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HOCHSCHULE DARMSTADT  
UNIVERSITY OF APPLIED SCIENCES

# **General Provisions for Examination Regulations**

Hochschule Darmstadt – University of Applied  
Sciences

The original document, (Allgemeine Bestimmungen für Prüfungsordnungen ABPO), written in German, has ultimate validity. This translation serves only as an aid to non-German speakers.

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## **SECTION ONE: GENERAL**

### **§ 1 Courses of Study and Examination Regulations**

- (1) The General Provisions for Examination Regulations contain the examination regulations equally applicable to all courses of study at Hochschule Darmstadt (hereafter Darmstadt University of Applied Sciences). They are a constituent part of the examination regulations of the courses of study, and are supplemented by regulations specific to each program, which are issued by the responsible Faculty Boards as Special Provisions for program examination regulations (hereafter referred to, in short, as Special Provisions). The Special Provisions are approved upon acceptance by the senate and successful accreditation by the University Executive Committee (Präsidium). The duration of approval shall be limited based on the stipulations of accreditation. Modifications to Special Provisions may be made during the accreditation period based on related changes in guidelines of Darmstadt University of Applied Sciences in the applicable version.
- (2) Courses of study are completed based on academic examinations (Bachelor's exam or Master's exam). Upon successful completion of the academic examination, Darmstadt University of Applied Sciences awards the academic degree designated for the course of study (Bachelor's degree or Master's degree). The national and international standards required for this are determined by the accreditation process. The applicable framework provisions from the KMK (Standing Conference of the Ministers of Education and Cultural Affairs) are also decisive here.
- (3) For courses of study completed with a Bachelor's examination as the first professional qualification, a Bachelor's degree is awarded. For courses of study culminated in a Master's examination as the second professional qualification, a Master's degree is awarded.
- (4) If the requirements of § 21 (2) HHG are fulfilled, courses of study may be completed with academic degrees other than the Bachelor's degree or Master's degree. In these cases, the Special Provisions of the corresponding course of study shall determine how the general provisions for a bachelor's examination or master's examination are properly transferred.
- (5) The study curricula are organized into modules. A module is a learning and teaching unit of fixed content and duration, which consists of one or more – as a rule, related – lectures, as well as periods of self-directed study. Each module is concluded with an examination (module exam). For the successful completion of a module, points are credited based on the European Credit Transfer System (ECTS), which is independent of the grade. These are a measurement of the student's workload associated with the module, and are hereafter referred to as credit points (CP), which is an internationally recognized term and abbreviation. Special Provisions may determine the scope of the average student effort for each credit point in accordance with the Conference of the Ministers of Education and Cultural Affairs of Germany. If Special Provisions have not determined otherwise, one CP corresponds to an average of 30 hours of student effort.
- (6) Special Provisions for the individual courses of study include the following:
  1. Identification of the department responsible for running the program, whereby for interdisciplinary programs in particular, the various responsible departments or other institutions of Darmstadt University of Applied Sciences are indicated
  2. Qualification objectives and program content
  3. Complete title of the academic degree awarded upon successful completion of the program, including its abbreviated form
  4. The standard duration of the program
  5. The number of credit points awarded for successful completion

6. If applicable, any special admission requirements for the program and the description of the admission procedure, to the extent that it is the responsibility of the department
  7. The program of study with its compulsory and elective modules, whereby for each module is indicated:
    - Number of credit points granted
    - Specific program semester planned for the module in a standard course sequence
  8. Module descriptions in accordance with § 1 (7)
  9. The elective modules catalog and the corresponding general learning and qualification objectives in accordance with § 5 (3) and (4)
  10. All additional regulations specific to the program, for which these General Provisions will reference the Special Provisions
  11. Additional special rules, for example for the use of foreign languages at lectures, for part-time programs, for dual programs, or for programs coordinated with other universities.
- (7) Module descriptions contain (for each module or partial module in accordance with § 5 (3)):
1. Content of module
  2. Learning and qualification objectives in terms of skills/competencies to be achieved
  3. Courses with teaching and learning formats
  4. A breakdown of the student effort required for each course/lecture and learning format in the module, and the number of credits granted
  5. Prerequisites for admission to the module, participation in the courses, and assessments
  6. Duration and scheduling, as well as the frequency in the availability of options
  7. The module's application to the various programs
  8. Description of examinations to be taken in the module based on type, format, and content and requirements, as well as any additional prerequisites for the successful completion of the module.

Module descriptions may provide for selectable options within a particular module.

- (8) In case a program can be configured in different study formats (see Glossary), the Special Provisions must indicate in both the standard degree program and the module catalog the equivalence of all examinations to be taken in the various formats.

## **§ 2 Principles of Program Configuration**

- (1) At Darmstadt University of Applied Sciences the standard program duration for bachelor's programs is six semesters; for master's programs four semesters. In special cases, the Special Provisions may indicate a variation for a particular program. For programs taken consecutively, the entire duration of study amounts to ten semesters. In exceptional cases, it may be possible to configure a shorter or longer duration.
- (2) Programs are to be configured such that full-time study with a standard sequence of courses results in 60 CP for each year of study, with 30 CP on average per semester. For the standard case indicated in Paragraph (1), this results in a total of 180 CP or 210 CP for a bachelor's program and 120 CP or 90 CP for a master's program. For consecutive programs, the result would be a total of 300 CP.

- (3) In order to simplify the sharing and exchanging of modules by different programs, as well as the transfer of credits to and from other universities in Hesse, Darmstadt University of Applied Sciences configures modules with 5 CP or 7.5 CP, or some multiple of 5 CP. The Special Provisions can deviate from this standard in certain cases for substantiated reasons.
- (4) As a rule, each module lasts for one semester. In substantiated cases, Special Provisions can allow for modules that extend across an entire year, or for elective modules that extend across a longer period of time.
- (5) The degree programs are to be configured such as to place particular emphasis on interdisciplinary work, the achievement of multidisciplinary skills, the acquisition of foreign languages and intercultural competencies, critical engagement with the specific specialty and professional field, as well as responsible behavior in a free, democratic, and social state built on the rule of law. The interdisciplinary portions of a degree program resulting from this emphasis should comprise 10 to 15% of the effort for a bachelor's program and 5 to 10% of the effort for a master's program. These portions should be primarily integrated into modules, and be a clear component of the module descriptions.
- (6) To fulfill the requirements of Paragraph (5), Darmstadt University of Applied Sciences will offer, among other things, accompanying studies in social and cultural sciences. More specific regulations are provided in the by-laws of the senate.
- (7) As a rule, no credit points will be awarded toward compulsory or elective modules in a degree program at Darmstadt University of Applied Sciences for the acquisition of a foreign language in a course such as that offered by a standard school, nor for courses in German as a foreign language.
- (8) The international mobility of students should be supported by an offer of courses taught in foreign languages, particularly in the English language, and by the opportunity to complete parts of the degree program – including the industrial placement module – in a foreign country.
- (9) The Special Provisions of individual degree programs may require a preparatory internship (basic or specialized internship) as a prerequisite for admission, which must be fulfilled by no later than the start of the third semester. More specific regulations are to be provided in the Special Provisions. The preparatory internship is not a part of the degree program and no credit points are awarded for it.
- (10) If neither the Special Provisions nor the national law provides otherwise, the earning of 60 CP from a degree program corresponds to the completion of a basic degree program as called for by § 54 (3) HHG, and therefore fulfills the requirements for a subject-specific university entrance qualification.

## **SECTION TWO: DEGREE PROGRAM**

### **§ 3 General Program Requirements**

- (1) Students should be taught to be capable of self-motivated, self-reliant work oriented toward problem solving, and to gain customized knowledge and skills. Developments in didactic methods have placed particular emphasis on work in small groups.
- (2) Module descriptions can require regular attendance of courses. This requirement, as well as the process of excusing or not excusing absences, should be announced to students at the beginning of each course.
- (3) The format and structure of a course, including the scheduled deadlines, will be designed based on the module description and announced by the teacher at the beginning of the course. If the special

nature of a course requires such, additional rules may be defined (such as lab rules), upon which successful completion of the course is dependent.

(4) As a rule, courses and examinations are scheduled from Monday to Saturday.

## **§ 4 Teaching and Learning Formats**

(1) Courses can be conducted in the following formats:

1. Lecture: Interrelated presentation and communication of basic and specialized knowledge, as well as methodical knowledge by means of verbal presentation, potentially in conjunction with demonstrations or experiments. Teachers develop and communicate the teaching content by involving the students.
2. Exercise: Processing of and immersion in subject matter, as well as training in specialized methodologies and communication of specialized skills, by the processing and discussion of exemplary activities. As a rule, the number of participants is limited.
3. Seminar: Development of scientific knowledge or processing of current problem statements with scientific methods, primarily by means of student contribution, practicing of work with specialist literature and other sources of information, learning and practicing of presentation and discussion techniques. The number of participants is limited.
4. Laboratory internship: Guided execution of practical tasks in experimental, equipment-based, and data processing oriented areas; training in the application of scientific research and solution methods; communication of technical skills; and insight into operational sequences. The number of participants is limited by the corresponding lab capacity.
5. Project: Formulation of concepts and the realization of solutions to complex, practice-oriented tasks in a team, imparting of social skill via extensively independent processing of tasks by the group while instructed in expert knowledge and working methodologies. The number of participants is limited and in some cases depends on the corresponding task.
6. Excursion: Object lesson outside the university, which has been prepared with the corresponding theory.
7. Praxis (Industrial Placement): Active participation in a professional workplace, as a rule in a business operation outside the university (placement location), under on-site guidance and with technical and methodological support by a professor. Practical experience is supplemented by the recording of results, evaluation, and self-reflection, for example in the form of a written report and/or presentation.
8. Final thesis: Independently prepared project based on scientific or creative methods, restricted to a specific time period and with technical and methodological support by a professor.

(2) Special Provisions may supplement the formats named in Paragraph (1) by additional teaching formats, in particular subject-specific formats or formats using electronic media (e-learning). Several teaching formats may be combined in a single course.

## **§ 5 Compulsory and Elective Modules, Elective Courses**

- (1) Degree programs contain compulsory and elective modules. Particular elective courses from outside the program may also be included.
- (2) Compulsory modules are those modules within a degree program or specialization that are mandatory for the student.

- (3) Elective modules are modules that students may select from a catalog based on the requirements of the Special Provisions which offer the opportunity to gain additional skills based on personal proclivities. Elective catalogs may also contain complete modules in the scope required by § 2 (3), as well as smaller units (partial modules) that students can combine into the required scope. In this case, a point account is set up for the elective module. The partial modules are tested separately and each must be completed appropriately, consistent with § 9 (5). Partial modules are to be described in consistence with § 1 (7). A successfully completed partial module is awarded with credit points based on student effort in accordance with the module description. The points are then only added to a point account specific to the elective module.
- (4) The selection of a module from an elective catalog in the required scope must enable a comprehensive learning and qualification objective to be achieved as described by the Special Provisions for a degree program.
- (5) Elective modules (in some cases partial modules) should be offered in such a scope that sufficient choices are available in terms of quantity and content. Departments are not, however, required to offer the entire catalog at all times. The Faculty Board may expand the elective catalog as necessary. Adding new elective modules or partial modules requires the inclusion of a module description. Furthermore, the Examination Board may be petitioned to recognize additional modules as elective or partial modules.
- (6) An elective module is considered to be successfully completed if the sufficient number of credit points has been accumulated in the point account based on the minimum number designated by the degree program. In this case, the completed elective module is awarded the number of credit points designated in the degree program. Any additional points in the point account expire. Students who have completed more elective modules or partial modules than are required by the degree program may decide, before the graduation certificate is awarded, which of the modules or partial modules are to be included within the standard scope of the degree and thereby included in the calculation of the final grade. Upon request, successfully completed elective modules or partial modules beyond this scope may be included as elective courses in the graduation certificate. Procedures and deadlines for recognizing the available student options will be determined by the department and announced to the students.
- (7) Elective courses are freely selected general or technical courses that are outside the degree program and which expand or deepen the course of study. These can be either complete or partial modules. Elective courses are certified upon application and included in a diploma with a grade or the designation "Successfully Passed". For electives that have been graded, credit points are awarded with the indication that these were granted outside the specific degree program.

## **§ 6 Specializations Within a Degree Program**

- (1) The Special Provisions for a degree program can provide one or more areas of specialization that the student may select from a catalog during the course of study. The creation of specialization options is intended to help the student to design a professional profile within the degree program. The selected specializations will be noted on the diploma.
- (2) The degree program for a particular specialization can include compulsory modules and/or elective modules, which can be selected from one or more catalogs in accordance with § 5 (3). Compulsory modules for one specialization may also be offered as elective modules in another specialization.
- (3) The Special Provisions describe the point in time, procedure, and deadlines for selecting or changing a specialization. Once a specialization has been selected, it may be changed only once. If this occurs, both successfully completed modules and unsuccessfully completed modules from the previous specialization will be transferred to the new specialization, provided the compulsory or elective module are entitled to be granted any credit points in the new specialization. Unsuccessfully



completed modules for which no credit points would be awarded in the new specialization are not transferred in any way to the new specialization.

- (4) If the demand for a particular specialization is expected to be too low, the Faculty Board may temporarily or permanently discontinue it. Notwithstanding such a discontinuation, students who have already begun their degree program in a particular specialization must be able to appropriately complete the program in that specialization.

## **§ 7 Industrial Placement Module**

- (1) The industrial placement (IP) module is an essential component of the practice-oriented university degree program. During an IP module, time for practical experience (professional work phases or projects) is supplemented by preparatory, accompanying, and follow-up courses. Each degree program at Darmstadt University of Applied Sciences contains at least one IP module. As a rule, the complete scope of the module for a degree program is between 15 CP and 30 CP. Degree programs that are taken consecutively must unconditionally fulfill this requirement.
- (2) The Special Provisions for individual degree programs determine the number, scheduling, duration, format, and any other configuration of the IP modules. The module description must indicate what skills are achieved in the IP module and the amount of effort required.
- (3) The achievement of learning and qualification objectives for an IP module will be examined and graded based on the module description, as a rule by producing a written IP report in accordance with § 13 (3) or a presentation in accordance with § 13 (5). It is possible to combine different examination formats. The module description determines the scope and requirements.
- (4) As a rule, practical experience is gathered at an enterprise or other place of practical work application external to the University. During the IP, the student will be advised by a professor or other person qualified to administer examinations in accordance with § 18 (2) HHG. The dean for each degree program appoints a placement adviser to organize the IP module.
- (5) For each degree program, the Special Provisions determine the requirements governing the placement location and the training carried out there. To assure that training objectives are achieved, an agreement is signed between the student and the placement location, whereby a sample agreement is to be provided in the Special Provisions.
- (6) During the industrial placement, students remain enrolled at the University.
- (7) As a rule, professional activities that have been undertaken before a degree program begins cannot be considered as contributions to the IP module. Any exceptions will be under the discretion of the Examination Board, on a case-by-case basis.

## **§ 8 Student Advising**

- (1) In fulfillment of § 14 HHG, the University organizes a continuous offer of consultation and counselling service by providing students with general guidance as well as consultation specific to a degree program. More specific regulations are provided in the by-laws of the University.
- (2) The Special Provisions may provide for an invitation to a consultation meeting for students who have not yet completed the required examinations or earned a certain number of credit points after studying for a specific number of program semesters. During this meeting, the personal situation of the student will be considered in order to reach an agreement about priorities and time targets for further progress in studies. A record of this meeting and the agreement shall be signed by both the student and adviser.

## SECTION THREE: EXAMINATIONS

### § 9 Types of Assessments (Examinations)

- (1) During the program of study, assessments will be necessary in the form of taking examinations or preliminary assessments, at a time and with a function appropriate to the specific course in a module.
- (2) Examinations are graded assessments which are conducted under conditions appropriate to an examination procedure. Examinations in compulsory modules may only be repeated on a limited basis. For elective modules, the Special Provisions can also determine a limited number of opportunities to repeat in accordance with § 17 (7) Line 3.
- (3) Preliminary assessments are graded or ungraded assessments which are to be completed during a module and are a prerequisite for admission to an examination. Preliminary assessments can be defined as a component of a module if this is appropriate on a pedagogical and subject-related level.
- (4) Every module is completed with a module exam which as a rule consists of an exam at the end of the module, as well as preliminary assessments depending on the module description. The module exam has been passed if the examination has been passed and all preliminary assessments have been completed.
- (5) If an elective module in accordance with § 5 (3) is comprised of several partial modules, these partial modules are completed by means of testing, consisting of an examination and any preliminary assessments. Partial module exams that have been passed will be awarded with credit points assigned to the point account for the elective module in accordance with the module description. A module exam has been passed if the point account for the module has achieved the minimum number of credit points required for the elective module. It is not possible to offset one partial module exam with another.
- (6) Credit points are awarded for the module after passing the module exam.
- (7) The academic exam (Bachelor's exam or Master's exam) has been passed if all module exams of the compulsory modules, module exams from a sufficient number of elective compulsory modules based on the requirements of Special Provisions, and the final module in accordance with § 23 (7) have all been passed. The academic exam has been completed on the day the last required module exam, including the final module, has been successfully completed.
- (8) The Bachelor's exam is designed to determine whether the student has gained the basic specialized knowledge and related skills necessary for professional practice or the transition to a Master's program, and whether the student has an overview of the coherencies within the field of study and possesses the ability to work methodically and independently on a scientific basis.
- (9) The Master's exam is designed to determine whether the student possesses the ability to independently apply scientific methods and to find solutions to problems in new and unknown environments on the basis of advanced and/or specialized knowledge in the field of study.
- (10) The student is to be offered a minimum of one opportunity in each semester to take an assessment required by a compulsory module. At the same time, it is necessary only once each year to offer an opportunity to take an assessment that can only be administered while taking a course (e.g., laboratory internships).
- (11) Students who do not produce any assessments in the compulsory or elective modules of their degree program in four consecutive semesters of study can be exmatriculated in accordance with § 59 (4) HHG.

- (12) The degree programs are to be configured in such a manner that no more than an average of six module exams under Paragraph (4) or partial module exams under Paragraph (5) need to be taken in a given semester.

## **§ 10 Assessment Formats**

- (1) Examinations may take one of the following formats in accordance with the module descriptions:

- Oral examination in accordance with § 11
- Written examination in accordance with § 12
- Practical examination in accordance with § 13 (1)
- Research project in accordance with § 13 (2)
- Term paper, industrial placement report, project report in accordance with § 13 (3)
- Lecture, presentation in accordance with § 13 (5)
- Colloquy in accordance with § 13 (6)

Where suitable, module descriptions may call for a combination of several different assessment formats or other testing formats if their procedures and requirements are governed by suitable testing requirements.

- (2) Preliminary assessments may take one or more of the following formats:

- Completion of exercises or development or creative tasks
- Carrying out of a laboratory test
- Carrying out of a project
- Creation of computing software
- Research, literature report, documentation
- Lab report, work report, minutes of a meeting
- Presentation, lecture
- Term paper (Exercise processing of tasks or issues, individual subjects)
- Technical discussion
- Written exam, test

If not otherwise prescribed by the module description, the format of these assessments will be determined by the responsible teacher and announced to the students in a timely manner. Students may be offered an option between different formats, but there is no entitlement to such an option. Other formats specific to the technical subject matter are possible.

- (3) For graded assessments produced in the context of group work, it must be feasible to assign an individual grade.
- (4) The Special Provisions or the module descriptions may determine that non-compliance with deadlines for processing preliminary assessments can result in lower grades or failing an assessment. Students are to be informed of such a regulation.
- (5) For non-graded preliminary assessments, work must be completed in one or more of the above-mentioned formats. If it fulfills the requirements to be announced prior, a preliminary assessment will be certified as "Successfully Passed". Simply participating in a course will not be officially certified.
- (6) If a candidate can make a credible case that, because of a long-term or permanent health impairment, he/she was unable to fully or partially fulfill the requirements for an assessment in the prescribed format, the candidate may apply to be granted more time to complete the requirements or be given an equivalent task in a different format. In such a case, it may be requested that the student produce a medical certificate, or in substantiated cases of uncertainty, a certificate from a public health official.

- (7) The Examination Board will make decisions regarding other compensatory actions in the event of maternity leave, family leave, sickness of children requiring care, or other family members requiring care, on a case-by-case basis and upon application.

## **§ 11 Oral Examinations**

- (1) In an oral examination, the candidate should be able to prove that he/she recognizes the contexts covered by the scope of the examination and can answer questions related to these contexts. The examination can be used to further determine whether the candidate possesses the knowledge necessary for comprehending the scope of the examination.
- (2) Oral examinations are taken before an examiner in the presence of a qualified observer. Before determining the grade, the examiner consults the observer. For examinations covering a broad spectrum of topics, two or more persons may share examiner and observer duties. In the case of several examiners, the individual grades will be averaged, whereby they are weighted based on student effort according to the module description for the tested areas. In conclusion, the grade is rounded to the next permissible value based on § 15 (1). If the resulting average is more than 4.0 prior to rounding, the examination has not been passed.
- (3) Oral examinations can be administered individually or in a group of up to five students. The duration for each candidate is between 15 and 45 minutes. The observer shall produce a written summary of the essential aspects of the examination and the results. Following consultation, the grade for the examination shall be immediately communicated to the candidate and substantiated. The minutes and grade for the examination shall be signed by the examiner and observer.
- (4) Depending on the available space of the room used for oral examinations, students in the same degree program may be allowed to observe the proceedings upon agreement by the candidates except during consultation and announcement of results. This is not applicable to students who are scheduled to take the same examination in the same semester.

## **§ 12 Written Examinations**

- (1) Written examinations give the candidate the opportunity to prove specifically that the candidate is able to comprehend and solve a problem using the methods appropriate to the subject area, within a limited time period and using limited support materials. These examinations can further determine whether the candidate possesses the necessary specialized knowledge. Written examinations may include a maximum of 50% multiple-choice questions. Students shall be informed of permissible support materials in a timely manner in order to prepare accordingly. The time allowed to complete the written examination will be between 60 and 180 minutes. Participants in written exams must be able to prove their identity by presenting official photo identification and student identification. The written exam can also be completely or partially taken in an electronic format. Compliance with data protection laws is required. The aforementioned provisions also apply analogously to written examinations considered to be preliminary assessments.
- (2) As a rule, only one person (an examiner in accordance with § 18 (2) HHG) is required for grading a written exam. As an exception to this, second repetitions of a written exam considered not passing will be graded by a second examiner in accordance with § 18 (3) HHG before a supplementary oral exam in accordance with § 17 (6) is administered.
- (3) The grade should be publicly posted no later than four weeks following the date of the examination, whereby data protection provisions must be maintained. The posting is to be dated and filed. It is also possible to make the announcement using a secured electronic format. If the grade is delayed by more than four weeks, no student may be disadvantaged as a result.

## **§ 13 Additional Examination Formats**

- (1) For a practical exam, the candidate fulfills the assigned practical task independently using the permitted support materials and under supervision within a defined time period.
- (2) For a research project, the student is assigned an experimental, developmental, creative, programming, or other kind of task with an open solution for the purpose of proving ability to perform independently and demonstrate creative abilities. The comprehensive nature of the task makes necessary an endeavor over a longer period of time and without constant supervision.
- (3) For term papers, a narrowly defined topic or problem is presented for independent solution, completed in writing, using specifically designated support materials. Accordingly, the same applies to an industrial placement or project report
- (4) The final possible repetition of an exam that has not been passed, in accordance with Paragraphs (1) and (3), shall, as in the case of a final exam, be graded by two examiners. For exams that are taken unobserved, the candidate must present a written declaration that the candidate has conducted the work independently and has used no other person as an assisting resource (see Appendix 4 for recommendation).
- (5) In the case of an examination in the form of a lecture, the candidate introduces his/her own scientifically-based results of assigned task or those of another, in general orally, whereby questions may be raised by an examiner or within the context of a discussion. For a presentation, this is supplemented in a significant way by visuals or other media, or by demonstration. In the case of a last possible repetition, such a lecture or presentation is to be graded by two examiners.
- (6) For a colloquy, an introductory lecture by the candidate is supplemented by a thorough questioning in the form of an oral examination, whereby examiners may also pose questions that position the topic within a broader context. As long as Special Provisions do not specify otherwise, the regulations in § 11 apply analogously.

## **§ 14 Examination Registration and Admission**

- (1) An entitlement (see Glossary) to the taking of a module examination or partial module examination in a degree program is available only to those persons registered for this program at Darmstadt University of Applied Sciences who have not lost this entitlement and who fulfill the requirements for participation in the module. In order to participate in an examination, the preliminary assessments required in the module description must be successfully completed and all other prerequisites for exam participation must be fulfilled. Subject-specific prerequisites for exam participation are to be determined in the Special Provisions or in the module descriptions.
- (2) Examinations may only be taken with prior registration and admission. For exam retakes in accordance with § 17 (4), registration is initiated by the university (obligatory registration). As an exception to this, Special Provisions may determine that students independently register for retakes. The time period for registration and the dates of exams will be announced in a timely manner by posting or other means. Registration is made in writing or via the latest technology supporting examination procedures. If necessary, candidates may be asked to prove preliminary assessments and other prerequisites in the course of the application process. Procedure and deadlines are regulated by the Special Provisions.
- (3) During the registration process, proofs of preliminary assessments and other prerequisites are checked. If all prerequisites have been provided, the candidate is informed in the appropriate way that the candidate has been admitted to the examination.
- (4) Registration for an examination may be canceled without cause as long as another regulation does not bind the candidate to the exam date. Cancellation is made in writing or via the latest technology-

supporting examination procedures. The candidate will receive confirmation of receipt of the cancellation. The procedure is outlined by the Special Provisions. The deadline for canceling registration for an examination ends two calendar days before the exam date (seven calendar days before the date of the oral exam), unless the Special Provisions establish a shorter deadline. For examinations that are taken over a longer period of time (e.g., term papers), the cancellation deadline is seven calendar days following announcement of the task unless the Special Provisions establish a longer period.

- (5) Announcements and messages required by examination regulations can also be communicated using student email addresses issued by Darmstadt University of Applied Sciences or via the online user account.

## **§ 15 Assessment Grades, Module Grades, Final Grades**

- (1) The following grades are to be used in the evaluation of assessments (examinations and preliminary assessments):

1 = Very good	performance significantly exceeds requirements
2 = Good	performance exceeds requirements
3 = Satisfactory	performance meets requirements
4 = Sufficient	performance meets minimum requirements
5 = Non-sufficient/fail	performance did not meet minimum requirements

To differentiate between individual assessments, including the final thesis and colloquy, the aforementioned grades may be increased or decreased by 0.3, whereby it is not permissible to assign a grade of 0.7 or 4.3 or 4.7 or 5.3. This differentiated evaluation should be used as a rule in order to keep the assignment of grades uniform.

- (2) When calculating weighted averages (see Glossary) from the grades of several examinations, the grades multiplied by the corresponding weighting factor are to be added together and then divided by the sum of the weighting factors. Only the first decimal place of the resulting grade will be considered; any place thereafter will not be rounded.
- (3) For a module involving no graded preliminary assessments, the final module grade is comprised solely of the grade of the examination. For modules with graded preliminary assessments, the module description can stipulate that the module grade is calculated from a weighted average in accordance with Paragraph (2) derived from the grades of the examination and the preliminary assessment(s). Weighting is to be determined in the module description, whereby the relative weight of the examination as a rule carries a weight of two-thirds. Each examination and preliminary assessment must be passed with a grade of at least 4.
- (4) If an elective module in accordance with § 9 (5) consists of several partial modules, the grades for the partial modules will first be calculated as described in Paragraph (2) for the module grade. Every partial module in itself must be successfully completed. The module grade results from a weighted average of grades from the partial modules in accordance with Paragraph (2), whereby the credit points assigned to the partial modules serve as weighting factors. If, when formulating the module grade, there are more credit points accumulated to the elective module account than the number prescribed for the module by the program, the lowest graded partial module will be weighted only with as many credit points as are necessary to complete the module.
- (5) On diplomas and other certificates, the grade for a module will be noted as follows, based on Paragraphs (3) or (4):

1.0 to 1.5	Very good
1.6 to 2.5	Good
2.6 to 3.5	Satisfactory
3.6 to 4.0	Sufficient.

In addition, the module grade will be indicated in parentheses as a number grade, to one decimal place. An insufficient/failed module can be indicated with a grade of 5.0.

- (6) A weighted average will be calculated from the module grade derived based on Paragraphs (3) or (4) and limited to one decimal place, whereby each module grade is to be weighted with the number of credit points assigned to that module. Special Provisions can determine that industrial placement phases can be weighted differently. The provisions may also determine that the final module in accordance with § 21 for a Bachelor's degree program is calculated with a higher weight than the number of credit points assigned to this module. The percentage of the final module in the overall weight may not, however, exceed 20%. The final grade for the academic exam is then the average value up to a single decimal place. All additional places are dropped without rounding. From the number grade derived in this way, the following overall grade is assigned to the academic exam:

1.0 to 1.2	Excellent
1.3 to 1.5	Very good
1.6 to 2.5	Good
2.6 to 3.5	Satisfactory
3.6 to 4.0	Pass

The final grade will also be indicated in parentheses as a number grade, to one decimal place.

- (7) The average value calculated in accordance with Paragraph (6), up to two decimal places (additional places dropped), is used to determine the ECTS grade in accordance with § 26 (2).
- (8) If an examination is graded by two examiners and the result is one passing grade and one non-passing grade, the Examination Board will appoint a third examiner in accordance with § 28 (1), who will produce a third grade within an additional two week period. If the exam is subsequently graded as non-passing by two examiners, the exam has not been passed. Otherwise, the grade is calculated as an average of all three grades. If this average does not produce a passing grade, the grade of 4.0 will be assigned.

## **§ 16 Failure to Appear, Withdrawing, Cheating, Rule Violations**

- (1) An exam is graded "Non-sufficient" (5.0) if the candidate fails to appear on a binding exam date without valid cause, or resigns from an exam without valid cause, or if a written final exam or an exam in accordance with § 13 (1) to (3) is not taken within the scheduled time due to a reason for which the responsibility lies with the candidate. An examination is considered to have begun when the task has been announced.
- (2) The reason given for missing the exam, withdrawing from the exam, or the inability to comply with the time given to take the exam must be immediately and convincingly communicated to the Examination Board in writing. In the case of a withdrawal or inability to comply with the time given to take the exam, the first person to notify is the person proctoring the exam, who will note the circumstance in the exam files. In the case of illness, a medical certificate must be presented promptly in which the anticipated length of time during which the candidate is certifiably incapable of taking the test (see Appendix 5 for recommendation) is stated. In cases of substantial doubt, the University may require a certificate from a public health official. If the reason given is acknowledged and the University has recognized the inability of the candidate to take the examination, a new examination date will be set. Activities already performed can be taken into account. A negative

judgment by the Examination Board must be communicated to the candidate promptly in writing, be substantiated, and be accompanied by information on legal recourse.

- (3) If the candidate attempts to influence the results of the examination by cheating or using unpermitted support materials, the corresponding examination will be graded with "Fail" (Grade 5). If an examination in accordance with § 13 (1)-(3) is not completed independently, or if sources or assisting resources were used which were not identified (plagiarism), this is considered cheating. In the case of repeated attempts or a gross attempt to cheat, the candidate to be tested may, in accordance with § 18 (4) HHG, following a hearing with the director of the Examination Office, be excluded from further testing and exmatriculated.
- (4) In cases where the orderly processing of an examination is disturbed, the candidate may be excluded by the examiner or supervising person from continuing to take the examination. In severe cases, the candidate may, following a hearing by the Director of the Examination Office and in accordance with § 59 (3) HHG, be subjected to regulatory measures or be exmatriculated.
- (5) Decisions made in accordance with Paragraphs (3) and (4) are to be communicated in writing by the Chairperson of the Examination Board to the candidate and are to be substantiated and accompanied by information on legal recourse.

## **§ 17 Retaking an Assessment**

- (1) Assessments that have been passed (preliminary assessments or examinations) cannot be retaken.
- (2) Assessments that have not been passed or which are considered as not passed in compulsory modules may be retaken twice in the form prescribed in the module description with the exception of the final thesis and the colloquy on the final thesis which may be retaken only once.
- (3) Failed attempts at equivalent assessments in accordance with § 19 (1) are to be included in the consideration of number of attempts. For assessments to be recognized, the principles documented in § 19 are applicable.
- (4) Retaking an examination that was not successfully completed or which has been considered as not passed must take place at the latest within the time frame of exam dates for the following semester. If an examination is only offered annually based on § 9 (10) final line, the retake must occur at the latest within the time frame of exam dates for the following year. If the candidate does not appear for the retake within the proper time frame, the candidate forfeits his right to a retake and the examination is considered to have been failed provided there is no legitimate reason for missing the date. Accordingly, § 16 (2) applies here.
- (5) As an exception to Paragraph (4), the Special Provisions may include regulations that expand the aforementioned retake time frames by a limited scope.
- (6) If the evaluation of a second retake of a written final examination in accordance with § 12 (2) indicates that the exam was not passed in the written form, a supplementary oral examination is to be conducted. The Departments may limit the number of supplementary oral examinations in the regulations for every course of studies, whereby a minimum of two supplementary oral examinations per course of studies is to be guaranteed. The supplementary oral examination is to be conducted based on the following standard:
  1. The oral supplementary examination must be conducted within 8 weeks following announcement of the written test results.
  2. During the oral supplementary examination, the student must prove that he/she has sufficiently acquired the minimum learning and qualification objectives of the module as defined by § 15 (1).
  3. The oral supplementary examination may only be assigned the grades of 4.0 or "Fail".



Further procedures are indicated in § 11 (1) to (3); group examinations are excluded. The Special Provisions or the module description can also provide for an oral supplementary exam for examinations in accordance with § 13 if such an oral exam is necessary to make a final determination of whether the learning and qualification objectives of a module have been sufficiently achieved. If the written final exam is graded as not passed based on § 16 (1), (3), or (4), an oral supplementary examination is ruled out.

- (7) A module examination or partial module examination that has not been passed in an elective module can be retaken as often as desired. As an alternative, the number of points required to pass the elective can be earned from other modules or partial modules from the same elective catalog. Failed attempts from elective modules cannot lead to a permanent failing grade as set forth in § 18. Special Provisions can stipulate regulations that are different from these.

## **§ 18 Permanent Failing Grade**

- (1) A module examination is permanently failed if the last possible retake exam for the module in accordance with § 17 (2) has not been passed and the result of the oral supplementary exam indicates that the learning and qualification objectives for the module have not been achieved or if the candidate misses the scheduled date for the oral supplementary exam without a compelling reason, or if the oral supplementary exam has been ruled out based on § 17 (6) last sentence.
- (2) As a result of the permanent failing of a module exam in a compulsory module of a selected degree program, the entire academic exam (Bachelor's or Master's) is not passed, and the student is to be exmatriculated in accordance with § 59 (2) Line 6 HHG. Upon application, a certificate will be issued which states the successfully completed modules and partial modules with grades and credit points earned while indicating that the academic exam was permanently failed.

## **§ 19 Transfer of Credits and Proven Competencies**

- (1) Credits from degree programs with and without a module structure (modules, study and examination activities, and praxis phases), which have been earned at a university in Germany or in a foreign country will be transferred upon application as long as there is no essential difference between the skills achieved and the activities to be substituted. In so doing, compliance will be observed with equivalence agreements approved by the KMK (Standing Conference of the Ministers of Education and Cultural Affairs) and HRK (German Rectors' Conference), as well as agreements within the framework of university partnerships and university cooperative agreements. In instances where an application is made for recognition of university-equivalent competencies, in the case the application is rejected on grounds that the prerequisites for approval have not been met, the burden of proof thereof is on the University to prove that the necessary prerequisites for approval have not been fulfilled (see Lisbon Convention Art. III). Proven competencies achieved outside the realm of a course of studies can be recognized when an application is made, provided the level and content are tantamount to the scope of performance they are to supplant.
- (2) In the case of students from foreign universities who complete part of their studies at Darmstadt University of Applied Sciences, the process will be governed by a 'learning agreement' made with the student.
- (3) The transfer of credits to a compulsory module is made using the name of the module from the degree program at Darmstadt University of Applied Sciences. The number of credit points transferred will be commensurate with the number earned for the module at Darmstadt University of Applied Sciences.

- (4) As a prerequisite for receiving credit, a supplementary examination can be required, in particular if the competencies achieved are lacking in certain areas and if the credit points awarded in the previous course of study are considerably fewer than those awarded for the program at Darmstadt University of Applied Sciences. The Examination Board will make decisions in these matters.
- (5) There is no entitlement (see Glossary) to the transfer of partial performance from uncompleted modules.
- (6) When transferring from a professional school or university, the accepted credits are the basis for placement into a specific program semester within the degree program at Darmstadt University of Applied Sciences.
- (7) More specific regulations are provided in the by-laws of the Senate.

## **§ 20 Placement Examination**

- (1) Those possessing a university entrance qualification in accordance with § 54 HHG and who have achieved special knowledge and skills to be acquired in the University program by other means may apply for admission to a placement examination for a degree program in accordance with § 23 HHG. The Examination Board makes decisions about admission based on the documents provided.
- (2) If the application is accepted, the Examination Board shall determine, on a case-by-case basis, in what subjects and in what form the examination is to be administered and what additional assessments are to be provided. At the same time, what modules are to be credited will be determined based on the passed placement exam and how the grade for this will be calculated.
- (3) Upon successfully completing a placement examination, the credited modules will be used as a basis for placement into a specific program semester of the degree program.

## **SECTION FOUR: SUCCESSFULLY COMPLETING THE DEGREE PROGRAM**

### **§ 21 Final Module**

- (1) The final module includes as its central component the final thesis (Bachelor's or Master's thesis) and colloquy as well as any other courses called for in the Special Provisions. The final module in Bachelor's degree programs at Darmstadt University of Applied Sciences is comprised of 15 CP, from which 12 CP are assigned to the Bachelor's thesis and 3 CP are assigned to the accompanying courses and preparation for the colloquy. The final module in Master's degree programs is comprised of 30 CP.
- (2) The final module begins with approval of the final thesis and ends with the colloquy. The accompanying courses may include non-graded preliminary assessments which may need to be verified before beginning participation in the colloquy.
- (3) The Special Provisions for individual degree programs may, in substantiated cases, provide for subject-specific regulations for the final module that deviate from those in Paragraphs (1) and (2).

### **§ 22 Final Thesis**

- (1) The final thesis should indicate that the candidate possesses the ability to independently address a problem from a particular discipline, based on scientific or creative methods, within a defined time period.

- (2) During the preparation of the final thesis, the candidate will be supported by an adviser. As a rule, the thesis will be evaluated by the adviser as well as by a co-adviser. Both persons must be authorized examiners in accordance with § 28 (1), at least one of whom must be a professor teaching in the corresponding degree program.
- (3) Students register for the final thesis with the Examination Board or a person identified by that Board. The Special Provisions determine which modules or number of credit points earned must be verified at the time of registration and by when these must be completed during the regular course of study. When registering, the candidate can propose an adviser and a topic that has been agreed upon with this adviser; nonetheless, this proposal is not a basis for an entitlement. The Special Provisions can determine additional modalities for final thesis registration including specific registration and submission dates.
- (4) If the prerequisites for registration have been fulfilled, the candidate will be approved for the final thesis. The Examination Board determines the adviser and coordinates with this person to define the date of release, time period for preparation, and the preliminary working topic. If necessary, the topic may be altered to a reasonable extent in agreement with the adviser up until the time of submission of the thesis. The co-adviser can be identified together with the specification of the topic or at a later date. The notification of the topic to the candidate shall be made in writing by the Examination Board and will be documented.
- (5) The time for preparing the thesis begins with the notification to the candidate of the topic and ends with submission. It is commensurate with the type of task devised and the work load determined by the number of credit points awarded and may not exceed three months for a Bachelor's thesis or six months for a Master's thesis. If the Bachelor's thesis is prepared concurrently with studies, meaning parallel to other modules, the time for preparation may deviate from this guideline to allow for a period of up to five months.
- (6) The topic of the final thesis may be rejected within the first third of the preparation period without being considered as a failed attempt. At the time rejection is declared, the student must request a new topic from the Examination Board.
- (7) If reasons exist for which the candidate is not personally responsible, the Chair of the Examination Board may, upon written application and in agreement with the adviser, extend the preparation period by a reasonable amount of time not to exceed one month. § 16 (2) shall be applied accordingly. For longer periods of illness or for other serious reasons, the Examination Board can, on a case-by-case basis, make broader decisions to protect the justified interests of the candidate.
- (8) The final thesis is to be prepared in the German or English language. Other languages may be permissible with the approval of the Examination Board. The preparation of a thesis in a foreign language also requires the approval of the adviser as well as the co-adviser. Two copies, printed and bound, of the final thesis are to be submitted by the due date to the location identified by the Special Provisions. If the work includes a model or other object that cannot be reproduced easily, this may be submitted as a single copy. The Special Provisions can call for additional regulations about the form of the final thesis, including potential additional copies or copies in electronic form.
- (9) When submitting the final thesis, the candidate guarantees in a written declaration affixed to the thesis that the candidate alone has prepared the thesis and that no other sources or assisting resources were used than those identified (see Appendix 4 for recommendation). The declaration should also include details about potential further use of the thesis, particularly if the thesis was conducted in a business environment and its content is blocked by this business.
- (10) If the Special Provisions do not determine otherwise or if no other individual agreements were made, the thesis is to be submitted no later than the last day of the preparation period or, if this is not a work day, the following work day by 12:00 p.m. in the secretary's office of the department. If sent by post, the date of the postmark may be no later than the last day of the preparation period. If

the thesis is not submitted personally, the candidate bears all risks related thereto. Receipt of the thesis must be recorded in the appropriate file.

## **§ 23 Grading of Final Thesis and Colloquy**

- (1) The final thesis is graded by the adviser and the co-adviser. Each determines a grade in accordance with § 15 (1). The grade shall be substantiated in writing. If the two grades are identical, a single mutual substantiation shall suffice. The grading process shall not exceed four weeks. Compliance with this time frame may be monitored within the framework of the teaching evaluation in accordance with § 12 (1) HHG.
- (2) If the thesis is graded "Pass" by one examiner in accordance with § 22 (2) and "Fail" by the other examiner, § 15 (8) shall apply accordingly.
- (3) The final thesis has been failed if
  1. both the adviser and co-adviser have graded the thesis as "Fail"; or
  2. this is the outcome of grading based on § 15 (8); or
  3. the candidate desists from the thesis, with the exception of the one-time rejection of the topic in accordance with § 22 (6); or
  4. the candidate has cheated, in particular has submitted a false declaration in accordance with § 22 (9) Line 1; or
  5. the thesis was not submitted by the applicable deadline due to reasons for which the candidate is responsible.

Decisions regarding Items 4 and 5 shall be made by the Examination Board. The candidate shall be notified of the failing thesis grade in writing, accompanied by information on legal recourse.

- (4) A thesis receiving a "Fail" grade may be repeated only once.
- (5) If the thesis has been graded as a "Pass" and the assessments from the accompanying courses have been submitted, the candidate will be admitted to the colloquy. The Special Provisions can further provide that participation in the colloquy requires that all modules of the degree program have been successfully completed, with the exception of the final module.
- (6) The colloquy is an examination in accordance with § 13 (6) in which the candidate presents and explains the thesis to two examiners, as a rule the same persons who have graded the thesis. The proceedings of the colloquy are to be summarized in writing. The colloquy shall be graded by both examiners with a grade in accordance with § 15 (1). Following a discussion about the colloquy, the candidate will promptly be presented with the grade for the final thesis and colloquy, and the grade for the colloquy will be substantiated verbally. Additional details regarding the conducting of a colloquy are regulated by the Special Provisions.
- (7) The colloquy has been passed if the average of the two grades in accordance with Paragraph (6) is 4.0 or better. If the colloquy has been passed, the final module is considered passed. A colloquy that has not been passed may be repeated once. If the colloquy is failed a second time, the final module is considered to be failed and the final thesis must be repeated.
- (8) The module grade for the final module is calculated as a weighted average in accordance with § 15 (2)
  - from both grades for the final thesis in accordance with Paragraph (1), each of which are weighted by 3, or from the grade in accordance with § 15 (8), weighted by 6, as well as
  - from both grades for the colloquy weighted by 1.

In the graduation certificate, the module grade will be indicated as the grade for the "Bachelor's Thesis with Colloquy" or "Master's Thesis with Colloquy".

## **§ 24 Certificate of Degree Completion**

- (1) After all grades have been established, a certificate of degree completion in accordance with Appendix 1 shall be issued for the academic exam passed in accordance with § 9 (7). The certificate shall include the following details:
  - Name, date and place of birth of the candidate.
  - Department, degree program (with specialization if applicable), title of academic exam passed (Bachelor's or Master's).
  - All compulsory modules and their grades in accordance with § 15 (5) and credit points earned.
  - Elective modules with their grades in accordance with § 15 (6) and the credit points earned.
  - Topic of the final thesis with the grade of the final module in accordance with § 23 (8) as grade for "Bachelor's Thesis and Colloquy" or "Master's Thesis and Colloquy" and the credit points earned.
  - Overall grade of the academic exam in accordance with § 15 (6) and the total number of credit points earned during the course of study.
  - If applicable, elective modules in accordance with § 5 (7) and their grades, along with credit points earned outside of the degree program.

The Special Provisions can stipulate that the certificate of degree completion, along with the overall grade in accordance with § 15 (6), also includes a corresponding grade for the two different sections of the program (basic and advanced studies). The certificate can also include an indication of special qualifications achieved as a result of selected course content. The special qualifications must be defined in the Special Provisions as a compilation of elective (partial) modules, including the final thesis in accordance with the Special Provisions, which must be configured to correspond to an appropriate field of specialization.

- (2) For elective modules comprised of several partial modules in accordance with § 5 (3) Line 2, the certificate of degree completion shall indicate either the partial modules with their names and grades or a summarized description of the elective module with a grade determined based on § 15 (4), all in accordance with the Special Provisions.
- (3) The certificate of degree completion shall indicate the date of the successful completion of the academic exam in accordance with § 9 (7).
- (4) The certificate of degree completion shall be signed by the presiding member of the Examination Board and the Director of the Examination Office of the University and bear the seal of the University.

## **§ 25 Awarding the Diploma**

Together with the certificate of degree completion, the graduate will also receive a diploma in accordance with Appendix 2, recognizing the awarding of the academic degree in accordance with § 1 (6) Line 3. The diploma indicates the same date as the certificate of degree completion. It shall be signed by the University president and faculty dean and bear the seal of the University.

## § 26 Diploma Supplement and ECTS Grades

- (1) To accompany the diploma and certificate, the University presents all graduates with a diploma supplement in accordance with the European Diploma Supplement Model based on the applicable form recommended by the Standing Conference of the Ministers of Education and Cultural Affairs.
- (2) The University also presents graduates with a certificate of their ECTS grade for their academic exam which is used to classify the graduate's overall performance for comparison with other graduates in the same course of study. The basis of classification is a shifting cohort comprised of the graduates from a total of six consecutive semesters. The following method is used for this: All graduates in the cohort are given a rank based on the average of their module grades in accordance with § 15 (7), to two decimal places. Several graduates jointly receive the lowest rank calculated from their positions in the ranking. The ranks are multiplied by 100, divided by the number in the cohort, and the decimal places are dropped. The ECTS grade is determined based on the calculated percentage-based ranking.

All members of the cohort with a percentage-based ranking up to and including 10 or, where this ranking does not appear in the cohort, up to the lowest existing ranking greater than 10

(= the best 10%) receive the ECTS grade A.

All remaining members of the cohort with a percentage-based ranking up to and including 35 or, where this ranking does not appear in the cohort, up to the lowest existing ranking greater than 35

(= the next 25%) receive the ECTS grade B.

All remaining members of the cohort with a percentage-based ranking up to and including 65 or, where this ranking does not appear in the cohort, up to the lowest existing ranking greater than 65

(= the next 30%) receive the ECTS grade C.

All remaining members of the cohort with a percentage-based ranking up to and including 90 or, where this ranking does not appear in the cohort, up to the lowest existing ranking greater than 90

(= the next 25%) receive the ECTS grade D.

All remaining members of the cohort (=the next 10%) receive the ECTS grade E.

- (3) One of the two following methods is used to determine the cohort based on Paragraph (2) Line 2: If, using appropriate organizational measures, all degrees are awarded within a narrow time frame within a semester, the cohort is formed from all graduates from the current semester and the five previous semesters. If the degrees are awarded over a longer period of time in the semester, the cohort is instead comprised of graduates from six past semesters, whereby the classification of new degrees in the ECTS grades A to E is based on the grade ranges calculated for this cohort.
- (4) If there are fewer final semesters for newly created degree programs than are needed according to Paragraph (3), the cohort is limited to the existing semesters.
- (5) The ECTS grade certificate specifies the numerical cohort size that is used as a basis to calculate the ECTS grades. If the cohort comprises fewer than 10 people, no ECTS grade is calculated and it is noted instead that no ECTS grade certificate can be given owing to lack of data.

## SECTION FIVE: ORGANIZATION OF THE EXAMINATION SYSTEM

### § 27 Examination Board

- (1) For each degree program, the Faculty Board for each responsible department in accordance with § 1 (6) Line 1 institutes an Examination Board. The responsibility for several related degree programs can be assigned to a single Examination Board.
- (2) The Examination Board is responsible for the following tasks:
  1. Monitoring compliance with examination regulations
  2. Appointing and announcing examiners and observers
  3. Deciding on whether to approve elective modules in accordance with § 5 (5)
  4. Deciding on whether to approve assessments and certified skills in accordance with § 19 (8)
  5. Approving the final thesis in accordance with § 22 (4), appointing adviser and co-adviser, announcing final thesis topic
  6. Consulting on examination decisions, decisions in accordance with § 16 (2) to (4) and other decisions regarding examination or acceptance procedures
  7. Decisions regarding the fulfillment of admission requirements specific to each degree program in accordance with § 1 (6) Line 6 on the basis of § 54 (4) HHG, unless the Special Provisions identify a different body responsible for this task
  8. Decisions in all other matters for which the General Examination Regulations or the Special Provisions for each degree program identify the Examination Board as the responsible authority
  9. Making suggestions for reforming the degree program and examination regulations.
- (3) The Examination Board is comprised of:
  - one professor as Chairperson who prepares and executes the resolutions made by the Examination Board,
  - one professor as Deputy Chairperson,
  - two additional professors, and
  - two students.

As an alternative, Special Provisions may prescribe that the Examination Board is comprised of only one other professor in addition to the Chairperson, Deputy Chairperson, and two students. The members of the Examination Board do not need to be members of a Faculty Board.

- (4) The members of the Examination Board in accordance with Paragraph (3) are elected by the Faculty Board, with the professors appointed for two years and the students for one year. Re-election is permitted. A deputy is also elected for each member. The Dean shall inform the University Executive Committee of the Examination Board composition in writing and shall announce it to the department by posting a notice.
- (5) The Examination Board holds closed sessions. Department employees affected by examination issues may assume an advisory role in the sessions at the discretion of the Board. The Examination Board has a quorum when at least half of its members are present, of which at least the Chairperson or Deputy Chairperson and at least one professor is present. Resolutions require a majority of votes of members present. In the event of a tie, the Chairperson shall cast the deciding vote. A deputy member may also assume an advisory role in a session if the member to whom he/she is deputy is present. Resolutions shall be recorded in minutes. Decisions made by the Examination Board that have a detrimental effect on individual students shall be provided

immediately in writing along with instructions on the right to appeal. Otherwise, the procedure set out in § 33 (3) and § 34 (2) HHG shall apply.

- (6) All members and deputy members of the Examination Board along with employees affected by examination matters are required to maintain the confidentiality of any information that they encounter from their involvement in matters regarding examinations.
- (7) When dealing with an examination matters that affect a member of the Examination Board personally, that person's role as member is temporarily suspended in relation to this particular matter.
- (8) Members of the Examination Board are entitled to observe oral examinations unless they themselves are students admitted to this examination. This entitlement does not extend to participation in the discussion regarding the grade.
- (9) The Examination Board can assign on-going business to its Chairperson.

## **§ 28 Examiners and Observers**

- (1) Examiners shall fulfill the requirements in § 18 (2) HHG. Anybody who holds the qualification relating to the exam in question or an equivalent qualification and who therefore has the necessary knowledge may be appointed as an observer. Examiners and observers are obligated to keep all examination matters confidential.
- (2) As a rule, the assessments for a course are prepared by the person who held the course in the respective semester. Where such an assignment is not clear, the examiner and, where applicable, the second and third examiners and observers shall be appointed by the Examination Board. Candidates may propose examiners but this provision does not extend to entitlement of them being appointed.
- (3) For oral supplementary examinations under § 17 (6), as a rule, the person appointed is the one who graded the preceding last retake of the examination in accordance with § 12 (2) Line 2 or § 13 (4) Line 1.

## **§ 29 Responsibilities of the Dean**

- (1) The Dean is responsible for the organization of the examination system within the department. The Dean may assign associated tasks to others, e.g., to the Board of Studies, Examination Board, directors of degree programs, module directors or specially established examination committees. In particular, the Dean must regulate how the examination and registration dates are coordinated, determined, and announced.
- (2) In cases of urgency where the Chairperson and Deputy Chairperson of the Examination Board are not able to act, the Dean assumes their responsibilities.

## **§ 30 Examination Office**

- (1) The Examination Office of the University is responsible for organizing the examination system applicable to all departments, for issuing certificates and diplomas including the diploma supplement, and for exmatriculation in accordance with § 18 (2). The office supports Examination Boards in the transfer of external credits, particularly those from foreign countries. The Examination Office ensures that the Examination Boards perform their work properly, for which it obtains a copy



of all minutes recorded. The responsibilities of the Dean as elaborated upon in the last sentence of § 45 (1), last sentence HHG remain unaffected.

- (2) The Director of the Examination Office is entitled to attend meetings of Examination Boards in an advisory capacity and to observe oral examinations.

## **§ 31 Inspection of Records**

Within a year of grades being announced by the examiner, students may make an informal request to inspect their examination papers, examination minutes, and the substantiation for their final thesis grade. If a general date is given for the inspection of written examination records, students should take this opportunity. Students may authorize a representative in writing to carry out the inspection. Inspection of examination records is carried out under supervision.

## **§ 32 Objection**

Objections to decisions regarding examinations or to the examination procedure are to be raised to the President of Darmstadt University of Applied Sciences within one month, as long as information on legal recourse has been provided – otherwise within one year. Objections raised are to be substantiated in writing. The President calls on the concerned parties to give a statement and offers them the opportunity to remedy the objections raised. If the objection raised is not remedied, the President shall decide whether to remedy the objections raised or to issue a substantiated notice of rejection of objections raised along with information on available legal recourse.

## **§ 33 Invalidity, Inaccuracy, Remedy of Errors**

- (1) If a candidate has cheated on an examination and this is not discovered until after the announcement of results, the Examination Board can correct the respective grades retroactively, in particular by grading the examination as a "Non-sufficient/Fail" in accordance with § 16 (3), Line 1.
- (2) If the admission requirements for taking an examination were inadvertently not met but the student did not intend to cheat, this error is made good by the passing of the examination. If admission was knowingly illegitimately obtained or cheating on the respective examination only becomes known at a later date pursuant to (1) above, the Examination Board shall respond on a case-by-case basis.
- (3) If an examination is invalid pursuant to Paragraph (1) or the inaccuracy of an assessment or diploma pursuant to §§ 24-26 becomes known only after it has been issued, the invalid documents shall be recalled and, where applicable, new ones shall be issued.
- (4) A decision in accordance with Paragraph (1) is only possible within five years from the date of the diploma.
- (5) If a severe case of cheating is subsequently made known, the President of the University can rescind the academic degree in accordance with § 27 HHG; this is also possible upon expiration of the time limit identified in Paragraph (4).
- (6) The persons concerned shall be heard before any decision in accordance with Paragraphs (1), (2), or (5).

## **SECTION SIX: FINAL PROVISIONS**

### **§ 34 Interim Regulations**

- (1) After these General Provisions for Examination Regulations take effect, only those Bachelor's and Master's degree programs can be newly established at Darmstadt University of Applied Sciences for which Special Provisions will be enacted that are based on these General Provisions.
- (2) Where Bachelor's degree programs replace diploma programs, the Special Provisions shall provide for transfer opportunities into the Bachelor's degree program where this is possible and suitable. It must also be determined how long students from the discontinued course of studies are entitled to take the respective examinations and how these students can be transferred to the new course of studies after this deadline has expired.
- (3) Within five years of the General Examination Regulations taking effect, the examination regulations for existing Bachelor's and Master's degree programs at Darmstadt University of Applied Sciences shall be replaced by Special Provisions correlated to these General Examination Regulations of Darmstadt University of Applied Sciences.

### **§ 35 Effectiveness**

- (1) The General Examination Regulations for Darmstadt University of Applied Sciences become effective on the day after being published in the Hessian government gazette, but no earlier than 1 March 2006.
- (2) The Special Provisions for the individual degree programs become effective upon approval by the Executive Committee of Darmstadt University of Applied Sciences, based on § 37 (5) HHG.

Darmstadt, 04 August 2015

President

Prof. Dr. Ralph Stengler

# Appendix 1: Certificate of Degree Completion

Ms/Mr **Erika/Max Mustermann**

born on **DD. Month YYYY**  
in **Musterstadt**

completed studies in the department of **(sample)**  
in the degree program **(sample degree program)**  
*(if applicable)* with a specialization in **(sample specialization)**  
*(if applicable)* and with the special qualification **(sample qualification)** pursuant to § 24 (1)

completed the Bachelor/Master examination,  
earning the following grade and credits  
(CP = Credit Points) based on the  
European Credit Transfer System (ECTS):

Compulsory module

Name of the module **Grade (x.x)** (xx CP)

Elective module

Name of the module **Grade (x.x)** (xx CP)

The Bachelor/Master thesis with colloquy  
on the topic of **Text**  
**Text**  
was awarded the grade of **Grade (x.x)** (xx CP)

Total points earned based on ECTS / 90/120/180/210 CP  
*(if applicable) Program phases (cf. § 24 (1))*

Final grade for Phase 1 **Grade (x.x)**

Final grade for Phase 2 **Grade (x.x)**

Overall grade *Overall grade based on § 15 (6) (X,X)*

*(if applicable)*

External to the degree program,  
additional points were awarded  
in the following electives

Name of elective **Grade (x.x)** (xx CP)

Darmstadt, **DD. Month YYYY**

The Chairman of the Examination Board .....

Director of the Examination Office .....

*The Special Provisions can contain regulations covering a bilingual version of the graduation certificate.*

## Appendix 2: Diploma

Hochschule Darmstadt  
University of Applied Sciences

awards **Ms / Mr Erika/Max Mustermann**

born on **DD Month YYYY**  
in **Anytown**

upon passing the examination on **DD Month YYYY**  
in the department of **(sample)**  
in the degree program **(sample degree program)**

the academic degree of *Title of the academic degree pursuant to § 1 (6) Line 3*

Abbreviated form *Title of abbreviated form*

*(if applicable)*

This examination, in accordance with § 1 No. 1a of  
the Hessian Engineering Act, entitles the use of  
the professional title of Engineer.

Darmstadt, **DD Month YYYY**

President .....  
*(seal)*

Dean .....

*The Special Provisions can contain regulations covering a bilingual version of the diploma.*

*For Bachelor's programs concerning technical or natural science subjects, the Special Provisions can stipulate that the diploma includes the following sentence: "Passing the Bachelor examination for the indicated program entitles the graduate to use the professional title of Engineer in accordance with § 1 No. 1a of the Hessian Engineer Act."*

## Appendix 3: Prohibited Use of Mobile Devices During Examinations

*The following text is recommended as a template for a resolution to be adopted by the Examination Board.*

The Examination Board of the Department of ... for the degree program ... passed the following resolution during its meeting on ...:

Prohibition of Mobile Phones and Smart Phones during Examinations

Any mobile telephone or smart phone or tablet or similar device (hereafter referred to as a mobile device) that is brought to an examination must be switched off before the examination begins and be stored outside of reach (away from the body, clothing, and workspace). It may not be taken out at any time during the examination, meaning it may not be within reach. Non-compliance shall be treated as an instance of cheating in accordance with § 16 (3) of the General Provisions for Examination Regulations.

Taking a mobile device outside the examination room during the final exam – for example, while going to the washroom – is treated as a severe instance of cheating in accordance with § 16 (3) of the General Provisions for Examination Regulations.

## Appendix 4: Plagiarism

*The following text is recommended as a template to be integrated into the final thesis or in other written work.*

### **Declaration for Written Works**

I hereby assure that the work hereby submitted has been produced independently by me and that no other sources have been used outside those indicated in the list of references. All passages that have been used verbatim or in part, from published or non-published sources, are indicated as such. The illustrations or images in this work were created by me personally or are credited in corresponding references. Neither this work nor one in a similar form has ever been submitted to another examination authority.

I am aware that if this declaration proves to be false, it will be considered as an attempt to cheat, which can lead to expulsion from the University.

Date and signature of the author

## Appendix 5: Declaration of Proven Inability to Take an Examination

*The following form is recommended for proving the inability to take an examination*

**Department***Name of department***Withdrawal from an examination***To be completed by the student for the purpose of presenting to a doctor*

Last name, First name (Student No.):	Degree program:	<input type="checkbox"/> Bachelor <input type="checkbox"/> Master
Address:		Special Provisions issued:

For health reasons, I can/could not participate in the following examination(s):

Please strike through any lines not needed.

Name of the course:	Module No.:	Examiner:	Type of examination: Written (final) <input type="checkbox"/> Oral <input type="checkbox"/> Term paper <input type="checkbox"/> Final thesis <input type="checkbox"/>	Date of exam / due date:
Name of the course:	Module No.:	Examiner:	Type of examination: Written (final) <input type="checkbox"/> Oral <input type="checkbox"/> Term paper <input type="checkbox"/> Final thesis <input type="checkbox"/>	Date of exam / due date:
Name of the course:	Module No.:	Examiner:	Type of examination: Written (final) <input type="checkbox"/> Oral <input type="checkbox"/> Term paper <input type="checkbox"/> Final thesis <input type="checkbox"/>	Date of exam / due date:
Name of the course:	Module No.:	Examiner:	Type of examination: Written (final) <input type="checkbox"/> Oral <input type="checkbox"/> Term paper <input type="checkbox"/> Final thesis <input type="checkbox"/>	Date of exam / due date:
Name of the course:	Module No.:	Examiner:	Type of examination: Written (final) <input type="checkbox"/> Oral <input type="checkbox"/> Term paper <input type="checkbox"/> Final thesis <input type="checkbox"/>	Date of exam / due date:

I hereby request that the reasons for my inability to take the examination be accepted.

Signature of student

Attachment: Form "Doctor's Certification of Inability to Take an Examination"

This withdrawal from an examination is only acceptable if it is accompanied by a doctor's certification as provided by the Examination Board with the form "Doctor's Certification of Inability to Take an Examination" (Formular zur Bescheinigung der Prüfungsunfähigkeit (Ärztliches Attest)). Both forms must be promptly (within three work days, date in some cases established by a postmark) submitted to the Chairperson of the Examination Board.

**Department***Name of department***Doctor's Certification of Inability to Take an Examination**

To be presented to the Examination Board of the xx degree program of the xx Department at Darmstadt University of Applied Sciences

**Additional comments by the doctor:**

If a student does not appear to a scheduled examination due to health reasons, examination regulations provide that the student must make a credible case about the illness to the responsible Examination Board. For this reason the student requires a doctor's certification which will allow the Examination Board to establish a legal basis regarding the inability to take an examination, based on the person's opinion as a medical professional. For the Examination Board it is sufficient that you attest to the student's inability to take an examination, based on the declaration below.

**Personal information**

Last name, First name	Date of birth
Street address	City, Postal code

**Doctor's declaration**

I have examined the person mentioned above in order to determine his/her ability to take an exam, and I have concluded that this person is not currently able to take an examination.  
 My opinion as a medical professional is that performance is significantly hindered. I am aware that fluctuations in fitness, test anxiety, test stress, and other similar conditions do not represent a significant hindrance.

## Additional comments by the doctor

In a legal sense, the inability to take an examination is evident if the patient exhibits physical or psychological impairments to performance (e.g., weakness of concentration, acute debility of sight), or is physically restricted (e.g., broken writing hand, bedridden), or is suffering from a communicable illness (e.g., flu, measles, etc.).

Duration of inability, from (date)	to and including (date):
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Date, time, professional stamp, signature of medical professional

## Appendix 6: Glossary

Credit transfer approval	The approval of assessments or certified skills is the procedure necessary before credit points are added. Records of performance or skill are checked using the standard in § 19 of the General Provisions for Examination Regulations. -> § 19
Credit transfer allocation	An allocation of credit points (CP) for an approved activity or skill, following the positive outcome of the allocation procedure. -> § 19
Special qualification	The special qualification has the goal of an additional, potentially cross-disciplinary, specialization (also independent of a specialization). The special qualification can be indicated on the diploma if a compilation of elective (partial) modules as defined in the Special Provisions has been completed and the final theses has been configured with respect to the appropriate field in accordance with the Special Provisions. -> § 24 (1)
E-final	Examination occurring under the same conditions as a classical written final examination, but using a computer instead of pen and paper. Evaluation may also occur automatically except for cases where a free text is called for. -> § 12 (1)
Forms of a degree program	For example, full-time, part-time (based on ImmaVO and only allowed in undergraduate degree programs) dual, professional supplementary, <i>by Research, by Taught</i> -> § 1 (8)
Weighted average	$\text{Formula: } \text{Note} = \frac{\sum_k (g_k \cdot \text{grade}_k)}{\sum_k g_k}$ with weighting factor $g_k$ -> § 15 (2)
Entitlement (general)	This is something that a person possessing an entitlement may demand. The term does not exclude the possibility that more is available. -> § 10 (2), § 19 (6) Line 5, § 28 (2)
Entitlement to examination	Students who make this demand and fulfill the prerequisites must be given an examination. All others can be admitted based on the Special Provisions or by a decision of the Examination Board. Assessments in modules from other degree programs can be presented, for example, as long as the student's own degree program provides an opportunity for such (e.g., an elective module or a module for which the assessment may be approved) and contingent on Examination Board approval. -> § 14 (1)
Emphasis	see <i>Special Qualification</i>
Partial module	Module that is part of an elective module anchored in the standard degree program. Partial modules only exist in the area of electives. They may be tested individually and produce a final grade for the elective module from a weighted average. -> § 5 (3) and § 15 (4)
Specialization	Option for specialization within the framework of a degree program, with following characteristics: 1. One or more specializations can be selected at defined dates during the course of study. 2. The specialization contains compulsory and/or elective modules. 3. Specialization may be changed only once. 4. Should the specialization option be discontinued, a proper conclusion must be made possible. -> § 6
Elective	see <i>Partial module</i>



