance with Section 13 subsection 4 above. An oral examination may alternatively be conducted by two or more examiners instead of one, i.e. by a panel of examiners; in such a case, one examiner only shall be responsible for conducting the examination for each examination subject. Oral examinations are always assessed and graded by one examiner [the principal examiner, in the case of panel examinations] only, no matter whether they are conducted

by several examiners or by an examiner and a supplementary assessor. The examiner responsible for grading in each case shall consider the views of the other examiners/the supplementary assessor before deciding on the grade to be awarded. A written record shall be made of the principal topics covered in each examination and its result. The record shall be signed by the examiner(s) and supplementary assessor and filed with the examination documents.

9. Project (Pro) (Pj)

A project is an interdisciplinary task relating to the professional field towards which the degree course is principally oriented. The results/findings of projects must be documented. At least 6 and no more than 26 weeks are allowed for projects. A project generally concludes with a colloquium. The relevant Course-Specific Course and Examination Regulations may specify additional requirements in relation to a project's form, content and objective and an alternative form of final assessment instead of a colloquium.

10. Presentation (Pres) (R)

A presentation is an oral talk lasting between 15 and 45 minutes, given on the basis of a written outline prepared by the student and followed by a facilitated discussion. Presentations should not be read out from a script; students should be able to speak spontaneously. Students must submit digital or hard copies of any presentation slides and diagrams/charts/images used to the examiner. Their written outline, which they must also submit to the examiner, should summarise their key findings and conclusions.

11. Test (T)

Tests are pieces of written work in which students demonstrate their ability to solve set tasks in a clearly defined subject area under examination conditions. Tests last at least 15 and no more than 90 minutes. Course-Specific Course and Examination Regulations may stipulate that the results of individual tests shall be included in the overall grade for written examinations.

12. Certificate for exercises (CfE) (ÜT)

A certificate for exercises is awarded once a student has successfully solved theoretical tasks set by the examiner in written form and has demonstrated their knowledge of the subject in a colloquium or presentation. Colloquia shall last at least 15 and no more than 45 minutes. The written work must be submitted by a deadline set by the examiner; the latest deadline shall be the end of the semester in which the student took the class (*exercise/ Übung*). The relevant Course-Specific Course and Examination Regulations may stipulate other forms of assessment where useful and necessary.

13. Portfolio examination (PP)

A portfolio examination is a type of assessment consisting of not more than ten distinct components, in at least two different forms of assessment chosen from the forms of assessment listed in Section 14 subsection 3 of these Regulations; practice tasks set during the semester may also be one of the components. At the beginning of the class or course, the member of academic staff in charge of delivering it shall determine and announce which components will comprise the portfolio examination and their weightings. Where the class concludes with a *Prüfungsleistung*, the overall grade for the portfolio examination shall be calculated from each individual component, weighted in accordance with the weighting announced at the outset of the course. The total workload and the difficulty level of a portfolio examination shall not exceed the workload or difficulty level that would pertain to each form of assessment used were they to be used as the sole component of the examination.

14. Take-home examination (THP)

A take-home examination consists in the student's completion of an examination paper, comprising one or more tasks, at their home, or in another location, using only such aids as are specifically permitted and within a specified period of time. Issuance of examination papers and submission of completed examinations take place electronically. The time allowed for completion shall be at least 60 and not more than 300 minutes, and shall include the period of time during which students complete the examination and the time required for downloading and uploading the papers. The examination shall take place using software, videoconferencing or online collaboration systems, or teaching and learning platforms provided by HAW Hamburg. During the class, course or module to which the examination pertains, students shall receive the opportunity to familiarise themselves with the software, videoconferencing or online collaboration systems, or teaching and learning platforms to be used for the examination. Students shall submit, with their completed examination, a written or electronic declaration that they have completed the examination on their own, within the time period allowed, and without the use of any aids except those explicitly permitted.

(4) Examinations may be conducted, in full or in part, in an electronic format (electronic examination). In this format, students, working on HAW Hamburg premises, enter the answers to questions or solutions to tasks set into an electronic system provided by HAW Hamburg. The system used must ensure that the electronic data entered into the system are unambiguously and permanently linkable to the individual student who made the entries. Examinations may also take place via an electronic remote data network (online examination), using videoconferencing and online collaboration systems and teaching and learning platforms (electronic systems) provided by HAW Hamburg, and in line with the provisions of Section 14 a to 14 f.

(5) Students must clearly and fully reference all direct and indirect quotations and ideas taken from other sources in all examinations or assessments submitted in written form.

(6) Written examinations and tests may be conducted in an anonymised form, using, for example, students' HAW Hamburg enrolment number or an examination number assigned to them for this purpose. Students must bring official photographic ID and their HAW Hamburg Student ID Card to all examinations for the purpose of proving their identity.

(7) Space permitting, other members of HAW Hamburg may be allowed to attend oral examinations and colloquia. Students who intend to sit the same examination at the next examination session shall have priority. Students who intend to sit the same examination at the same examination session are not permitted to attend. This provision does not extend to attendance at the examiners' consultation on the student's performance or the announcement of the examination result to the student. Students may apply to the examiner for the exclusion of other attendees from their examination.

(8) *Prüfungsleistungen*, *Studienleistungen* and *Prüfungsvorleistungen* shall be assessed by an examiner as defined in Section 13 above; the examiner shall award to *Prüfungsleistungen* as detailed in Section 13 (1) a grade in accordance with the scheme set out in Section 21 subsection 3 below.

(9) Unless otherwise provided for in the relevant Course-Specific Course and Examination Regulations, the examiner shall set out and announce the formal conditions under which the examination [= examination or formal assessment] shall take place, in particular the duration of the examination and the type and scope of any study aids allowed, in good time before the examination. Where the relevant Course-Specific Course and Examination Regulations do not

stipulate a particular form of examination, the Examinations Committee shall announce the form of examination or assessment to be used upon commencement of classes at the latest.

(10) The Examinations Committee may divide up individual examinations into separate components, insofar as the form of the examination allows for this and provided there are specific reasons for doing so. The conduction of an examination by several different members of academic staff who have taught the material in different classes shall always constitute such a specific reason. This provision notwithstanding, it shall be incumbent upon the Examinations Committee to ensure that the examination nevertheless remains one consistent examination having a specific form. In particular, the examination as a whole must comply with the minimum and maximum length requirements, and assessment of performance must be consistent across all components of the examination.

(11) Where an instance of *force majeure*, particularly an epidemic or pandemic situation, makes it impossible to assess *Studien- or Prüfungsleistungen* in the form specified in the relevant Course-Specific Course and Examination Regulations, the member of academic staff in charge of delivering the course, class or module may select an alternative form or forms of assessment from the list in subsection 3 above, provided the member of academic staff responsible for examining the module considers this form or these forms of assessment to be appropriate and suitable for the purpose of ascertaining whether students have met the module's objectives. If an instance of *force majeure* renders a student incapable of submitting written work that counts towards examination or assessment or their Bachelor (Section 15) or Master thesis (Section 16) by the specified deadline, the relevant Examinations Committee shall determine appropriate action, such as pausing the continuation of the period of time allowed for completion of the attainment or adjustments to the requirements for submission. Students in this position shall retain the right to apply for an extension to the time allowed for completion of the attainment for an urgent reason as set out in Section 15 subsection 5 below.

14 a Regulations and arrangements covering the conduction of examinations

(1) As a general rule, if a class or course is to conclude with an electronic or online examination, the member of academic staff in charge of delivering the class or course shall determine and announce this at the commencement of the class or course. In exceptional cases, the member of academic staff responsible for delivering the class/course may determine the format of the examination within a reasonable period of time in advance of the examination registration period.

(2) At the same time as a member of academic staff determines, in line with subsection 1 above, that an examination shall take place as an electronic or online examination, the member of staff shall provide students with information on

1. the handling, processing and storage of their personal data in accordance with Section 14 b;
2. the organisational conditions that must be in place for the examination to proceed in a valid and orderly manner;
3. if the examination is to take place online, the technical requirements for the communication systems via which the examination will take place and which must be met for the examination to proceed in a valid and orderly manner (these include, in particular, the establishment and continuous maintenance of a suitable audio and video link for invigilation purposes in accordance with Section 14 d subsection 1 sentence 1 and of an internet connection of adequate quality); and
4. the voluntary nature of participation in an online examination as set out in Section 14 e sentence 1 below.

(3) Students must have received the opportunity, prior to the examination, to familiarise themselves with the electronic systems via which the examination is to take place.

14 b Handling, processing and storage of students' personal data

(1) HAW Hamburg shall be permitted to handle and process personal data for the purpose of administering and conducting electronic and online examinations, to the extent that this is necessary for the examination to take place in a valid and orderly manner. This provision applies in particular to authentication of students as set out in Section 14 c and to video invigilation as set out in Section 14 d.

(2) HAW Hamburg shall ensure that the handling and processing of personal data that is necessary in the context of administering and conducting electronic or online examinations takes place in a manner compliant with the data protection legislation in force at the time of the examination, in particular the EU General Data Protection Regulation (GDPR).

(3) In particular, students shall receive accurate, transparent, clearly comprehensible, and easily accessible information on the purposes of the processing of their personal data by HAW Hamburg and on the duration of the storage of this data, i.e. when their data will be deleted. As part of this information, students shall be referred expressly to Articles 12 to 21 of the GDPR.

(4) The use of electronic systems and other technical means during online examinations shall take place in such a way that ensures that any installations on students' electronic communication devices and systems are absolutely necessary for the purpose of administering the examination and take place exclusively in accordance with specific conditions as follows:

1. The installations have no impact on the functioning of students' electronic communication devices and systems outside the period of the examination, and their impact during the examination is limited to the extent necessary for ensuring authentication pursuant to Section 14 c below and to preventing the use of unfair means pursuant to Section 14 d below;
2. there is no impact at any time on the security of information transmitted via or received by students' electronic communication devices and systems;
3. there is no impact at any time on the confidentiality of information stored on students' electronic communication devices and systems; and
4. any installations necessary for the administration and conduction of the online examination can be deinstalled completely after the examination has concluded.

14 c Authentication

(1) Before an online examination commences, students are required to undergo authentication by presenting to the invigilator a valid document of identity (e.g. photo ID) upon request or via another, equally suitable authentication procedure. Students are permitted to cover up information contained in their document of identity which is irrelevant to their authentication. Where the examinees are all part of a small group of students all known personally to the examiner, it is permissible to refrain from requiring these students to present photo ID.

(2) It is not permissible to store data handled and processed in the course of the authentication procedure beyond any technically necessary temporary storage. Personal data stored temporarily for technically necessary purposes must be deleted immediately [once this purpose is fulfilled].

14 d Remote (video) invigilation in online examinations

(1) Where the form of examination/assessment conducted as an online examination requires supervision (invigilation) of the students taking the examination or takes place in the presence of the examiner, students are required, in the interest of preventing the use of unfair means, to activate the cameras and microphones of the electronic communication device they use to take the examination, and to keep them activated throughout the duration of the examination. This is known as remote (video) invigilation. Remote invigilation shall take place in such a way as to ensure that the impact on students' privacy and on the protection of their data is limited to the essential purposes of preventing the use of unfair means during the examination.

(2) During the examination, the student's face shall be completely visible on their camera. The purpose of this is to ensure that students do not attempt to use unfair means by communicating with another person or using non-permitted aids. Students shall be informed of the option to use a background to obscure the setting in which they are working.

(3) Should the examiner or invigilator suspect a student of attempting to use unfair means, they may, during the examination, require individual students to show the room in which they are taking the examination by rotating their device's camera 360 degrees. The purpose of this is to ensure that the student is not using any non-permitted aids and that no other people are in the room in which the student is taking the examination. Beyond this, examiners and invigilators shall not monitor the settings in which students take the examination.

(4) Invigilators conducting remote invigilation shall be members or employees of HAW Hamburg. Automated analysis of audio and/or video data collected during remote invigilation shall not be permissible.

(5) It shall not be permitted to record the examination or store the audio or video data generated [by remote invigilation] in another manner. This provision does not affect that of Section 14 c subsection 2 sentence 2.

(6) The examiner or invigilator shall create a written record of the online examination and its course.

14 e Voluntary character of online examinations; alternative options for taking examinations

Students' participation in online examinations using remote invigilation, as set out in Section 14 d above, is voluntary. As a general principle, examiners shall ensure this voluntary character is realised, and likewise ensure compliance with the tenets of equality of opportunity, by providing students with the opportunity to take an examination in face-to-face format, within the same examination session, as an alternative to taking the online examination.

14 f Technical problems and disruptions during examinations

(1) It is the responsibility of all those involved in an online or electronic examination to rectify any technical problems or disruptions arising during the course of the examination as soon as possible.

(2) The examination shall be interrupted for the duration of the problem or disruption. The written record of the examination shall include the type and duration of the problem or disruption and the time at which it took place.

(3) After an interruption of short duration, the examination shall continue once the fault has been rectified. Should the disruption be of significant duration or should repeated technical problems occur, the examination shall be abandoned. In particular, the examination shall be abandoned if it

proves technically impossible to transmit or complete the examination tasks or questions, transmit the completed examination (*Studien- or Prüfungsleistung*), or carry out necessary remote (video) invigilation in accordance with Section 14 d. The examiner or examiners is/are responsible for taking decisions on the abandonment of an examination. A *Studien- or Prüfungsleistung* undertaken in an abandoned examination shall not be graded, shall not count towards the student's degree, and shall not count towards the student's total permitted number of attempts at the examination, unless the disruption was demonstrably caused by the student concerned.'

15 Bachelor thesis

(1) Each Bachelor's degree course shall conclude with the submission by the student of a Bachelor thesis, whose purpose is the demonstration of the student's ability to approach a problem from a professional field related to their degree course via independent work and via the application of scientific methods and findings.

(2) The Bachelor thesis is a piece of written work and is set by the Examinations Committee. The date on which the thesis is set shall be recorded. A thesis shall only be set if the student has successfully completed the required number of modules/obtained the required number of credit points as defined in the relevant Course-Specific Course and Examination Regulations. Students may propose a topic for their thesis.

(3) Insofar as practicable, any person appointed as an examiner in accordance with Section 13 subsection 1 above may act as a supervisor to a student's Bachelor thesis. [The supervisor shall also act as the principal examiner of the thesis.] Students may propose a supervisor and their proposal shall be accommodated where possible.

(4) The relevant Course-Specific Course and Examination Regulations specify the time available for completion of the thesis. The topic shall be such that completion of the thesis by the deadline set is realistic and practicable. The student shall submit two hard copies of the thesis (one for each examiner) and one digital copy to the Examinations Committee; for copies submitted by post, the date of the postmark shall be taken as the date of submission. The date of submission shall be recorded.

(5) The Examinations Committee may extend the deadline for submission by a maximum of half of the original period set for completion, provided the student applies for an extension in advance of the original deadline and details an acceptable reason for the request in writing to the Chair of the Examinations Committee without delay, providing convincing documentary evidence in support of the application. In cases of illness, the student shall submit a medical certificate to the Chair of the Examinations Committee. The Chair of the Examinations Committee may require submission of a detailed medical certificate if in any doubt regarding the student's claims. Such a certificate must, at a minimum, specify: the physical and/or mental health impact resulting from the student's illness and its effect in medical terms on the candidate's ability to complete the examination; the date of the medical examination on which the certificate is based; and the issuing doctor's prognosis on the likely duration of the illness. The Chair may waive the requirement for a medical certificate if it is obvious that the student is ill. The Committee shall request a statement from the student's supervisor before taking a decision on the application. Where it finds reasonable grounds for the student's application, it shall first consider the granting of an extension. A student may only withdraw from the process of producing and submitting the thesis [once it is set and registered] in cases in which the circumstances that led them to apply for the extension will last longer than the duration of the possible extension. Students who withdraw from the process prior to submission

may not subsequently submit a thesis on the same topic; a new topic shall be set when the student re-registers.

(6) Students shall submit, along with their thesis, a written declaration stating that the thesis – or, in the case of a group thesis, the relevant section(s) (refer to Section 21 subsection 1) – is their own independent work, completed without the help of any other party, and that only the specified sources and study aids were used. The student must clearly and fully reference all direct and indirect quotations and ideas taken from other sources.

(7) In the absence of compelling reasons to the contrary, the thesis shall be assessed by the student's supervisor and by a second examiner to be appointed by the Chair of the Examinations Committee either from among the examiners appointed in accordance with Section 13 subsection 1, or, alternatively, on the basis of Section 13 subsection 2. Each examiner assesses and grades the thesis individually and draws up a written report. The relevant Course-Specific Course and Examination Regulations may specify whether a colloquium can also be held. [If they deem it necessary,] the two examiners may conduct a colloquium with the student pursuant to Section 14 subsection 3 no. 4 before reaching their final decision on grading. The grade awarded for the thesis shall be calculated by forming the arithmetic mean (average) of the individual grades [awarded by each examiner to the thesis and, where held, the colloquium], weighted in accordance with stipulations to be set out in the relevant Course-Specific Course and Examination Regulations.

(8) Subject to the consent of the student and the principal examiner, the faculty shall make the thesis publicly available for a period of at least two years commencing on the date of the award of its grade. If the thesis was completed in the context of cooperation with a business or other private or public organisation or institution, the student must also submit written consent from that organisation.

16 Master thesis

At the conclusion of Master's degree courses, students must submit a final thesis (Master thesis). The purpose of a Master thesis is for the student to demonstrate, in accordance with the emphasis of the degree course, that they are able to contextualise transdisciplinary issues and frameworks and to independently develop, advance and apply academic, scientific and/or artistic methods and findings. The provisions of Section 15 for Bachelor theses shall apply accordingly.

17 Conduction of examinations

(1) The Bachelor's/Master's examination comprises the examinations and practical components specified in the relevant Course-Specific Course and Examination Regulations and the student's final thesis (Bachelor or Master thesis).

(2) All examinations and assessments are taken during the degree course.

(3) The previous unsuccessful exhaustion of all permitted attempts at any given examination on the current or a related Bachelor's or Master's degree course disqualifies a student from [further] undergoing the Bachelor's/Master's examinations for the relevant course.

(4) Course-Specific Course and Examination Regulations may require students to have successfully completed individual *Prüfungsleistungen*, *Studienleistungen* and/or *Prüfungsvorleistungen* for modules pertaining to preceding semesters, academic years or stages of the degree course before they shall be permitted to progress to particular *Prüfungsleistungen*, *Studienleistungen* and/or *Prüfungsvorleistungen* for specific modules pertaining to later semesters, academic years or stages of the degree course.

18 Class and examination data management: registration process and notification of examination results

(1) Class and examination data is managed electronically, and students must register for classes and examinations electronically. Communication with those involved in an examination, in particular with academic staff and students, shall generally be electronic. Such communication shall include in particular the announcement of the dates and times of examinations, registration for examinations and notification of examination results.

(2) Registration shall be legally binding in accordance with Section 25 subsection 3 below, unless the relevant Course-Specific Course and Examination Regulations provide otherwise. The relevant Course-Specific Course and Examination Regulations may incorporate provisions permitting students to withdraw their registration for formal assessments, particularly for lab work completion and lab work examinations.

19 Provisions for students with disabilities or long-term health conditions

(1) Where a student provides plausible and convincing evidence that they are unable to complete some or all examinations/formal assessments (*Prüfungsleistungen*) and/or *Studienleistungen* in the set form or by the stipulated deadlines as a result of disability or a long-term health condition, the Examinations Committee may extend the time allowed for completion of the relevant *Prüfungsleistung* or *Studienleistung* or the deadline for taking examinations, or allow the student to undergo equivalent examinations or assessments in a different form. In the event that a student is unable to meet the specified attendance requirements as a result of their disability or condition, the Examinations Committee may set alternative, appropriate requirements for the student to meet instead. It shall likewise determine appropriate alternative requirements for students whom exceptional circumstances render unable to complete mandatory periods of practical experience and periods of study or experience outside Germany.

(2) The Examinations Committee shall consult the appointed representative for students with disabilities/long-term health conditions (*Behindertenbeauftragte**), as defined in Section 88 subsection 3 HmbHG, when taking decisions pursuant to subsection 1 above.

(3) Students may be required to submit appropriate documentary evidence of disability or a long-term health condition, in particular a medical certificate. The Chair of the Examinations Committee may require submission of a detailed medical certificate if in any doubt regarding the student's claims. Such a certificate must, at a minimum, specify: the physical limitations and/or mental health disorder resulting from the student's disability or long-term health condition and the impact in medical terms of these limitations or this disorder on the student's ability to complete their studies and/or examinations; the date of the medical examination on which the certificate is based; and the issuing doctor's prognosis on the likely duration of the disability or long-term health condition. The chair may waive the requirement for a medical certificate if it is obvious that the student has a disability or a long-term health condition.

20 Provisions for students in specific circumstances

(1) A student shall be granted, upon notification submitted to the appropriate authority, statutory maternity leave (*Mutterschutz*) as defined in the *Gesetz zum Schutz der erwerbstätigen Mutter* [German Maternity Leave Act] (MuSchG) and statutory parental (*Elternzeit*) and carer's leave. A period of maternity leave of which the student notifies the appropriate authority shall suspend any

deadlines defined in these Regulations and in the relevant Course-Specific Course and Examination Regulations, with the effect that the time elapsing during the period of maternity leave does not count as time elapsing for the purposes of the deadline.

(2) If the student in question is unable to attend classes and/or examinations, they may request the consideration of possible alternative options for their acquisition of and examination on the required material. In the event that a student is unable to meet the specified attendance requirements, the Examinations Committee may set and detail the consideration of special circumstances and determine and detail appropriate alternative requirements, likewise in exceptional cases where a student [meeting parental or other caring responsibilities] is rendered unable to complete mandatory periods of practical experience and periods of study or experience outside Germany.

(3) [Notwithstanding the provisions of subsection 1 above,] where an examination or formal assessment has a duration greater than one day, the commencement of maternity, parental or carer's leave shall not pause or extend the period of time allotted for the examination's or assessment's completion [once the examination or assessment has commenced]. Students who fail to complete the assessment as a result of such leave shall be deemed to have withdrawn from the examination or assessment for a valid reason. This shall not affect the provisions of Section 15 subsection 5 or Section 25 subsection 3. The student may not subsequently undertake the examination or assessment on the same topic, and shall be assigned a new topic upon re-registration for the examination.

(4) Students must provide robust documentary evidence of their eligibility for maternity, parental or carer's leave immediately upon giving notification.

21 Assessment and grading

(1) Assessment takes place upon the performance of individual students. Work completed as a group can only be credited to individuals if the work of each individual within the group can be clearly identified, either by each student specifying the relevant sections or page numbers attributable to them, or by a requirement upon the members of the group to submit a supplementary outline which clearly details the contribution of each individual student. A colloquium may be held in order to establish whether each individual student is able to explain and defend their personal contribution and the group's overall working process and findings (refer to Section 14 subsection 3 no. 4).

(2) Graded examinations/formal assessments and the Bachelor/Master thesis shall be awarded grades on the following basis:

Decimal grade - Verbal grade - Definition

0.7 = excellent (*ausgezeichnet*) = an exceptional performance

1.0 and 1.3 = very good (*sehr gut*) = a performance of very high quality

1.7, 2.0 and 2.3 = good (*gut*) = a performance that exceeds the general requirements

2.7, 3.0 and 3.3 = satisfactory (*befriedigend*) = a performance that meets the general requirements

3.7 and 4.0 = sufficient (*ausreichend*) = a performance that meets requirements despite weaknesses

4.3, 4.7 and 5.0 = unsuccessful/pass grade not reached (*nicht ausreichend*) = a performance that does not meet requirements due to considerable weaknesses

A grade of 4.0 or better ['better' in performance terms = lower in numerical terms] is a pass [i.e. grades of 0.7-4.0 represent a pass]. No grades other than those defined above may be awarded.

(3) The relevant Course-Specific Course and Examination Regulations may stipulate the award of grades and points for examinations. In this case, the following definitions apply:

Points	Decimal grade	Verbal grade + definition
15	0.7	= excellent (<i>ausgezeichnet</i>) = an exceptional performance
14 and 13	1.0 and 1.3	= very good (<i>sehr gut</i>) = a performance of very high quality
12, 11 and 10	1.7, 2.0 and 2.3	= good = (<i>gut</i>) = a performance that exceeds the general requirements
9, 8 and 7	2.7, 3.0 and 3.3	= satisfactory (<i>befriedigend</i>) = a performance that meets the general requirements
6 and 5	3.7 and 4.0	= sufficient (<i>ausreichend</i>) = a performance that meets requirements despite weaknesses
4 to 0	4.3 to 5.0	= unsuccessful/pass grade not reached (<i>nicht ausreichend</i>) = a performance that does not meet requirements due to considerable weaknesses

(4) A student who receives a grade of 'unsuccessful/pass grade not reached' for an examination (*Prüfungsleistung*) assessed exclusively via written means may apply for a re-mark by a second examiner, to be appointed by the Examinations Committee from among the examiners appointed in accordance with Section 13 subsection 1 above. Applications for a re-mark must be submitted within four weeks of notification of the examination result; non-teaching periods shall not count towards these four weeks.

The final grade for the examination in question shall be the average of the grades awarded by all examiners; Section 21 subsections 2, 3 and 9 apply accordingly.

(5) As a general principle, the overall grade for modules comprising multiple formal assessments (*Prüfungsleistungen*) shall be the arithmetic mean of the individual (decimal) grades [attained in each *Prüfungsleistung*]. The relevant Course-Specific Course and Examination Regulations may alternatively stipulate specific weightings for the grades of the individual *Prüfungsleistungen*. Weighting shall reflect student workload as expressed in the credit points attached to each attainment. In these instances, grades are taken (and not rounded) to two decimal places only; any further decimal places shall be disregarded, and Section 21 subsection 9 shall not apply.

The following definitions apply to module grades [with 'over' understood in a strictly numerical and not a qualitative sense]:

up to (and including) 0.85	excellent (<i>ausgezeichnet</i>)
over 0.85 to (and including) 1.5	very good (<i>sehr gut</i>)
over 1.5 to (and including) 2.5	good (<i>gut</i>)
over 2.5 to (and including) 3.5	satisfactory (<i>befriedigend</i>)
over 3.5 to (and including) 4.0	sufficient (<i>ausreichend</i>)
over 4.0	unsuccessful/pass grade not reached (<i>nicht ausreichend</i>)

(6) The relevant Course-Specific Course and Examination Regulations may also stipulate the award of points alongside the module grade. In this case, the following definitions apply:

Points	Decimal grade	Verbal grade
14.5 or higher	up to (and incl.) 0.85	excellent (<i>ausgezeichnet</i>)
lower than 14.5 to (and incl.)	12.5 over 0.85 to (and incl.) 1.5	very good (<i>sehr gut</i>)
lower than 12.5 to (and incl.)	9.5 over 1.5 to (and incl.) 2.5	good (<i>gut</i>)

lower than 9.5 to (and incl.)	6.5 over 2.5 to (and incl.) 3.5	satisfactory (<i>befriedigend</i>)
lower than 6.5 to (and incl.)	5 over 3.5 to (and incl.) 4.0	sufficient (<i>ausreichend</i>)
lower than 5 to 0	over 4.0 unsuccessful/pass grade	not reached (<i>nicht ausreichend</i>)

Further calculations are based on the points awarded. Grades are taken (and not rounded) to two decimal places only; any further decimal places are disregarded.

(7) The overall grade for an examination graded by multiple examiners is the arithmetic mean of the grades awarded by the various examiners. In the event that a number of examiners divide an examination between them as detailed in Section 14 subsection 3 no. 8, they must agree upon a consistent standard for the assessment of the student's performance. The weighting of each examiner's grade shall reflect the corresponding student workload.

(8) Unless otherwise specified in these Regulations or in the applicable Course-Specific Course and Examination Regulations, the grades for examinations and formal assessments for which a colloquium takes place (refer to Section 14 subsection 3 no. 4) shall be the arithmetic mean of the grade awarded for the principal assessment and the grade awarded for the colloquium. This shall not affect the provisions of Section 15 subsection 7.

(9) For the purpose of calculating the arithmetic mean, arithmetic values should be adjusted to correspond to the grades defined in Section 21 subsection 2. The mean shall be rounded (up or down) to the nearest grade pursuant to Section 21 subsection 2. In the event that the mean lies exactly between two grades pursuant to Section 21 subsection 2, it shall be rounded to the better of the two grades.

(10) To pass an examination, students must achieve a grade of 'sufficient' (*ausreichend*) or better. To pass a module, students must attain a minimum grade of 'sufficient' (*ausreichend*) in each of the associated examinations/formal assessments (*Prüfungsleistungen*) and successfully complete any *Studienleistungen* or *Prüfungsvorleistungen* pertaining to that module.

(11) A *Studienleistung* or *Prüfungsvorleistung* shall be assessed as 'successfully completed' (*bestanden*) if it has been successfully completed and as 'unsuccessful' (*nicht bestanden*) where this is not the case. The provisions of subsections 1 to 4 above apply accordingly.

(12) An overall grade shall be calculated for the Bachelor's/Master's examination as defined in Section 17 subsection 1. This overall grade shall comprise two components. The first component is calculated on the basis of the module grades attained by the student, weighted by credit points; the relevant Course-Specific Course and Examination Regulations may alternatively stipulate weighting by factors. The second component is the grade awarded to the student's Bachelor or Master thesis. The overall final grade shall be formed from these two components. The relevant Course-Specific Course and Examination Regulations shall determine their weighting. Where they omit to do this, the module grade component shall count for 80 percent and the grade awarded to the Bachelor/Master thesis shall count for 20 percent of the overall final grade. The grade is taken (and not rounded) to two decimal places only; any further decimal places shall be disregarded. Section 21 subsection 9 shall not apply here.

The overall final grade is as follows:

up to (and including)	1.5	very good (<i>sehr gut</i>)
over 1.5 to (and including)	2.5	good (<i>gut</i>)
over 2.5 to (and including)	3.5	satisfactory (<i>befriedigend</i>)

over 3.5 to (and including) 4.0 sufficient (*ausreichend*)

(13) Where the relevant Course-Specific Course and Examination Regulations stipulate the award of points alongside the module grade, this shall also apply to the Bachelor's/Master's examination as a whole, and the following definitions shall apply:

Points	Decimal grade	Verbal grade
12.5 or higher	up to (and including) 1.5	very good (<i>sehr gut</i>)
lower than 12.5 to (and including) 9.5	over 1.5 to (and including) 2.5	good (<i>gut</i>)
lower than 9.5 to (and including) 6.5	over 2.5 to (and including) 3.5	satisfactory (<i>befriedigend</i>)
lower than 6.5 to (and including) 5	over 3.5 to (and including) 4.0	sufficient (<i>ausreichend</i>)

(14) A student's relative grade shall be stated alongside their overall final grade. The relative grade indicates where the student ranks among graduates of the same degree course for a specified examination session. As a general principle, the relevant faculty defines one examination session which applies to all degree courses under its aegis. Relative grades are calculated using overall final grades. The relative grade should be calculated in accordance with the guidelines in the current ECTS Users' Guide.

(15) The assessment and marking process should take no longer than six weeks. Results shall be announced without delay, and the basis for the grades awarded shall be provided to individual students at their request. This provision shall not affect the administrative regulations governing electronic examination data management.

(16) Students may undergo examinations in modules exceeding the set number required (additional modules). Students can apply to have the examination results for up to three additional modules included in their Certificate of Examinations; additional modules shall not, however, be included in the student's overall final grade.

22 Early ('free') examination attempts (*Freiversuch*) and repeats for purposes of grade improvement

(1) A Bachelor or Master thesis which is submitted within the standard course duration as laid down in the relevant Course-Specific Course and Examination Regulations and is graded as 'unsuccessful' shall be disregarded and the student may subsequently re-submit a new thesis. The definition of 'within the standard course duration' shall be adjusted appropriately for part-time students.

(2) If a thesis submitted in accordance with the circumstances detailed in subsection 1 above received a passing grade (i.e. a grade of 'sufficient' or better), the student may apply to re-submit a new thesis once for the purpose of improving their grade. They shall submit their application to the Examinations Committee within two weeks of being notified of the grade awarded. The better-graded attempt then counts. If the same grade is awarded for each attempt, the first attempt counts.

23 Resits, exhaustion of all examination attempts, and rules on disregarding examination attempts

(1) Examinations which have been passed cannot be retaken; this does not affect the provisions of Section 22 subsection 2 above.

(2) Two resits shall be permitted for each examination or formal assessment which the student does not successfully complete at the first attempt. This provision does not affect that made in Section 22 subsection 1. Once a student has exhausted all available resits without success, the *Prüfungsleistung* in question shall be deemed 'conclusively unsuccessful' (*endgültig nicht bestanden*).

(3) Students may only re-submit their Bachelor/Master thesis once. This does not affect the provisions on early ('free') attempts set out above. Students must apply to the Examinations Committee for permission to re-submit no later than six months after receiving notification of their grade. Students who do not apply by this deadline shall be deemed to have resubmitted unsuccessfully. A second re-submission may be permitted for persuasive reasons; the Examinations Committee shall rule on whether or not to allow a second re-submission.

(4) Provisions in Course-Specific Course and Examination Regulations which allow students the option of choosing an alternative required elective module or an alternative class within a required elective module do not have the effect of increasing the total permitted number of resits. Any previous [unsuccessful] attempts [undertaken before the change of module/class] shall be deducted from the number of examination attempts allowed for the new class or required elective module chosen. *Prüfungsvorleistungen* must be repeated in the event of a change of required elective module. They may only be recognised if they are deemed equivalent.

(5) If a *Prüfungsleistung* taken as a written examination (refer to Section 14 subsection 3 no. 3), a take-home examination (refer to Section 14 subsection 3 no. 14) or in another written form is graded as 'unsuccessful' (*nicht ausreichend*), the student concerned may apply to redeem it by undergoing an oral assessment for the unsuccessful written examination; each student may take a maximum of three such oral assessments in total in any given degree course and a maximum of one for any given *Prüfungsleistung*. This shall not apply to examination attempts graded *nicht bestanden* or *nicht ausreichend* (5.0) on the basis of an attempt by the student to use unfair means, disruptive behaviour on the part of the student, or the student's non-attendance at the examination without reasonable excuse. Applications for oral assessment must be submitted to the Chair of the Examinations Committee within four weeks of the announcement of the examination's result; non-teaching periods shall not count towards these four weeks. Oral assessments shall last at least 15 and no longer than 45 minutes. The oral assessment shall determine whether the grade of 'unsuccessful' stands or whether the lowest possible passing grade (a grade of 4.0 or 5 points) shall be awarded. The provisions of Section 14 subsection 3 no. 8 [regarding oral examinations] apply accordingly. Oral assessments do not constitute a resit. Their purpose is to give students the opportunity to redeem the grade within the same attempt.

(6) In place of the provisions set out in subsection 2 above, the relevant Course-Specific Course and Examination Regulations may instead require students to successfully complete all *Prüfungsleistungen* and *Studienleistungen*, or those for specific stages of the degree course, within a set period of time. Where such provisions exist, failure to complete these *Prüfungsleistungen* and *Studienleistungen* by the end of the set period shall result in the award of 'conclusively unsuccessful' (*endgültig nicht bestanden*) for the degree course. This set period shall expire two semesters after the semester assigned to the assessment in question in the relevant course schedule. Where this would cause undue difficulty or disadvantage to the student, the appropriate authority may extend this period a maximum of twice, by up to one semester each time. The degree course must be scheduled in such a way as to allow at least three attempts at the examination or assessment before the set period expires. The *Prüfungsleistungen* must be

successfully completed by the set deadline; repeated attempts at examinations or assessments in accordance with subsection 2 sentence 2 et seq. shall not have the effect of extending the deadline. The relevant Course-Specific Course and Examination Regulations may permit the extension of the two-semester deadline specified in sentence 3 above by up to a maximum of two further semesters.

(7) Where a student changes institution or degree course, or where there is a change to the Course and Examination Regulations under which they are studying within HAW Hamburg, unsuccessful attempts at *Prüfungsleistungen* on the same or a related degree course shall count towards the total available attempts in accordance with subsection 2 above.

23 a Unsuccessful attempts at examinations in the Faculty of Engineering and Computer Science in summer semester 2021

(1) Examinations and assessments taken during a student's degree course in the Faculty of Engineering and Computer Science in summer semester 2021 and the associated examination period and graded 'unsuccessful' (*nicht bestanden* or *nicht ausreichend*(5.0)) shall be null and void. They shall not be counted as an unsuccessful attempt at the examination pursuant to Section 23 subsection 2 (1) above.

(2) The provision of (1) above shall not apply to attempts graded 'unsuccessful' (*nicht bestanden* or *nicht ausreichend*(5.0)) due to use or attempted use of unfair means, disruptive behaviour or non-attendance at the examination without notifying the relevant authorities/individuals. Further, the provision of (1) above shall not apply to Bachelor or Master theses, nor to any colloquia required in relation to them. Further, the provision of (1) above shall not come into effect where a student applies for an oral assessment pursuant to Section 23 subsection 5.

24 Recognition of prior learning (periods of study, *Prüfungsleistungen* and *Studienleistungen*)

(1) Successfully completed periods of prior study and previously successfully completed *Studienleistungen* and *Prüfungsleistungen* shall be recognised where they are deemed equivalent [to those the student would otherwise have to complete in their current degree course]. Periods of study and attainments shall be deemed equivalent where the competencies acquired through them substantially correspond to those competencies to be acquired through the *Studienleistungen* or *Prüfungsleistungen* in the current degree course from which the student seeks exemption on this basis. The authority responsible for assessing equivalence shall take a holistic view rather than conducting schematic comparisons. Decision-making on attainments achieved outside Germany shall take account of the equivalency agreements approved by the German Standing Conference of Ministers of Education and Cultural Affairs (*Kultusministerkonferenz*) and the German Rectors' Conference (*Hochschulrektorenkonferenz*) and of agreements with partner institutions. Conditional recognition shall be permissible.

(2) Equivalent work or professional experience, practical experience (refer to Section 6) and core internships or placements shall be recognised. The same applies for extramural courses.

(3) The grades awarded to recognised instances of prior learning (*Studienleistungen* or *Prüfungsleistungen*) shall be accepted and included in the calculation of the student's overall final grade, provided the grading system used is comparable to that used at HAW Hamburg. Where the grading system is not comparable, examinations and assessments which the student has

successfully completed shall be recognised as 'sufficient' (with a grade of 4.0 or 5 points). The student may apply to undergo an examination for the purpose of improving this grade.

(4) Where the conditions in subsections 1-3 are met, a student has a right to recognition of the attainment. The recognition of prior periods of study, *Studienleistungen* and *Prüfungsleistungen* shall take place ex officio. Students must submit the required documents for the recognition process.

(5) The Examinations Committee shall take decisions on recognition. In the cases outlined in subsection 1 above, the Examinations Committee shall additionally set the conditions to be met [if any]. Instances of prior learning may only be recognised as *Studienleistungen* or *Prüfungsleistungen* before the student has attempted the examination or assessment from which they are seeking exemption [by virtue of prior learning]. Applications for recognition of prior learning made after the student has attempted the examination or assessment in question shall not be accepted. Bachelor or Master theses produced elsewhere may not be recognised in place of a Bachelor or Master thesis completed at HAW Hamburg. No student shall receive recognition of attainments amounting to over 50% of the total length of the relevant HAW Hamburg degree course or of the attainments pertaining to it.

25 Use of unfair means in examinations and assessments, disruptive behaviour, failure to meet deadlines

(1) If a student attempts to use unfair means (cheat) to influence their performance in an examination, in particular by using unauthorised study aids, the examination in question shall be graded as unsuccessful (5.0). In the event that a student attempts to cheat in an examination or assessment taken under examination conditions, the invigilator shall record the event and submit their report to the Examinations Committee without delay. The student concerned will nevertheless be allowed to complete the examination or assessment unless they have behaved disruptively as defined in subsection 2 below. The Examinations Committee shall rule on whether or not the incident constitutes attempted use of unfair means; before coming to its decision, it shall afford the student in question the opportunity to give their account of the incident.

(2) Students who disrupt an examination may be required to leave the examination by the invigilator if they persist in their disruptive behaviour after having been given a warning. The invigilator shall record the incident and submit their report to the Examinations Committee without delay. Where the Examinations Committee finds that the student exhibited disruptive behaviour that justified their exclusion from the examination, it shall award them a grade of 'unsuccessful' (5.0) for the examination in question. [Where the behaviour is found to have fallen short of the threshold for exclusion from the examination,] the student is to be given the chance to take the examination again at the earliest opportunity. In serious cases, the Examinations Committee shall have the right to exclude the student from all further examinations.

(3) A student who fails to meet binding deadlines specified in these Regulations or the relevant Course-Specific Course and Examination Regulations for completing *Prüfungsleistungen*, *Prüfungsvorleistungen* or *Studienleistungen*, or one who is registered for an examination and fails to submit the required assignment by the stipulated deadline, shall be awarded a grade of 'unsuccessful' (5.0) for that examination or assessment. The exception is situations in which factors outside the student's control caused the deadline to be missed. The Examinations Committee shall be entitled to extend the deadline appropriately where there are extenuating circumstances and where the type of examination or assessment allows for such an extension. The student in

question must make a credible written submission to the Chair of the Examinations Committee without delay, outlining the extenuating circumstances. Subsection 4 sentences 3 and 4 shall apply accordingly.

(4) The Examinations Committee shall inform the student without delay and in writing of any decisions against the student taken in accordance with subsections 1 to 3 above, providing reasons for the decision and setting out the student's right of appeal.

(5) Subsections 1 to 4 shall apply accordingly to assessments for *Prüfungsvorleistungen* and *Studienleistungen*.

26 Withdrawal from examinations

(1) Students may withdraw from an examination [or formal assessment] for an urgent and exigent reason. They may not claim such a reason for examinations which have already been completed, and the results of such examinations shall stand. The student shall submit a clear and credible account of their reasons for withdrawal to the Chair of the Examination Committee without delay and in writing. In the event of illness, the student shall submit a medical certificate to the Chair of the Examinations Committee, who may require submission of a detailed medical certificate if in any doubt regarding the student's claims. Such a certificate must, at a minimum, specify: the physical and/or mental health impact resulting from the student's illness and its effect in medical terms on the candidate's ability to complete the examination; the date of the medical examination on which the certificate is based; and the issuing doctor's prognosis on the likely duration of the illness. The Chair may waive the requirement for a medical certificate if it is obvious that the student is ill. Where the Chair accepts the student's reasons for withdrawal, the student shall be registered for the next available examination date. In the event that the Chair does not accept the reasons given, they shall bring the matter to the full Examinations Committee for its decision. A student who withdraws from an examination in the absence of urgent and exigent reasons to do so shall be awarded a grade of 'unsuccessful' (5.0) for the examination in question.

(2) The Examinations Committee shall inform the student without delay and in writing of any decisions against the student taken in accordance with subsection 1 above, providing reasons for the decision and setting out the student's right of appeal.

(3) Subsections 1 and 2 apply accordingly to assessments for *Prüfungsvorleistungen* and *Studienleistungen*.

(4) Bachelor and Master theses may only be interrupted in accordance with the provisions of Section 15 subsection 5 above.

27 Invalidation of examinations and assessments

(1) If it comes to light, after a student has been issued with their Certificate of Examinations for a Bachelor's or Master's degree course, that they have used unfair means (cheated) during an examination or formal assessment required for the Bachelor's or Master's examination, the Examinations Committee shall have the power to re-grade the assessment in question as 'unsuccessful' (5.0), correct the other grades which this grade affects and declare the overall final grade as partially or completely unsuccessful. The same shall apply to *Studienleistungen*.

(2) If it is discovered, after the issuance of a student's Certificate of Examinations for a Bachelor's or Master's degree course, that the student has not in fact fulfilled the requirements for its award, but has not intentionally misled the relevant authorities in this matter, the student's successful completion of the examination shall be considered to have redeemed the non-fulfilment of

requirements. In the event that the student is found to have gained admission to the degree course via deliberate deception of the relevant authorities, Section 48 of the Hamburgisches Verwaltungsverfahrensgesetz [Hamburg Administrative Procedure Act] as last amended shall apply accordingly.

(3) The incorrect documents shall be withdrawn and the student shall be required to surrender them. Decisions pursuant to subsections 1 and 2 above must be taken no later than five years from the date of the Certificate of Examinations in question.

28 Appeals

(1) An Appeals Committee shall be convened to hear and take decisions on appeals lodged against the results of examinations and formal assessments. The members of the Appeals Committee shall be as follows:

1. one member of HAW Hamburg administrative staff, appointed by the President, who must be qualified in accordance with German law to hold the position of a judge
2. one professor and one student, each representing the subject in which the examination was held.

The members according to number 2 of the second sentence above, and two substitute members for each, shall be appointed by the Faculty Council on the recommendation of their Department for a term of two years (one year in the case of student representatives). Members of the Appeals Committee and their substitutes may not simultaneously serve as members or substitute members on any of the Examinations Committees relevant to the subject area in question.

(2) The member appointed pursuant to subsection 1 sentence 2 number 1 above shall act as the Chair of the Appeals Committee. This member shall prepare and chair Appeals Committee meetings. The meetings are not open to the public. The Chair has the power to take decisions alone on inadmissible appeals and on matters which they consider of minor importance or as requiring no further discussion.

(3) The powers of the Appeals Committee are limited to evaluating whether the grading of an examination or assessment took place without following applicable regulations, on the basis of false assumptions, in misrecognition or misinterpretation of generally applicable principles of assessment, or in consideration of factors unrelated to the matter at hand. In the event that the Appeals Committee considers an appeal against the assessment of a *Prüfungsleistung* to be justified, but does not consider this to justify the issuance of a particular assessment or grade only, it shall order the re-marking of written work submitted for the assessment in question and/or the retaking of other examinations or formal assessments. The Appeals Committee shall have the right to require the appointment of different examiners.

(4) The Appeals Committee shall hear the submissions of the examiner involved in the assessment that is the subject of the appeal. During these submissions, the examiner may amend any assessment or grade to which the Appeals Committee objects.

29 Assessment records, retention periods and access to files

(1) A paper and/or electronic record is kept for each student, documenting all examinations, assessments and other aspects relevant to the award of their degree. These include, in particular, important stages in the degree course (e.g. registration for the thesis), results of examinations and assessments (module examinations (*Prüfungsleistungen*), *Studienleistungen* and *Prüfungsvorleistungen*), the calculation of grades (including the overall final grade) and copies of

certificates. Assessment records also include any written work submitted by the student which has not been returned to the student (cf. subsection 3 below), written records of oral examinations, and grading reports.

(2) A retention period of fifty years applies for the following examination and assessment results (*Leistungsübersicht* (course and grade overview)): the results of all module examinations and assessments, of all *Studienleistungen*, *Prüfungsleistungen* and *Prüfungsvorleistungen*, of the Bachelor and Master thesis and of periods of practical experience, and copies of Transcripts of Records, the Certificate of Examinations and the degree certificate. Data may also be stored electronically. All other documents, in particular confirmation of completion issued for module examinations and assessments and for *Studienleistungen*, *Prüfungsleistungen* and *Prüfungsvorleistungen* and [attendance] lists, the thesis and the associated examiner reports, and records of oral examinations, shall be retained for a period of five years. The aforementioned retention periods commence upon issuance of notification of deregistration to the student. Upon expiry of retention periods, written documents shall be destroyed and the electronically saved files shall be deleted, unless they are to be retained as archive material pursuant to the applicable provisions of the Hamburgisches Archivgesetz [Hamburg Archive Act] of 21 January 1991 (HmbGVBl.1991 p. 7), as amended on 16 June 2005 (HmbGVBl. p. 233, 239) and from time to time.

(3) Written work shall be returned to students once the grade has been announced. Work shall be returned without delay and within six weeks of the announcement of the grade at the latest; in the latter case, students shall have the right to view their written work after the grade has been announced and before the work is returned. This six-week period does not include non-teaching periods.

The copies of the work set out in Section 15 subsection 4 sentence 3 above shall not be returned. If the student fails to collect their work, it shall be retained for a period of one year, after which it may be destroyed and any electronic files deleted. This period shall commence on the date on which the examination result is announced.

(4) Within the retention periods defined in subsections 2 and 3 above, students and former students shall have the right, upon application, to view their assessment records, and in particular to examine written records of oral examinations, examiner reports, and examiner copies of their thesis, and to access their archived assessment records.

(5) The regulations set out in subsections 2 and 3 above and/or individual provisions of the same shall cease to apply on the effective date of any administrative regulations concerning the retention of files and other processes, signed by the President of HAW Hamburg and published in its official gazette (*Hochschulanzeiger*). In such a case, students' right to access their records pursuant to subsection 4 above shall be subject to the periods and deadlines set out in any such administrative regulations.

Part 5: Certificate of Examinations; Bachelor's and Master's degree certificate

30 Award of degree, applicable procedures and issuance of Certificate of Examinations and degree certificate

(1) A student shall be deemed to have passed the Bachelor's or Master's examination if they have successfully completed all the attainments specified in the applicable Course-Specific Course and Examination Regulations, including the Bachelor or Master thesis, and have met any and all other requirements set out in the applicable Course-Specific Course and Examination Regulations.

(2) Once a student has successfully completed the degree course in accordance with subsection 1 above, the corresponding Certificate of Examinations (*Abschlusszeugnis*) and degree certificate (*Urkunde*) shall be issued without delay and within six weeks at the latest. The certificate shall be prepared and issued in both German and English.

(3) The Certificate of Examinations shall contain:

a.i.1. the modules taken by the student, their titles, and the grades achieved, and the credit points attained for each module

a.i.2. if applicable, details of completed practical experience (type of experience, institution of its completion, and credit points attained)

a.i.3. the topic of the student's Bachelor/Master thesis, the grade awarded and the credit points attained

a.i.4. the overall final grade and a note on its calculation; the total number of credit points attained; and the title of the degree course. The note 'with distinction' (*mit Auszeichnung*) may be added if the overall final grade is 0.85 or better or, where the relevant Course-Specific Course and Examination Regulations specify the use of the points system, 14.5 points or better.

a.i.5. the relative overall final grade.

(4) The Certificate of Examinations shall be signed by the Chair of the Examinations Committee. It shall be dated with the date on which all requirements pursuant to subsection 3 above were found to have been met. It shall also contain the date on which all requirements pursuant to subsection 2 above were found to have been met. In the event that the student has used the option of repeating an early ('free') examination attempt [refer to Section 22 above], the date of the better-graded attempt shall be recorded, or the date of the first attempt if the same grade resulted from each attempt.

(5) The relative final grade may only be given if it has been possible to collect the necessary data and the reference cohort is sufficiently large.

(6) A Diploma Supplement shall be issued together with the Certificate of Examinations. The Diploma Supplement contains the following information:

1. the student's personal details

2. the title and details of the Bachelor's or Master's degree awarded

3. the name and an introductory outline of HAW Hamburg and of the faculty and department in which the degree was awarded

4. an outline of the focus of the degree course and the level of the degree

5. a summary of the content of the degree course and the competencies gained by the student

6. details of the functions of the degree (admission to other courses and professional status)

7. additional information (projects, periods of practical experience, additional modules, etc.)

8. a Transcript of Records.

The Diploma Supplement shall be issued in German and English.

(7) Students who leave the course without having passed the Bachelor's or Master's examination may, apply, submitting the necessary evidence and their notification of deregistration, for the issuance of an official written statement of the *Prüfungsleistungen* and *Studienleistungen* they completed during their time at HAW Hamburg, the grades and credit points awarded for those assessments, and the module examinations that remain outstanding for the completion of the degree. Such a written statement must clearly indicate that the student has not passed the Bachelor's/Master's examination.

(8) The relevant Course-Specific Course and Examination Regulations may provide for the issuance of a course and grade overview (*Leistungsübersicht*) at the student's request once the student has successfully completed a specific stage of their Bachelor's degree, having passed all module examinations in that stage and meeting all other requirements for the issuance of such a course and grade overview as defined in the Course-Specific Course and Examination Regulations.

Part 6: Concluding provisions

31 Effective date, expiry and transitional provisions

(1) These Regulations shall enter into effect on the day of their publication in the HAW Hamburg official gazette (*Hochschulanzeiger*) and shall apply as of 01 March 2012 to all newly issued Course-Specific Course and Examination Regulations for degree courses in engineering, the sciences, health/life sciences and computer science at HAW Hamburg.

(2) These Regulations shall not apply to Course-Specific Course and Examination Regulations that existed prior to the date of their issuance. It shall not effect retroactive changes to such existing regulations.

(3) The *Allgemeine Prüfungs- und Studienordnung für Bachelor- und Masterstudiengänge an der Fakultät Technik und Informatik der Hochschule für Angewandte Wissenschaften Hamburg (Faculty of Engineering and Computer Science - Hamburg University of Applied Sciences)* (APSO-TI-BM) of 16 November 2006 (*Amtl. Anzeiger* 2007 p. 462), the *Allgemeine Bestimmungen für Bachelor- und Masterprüfungs- und -studienordnungen (ABBM) in der Fakultät Life Sciences an der Hochschule für Angewandte Wissenschaften Hamburg (University of Applied Sciences)* of 22 February 2007 (*Amtl. Anzeiger* 2007 p. 1358) and the *Allgemeine Prüfungs- und Studienordnung für Bachelor- und Masterprüfungen an der Hochschule für Angewandte Wissenschaften Hamburg der Fakultät Design, Medien und Information des Departments Technik* (APSO-BM DMI/T) of 8 February 2007 (*Amtl. Anzeiger* 2007 p. 837) shall now only apply to those Course-Specific Course and Examination Regulations which entered into effect before the date specified in subsection 1 above.

(4) Any and all changes to these Regulations shall require approval by the Faculty of Design, Media and Information, the Faculty of Life Sciences and the Faculty of Engineering and Computer Science.