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**Notification pursuant to Section 108 (5) sentence 2 of the “*Hamburgisches Hochschulgesetz*” [Hamburg Higher Education Act] of 18 July 2001 (*HmbGVBl.* [Hamburg Law Gazette] p. 171), last amended on 16 November 2010 (*HmbGVBl.* p. 605)**

The Hamburg University of Applied Sciences Gazette (hereinafter “University Gazette”), the internal University gazette, publishes University statutes, regulations and guidelines which are not required to be published in the *Amtlicher Anzeiger der Freien und Hansestadt Hamburg* [Official Gazette of the Free Hanseatic City of Hamburg]. The following statutes, regulations and guidelines shall enter into force on their date of publication in the University Gazette.

The University Gazette is also published on the Intranet of Hamburg University of Applied Sciences, where it can be found under “*Gesetze und Verordnungen*” [“Laws and regulations”].

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# **General Examination and Study Regulations for Bachelor and Master Degree Programmes in Engineering, Science, Life Sciences and Computer Science at Hamburg University of Applied Sciences (GESR-ESLC-BM)**

dated 21 June 2012

On 21 June 2012, the President of Hamburg University of Applied Sciences approved the following “General Examination and Study Regulations for Bachelor and Master Degree Programmes in Engineering, Science, Life Sciences and Computer Science at Hamburg University of Applied Sciences (GESR-ESLC-BM)”, which were agreed by the Faculty Councils of the Faculties of Design, Media and Information, Life Sciences, and Engineering and Computer Science on 07 and 14 June 2012. This approval is based on Section 108 (1) sentence 3 of the “*Hamburgisches Hochschulgesetz*” [Hamburg Higher Education Act] - HmbHG - of 18 July 2001 (*HmbGVBl.* [Hamburg Law Gazette] p. 171), as amended on 20 December 2012 (*HmbGVBl.* p. 550). The agreement of the Faculty Councils is based on Section 91 (2) 1 HmbHG.

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## **Part 1: Programme structure, standard course length and degrees awarded**

### **1 Scope**

(1) The General Examination and Study Regulations for Bachelor and Master Degree Programmes in Engineering, Science, Life Sciences and Computer Science at Hamburg University of Applied Sciences (GESR-ESLC-BM) define the framework, the overall structure and the applicable procedures for all Bachelor and Master courses in Engineering, Science, Life Sciences and Computer Science at Hamburg University of Applied Sciences. These Regulations are supplemented by the detailed provisions of the applicable programme-specific examination and study regulations, for which the recommended structure and wording is set out in sample regulations (see Appendix).

(2) Wherever these Regulations specify bodies or individual roles, for example the Faculty Council or Examination Committee (body) or the chair of the Examination Committee (role), this shall mean those specific bodies or roles whose faculty or department is responsible for the degree programme in question.

(3) Entry requirements, admissions, selection and the award of places, and students' status during their studies and the corresponding fee and contribution obligations, are defined in separate regulations.

### **2 Bachelor and Master programmes: standard course length and structure**

(1) Bachelor degree programmes are the first level of academic course, and lead to the first level of academic and vocational qualification.

(2) Master degree programmes are advanced courses and lead to a further and higher academic and vocational qualification.

(3) The standard course length for each programme is defined in programme-specific examination and study regulations. For Bachelor degree programmes, the standard course length is three, three and a half or four years. For Master degree programmes, the standard course length is one, one and a half or two years. For a Bachelor plus a consecutive Master degree programme together, the standard course length is five years in total. Longer periods may be set in cases where there are good reasons to do so.

(4) In cases where a degree programme has a standard course length of four years or more, the programme-specific examination and study regulations must specify which modules are equivalent to passing the interim examination (*Zwischenprüfung*) within the meaning of Section 61 (1) HmbHG.

(5) Each Bachelor and Master degree programme is divided into academic years, and each academic year into two academic semesters. The programme-specific examination and study regulations may divide a degree course into defined stages.

### **3 Degree programme objectives and academic titles**

(1) The degree of Bachelor certifies that a graduate has acquired the knowledge and skills and the academic, scientific and/or artistic grounding required to grasp and understand concepts and issues in the field of work corresponding to his or her degree programme; to solve problems in this

field on an interdisciplinary basis; and independently to evaluate methods and findings in the field. The degree of Master certifies that a graduate is able to apply academic and scientific methods and findings on a broader and more in-depth basis, and is able independently to establish and develop such methods on the basis of his or her academic, scientific and/or artistic grounding. The detailed qualifications for the award of Bachelor and Master degrees are set out in the recommendations issued by national and international bodies (*überregionale Gremien*) within the meaning of Section 108 (3) HmbHG.

(2) The title to be awarded upon successful completion of a given degree programme (academic title) is defined in the applicable programme-specific examination and study regulations on the basis of Sections 67 and 54 HmbHG and the recommendations of national and international bodies within the meaning of Section 108 (3) HmbHG.

#### **4 Part-time study**

The conditions governing part-time degree courses are set out in separate, programme-specific examination and study regulations. Special modules may be developed and offered for part-time courses. The standard course length for part-time programmes shall not exceed twice the maximum standard course length allowed for the specific Bachelor or Master degree programme.

#### **5 Dual study degree programmes**

The provisions governing dual study degree programmes are set out in separate, specific study and examination regulations. Dual courses consist of a practical component and an academic/scientific component. The academic/scientific component is the taught theory component, which is taught at the University as a degree course. The content and dates of the practical training component are coordinated with the content and dates of the theory component. The practical component is completed in a business and can take the form of placements in industry or vocational training.

The University and the business in which the student is training negotiate 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 Preliminary placements and industrial placements (practical modules) and department representatives for training in industry**

(1) The programme-specific examination and study regulations may provide for a preliminary industrial placement lasting a maximum of 13 weeks, to be completed before commencement of the Bachelor programme. The preliminary placements for dual degree programmes may last up to 20 weeks. The preliminary placement requirement can be reduced or waived in individual cases where the prospective student can prove that he or she has already acquired equivalent training and skills in practice.

(2) The programme-specific examination and study regulations may provide for integrated training periods in industry (practical modules) as part of the programme, lasting a maximum total of 26 weeks. Training periods in industry may be completed abroad. Integrated training periods in industry give students practical experience in a professional environment, and are designed systematically to familiarise students with the field of work related to their studies and to teach them how to apply in practice the skills and theory that they are learning at the University. The aim is also to give students an insight into the scientific, engineering, interdisciplinary, organisational, economic and social framework and processes in day-to-day business in the professional field for which they are training. Credit points (CP) are awarded for successful completion of training periods in industry; the award of CP is detailed in the programme-specific examination and study regulations. The provisions of programme-specific examination and study regulations for dual degree programmes may differ.

(3) The Faculty Council shall appoint at least one professor as representative for the training period in industry for each department. The main duties of the department representatives for training in industry are to advise students on preliminary placements and integrated periods in industry, to help organise placements, and to decide on all issues and problems which may arise in connection with

preliminary placements and integrated training periods in industry. Department representatives are appointed for a term of two years. The department representative for the training period in industry shall provide confirmation of the successful completion of preliminary placements and integrated training periods in industry for the Examination Committee. The department representative for training in industry shall assign a professor or other member of academic staff to act as supervisor for each student during that student's integrated industry training. Students may propose their own supervisor.

(4) The details of the preliminary placements and integrated training periods in industry, in particular the content and quality requirements and proof of completion, are set out in practice guidelines which are agreed by the competent Faculty Councils. The Faculty Council may delegate this task to the departmental heads.

## **7 Student advisory services and orientation**

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

- Information on study options and 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 failed resits;
- Advice on specialisations and further study;
- Advice for students who change university or course;
- Advice for students who have failed/could fail to complete their course within the standard course time.

(2) The Faculty Council shall appoint at least one professor as student advisor for each degree programme or for a number of degree programmes together. The student advisor shall manage and coordinate student advisory services for the relevant degree programme. He or she shall hold regular surgeries.

(3) Attendance at a student advisory session is mandatory for students in the first and in the second semester of the Bachelor programme. Further mandatory student advisory sessions may be set out in the programme-specific examination and study regulations.

(4) Students who have not registered their Bachelor or Master thesis within two semesters of the end of the standard course time must attend a student advisory session before this deadline. In accordance with the applicable provisions of the HmbHG, students who do not comply with this requirement shall be deregistered from the University.

(5) A slip confirming attendance is issued for participation in each mandatory student advisory session. Further details on student advisory sessions may be defined in guidelines to be issued by the head of department.

(6) Each department shall organise and run orientation events for new Bachelor students. The orientation unit shall be organised with the help of student tutors and last no longer than one week. Programme-specific examination regulations may provide for a certificate of attendance at orientation.

## **Part 3: Modules, credit points and classes**

### **8 Modules**

(1) The Bachelor and Master degree programmes are modular. A module is a range of classes on the same subject or 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 programme 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.

(3) The programme-specific examination and study regulations set out the module titles, the number of modules, the type (e.g. compulsory module) and number of credit points awarded for each module, the class sizes and the grade weighting in accordance with Section 21 (5) and (12). The programme-specific examination and study regulations shall refer back to the module descriptions for details; the module descriptions are provided in module handbooks. The provisions of the general and of the programme-specific examination and study regulations are binding for the module handbooks; the module handbooks may not depart from these provisions. Module descriptions primarily contain the following information on the relevant module: module content and outcomes, the type of class, module prerequisites, applicable courses and programmes, conditions for the award of credit points, credit points and grades, how often the module is run, the module workload, and the duration of the module. The module handbooks and any changes to or cancellation of the handbooks shall be approved by the Faculty Council and are not part of these Regulations or of the programme-specific examination and study regulations.

(4) The programme-specific examination and study regulations differentiate between compulsory, compulsory elective and elective modules.

- a) The compulsory modules teach basic, advanced and specialist competencies. Students must complete all compulsory modules.
- b) Compulsory elective modules are designed to reinforce and build on the basic components and/or to allow students to specialise. Compulsory elective modules should allow specialisation, generally towards the end of the degree programme. Students must complete the required number of modules from among the range of compulsory electives offered. The programme-specific examination and study regulations may group together compulsory elective modules for a specific specialism or focus. The specialism option brings together related fields, and allows the student to define his or her own and relatively broad degree specialism. The “focus” option, on the other hand, allows the student to set his or her own particular focus within what is otherwise a relatively strictly defined course programme.
- c) Elective modules are a range of “optional” classes which are designed to build on the core modules. They are not part of the Bachelor or Master examination. Students may apply to have elective modules for which they have been awarded examination or study credits to be listed in the diploma supplement.

(5) Supplementary modules are generally modules which are offered as compulsory electives, and which a student successfully completes in addition to the compulsory elective modules which he or she has already chosen. Students may apply to have supplementary modules included on their certificate and in the diploma supplement as supplementary modules in accordance with Section 21 (16); supplementary modules are not, however, included in the calculation of the overall 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 length in each case, the total credit points awarded for the individual Bachelor and Master programmes are as follows:

1. Bachelor programmes
  - a) Three-year Bachelor programme: 180 CP
  - b) Three-and-a-half-year Bachelor programme: 210 CP

c) Four-year Bachelor programme: 240 CP

## 2. Master programmes

a) One-year Master programme: 60 CP

b) One-and-a-half-year Master programme: 90 CP

c) Two-year Master programme: 120 CP

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

(2) Credit points are only awarded for the successful completion of modules which are required in accordance with the programme-specific examination and study regulations, and for passing the Bachelor or Master thesis. The credit points for a given module are awarded if the requirements set out in the programme-specific examination and study regulations have been met in full; this means in particular that the student must have passed the required study credit or examination and have met the attendance requirements.

(3) In the event that a student fails to pass the course or leave the course for any other reason, he or she shall be awarded the credit points for all assessments that he or she has successfully completed.

## 10 Types of classes, attendance rules and course plan

(1) The main types of class are as follows:

### 1. Lectures (L)

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

### 2. Taught seminar (TgS)

A taught seminar is the presentation and communication of basic and specialist scientific, academic and/or artistic content and methodology by the member of teaching staff with the active involvement of the students. A taught seminar is a combination of lecture and exercise, and is aimed at enabling a student-centred process of interaction and feedback between teacher and students. The majority of classes should be taught seminars.

### 3. Seminar (S)

Attendance at seminars is compulsory. Seminars comprise both lectures by the member of teaching staff and papers and other contributions by the students.

### 4. Exercise (Ex)

Students are given tasks to solve under the instruction of the member of teaching staff. Attendance at exercises is compulsory.

### 5. Practical work, lab, practical group, (practical) colloquium, for example:

#### a. Design exercise (De)

The design exercise is interdisciplinary and allows students to gain experience of working independently and on an interdisciplinary basis on an extensive engineering, science, life science or computer science project. The main findings are presented in the standard form for the field.

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

Construction and planning tasks are related to the subject of the degree programme. Students produce a written paper setting out their main findings.

#### c. Lab work or lab work exercise (Lab)

Attendance for lab work is compulsory. In the lab, students carry out practical tasks set by and under the instruction of the teaching staff, working either individually or as a group. The tasks set are aimed at developing students' practical and specialist skills. Lab work is designed to teach students practical skills in all fields of application relating to a specific academic and scientific specialism. Students should gain experience and competence in the use of specialist methodology, and become familiar with and able to evaluate all related resources. The objective is for students to master the practical application of what they have learned in the taught seminars. The outcomes of lab work must be recorded, evaluated and interpreted.

#### 6. Project (Pro)

The project is an interdisciplinary class with individual tasks and overarching outcomes. Students work independently and as a group with the assistance of the member of teaching staff, and gain experience in literature research, discussion, presentation and/or practical work.

#### 7. Small-group projects (SGP)

A small-group project is a project for a small number of students.

#### 8. E-learning (EL)

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

#### 9. Excursion (Exc)

Excursions are classes held outside the University by members of the teaching staff and the students together. Excursions take the form of visits outside the University of Applied Sciences to relevant companies or institutions in the corresponding professional field. The conditions governing excursions (length, academic year, etc.) are set out in the programme-specific examination and study regulations.

The programme-specific examination and study regulations may also define and regulate other types of class.

(2) The programme-specific examination and study regulations may, in addition to the provisions of (1) above, require compulsory attendance at certain classes or types of class.

(3) Students shall be deemed to have met the attendance requirements if they have attended the number of class hours specified in the applicable examination and study regulations or the percentage of class time specified in the applicable programme-specific examination and study regulations. In the event that the programme-specific examination and study regulations do not state 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.

(4) The language of classes and examinations is in principle German. Programme-specific examination and study regulations may, however, provide for individual classes and examinations or for all classes and examinations for a specific programme to be held in another language, in particular English.

(5) A faculty shall only be obliged to run classes for optional modules if the minimum number of students set by the faculty have registered for the class.



(6) The faculty shall draw up a course plan for each course, detailing the classes, scope of classes, type of classes and point in the curriculum for each module. The class and module timetable follows a clear teaching and learning rationale and students are advised to pursue their studies on the basis of this timetable. Course plans 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. Should a student wish to change the class for which he or she has registered, this shall require the approval of the competent office or department.

(2) The head of department shall be entitled to change some or all of a student's registered courses and/or examinations 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 for the same subject and content. Decisions in such cases shall be announced in the department in a suitable manner. Decisions are binding on the students affected. The reallocation procedure may be defined in more detail in guidelines issued by the Faculty Council or in the programme-specific examination and study regulations.

(3) The head of department 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 is to be announced in the department in a suitable manner. The procedure may be defined in more detail in guidelines issued by the Faculty Council or in the programme-specific examination and study regulations.

(4) Reasonable consideration should be given to the needs of students with disabilities or chronic illnesses, and of students with children or other family duties.

#### **Part 4: Examinations**

##### **12 Examination Committee: members, procedures, duties and notification of decisions**

(1) Examination Committees shall be set up to organise examinations for the engineering, science, life science and computer science courses and to carry out all related duties as detailed in these Regulations and in the programme-specific examination and study regulations. The Faculty Council shall decide which courses are assigned to which examination committees. One Examination Committee may be responsible for multiple courses and for courses in more than one department.

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

(3) The members of the Examination Committee and their deputies shall be chosen by the Faculty Council of the faculty that is running the course(s) for which that Examination Committee is responsible. The Examination 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 Examination Committee have the right to sit in on examinations. The members have a duty of confidentiality and discretion regarding all processes and consultations relating to the examination of individual students. The chair and the deputy chair are responsible for ensuring that any member or deputy member who is not a public servant gives an undertaking of discretion.

(5) Examination Committee meetings are not open to the public. The Examination 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 Examination Committee shall draw up rules of procedure for its work, which shall in particular govern the cases in which decisions may be arrived at by written consent in lieu of a meeting, and under what circumstances specific powers may be transferred to the chair. Appeals against the decisions of the chair may be made to the Examination Committee; appeals shall have a delaying effect. Minutes are to be kept of Examination

Committee decisions. The decisions of the Examination Committee and of the chair by virtue of the individual powers transferred to him or her are binding on all parties concerned if and to the extent that such decisions relate to the organisation of examinations, in particular to the preparation and implementation of examinations, or to any other tasks assigned to the Committee under the programme-specific examination and study regulations, or to compliance with examination rules.

(6) The Examination Committee shall ensure that the assessment regulations are followed and that examinations proceed in a due and proper manner. The Examination Committee, together with the other bodies responsible, shall organise and timetable teaching and examinations to ensure that students are able to sit the required assessments and complete their final thesis (Bachelor or Master thesis) within the specified standard course time. Where necessary, the Committee shall report to the Faculty Council on the status of and developments in examinations and the time taken for course completion, and shall submit proposals for the reform of the course and the applicable examination and study regulations.

(7) The Examination Committee shall assign the examiners for each examination and set the dates for examinations and the timescale for the corresponding registration process; these decisions are binding on all parties concerned. 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 classes have commenced. The Examination Committee shall announce any changes in the dates which may be required at least two weeks before the new examination date. In the event that the examiners offer additional examination dates, the competent body must be informed in time to make a general announcement to that effect, as a rule at least four weeks before and in all cases at least two weeks before the additional examination date. The Examination Committees may set specific dates for resits. The dates for assessments taken during the teaching period such as papers shall be set by the relevant examiners in good time and at least two weeks before the assessment.

(8) The Examination Committee shall publish in good time, in an appropriate manner and with legally binding effect all rulings, provisions and other decisions which are to be taken in accordance with these Regulations and the applicable programme-specific examination and study regulations, in particular the announcement of registration and examination dates and examination results. An appropriate manner shall mean digital notification or publication on the Internet and/or a notice on the notice board or postal notification.

### **13 Examiners**

(1) Persons to be appointed as examiners must teach the examination subject at the University full-time, or hold at least 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 competent Examination Committee. Professors can be appointed as examiners for all examinations in their field. Other members of teaching staff may only be appointed as examiners for the material covered in the classes which they take. In exceptional cases and for second marking, persons from other faculties at Hamburg University of Applied Sciences or from other universities may be appointed as examiners, provided they hold the qualification to which the examination leads or an equivalent qualification. Programme-specific examination and study regulations may include further provisions governing the appointment of examiners, provided such provisions comply with the general principles set out in this paragraph.

(2) Persons from outside the university, in particular from industry, may be appointed as second markers for Bachelor and Master theses if they hold the qualification to which the examination leads or an equivalent qualification. Proof of the qualifications of such external examiners must be submitted to the Examination Committee. The Examination Committee shall then decide on the appointment.

(3) The examiners are not bound by instructions in their assessment of examinees. Section 12 (4) sentences 2 and 3 apply accordingly.

(4) Assessors are only used in oral examinations and may not conduct examinations themselves. They are merely present at oral examinations to assist the examiner in holding the examination. Assessors are appointed by the Examination Committee and must hold at least a university degree in an engineering, scientific, life science or computer science subject. In the case of examinations held in an art subject, a person with a university art degree may also be appointed as assessor.

## 14 Assessments: types and forms of assessment

(1) The purpose of an assessment is to establish whether or not and to what extent the student to be examined has the competencies detailed as learning outcomes in the applicable module handbook for the subject in question. Together, these competencies and the other competencies for the other examination subjects comprise the overall competencies to be acquired by the student over the course of the degree programme to achieve the learning outcomes defined in Section 3 (1).

(2) Assessments take the form of either examinations or study credits (general term: credit/assessment). Examinations are assessed and graded. Study credits are only assessed as passes or fails. A pre-examination credit is a credit which a student must have obtained before sitting the assessment for the corresponding credit. The number of examination, study and pre-examination credits, what assessment are taken and credit obtained in each module, and the type of assessment, are set out in the programme-specific examination and study regulations.

(3) Assessments take one of the following forms:

### 1. Case study (CS)

A case study is a piece of written work presenting a reasoned solution to a set problem. Students work either individually or in a group to establish, analyse and solve specific problems in practice by applying scientific and academic methods and findings. Case studies are set for specific classes, and must be completed in the same semester as the class and by the time the class ends. The programme-specific examination and study regulations may contain more detailed provisions on the time available for case studies.

### 2. Home project (HP)

A home project is a piece of written work, to be produced by the student on his or her own and outside class hours, in which the student is to prove that he or she is able to investigate and analyse a set question or subject independently. A maximum of three months is allowed for completion. If the home project constitutes an examination, the programme-specific examination and study 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 work.

### 3. Written examination (WE)

A written examination is completed under supervision. Students must complete the set questions 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.

### 4. Colloquium (CO)

A colloquium may be required as part of certain types of examination, or in combination with the Bachelor or Master thesis. A colloquium is an oral examination in which students must prove their knowledge of the material examined, speaking and responding freely in an open discussion. A colloquium lasts at least 15 and no more than 45 minutes, and is also aimed at establishing that the written work submitted was all the student's own work. Colloquia can be organised as individual or group examinations. The size of the group for group examinations should be considered accordingly when setting the length of the examination.

### 5. Construction task (CT)

A construction task is a piece of written work in which the student must prove his or her design skills by solving practical tasks. A maximum of three months is allowed for completion.

#### 6. Lab work completion (LWC)

Lab 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 corresponding colloquia and/or by submitting written records of their 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)

Lab work examination consists of the completion of lab work and a final examination at the end of the class. In the examination, the student is required to conduct and solve an experiment on his or her own and independently. Examinations last at least 60 and no more than 240 minutes.

#### 8. Oral examination (OE)

In an oral examination, a student must demonstrate in discussion with the examiner that he or she fully understands the material on which he or she is being examined. Oral examinations generally last at least 15 and no more than 45 minutes. Oral examinations may be conducted as individual or group examinations, and are to be conducted by one examiner and one assessor in accordance with Section 13 (4). 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, the student is to be examined by one examiner only in each of the various examination subjects. Oral examinations are always assessed and graded by one examiner only, no matter whether they are conducted by several examiners or by an examiner and an assessor. The examiner responsible for grading in each case must consider the views of the other examiners/the assessor before deciding on the grade to be awarded. The main aspects covered in and results of each oral examination are to be recorded. The record is signed by the examiners and assessor and is filed with the examination documents.

#### 9. Project (Pro)

A project is an interdisciplinary task relating to the area of industry or business for which the course is designed. The results of projects must be documented. At least 6 and no more than 26 weeks are allowed for projects. Project work is generally completed with a colloquium. The applicable programme-specific examination and study regulations may specify additional requirements in terms of the form, content and goal of the project, and may specify another form of final assessment instead of a colloquium.

#### 10. Paper (Pap)

A paper is a presentation lasting between 15 and 45 minutes on the basis of written preparation by the student. A paper is followed by a discussion led by the student or tutor. Papers should not be read out from detailed notes; students should be able to speak spontaneously. Digital or hard copies of any presentations and graphics used are to be submitted to the examiner. The detailed written paper to be submitted to the examiner should summarise the 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. The programme-specific examination and study regulations may specify that test results are to be included in the overall grade for written examinations.

#### 12. Exercise slip (ES)

An exercise slip is awarded once a student has successfully solved the written theory tasks set by the examiner and has demonstrated his or her knowledge of the subject in a colloquium or paper. Colloquia 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 is the end of the semester in which the class type in question (exercise) was taken.

The applicable programme-specific examination and study regulations may set other forms of examination where useful or necessary.

- (4) Examinations may also be taken electronically.
- (5) Students must clearly and fully reference all direct and indirect quotes and ideas taken from other sources in each piece of written work/each written examination.
- (6) Written examinations and tests may be submitted in anonymised form; in such cases, students may for example be requested to identify their scripts by matriculation number only or using a designated student examination number. Students must bring photographic ID and their matriculation cards to all examinations to prove their identity.
- (7) Space permitting, other members of the University of Applied Sciences may be allowed to attend oral examinations and colloquia. Students who are intending to sit the same examination at the next diet are to be given priority. Students who are intending to sit the same examination in the same examination diet are not permitted to attend. Attendance does not include attendance at the consultation on or announcement of the examination results to the students. Students may apply to the examiner for their examination not to be open to the public.
- (8) The examinations, study credit and pre-examination credits must be assessed by an examiner within the meaning of Section 13, and examinations as detailed in Section 13 (1) with the grades defined in Section 21 (3).
- (9) Unless otherwise provided for in the programme-specific examination and study regulations, the examiner shall specify the formal requirements for the examination, in particular the duration of the examination and the type and scope of any study aids allowed, in good time before the examination. In cases where the form of examination is not specified in the specific examination and study regulations, the Examination Committee shall announce the form of examination at the latest upon commencement of classes.
- (10) The Examination Committees may divide up individual examinations into separate components, insofar as the form of the examination allows. Such a division is only permitted for good and specific reasons. There are always good and specific reasons wherever material is to be examined by several different members of teaching staff who have taught the material in different classes. The Examination Committee must make sure that the examination nevertheless remains one consistent examination of a specific form. In particular, the examination as a whole must comply with the minimum and maximum length requirements, and one standard marking scheme must be used for all components.

## **15 Bachelor thesis**

- (1) Each student must submit a Bachelor thesis to complete his or her Bachelor degree course. Students should demonstrate in their Bachelor thesis that they are able to approach a problem from a professional field covered in the degree programme, and that they are able to do so independently by applying scientific methods and findings.
- (2) The Bachelor thesis is a piece of written work and is set by the Examination Committee. The date on which the thesis is set should be recorded. A thesis shall only be set if the student has passed the required number of modules/obtained the required number of credit points as defined in the programme-specific examination and study regulations. Students may suggest topics.
- (3) Insofar as this can be organised, a thesis may be supervised by any person appointed as examiner in accordance with Section 13 (1). Students may propose a supervisor and their proposal should where possible be accepted.
- (4) The programme-specific examination and study regulations specify the time available for completion of the thesis. The topic should be one which can be completed by the deadline set. Two hard copies (one for each of the markers) of the thesis and one digital copy are to be handed in or

posted to the Examination Committee; for copies submitted by post, the date postmarked shall be taken as the date of submission. The date of submission is to be recorded.

(5) The Examination Committee may extend the deadline for submission by a maximum of half of the original period for completion if the student applies for an extension before the original deadline and details reasonable extenuating circumstances. The extenuating circumstances must be notified immediately in writing to the chair of the Examination Committee and convincing evidence provided. In cases of illness, the student should submit a medical certificate to the chair of the Examination Committee. The chair of the Examination Committee may require submission of a detailed medical certificate if in doubt. Such a certificate must at the least specify the physical and/or mental impairment resulting from the illness and the effect in medical terms of such an impairment on the candidate's ability to complete the examination, the date of the medical examination on which the certificate is based, and the doctor's prognosis on the duration of the illness. The chair may waive the need for a medical certificate if it is obvious that the student is ill. The supervising examiner must submit a statement before a decision is taken on the application. In the event of extenuating circumstances, the first option to be considered is an extension. A student may only be permitted to interrupt (cease) the examination in cases in which the extenuating circumstances will last longer than the duration of the possible extension. The same topic cannot be set again for the same student; a new examination topic is to be set when the student re-registers for the examination.

(6) A written declaration is to be submitted with the thesis stating that the thesis - or in the case of group work the relevant section (Section 21 (1)) - has been completed independently without the help of any other party, and that only the specified sources and study aids were used. All direct and indirect quotes and ideas taken from other sources must be clearly and fully referenced.

(7) The thesis is marked by the supervising examiner, unless there are compelling reasons why this should not be the case, and by a second examiner who is appointed by the chair of the Examination Committee from among the examiners appointed in accordance with Section 13 (1). The second examiner may alternatively be one of the parties defined in Section 13 (2). Each examiner assesses and grades the thesis individually and draws up a written report. The programme-specific examination and study regulations may specify whether a colloquium can also be held. Both examiners are to hold the additional colloquium with the student before the final decision on the grade pursuant to Section 14 (3) no. 4. The grade awarded for the thesis is the mean of the individual grades. The programme-specific examination and study regulations shall specify how the individual grades for the thesis and colloquium are to be weighted in the calculation of the final grade.

(8) Subject to the agreement of the student and the supervising examiner, the faculty shall make the thesis publicly available for a period of at least two years commencing on the date of grading. If the thesis is based on a project related to a company or other private or public organisation, the student must also submit written consent from that organisation or company.

## **16 Master thesis**

At the end of the Master degree course programme, students must each submit a final thesis (Master thesis). Based on the focus of the course programme, a Master thesis should demonstrate that the student is able to analyse and understand concepts and issues on an interdisciplinary basis, and to develop, advance and apply in practice academic and scientific and/or artistic methods and findings. The provisions of Section 15 for Bachelor theses apply accordingly.

## **17 Participation in examinations**

(1) The Bachelor/Master examination comprises the examinations and practical components specified in the programme-specific examination and study regulations and the final thesis (Bachelor or Master thesis).

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

(3) Participation in examinations is not possible for students who have been awarded a final fail in any given examination on the same or on a related Bachelor/Master degree programme.

(4) The programme-specific examination and study regulations may specify that individual examinations, study credits and pre-examination credits for certain modules in the following semesters, academic years or stages cannot be taken until students have passed the examinations, study credits and pre-examination for the modules in the preceding semesters or academic years.

### **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 the teaching staff and the students, is generally electronic. Such communication includes 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 (3) unless the programme-specific examination and study regulations provide otherwise. The programme-specific examination and study regulations may allow for students to withdraw their registration, in particular for lab work completion and lab work examinations.

### **19 Provisions for students with disabilities or chronic illnesses**

(1) Where a student provides reasonable and convincing evidence that he or she is unable to complete some or all of the examinations and/or study credits in the set form or by the set examination deadlines as a result of disability or chronic illness, the Examination Committee may extend the time allowed for completion of the examinations or study credit or the deadline for taking examinations, or allow the student to take equivalent examinations in a different form. In the event that a student is unable to meet the specified attendance requirements as a result of his or her disability or illness, the Examination Committee may set other, alternative and appropriate criteria for the student to meet instead. Appropriate criteria are also to be set as an alternative to mandatory placements and periods abroad where this is required in exceptional cases.

(2) The disabilities officer (*Behindertenbeauftragte(r)*) within the meaning of Section 88 (3) HmbHG shall be consulted on and involved in decisions of the Examination Committee in the cases outlined in paragraph (1) above.

(3) Students may be required to submit reasonable evidence of disability or chronic illness, in particular a medical certificate. If in doubt, the chair of the Examination Committee may require the submission of a detailed medical certificate. Such a certificate must at the least detail the physical and/or mental impairment resulting from the disability or chronic illness and the effect in medical terms of such an impairment on the candidate's ability to complete examinations or study credits, the date of the medical examination on which the certificate is based, and the doctor's prognosis on the duration of the disability or chronic illness. The chair may waive the need for a medical certificate if it is obvious that the student is disabled or chronically ill.

### **20 Provisions for students in special circumstances**

(1) Students are entitled to apply for statutory maternity leave as defined in the *Gesetz zum Schutz der erwerbstätigen Mutter* [German Maternity Leave Act] (MuSchG) and statutory parental and care leave. Upon application, students who take maternity leave shall be granted an extension equal to the period of maternity leave for all deadlines defined in the General Examination and Study Regulations and in the programme-specific examination and study regulations.

(2) If the students in question are unable to attend classes and/or examinations, possible options for how a student might otherwise learn and be assessed on the relevant material are to be examined at the student's request. In the event that a student is unable to meet the specified attendance requirements, the Examination Committee may provide for the student to meet other, alternative and appropriate criteria. Where special deadline and/or assessment provisions can be made, the details are to be defined by the Examination Committee. Appropriate criteria are also to be set as an alternative to mandatory placements and periods abroad where this is required in exceptional cases.

(3) The time allowed for completion of examinations lasting several days cannot be suspended or extended on the basis of maternity leave, parental leave or care leave. Should a student fail to complete the task set as a result of such leave, there shall be deemed to have been extenuating circumstances for the interruption of the examination. This shall not affect the provisions of Section 15 (5) or Section 25 (3). The student will not be allowed to retake the same examination/the student will not be re-assigned the same topic; a new topic will be set when the student re-registers for the examination.

(4) Students must provide reasonable evidence that they meet the criteria for maternity leave, parental leave or care leave upon submitting their leave.

## 21 Assessment and grading

(1) The performance of individual students is assessed. Work completed as a group can only be recognised as an examination credit for individuals if the work of each individual can be clearly identified. Individual work can be identified by specifying the relevant paragraph or page numbers; alternatively, the members of the group can submit a supplementary outline which clearly details the contribution of each individual student. A colloquium may also establish whether an individual student is able to explain and support his or her personal contribution and the working process and findings of the group (Section 14 (3) point 4).

(2) Examinations and the Bachelor/Master thesis are graded on the following basis:

Decimal grade		Grade		Definition
0.7	=	Excellent	=	Exceptional work
1.0 and 1.3	=	Very good	=	Extremely good work
1.7, 2.0 and 2.3	=	Good	=	Work that more than meets the general requirements
2.7, 3.0 and 3.3	=	Satisfactory	=	Work that meets the general requirements
3.7 and 4.0	=	Pass	=	Work that meets requirements despite weaknesses
4.3, 4.7 and 5.0	=	Fail	=	Work that does not meet requirements due to considerable weaknesses

A grade of 4.0 or above is a pass. No grades other than those defined above may be awarded.

(3) The programme-specific examination and study regulations may provide for the award of grades and points for examinations. In this case, the following definitions apply:

Points	Decimal grade		Grade		Definition
15	0.7	=	Excellent	=	Exceptional work
14 and 13	1.0 and 1.3	=	Very good	=	Extremely good work
12, 11 and 10	1.7, 2.0 and 2.3	=	Good	=	Work that more than meets the general requirements
9, 8 and 7	2.7, 3.0 and 3.3	=	Satisfactory	=	Work that meets the general requirements
6 and 5	3.7 and 4.0	=	Pass	=	Work that meets requirements despite weaknesses
4 to 0 4 3 2 to 0	4.3 to 5.0 4.3 4.7 5.0	=	Fail	=	Work that does not meet requirements due to considerable weaknesses

(4) A student who receives a grade of "fail" for a written examination/assessment may apply for his or her script to be marked by a second examiner, to be appointed by the Examination Committee from amongst the examiners appointed in accordance with Section 13 (1). Applications for second-marking must be submitted within four weeks of notification of the result; semester breaks do not count towards these four weeks.



The final grade for the examination in question is the average of the grades from all examiners; Section 21 (2), (3) and (9) apply accordingly.

(5) As a rule, the overall grade for modules comprising multiple examination credit assessments is the arithmetic mean of the individual (decimal) grades. The programme-specific examination and study regulations may alternatively specify that the grades for the individual examinations are to be weighted differently in the calculation of the overall module grade. In such cases, the weighting should reflect the student workload (credit points) for each individual credit. Grades are taken (and not rounded) to two decimal places only; any further decimal places are ignored. Section 21 (9) shall not apply in such cases.

The following definitions apply for module grades:

Up to	0.85	Excellent
Over	0.85 to 1.5	Very good
Over	1.5 to 2.5	Good
Over	2.5 to 3.5	Satisfactory
Over	3.5 to 4.0	Pass
Over	4.0	Fail

(6) The programme-specific examination and study regulations may also provide for points to be awarded alongside the module grade. In this case, the following definitions apply:

Points	Decimal grade	Grade
14.5 or higher	Up to 0.85	Excellent
Less than 14.5 to 12.5	Over 0.85 to 1.5	Very good
Less than 12.5 to 9.5	Over 1.5 to 2.5	Good
Less than 9.5 to 6.5	Over 2.5 to 3.5	Satisfactory
Less than 6.5 to 5	Over 3.5 to 4.0	Pass
Less than 5 to 0	Over 4.0	Fail

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

(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 split an examination as detailed in Section 14 (8), they must agree upon a standard marking scheme. The weighting for each examiner's grade should be defined in accordance with the corresponding student workload.

(8) Unless otherwise provided for in these Regulations or in the applicable programme-specific examination and study regulations, the grades for assessments for which there is also a colloquium (Section 14 (3) no. 4) are calculated as the arithmetic mean of the assessment grade and the colloquium grade. This shall not affect the provisions of Section 15 (7).

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

(10) To pass an examination, students require a "pass" or better. To pass a module, students must at least obtain a "pass" for each of the examinations and any study credit or pre-examination credit assessments which are part of that module.

(11) Successful study credit and pre-examination credit assessments are graded as "passes" and unsuccessful study and pre-examination credit assessments as "fails". The provisions of (1) to (4) apply accordingly.

(12) An overall grade is calculated for the Bachelor/Master examination (Section 17 (1)). This overall grade comprises two grade components. The first component is calculated on the basis of the

module grades weighted by credit points; the programme-specific examination and study regulations may alternatively specify a weighting by factors. The second grade component is the grade for the Bachelor or Master thesis. The final overall grade is the weighted total of the two individual grades; the weighting is defined in the programme-specific examination and study regulations. Where the programme-specific examination and study regulations do not specify the weighting for the two grade components, the module grade component is weighted at 80 percent and the Bachelor/Master thesis grade at 20 percent of the final overall grade. The grade is taken (and not rounded) to two decimal places only; any further decimal places are ignored. Section 21 (9) shall not apply in such cases.

The final overall grade is as follows:

Up to	1.5	Very good
Over	1.5 to 2.5	Good
Over	2.5 to 3.5	Satisfactory
Over	3.5 to 4.0	Pass

(13) In the event that programme-specific examination and study regulations provide for points to be awarded alongside the module grade, this shall also apply for the Bachelor/Master examination as a whole. In this case, the following definitions apply:

Points	Decimal grade	Grade
12.5 or higher	Up to 1.5	Very good
Less than 12.5 to 9.5	Over 1.5 to 2.5	Good
Less than 9.5 to 6.5	Over 2.5 to 3.5	Satisfactory
Less than 6.5 to 5	Over 3.5 to 4.0	Pass

(14) A student's relative grade is also stated alongside the final overall grade. The relative grade indicates where the student ranks amongst graduates in the same degree programme for a specified examination diet. As a rule, the examination diet is set by the faculty and is the same for all degree programmes. The basis for the relative grade is the final overall grade. The relative grade should be defined 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 provided at the student's request. This shall not affect the administrative regulations governing electronic examination data management.

(16) Students are entitled to take examinations in more modules than the set number required (supplementary modules). Students can apply to have the examination results for up to three supplementary modules included on their certificate; supplementary modules shall not, however, be included in the overall grade.

## **22 Early ('free') examination attempts and improving grades**

(1) A Bachelor or Master thesis which is submitted before the end of the standard course time specified in the programme-specific examination and study regulations and is failed is disregarded; i.e. a resit is possible. The definition of "before the end of the standard course time" is to be amended accordingly for part-time courses.

(2) If a student has passed the Bachelor or Master thesis submitted in the case outlined in paragraph (1) above, he or she may apply to repeat the assessment once for the purpose of improving his or her grade. Applications to repeat the thesis are to be submitted to the Examination Committee no later than two weeks after notification of the examination results. The better-graded attempt then counts. If the same grade is awarded for each attempt, the first attempt counts.

## **23 Resits, final fails and disregarding examination attempts**

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

(2) Two resits are possible for each examination which is not passed at the first attempt. This does not affect Section 22 (1). A student who fails all available resits shall receive a final fail for the examination in question.

(3) Students may only resit the Bachelor/Master thesis once. This does not affect the provisions on early ('free') attempts. Students must apply to resit to the Examination Committee no later than six months after notification of their grade. Students who do not apply by this deadline shall be deemed to have failed the resit. In certain cases, a second resit may be permitted where there are strong grounds in favour. The Examination Committee shall rule on whether or not to allow a second resit.

(4) Where programme-specific examination and study regulations allow students the option of choosing another compulsory elective, or another class within a compulsory elective, this does not result in an increase in the permitted number of resits. Any previous attempts are deducted from the number of examination attempts allowed for the new subject or compulsory elective chosen. Pre-examination credit assessments must be repeated in the event of a change of compulsory elective. They can only be recognised if they are equivalent.

(5) If a written assessment is graded as a fail, the student concerned may apply to sit an oral assessment for the failed written assessment; each student may take three such oral assessments in total in any given degree programme and a maximum of one for any given assessment. Applications for oral assessment must be submitted to the Examination Committee no later than four weeks after the announcement of the result; semester breaks do not count towards these four weeks. Oral assessments shall last at least 15 and no longer than 45 minutes. Oral assessments determine whether the student fails (the grade in the original assessment) or passes the assessment (a grade of 4.0 or 5 points). Section 14 (3) no. 8 applies accordingly. Oral assessments do not constitute a resit; they merely give students the opportunity to improve their grade. Written assessments are those designated as such in these General Examination Regulations or in the applicable programme-specific examination regulations.

(6) In place of the provisions set out in paragraph (2) above, the programme-specific examination and study regulations may instead require all examinations and study credit assessments or those for specific stages of the degree course to be taken and passed by a set deadline. In such cases, failure to obtain the credits by the set deadline shall result in a final fail for the degree programme. The deadline shall expire two semesters after the semester set for the credit in question in the course plan. In cases of hardship, the deadline may be extended a maximum of twice by up to one semester. The degree programme must be scheduled to allow at least three attempts at the assessment before the deadline. The credits must be obtained by the set deadline; resits of failed assessments in accordance with paragraph (2) sentence 2 et seq. shall not result in an extension of the deadline. The programme-specific examination regulations may allow for the deadline specified in sentence 3 above of two semesters to be extended by up to a maximum of a further two semesters.

(7) In the event of a change of university or degree programme or new examination and study regulations within the University, failed assessments on the same or a related degree programme shall be counted for the calculation of available attempts in accordance with paragraph (2) above.

## **24 Recognition of study periods and examination and study credits**

(1) Successfully completed study periods and study and examination credits obtained shall be recognised in the event of equivalence. Study periods and credits are considered equivalent where the competencies acquired in the study periods or study or examination credits to be recognised largely correspond to those competencies to be taught in the study periods or study or examination credit assessments from which the student is to be exempted. Equivalence is assessed on the basis of an overall evaluation and not a schematic comparison. The equivalency agreements approved by the German Standing Conference of Ministers of Education and Cultural Affairs and the German Rectors' Conference, and any agreements in place as part of university partnerships, must be considered when assessing the equivalence of study periods completed or examination or study credits obtained outside the Federal Republic of Germany. Conditional recognition is possible.

(2) Equivalent work experience, practical components (Section 6) and core industrial placements shall be recognised. The same applies for excursions.

(3) Where study or examination credits are recognised, the grades - provided the grading systems are comparable - are to be accepted and included in the calculation of the overall grade. Where the grading system is not comparable, assessments which the student has passed shall be recognised as a pass (a grade of 4.0 or 5 points). The student may apply to sit an assessment to try and obtain a better grade.

(4) Where the conditions in paragraphs (1) - (3) are met, a student has a right to have the corresponding period or credit recognised. Study periods, study credits and examination credits are automatically recognised. Students must submit the necessary documents for recognition.

(5) The Examination Committee is responsible for deciding on recognition. In the cases outlined in paragraph (1) above, the Examination Committee also decides what conditions are to be met. Study and examination credits can only be recognised before the student sits the assessment from which he or she is seeking exemption. Applications for recognition and exemption after an assessment will not be accepted. Bachelor and Master theses shall not be recognised for exemption, nor shall more than 50% of the total length of the course or of the study or examination credits.

## **25 Cheating, disruptive behaviour and failure to comply with deadlines**

(1) If a student attempts to cheat on an examination, in particular by using unauthorised study aids, the examination in question shall be assessed and graded as a fail (5.0). In the event that a student attempts to cheat on an assessment taken under examination conditions, the invigilator shall record the event and submit his or her report to the Examination Committee without delay. The student in question will nevertheless be allowed to complete the assessment unless he or she has behaved disruptively as detailed in paragraph (2) below. The Examination Committee shall rule on whether or not a student has attempted to cheat; the student in question is to be given the opportunity to explain him- or herself before the decision by the Examination Committee.

(2) Students who disrupt an examination may be warned by the invigilator and subsequently required to leave the examination by the invigilator if they nevertheless persist in their disruptive behaviour. The invigilator shall record the incident and submit his or her report to the Examination Committee without delay. In cases where the Examination Committee finds that a student has caused a disruption that justifies his or her exclusion from the examination, that student shall receive a grade of "fail" (5.0) for the examination in question. In all other cases, the student is to be given the chance to resit the examination at the earliest opportunity. In serious cases, the Examination Committee shall have the right to exclude the student from all further examinations.

(3) A student who fails to meet the specified deadline in cases where these Regulations or the programme-specific examination and study regulations set binding deadlines for obtaining study, pre-examination or examination credits or after submitting binding registration for an examination shall be awarded a grade of "fail" (5.0) for that assessment unless he or she is not responsible for his or her failure to meet the deadline. The Examination Committee shall be entitled to extend the deadline appropriately where there are extenuating circumstances and where the type of assessment allows for such an extension. The student in question must make a credible written submission to the chair of the Examination Committee without delay outlining the extenuating circumstances. Paragraph (4) sentences 3 and 4 apply accordingly.

(4) The Examination Committee shall inform the student without delay in writing of any decisions against the student taken in accordance with paragraphs (1) to (3), providing reasons for the decision and information on the student's right of appeal.

(5) Paragraphs (1) to (4) apply accordingly to pre-examination and study credit assessments.

## **26 Interruption**

(1) Students may interrupt an examination if there are extenuating circumstances. Extenuating circumstances for interruption cannot be brought for examinations which have already been completed. This does not affect examinations which have already been completed. Clear and reasonable extenuating circumstances for the interruption must be submitted in writing to the chair of the Examination Committee without delay. In the event of illness, a medical certificate is to be submitted to the chair of the Examination Committee. The chair of the Examination Committee may

require submission of a detailed medical certificate if in doubt. Such a certificate must at the least detail the physical and/or mental impairment resulting from the illness and the effect in medical terms of such an impairment on the candidate's ability to complete the examination, the date of the medical examination on which the certificate is based, and the doctor's prognosis on the duration of the illness. The chair may waive the need for a medical certificate if it is obvious that the student is ill. Where the chair accepts the extenuating circumstances, the student shall be registered for the next available examination date. In the event that the chair does not accept the extenuating circumstances, the Examination Committee shall decide. A student who interrupts an examination in the absence of extenuating circumstances shall be awarded a grade of "fail" (5.0) for the examination in question.

(2) The Examination Committee shall inform the student without delay in writing of any decisions against the student taken in accordance with paragraph (1), providing reasons for the decision and information on the student's right of appeal.

(3) Paragraphs (1) to (2) apply accordingly to pre-examination and study credit assessments.

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

## **27 Disallowed assessments**

(1) If a student has cheated during an assessment required for the Bachelor or Master examination and this is not discovered until after the certificate has been issued, the Examination Committee can re-grade the assessment as a "fail" (5.0), correct the other grades which this grade affects and declare the final grade to be a partial or complete fail. The same applies to study credits.

(2) If it is discovered after the Bachelor or Master certificate is issued that the student has not in fact fulfilled the requirements for its award, but the student has not intentionally cheated, the problem shall be resolved by the student passing the outstanding assessment. In the event that the student has incorrectly obtained the certificate in knowledge of the error, Section 48 *Hamburgisches Verwaltungsverfahrensgesetz* [Hamburg Administrative Procedure Act] as last amended shall apply accordingly.

(3) The incorrect documents are to be withdrawn. A decision pursuant to paragraphs (1) and (2) must be taken no later than five years from the date of the certificate.

## **28 Appeals**

(1) Decisions on appeals lodged against the results of assessments shall be decided upon by the Appeals Committee. The members of the Appeals Committee are as follows:

1. one member of the administration of the University who is appointed by the President and who must be a fully qualified lawyer;
2. one professor and one student, each representing the field in which the examination is held.

The members according to number 2 of the second sentence above and two deputies for each member are appointed by the Faculty Council on the recommendation of their department for a term of two years, and student representative for a term of one year. Members of the Appeals Committee and their deputies cannot simultaneously serve as members or deputy members on any of the competent Examination Committees.

(2) The member appointed pursuant to paragraph (1) sentence 2 number 1 shall act as the chair of the Appeals Committee. He or she shall prepare and chair Appeals Committee meetings. The meetings are not open to the public. The chair has the power to decide on his or her own on inadmissible appeals, and on matters which he or she considers of minor importance or as requiring no further discussion.

(3) The Appeals Committee may only evaluate the grading of examinations in terms of whether or not the examiners failed to follow applicable regulations, were working on the basis of false assumptions, failed to apply general marking guidelines or were influenced by external factors. In the

event that the Appeals Committee considers an appeal against the assessment of an examination to be justified but does not have the powers to award a new grade, the Committee shall require written work to be reassessed and/or examinations to be retaken. 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 of the examination at the centre of the appeal. The examiner shall be able to amend during the hearing the grade to which the Appeals Committee has objected.

## **29 Assessment records, retention periods and access to files**

(1) A paper and/or electronic record is kept for each student documenting all assessments and other aspects relevant to the award of the degree. These include in particular important stages in the degree programme (e.g. registration for the thesis), assessment results (module assessment (examination credits), study credits and pre-examination credits), the calculation of grades (including the overall grade) and copies of certificates. Assessment records also include any written work submitted by the student which has not been returned to the student (paragraph (3)) and the examination files and reports.

(2) A retention period of fifty years applies for the following examination and assessment results (summary): the results of all module assessments, of all study, pre-examination and examination credits, of the Bachelor and Master thesis and of practical placements, and copies of transcripts and the degree certificate. Data may also be saved electronically. All other documents, in particular the slips or lists issued for module assessments and study, pre-examination and examination credits (assessment and coursework slips), the thesis and any examiner reports and oral examination records, are to be retained for a period of five years. The aforementioned retention periods commence upon notification of deregistration. Upon expiry of the periods of retention, the written documents are to be destroyed and the files saved electronically are to 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 as amended from time to time.

(3) Written work and submissions shall be returned to students once the grade has been announced. Work shall be returned without delay and at the latest within six weeks of the announcement of the grade; 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 semester breaks.

The copies of the work pursuant to Section 15 (4) sentence 3 shall not be returned. Written work and projects which are not collected shall be retained for a period of one year, after which they may be destroyed and any electronic files deleted. This period shall commence on the date on which the examination results are announced.

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

(5) The regulations set out in paragraphs (2) and (3) 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 University President and published in the University Gazette. Students' right to access their records pursuant to paragraph (4) shall then be governed by the periods and deadlines defined in any such administrative regulations.

## **Part 5: Degree certificates; Bachelor and Master certificates**

### **30 Awards, procedure and issue of degree certificates**

(1) A student shall be deemed to have passed the Bachelor or Master examination if he or she has obtained all the credits specified in the programme-specific examination and study regulations and has

passed the Bachelor or Master thesis, and has met any and all other requirements set out in the programme-specific examination and study regulations.

(2) Once a student has passed the degree in accordance with paragraph (1) above, the corresponding degree certificate shall be issued without delay and within six weeks at the latest. The certificate is to be drafted in both German and English.

(3) The degree certificate contains:

a.i.1. the modules, module titles and grades and the credit points obtained for each module,

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

a.i.3. the Bachelor/Master thesis topic and grade and the credit points awarded,

a.i.4. the overall grade and a note on the composition of the overall grade, the total number of credit points awarded and the title of the degree programme. The supplement "with distinction" may be added if the overall grade is 0.85 or better or, where the programme-specific examination and study regulations specify the use of the points system, 14.5 points or better.

a.i.5. the relative final grade.

(4) The certificate is signed by the chair of the Examination Committee. The certificate is to be dated with the date on which all requirements pursuant to paragraph (3) were found to have been met. The date on which all requirements pursuant to paragraph (2) were met is also to be noted on the certificate. In the event that the student has used the option of repeating an assessment following a 'free' attempt to improve his or her grade, the date of the better-graded attempt is to be noted, or the date of the first attempt if the grades were the same.

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

(6) A diploma supplement is issued together with the degree certificate. The diploma supplement contains the following information:

1. the student's personal details;
2. the title and details of the Bachelor or Master degree awarded;
3. the name and details of the University of Applied Sciences and the faculty and department in which the degree has been obtained;
4. an outline of the focus of the degree programme and the level of the award;
5. a summary of the content of the degree programme and the student's achievements;
6. the functions of the degree (admission to other courses and professional status);
7. additional information (projects, placements, supplementary modules, etc.);
8. a transcript of records.

The diploma supplement is in German and English.

(7) Students who complete the course without having passed the Bachelor or Master examination can, provided they submit the necessary evidence and their notification of deregistration, apply for an official written statement of the examinations and study credit assessments they have completed, the grades and credit points awarded for those assessments, and the outstanding module examinations

required for the completion of the degree. Such a written statement must also clearly indicate that the student has not passed the Bachelor/Master examination.

(8) The programme-specific examination and study regulations can provide for a grades summary to be issued at the student's request once the student has successfully completed a specific stage of his or her Bachelor degree if the student has passed all module examinations in that stage and all other requirements for the issue of the grades summary as defined in the programme-specific examination and study regulations have been met.

## **Part 6: Closing provisions**

### **31 Entry into force, expiry and transitional provisions**

(1) These Regulations shall enter into effect on the day of their publication in the University Gazette and shall apply as of 01 March 2012 to all new programme-specific examination and study regulations for engineering, science, life science and computer science courses at Hamburg University of Applied Sciences.

(2) These Regulations shall not apply to existing programme-specific examination and study regulations. There shall be no retroactive changes to existing programme-specific examination and study regulations.

(3) The "General Examination and Study Regulations for Bachelor and Master Degree Programmes at the Faculty of Engineering and Computer Science at Hamburg University of Applied Sciences" (GESR-ECS-BM) of 16 November 2006 (Official Gazette 2007 p. 462), the "General Provisions for Bachelor and Master Examination and Study Regulations (GPBM) in the Faculty of Life Sciences at Hamburg University of Applied Sciences (University of Applied Sciences) of 22 February 2007 (Official Gazette 2007 p. 1358) and the "General Examination and Study Regulations for Bachelor and Master Degree Programmes at Hamburg University of Applied Sciences in the Faculty of Design, Media and Information, Department of Engineering (GESR-BM DMI/E)" of 8 February 2007 (Official Gazette 2007 p. 837) shall now only apply to those programme-specific examination and study regulations which entered into force before the date specific in paragraph (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.

**Hamburg University of Applied Sciences**

**Hamburg, 21 June 2012**