



General Exam Regulations of the Clausthal University of Technology from 28 April 2015

in the version of the 2nd amendment of 25 April 2017

*This English translation is for information purposes only.
The original German text is the legally binding version.*

The Faculty of Natural and Materials Sciences, the Faculty of Energy and Economics, and the Faculty of Mathematics/Computer Science and Mechanical Engineering agreed on the following regulations on 28 April 2015, in accordance with § 7 section 3 Technical College Act of Lower Saxony (NHG) in conjunction with § 44 section 1 NHG. It was authorised by the Chair of the Clausthal University of Technology on 2 June 2015 in accordance with § 37 section 1 item 5 lit. b) NHG (Mitt. TUC 2017, page 106).

Preamble

The General Exam Regulations of the Clausthal University of Technology (GER) includes the joint regulations for Bachelor's and Master's exams of the Clausthal University of Technology as defined by § 7 section 3 NHG in conjunction with § 44 section 1 NHG. Modularisation is compulsorily stipulated for Bachelor's and Master's programmes. Authorisation of the Bachelor's and Master's exam regulations is dependent on the accreditation periods. Additional regulations are listed in programme-specific regulatory statutes.

SECTION ONE

General

§ 1

Definitions

Bachelor's and Master's studies are divided into thematically and methodically related modules.

A module is a cohesive instructional or learning unit with fixed study results that impart specific knowledge or skills. As a rule modules are passed with a module exam.

A module exam is a study and exam achievement that must be completed by students for purposes of one or more courses, and this exam completes a module. A module exam contains the knowledge and skills imparted in the courses of the module.

If circumstances necessitate such, a module can be completed by passing multiple sub-exams for the module instead of one module exam, each of which assess the acquisition of knowledge and skills from one portion of the module.

Module exams or sub-exams are subject to the limit on exam attempts as well as the exam repetition regulation in accordance with § 20, provided they are course assessments, and their respective assessment is included in the module grade and final grade. Module exams and sub-exams are graded in accordance with the grade scale defined by § 18.

A course assessment is a study/exam achievement that must be performed by students during or after at least one course. It is not included in any potential module grade and can be either graded or ungraded. It is determined in the regulatory statutes whether a course assessment is graded or ungraded. Modules in which course assessments are performed exclusively are not included in the final grade.

Course assessments that have not been past can often be repeated as often as desired (§ 20 section 2). The exam repetition regulation as per § 20 section 1 does not apply here.

Study and exam achievements are graded or ungraded achievements of the student, and are defined in § 14. The type and extent of the study and exam achievements to be performed are to be defined in the programme-specific regulatory statutes (RS).

Achievement points (AP) and credit points (CP) are provided for successfully performed study and exam achievements in accordance with the European Credit Transfer System (ECTS).

The RS may stipulate unrestricted attempts of meeting admission requirements (so-called preliminary exam achievements) for module exams and sub-exams, as well as course assessments, which must be concretely described in the respective module handbooks.

§ 2

Objective of the Course and Purpose of the Exams

(1) For purposes of the Bachelor's programme the students are to learn the fundamental technical and methodical skills as a combination of knowledge, comprehension and capabilities, which shall allow them to act qualified and responsibly in professional practice, as well as to act on a scientific basis in their daily professional lives, and which also facilitate the students being able to pursue subsequent scientific studies. The exams determine whether the learning results that lead to these skills have been acquired.

(2) In the Master's programme the students are to acquire advanced and/or more comprehensive skills. The exams determine whether the student has achieved the learning results and skills necessary to complete their studies, whether the student has learned the contexts and is capable of working scientifically, applying scientific

knowledge and expanding existing restrictions of knowledge in theory and practice with new methodical approaches.

SECTION TWO Structure and Completion of Studies

§ 3 Degree of Higher Education

(1) The Clausthal University of Technology awards the following academic degree after successful completion of the final exam in the respective programme:

<u>Academic degree:</u>	<u>Abbreviation:</u>
Bachelor of Science	B.Sc.
Master of Science	M.Sc.

To this end the college provides a certificate with the date of the degree in accordance with Appendix 1 a) and b).

(2) The Master of Science of the Clausthal University of Technology is a scientific degree and authorises the owner to pursue a Doctorate programme in accordance with the General Doctorate Regulations of the Clausthal University of Technology.

(3) Should one or more bilateral agreements on granting a double degree exist between the Clausthal University of Technology, the respective faculty concerned, and an international partner college or multiple partner colleges, simultaneous acquisition of a degree from the TU Clausthal and the respective partner college requires that

- a) as a rule, two regular academic semesters are spent at the partner college,
- b) the student has sufficiently mastered the language of instruction,
- c) the Bachelor's thesis or Master's thesis is advised by an assessor from the participating partner college, and
- d) the respective study programme is successfully completed at the base college.

The participating colleges jointly agree on the study programme at the partner college, thereby ensuring that exam and study achievements performed abroad are recognised at the base college. § 9 section 1 applies accordingly. The programme-specific regulatory statutes (RS) define the temporal scope of the available subjects and the credits to be achieved. The regulatory statutes of the respective study programme and the supplementary or deviating statutes of the respective partnership agreement

regulate the additional details. The students must be enrolled at the respective partner college.

§ 4 Credits

(1) Credits are awarded for successfully performed study and exam achievements in accordance with the ECTS (European Credit Transfer System). The number of credits is a measurement of the workload associated with a single module. The work hours required by an average student with regard to the respective module for presence, preparation and post-processing, and passing the exams. Awarding of credits requires that the students have passed the study and exam achievements assigned to the module.

(2) **One credit equates to a time expense of 30 work hours. 1,500 to 1,800 work hours per year, or 60 credits per academic year, are assumed - i.e. 30 credits per semester.¹** The study programme is to be organised in such a way that the students can generally obtain 30 credits per semester.

The student's workload includes the entire time spent studying that the average student must spend to achieve the respective learning objective (a module, an academic year).

This includes:

- Presence / contact hours (in lectures, seminars, internships, etc.),
- Time for the student's own preparation and post-processing of contact hours,
- Time for writing up written homework assignments, projects, etc.,
- Time studying for exams,
- Time for the exam itself.

Proper allocation of the achievement points for the study units of the programme is regularly evaluated, and necessary adjustments may be made.

(3) Provided part-time studies are permitted in suitable programmes, the schedule is to be organised in such a way that generally half of the achievement points stipulated in the regulatory statutes per semester - to the exemption of half of the achievement points stipulated in the regulatory statutes per year - can be achieved.

§ 5 Study Programme-Specific Regulatory Statutes

(1) The regulatory statutes regulate the content and structure of the study programme, under consideration of the technical and didactic demands of the college as well as the requirements of professional practice. They define the study objects, describe the programme structure and individual contents with temporal quantification, regulate the study programme with a model study plan and offer the students additional useful information for their studies.

¹ 2nd amendment of 25.April 2017

(2) The regulatory statutes contain the designations of all modules. Detailed information on content, especially that containing the contents of instruction and the skills to be acquired, and the concrete student workload - and the maximum number of students that can be taught per course, if available - are listed in the module handbook for the respective programme.

(3) The regulatory statutes that apply on the day of enrolment into the respective study programme apply, including any transfer requirements. A voluntary crossover to the current version of the regulatory statutes must be reported before registering the thesis. Regulatory statutes may require that the student must switch to the current version of the regulatory statutes after a certain period of time.

§ 6

Duration and Breakdown of Studies, Assessment of Performance

(1) The regular study period for the following programmes lasts, in accordance with § 6 section 3 NHG,

- a) at least six and at most eight semesters for a Bachelor's,
- b) at least two and at most four semesters for a Master's.

For consecutive programmes that lead to a Bachelor's degree and a subsequent Master's degree, the total regular study period amounts to a maximum of ten semester. Exceptions are possible as per § 6 section 3 sentence 4 NHG.

(2) The structure and the duration of the Bachelor's or Master's programme are regulated by the respective regulatory statutes, possibly in conjunction with the general internship guidelines and the study programme-specific internship statutes.

(3) The Bachelor's programme must be completed during the double regular study period, i.e. in twice the number of subject-related semesters required by the regulatory statutes for completing a study programme for purposes of regular full-time studies.

A maximum study duration of the regular study period, plus 4 additional semesters, applies to the Master's programme.

Leave periods are not included. Otherwise the Bachelor's or Master's exam is definitively considered to not have been passed.

In the case of part-time studies, the regular study period increases in accordance with the regulations in the study programme-specific regulatory statutes.

In justified, exceptional cases, the exam committee makes a decision upon request. The corresponding request from the students must be submitted 3 months before the end of the double regular study period.

(4) The regulatory statutes may stipulate a term for performing a number of credits to be determined, and the corresponding consequences upon non-fulfilment.

SECTION THREE Exam Procedure

§ 7 Examination Committee

- (1) One or more examination committees responsible for the respective study commission are formed from the faculty board of the faculty of the respective study programme to organise the exams and to acknowledge the tasks allotted by these exam regulations. The examination committee can also be formed across study commissions in the event that the subjects are especially similar. This is to be determined by the respective faculty board in the study programme-specific regulatory statutes. The examination committee ensures that the statutes of the NHG and these examination regulations are adhered to. The examination committee or the examination office appointed by it manage the examination files.
- (2) The examination committee consists of five members (the respective dean as per § 45 NHG, two college instructors, one faculty member actively involved in instruction, and one student). If a faculty member is not available, an instructor takes their place.
- (3) The respective dean in accordance with § 45 NHG chairs the examination committee. The other members of the examination committee, their representatives and the representative of the chair, are commissioned by the faculty board from the respective group representatives. The members of the examination committee are authorised to have a supervisory role in witnessing the exams. The tenure of the members of the examination committee is three years, and one year for the student member.
- (4) The examination committee makes resolutions with a simple majority; abstention from a vote is considered an uncast vote. In the event that the vote is tied, the vote of the chair is the tie-breaking vote. The student member is authorised to vote provided the vote does not concern the contentual assessment of an exam achievement. The examination committee is quorate if the majority of its members, including the chair or deputy chair and another member of the instructor group, are present.
- (5) The respectively current general bylaws of the Clausthal University of Technology apply to the examination committee. The examination committee can revocably transfer authorities to the chair and the deputy chair. On an individual basis the chair or deputy chair may decide, without participation from the examination committee and if there is justified reason to make a quick decision, that a majority decision cannot promptly be made by the examination committee and any impending detriments can only be avoided with an immediate resolution. The examination committee is to be informed of such. The chair prepares the resolutions of the examination committee and executes these. The chair keeps the examination committee informed of this activity. The examination office supports the actions of the examination committee.
- (6) The sessions of the examination committee are not public. A transcript is to be drafted in which the pertinent items of discussion and resolutions of the examination

committee are documented. Its members and their representatives are subject to official confidentiality. Provided they are not holders of public office, the chair holds them to maintain confidentiality.

(7) Resolutions from the examination committee must be immediately disclosed in writing to the students affected. Detrimental administrative acts must be justified and attached with legal information.

(8) The responsibilities of the dean as per § 45 section 3 NHG remain hereby unaffected.

§ 8

Examiners and Assistants

(1) The individual responsible for the module determines the examiners. Individuals are authorised to preside over examinations if they are authorised to provide instruction in the respective subject or a sub-field of the subject. Instructors for particular assignments, and individuals experienced in professional practice and education may be appointed by the faculty in corresponding exam fields to oversee examinations. The respective faculty informs the examination committee of who is authorised to preside over examinations at the beginning of each semester.

(2) The examiner appoints any assistants.

(3) Only individuals who at least possess the qualification determined by the examination, or equal qualifications, may operate as examiners or assistants. These may also be college instructors from a cooperating college.

(4) Examiners and assistants are obligated to maintain confidentiality.

§ 9

Allowance of Years of Study, Study and Exam Achievements

(1) Years of study, study achievements including career-relevant activities and exam achievements performed in the same Bachelor's or Master's programme at a college in the Federal Republic of Germany are counted without determination of equivalence. Furthermore, no allowance occurs if non-equivalence is determined. Non-equivalence is determined if years of study, study achievements including career-relevant activities and exam achievements concerning the knowledge, skills and competencies imparted do not largely correspond to the requirements of the study programme for which the allowance is commissioned. No schematic comparison, but rather a full overview and full evaluation concerning the significance of the achievements as per § 2 are to be performed. Study and exam achievements performed at a college within a member state of the Convention on the Recognition of Qualifications concerning Higher Education in the European Region from 11 April 1997 (BGBl. 2007 II p. 712) are recognised if there exist no major differences between these and the corresponding study and exam achievements to be performed at the college. The equivalence agreements or other international agreements approved by the Cultural Ministers' Conference and the German Rectors' Conference are essential for the determination of the equivalence of a foreign study programme. Should no agreements exist or if additional recognition is requested, the examination committee determines the equivalence. In cases of doubt, the opinion of the Central Office for Foreign Education must be obtained. Deviating recognition determinations due to agreements with foreign colleges remain unaffected. Professionally acquired skills that correspond to those to be acquired in the study programme are counted in accordance with the equivalence upon request from the examination committee. Non-allowance must be justified. The college bears the burden of proof for any non-allowance.

(2) The allowance of professionally acquired skills, that were not obtained in the field of higher education can count for up to a maximum of 50 % of the total credits required for the degree. Study and exam achievements cannot be recognised in a consecutive Master's programme if they were necessary to complete the previous Bachelor's programme.²

(3) Deviating terms of allowance due to agreements with foreign colleges remain hereby unaffected.

(4) Paragraphs 1 and 2 apply accordingly to years of study, study and exam achievements in nationally recognised distance learning programmes.

(5) If study and exam achievements are counted, the grades - provided the grading systems are similar - are transferred and incorporated into the calculation of the final grade. If the grading systems are not similar, the status "passed" is awarded in place of a grade. Such a "passed" is not included in the calculation of the final grade. A designation of this allowance in the grade report is permitted.

² 2nd amendment of 25.April 2017

(6) If the requirements of paragraphs 1 and 2 are fulfilled, there is a legal claim to allowance. The examination committee or its appointed body decide on this allowance upon request from the student. The request for allowance must be submitted to the examination committee within the first two degree semesters after registration, or two degree semesters after performing the achievements. The legal claim to allowance expires upon failure to adhere to this term.

(7) An allowance of study and exam achievements as well as professionally acquired skills not acquired at the TU Clausthal is not permitted for the respective module, provided registration for the first attempt at taking the exam at the TU Clausthal has occurred.

§ 10

Admission to Exams

(1) Admission to the individual exams, as well as the Bachelor's or Master's thesis, is permitted for those who

- a) are registered in the respective study programme at the Clausthal University of Technology during the semester in which they apply for the exam, and
- b) fulfil the admission requirements regulated in the regulatory statutes of the General Exam Regulations.

(2) The following procedure applies for registration and admission:

- a) Admission to written exams, oral exams and Bachelor's or Master's theses must, if possible, be requested electronically, preferably in writing at the office of the examination committee (examination office). A binding registration must be submitted for written and oral exams until 14 days before the exam date at the latest. For oral exams a student must also agree to the set exam date with the respective examiner and declare this agreement to the office of the examination committee (examination office) 14 days before the date at the latest.

If exams were not passed in the same study programme at a college, the respective claim to take the exam is expired or the exam process was not properly conducted, this must be reported before registering for the first exam electronically if possible, preferably in writing to the office of the examination committee (examination office).

- b) A student who has promptly registered for the exam, including any potentially necessary verification, can verify such by submitting a confirmation of registration ("Info on Registered Exams"), and fulfils paragraph 1 is admitted to an exam. A separate declaration through the office of the examination committee (examination office) only suffices if the admission is denied. This occurs electronically or in writing.

- c) Withdrawal from registered written or oral exams without justification is permitted up to 7 days before the date of the exam at the latest. Postponement of oral exam dates is also only permitted up to 7 days before the date of the exam at the latest.
 - d) There is a mandatory term of at least 4 weeks between receipt of the request for admission to the thesis in the examination office and submission of the thesis.
 - e) Upon request from the examination committee, the examination office determines admission or non-admission to the exam. Those students whom were registered as admitted to the examiners by the examination office are considered admitted. This occurs by sending admission lists or by sending the minutes of the exam, or electronically via the online portal. Data protection terms must be adhered to.
- (3) Admission to the exam is denied if:
- a) the requirements as per paragraph 1 are not fulfilled,
 - b) the documentation is incomplete, or
 - c) the Bachelor's or Master's exam was definitively not passed, the exam process was not properly executed or there is no longer a claim to the exam in the same study programme at a college in a member state of the Convention on the Recognition of Qualifications in Higher Education in the European Region (BGBl. 2007 II p. 712).

§ 11 Exam Organisation

- (1) The respective exam authority is responsible for organising the exam procedure in cooperation with the office of the examination committee (examination office).
- (2) The place and time of module exams and sub-exams, and the acceptance date of written theses, are announced in the form determined by the examination committee. The beginning and end of the registration period are determined separately for every exam period in which the oral exams take place. The dates of the written exams are determined and published promptly before the beginning of the exam period. If a written exam is offered during an exam period, all students must be tested in this form during this semester. The examination committee can deviate from this upon request in justified cases, especially if the student(s) is/are living abroad.
- (3) The examination committee can declare that resolutions and other measures taken in accordance with these regulations or the regulatory statutes, in particular the registration and exam dates, and exam terms, are made public to the students. § 27 section 2 sentence 1 applies accordingly.

§ 12 Placement Exam

(1) Deviating from the regulations of admission to the exams of the Bachelor's/Master's exam and the theses, students may be admitted to the module exams of the Bachelor's and Master's exams and Bachelor's and Master's theses upon request if said students pass a placement test showing that they possess the knowledge and skills corresponding to the respective level of the study programme concerned.

(2) Students are only permitted to take a placement exam if, during the application process, they

- a) verify justification to study in the respective study programme,
- b) verify a completed vocational training or five-year employment in a profession relevant to the studies in the respective study programme, or possess otherwise relevant acquired, practical experience, and
- c) substantiate the acquisition of the knowledge and skills required for the placement exam.

(3) Students are not permitted to the placement exam if they are registered for a study programme in this field at a college, if they were registered for such in the past three years, if they have definitively not passed a Bachelor's exam, a Master's exam or a corresponding state exam, placement exam or external exam in such a study programme, or if they were definitively not admitted to a placement exam or external exam in such a study programme.

(4) The following documentation must be attached with the application:

- a) a declaration of which study level or which semester the placement is requested,
- b) evidence as per paragraph 2,
- c) a layout of the student's academic career and professional achievements performed,
- d) a declaration of the circumstances named in paragraph 3.

The examination committee decides on the application. If it is not possible for the applicant to attach the required documentation in the manner stipulated, the examination committee may permit the student to provide verification by other means.

(5) Should there be doubt concerning the requirements listed in paragraph 2 letters b) and c), the college shall hold a discussion with the applicant, the duration of which must amount to at least 30 minutes; the examination committee hereby assigns

two examiners, one of whom must be an instructor at the respective college. Furthermore, § 14 paragraph 4 and § 17 apply accordingly. The two examiners determine whether the requirements defined in paragraph 2 letters b) and c) have been fulfilled. After disclosure of the result of the aforementioned discussion, the applicant has the right to withdraw the application or to alter it as per paragraph 4 letter a).

(6) The exam achievements and dates for the placement exams are determined by the examination committee. The placement exam procedure must be conducted in accordance with the same guidelines as the corresponding exams in this level of study. The requirements are defined in accordance with the requirements of this level of study or study semester for which the placement has been requested. In some cases the exams may be taken with the exams for students of this study programme. § 18 and § 20 apply accordingly to the evaluation and repeat attempt(s) of the exam for the placement exam.

(7) A written declaration of the result of the placement exam is provided. § 22 section 4 applies accordingly. Admitted students have the right to inform themselves of the performance level in the respective level of study by visiting lectures as guest students. Non-admitted students are allowed to repeat the application process once. The declaration mentioned in sentence 1 determines a time period in which the application process cannot be repeated. This time period may not amount to less than one year, and may not exceed three years.

§ 13

Structure of the Exams, Additional Exams and Requirement Exams

(1) The Bachelor's and Master's exam each consist of the exams in the mandatory modules and the electoral modules (see the regulatory statutes of the respective study programme) as well as the thesis as per § 16. A list of mandatory subjects offered for the following academic year is published by the student centre by the end of August (winter/summer semester) in the form of programme-specific module catalogues. Any changes are published for the following summer semester by the end of February in programme-specific module catalogues.

(2) Modules can be passed with module exams or sub-exams, and/or with a course assessment. Module exams and sub-exams are subject to the restriction on attempts as per § 20, and are included in the final grade. Course assessments are not subject to a restriction on attempts and are not included in the final grade; they may be graded or non-graded. Both course assessments and credits are not awarded for mere participation in lectures. The regulatory statutes may define exam achievements.

(3) The students may be subject to an exam (additional exams) in addition to the mandatory and electoral subjects or modules or sub-modules stipulated by the regulatory statutes. Additional exams are all other study and exam achievements not performed for purposes of the mandatory and electoral modules of the Bachelor's and Master's exam as per paragraph 1.

§ 20 paragraph 1 (exam repetition regulation) does not apply to additional exams. § 20 section 3 applies accordingly to additional exams.

(4) During the Bachelor's programme, a maximum of 24 credits of the consecutive Master's programme can be allotted as prior study and exam achievements. The results of the prior study and exam achievements are additionally certified for the degree (see Appendix 2c and 2d).

(5) Requirement exams can be imposed for purposes of admission to Master's programmes for students whose skills previously acquired during the Bachelor's programme do not fully correspond with the admission requirements. These are imposed by the admission committee for up to a maximum of 30 credits. The imposed study or exam achievements must clearly be stated by name and scope, and their fulfilment must be verified by registration for the Master's thesis. § 20 paragraph 1 (exam repetition regulation) does not apply to requirement exams. § 20 section 3 applies accordingly to requirement exams.

§ 14

Types of Study and Exam Achievements

(1) Study and exam achievements can be performed via one of the following types of exam (see Appendix 3 for a list of abbreviations):

- a) Written examination (paragraph 3)
- b) Oral examination (paragraph 4)
- c) Seminar performance (paragraph 5)
- d) Other theoretical / practical work (paragraph 6)
- e) Student research project (paragraph 7)
- f) Industrial placement internship (paragraph 8)
- g) Homework (paragraph 9)
- h) Excursion (paragraph 10)
- i) Final Thesis (paragraph 11)

(2) The exams, their type and extent, as well as the learning goals, allotted to the individual modules are listed in the regulatory statutes or module handbooks. If these stipulate that various types of exams are to be taken at the discretion of the examiner, the students must be informed of the type and extent of the study or exam achievement within the first lectures of the respective semester.

(3) In a written examination the student shall prove that they are able to recognise a problem and find means for a solution within a limited time, with the resources provided, and under supervision with the customary methods of the subject. The duration of a written exam lasts between 60 and 240 minutes. The resources provided

are to be announced by the examiner within a reasonable period of time. Written exams may be held on paper or via an electronic input device. § 15 regulates the execution of written exams with electronic input devices. A multiple-choice procedure may be employed.

(4) In the oral examination the student shall prove that they are able to recognise the relationships within the exam subject and can assign special questions to these relationships. Depending on what the instructor or the examiner stipulates, the oral exam generally takes place before two examiners to be named by the head of the module (collegial exam), or one examiner and an experienced assistant, or an experienced assistant as an individual exam, or as a group exam for up to three students at the same time. The duration of the exam lasts for a minimum of 20 minutes and a maximum of 60 minutes per student. The pertinent items of the exam and the evaluation of the exam achievement are recorded in a transcript. This is to be signed by the examiner(s), or the examiner and the assistant, or the assistant. With consent from the examination committee, oral exams can also be held via video conference in special cases, if it is ensured that the exam or study achievement is performed properly.

(5) A seminar performance entails the processing of a task from the work context and includes at least one presentation (discussion) that can be supplemented with scientific elaboration. The processing can be performed by individual students or within a group of a maximum of three students. The seminar exam can also consider discussion contributions on assignments from other seminar participants. Paragraph 6 sentences 5 to 7 apply accordingly to the presentation (discussion). In the scientific elaboration the students prove that they are able to clearly and comprehensibly illustrate the fundamental subject matter to an extent stipulated by the examiner, and are able to master the methodology and systematic approach of the scientific process in doing so.

(6) In a separate practical or theoretical Work, students are to acquire the ability to practically or theoretically process subject-specific questions. This processing may be performed by individual students or within a group.

This may occur via active involvement with the applicable materials and components in the form of practical performance of an assignment, or the application and further development of known contents in the form of a theoretical performance of an assignment, with which the students are able to expand their capabilities. Another component may also be a presentation (discussion), an electronic portfolio or a report / transcript.

In a presentation (discussion) the students hold an oral presentation on the work or research results while employing visual media, which is to be justified in a subsequent oral discussion. In addition, contents and related thoughts and facts can be explained to answer any questions, so that the insight gained is clarified from a critical and reflective standpoint. The quality of the contentual statements, rhetoric, presentation style and methods are evaluated.

In an electronic portfolio the students present a collection of artefacts and/or a learning process and progress documentation over an extended period of time within a personally compiled portfolio.

In a report / transcript the students are to prove that they have recognised the pertinent aspects of an assignment from the work context, and that that process or result can be depicted with the level of preciseness required, and in a reasonable format.

(7) A student research project either includes the advanced, independent processing of subject-specific questions or a practice-based, plan-based and cross-subject report drafted under the supervision of examiners. The processing may be performed by individual students or in a group of a maximum of three students. The components are to be announced by the examiner within a reasonable amount of time and may include a practical / theoretical assignment, a presentation (discussion), an electronic portfolio, a report / transcript or a scientific elaboration. Paragraph 6 sentence 3, paragraph 6 sentences 5 to 7, paragraph 6 sentence 8, paragraph 6 sentence 9, and paragraph 5 sentence 5 apply accordingly.

(8) In an industrial placement internship the students shall prove that they have acquired the fundamental technical knowledge and skills, and that they have learned the professional tasks and work methods in various fields. Reports must be written throughout the entire duration of the internship period. Furthermore, the General Guidelines for Interns of the Clausthal University of Technology in conjunction with the study programme-specific internship conditions must be adhered to.

(9) The regulatory statutes may stipulate homework assignments as preliminary work for study and exam achievements as per sentences 3 to 6.

(10) During an excursion the student becomes acquainted with the current content and problems of selected industrial and scientific facilities. In a subsequent discussion with the fellow classmates and professors, the student shall actively prove that they have understood the pertinent aspects. The student shall relate theoretical knowledge to the practical content illustrated by the excursion.

(11) Another study and exam achievement is the thesis as per § 16.

§ 15

Written Exams with Electronic Input Devices

(1) Electronic exams are held with a software platform in which the students answer exam questions through an input device. All of the student's answers are sufficiently and securely stored so that all electronic communication between the input devices and the server is accountable.

(2) The software platform ensures the authenticity and integrity of the exam results. It especially ensures that the origin of the responses entered by the student is allocated with absolute certainty, and cannot be falsified at any point in time.

(3) The terms applicable to the written exams apply to the execution of electronic written exams, provided no terms to the contrary are stipulated in this paragraph or in § 14 section 3.

- (4) In the first lecture of any semester it must be announced whether a written exam will be held on paper or electronically. Any further details are to be stipulated within the regulatory statutes.
- (5) Before commencing the electronic written exam the student identifies themselves in their input device with the access data assigned to them before they are allowed to view the exam questions. This allows for the input device to be clearly assigned to that specific student.
- (6) The supervisor simultaneously commences the written exam for all students once all students are logged into their input device.
- (7) The exam procedure is over when the student confirms such through the examination programme, or if the set exam time has expired.
- (8) The electronically stored written exam answers are only accessible to the examination committee, the examiner and the examination office. § 25 applies to the act of viewing the exam file. The files must be stored and kept accessible for reading for 5 years.

§ 16 Thesis

- (1) The thesis is:

for the Bachelor's programme	the Bachelor's thesis
for the Master's programme	the Master's thesis

- (2) The thesis should show that the student is able to resolve a problem using scientific methods within a set timeframe. The thesis thus entails an advanced, largely independent resolution of a cohesive range of topics under the leadership of an advisor, including drafting up a written description of the work performed and the results thereof. The thesis is to be written in the language stipulated for the respective study programme (German or English), and the respective other language (English or German) may be used upon request.
- (3) Only those students who fulfil the requirements defined in the regulatory statutes are admitted to the Bachelor's or Master's thesis. Upon request the examination committee can grant admission for justified exceptions.
- (4) The topic and scope of the thesis must comply with the objective of the exam as per § 2. The type of task and scope must be certain upon assignment of the topic. Pertinent aspects of the thesis must be presented and discussed in the form of a colloquium as a mandatory oral justification of the work. If only one of the evaluators is present during the oral justification, an experienced assistant must be included as per § 8 paragraph 3. The weighing of the oral and written parts of the exam must be regulated in the regulatory statutes.

(5) The thesis can be completed in the form of a group report. The contribution from the respective student to be graded as an exam achievement must be clearly demarcated and assessable by providing excerpts, page numbers or other objective criteria, and must comply with the requirements as per paragraph 2.

(6) The topic of the thesis may be determined by any member of the instructor group, or their institute in the subject-specific regulatory statutes of the respective study programme. Further regulations pertaining to this are to be found in the subject-specific regulatory statutes. However, the topic may also be determined by other examiners in accordance with § 8 paragraph 1; in this case the second examiner must be a member of the aforementioned instructor group. Upon request the examination committee ensures that the student to be examined receives a topic promptly. The assignment of the topic is performed by the chair of the examination committee; this assignment must go on the record. With assignment of the topic the first examiner and the second examiner (discussant) are appointed. While working on the thesis, the student is advised by the first examiner.

(7) Including the colloquium, the Bachelor's thesis is worth 12 credits and must be completed within a period of two to three months. The regulatory statutes stipulate any additional details.

(8) Including the colloquium, the Master's thesis is worth 20 to 20 credits and must be completed within a period of four to six months. The regulatory statutes stipulate any additional details.

(9) The topic of the thesis can only be returned once, and only within the first third of the regulated working period. However, returning the topic upon repetition of the thesis is only permitted if this possibility was not exercised during the first attempt. The new topic of the thesis is assigned within a reasonable amount of time, i.e. generally within three months.

(10) Three bound copies of the written, completed version of the thesis, and one electronic copy, must be submitted to the office named by the examination committee on time; the time of submission must go on record.

(11) Upon submission of the thesis the student must confirm in writing that they are the sole drafter of the work - or the designation portion of the project in the event of a group thesis - and did not use any other sources or aids other than those listed, that all portions of the work literally or analogously taken from other sources are labelled as such, and that the student did not submit the work in the same or similar form to any other evaluating entity. A written declaration as per § 4 must be submitted at the same time.

(12) The thesis shall be evaluated within six weeks after submission of the work. The thesis has been accepted if it was graded by both examiners with a minimum grade of "sufficient". § 18 applies to the grading process accordingly. The terms of § 22 are to be applied. Should the work be graded "insufficient" by only one of the examiners, another examiner must be brought in to perform an additional evaluation of the written work. The grade "insufficient" is then only assigned if the additional examiner

evaluates the written work with the grade "insufficient". If the written work is graded at least "sufficient" upon additional evaluation, the final grade is accordingly at least "sufficient", provided the mathematical calculation of the three grades does not result in a better assessment.

(13) If the thesis has been graded "insufficient" or is considered to be "insufficient", the thesis may be repeated once; there is no claim to a second attempt. In the event of repetition, the thesis may not be completed as a group project as per paragraph 5.

§ 17 Publicity of Oral Exams

Students who would like to participate in the same exam soon, as well as other members of the college who assert their own justified interest, are admitted as guest listeners to oral exams (§ 14 paragraph 4) as permitted by space restrictions. This does not extend to the consultation and announcement of the exam result to the student tested. Furthermore, the listeners are prohibited from taking notes or recording audio or video. Upon request from the student tested, there may be no listeners permitted to the exam as per sentence 1. § 7 paragraph 3 remains unaffected. Requests as per sentence 1 and 4 are to be submitted to the examiner one week before the exam date at the latest.

§ 18 Assessing the Study and Exam Achievements, Grading

(1) Study and exam achievements are graded by the respective examiners via the following grade scale:

very good	= 1	(a particularly outstanding achievement),
good	= 2	(an achievement well beyond the scope of the average requirements),
satisfactory	= 3	(an achievement that meets the average requirements in every aspect),
sufficient	= 4	(an achievement that meets the minimum requirements, despite any flaws),
insufficient	= 5	(an achievement no longer sufficient due to significant flaws).

Intermediate values can be formed for the differentiated assessment of study and exam achievements by lowering or increasing the individual grades by 0.3. The grades 0.7, 4.3, 4.7 and 5.3 are ruled out. They are also to be designated in this form in credentials and certificates.

(2) A module is generally completed with a study and exam achievement. A study and exam achievement has been passed if it was assessed with a minimum grade of "sufficient". If the study and exam achievement, except for a thesis, is graded by two examiners, it has been passed if both examiners assess the work with a minimum grade of "sufficient". If multiple examiners are involved, the grade of the study and exam achievement is calculated as a mathematical average of the individual values assigned by the examiners.

(3) If a student has taken part in an exam, even though they no longer had the opportunity to repeat it, the result of the exam is not graded. This also generally applies if a student has taken part in an exam without having been admitted to said exam.

(4) A module is passed if the respective module exam or module sub-exams and/or course assessments have each been assessed as at least "sufficient". The grade of a module is calculated as the sum of the weighed grades of the study and/or exam achievements apportioned to this module. The module grade is compiled in accordance with paragraph 9. The module weighing procedure can be found in the regulatory statutes of the respective study programme.

(5) For purposes of their lecture instructors can offer a bonus system, which can be used to improve the final grade for subsequent study and exam achievements within that module. The requirement is that the allowable bonus entails an additional and disproportionate level of work, and the study or exam achievement in which the bonus is to be included has been passed with a minimum grade of "sufficient". An allowance can result in a maximum grade increase of 0.3 or 0.4 points, up to a maximum grade of 1.0. The study and exam achievement must be structured in such a way that the grade 1.0 can be achieved without any bonus.

(6) The Bachelor's or Master's exam has been successfully passed if the exams named in § 13 and the mandatory thesis as per § 16 has been assessed with a minimum grade of "sufficient".

(7) The final grade of the Bachelor's and Master's exam is calculated from the average of the weighed grades of the module. The module weighing procedure can be found in the regulatory statutes of the respective study programme. The final grade of the thesis is compiled as per paragraph 9 and 10. A module in which solely course assessments are performed (see regulatory statutes) is not included in the calculation of the final grade.

(8) A module is definitively not passed if

- a) the module exam or at least one module sub-exam was definitively not passed or is not considered to be passed after using up all repeat opportunities as per § 20. The decision of a module that has definitively not been passed as per sentence 1 must be attached with a disclaimer.
- b) the Bachelor's or Master's thesis has not been passed and a repeat attempt as per § 16 section 13 is no longer possible or is not utilised.

(9) The grade is:

for an average up to 1.5	“very good”,
for an average up to 1.5 to 2.5	“good”,
for an average up to 2.5 to 3.5	“satisfactory”,
for an average up to 3.5 to 4.0	“sufficient”,
for an average up to 4.0	“insufficient”.

When grading, only the first decimal point after the period is considered; all other positions are eliminated without rounding off.

(10) If the module that contains the Bachelor's or Master's thesis is assessed with the grade "1.0" and if the final grade of the Bachelor's or Master's programme as per § 18 paragraph 7 is assessed with "1.3" or better, the certificate is provided with the assessment "awarded with honours". This grade is to be noted both on the grade report as well as the certificate.

§ 19

Disclosure of Results of the Study and Exam Achievements

The disclosure of the assessment of a study and exam achievement occurs through the electronic exam management system, provided not otherwise stipulated by legal terms or these General Exam Regulations. The assessment is considered disclosed on the 3rd day after entry of the assessment into the electronic exam management system at the latest, provided the student tested has not acquired the result beforehand. In this regard the students are obligated to utilise the electronic exam management system.

§ 20

Free Attempt, Repeat Attempt of Exams

(1) Exams not initially passed at the TU Clausthal are considered to not have been taken if they are taken during an exam period within the regular study period (free attempt). Six of the exams passed for purposes of the free attempt (module exams or sub-exams) can each be repeated once per study programme to improve the student's grade; the better grade is counted. Periods exceeding the regular study period are not considered in the event of compelling cause. § 22 applies accordingly. Additional study periods abroad may not be considered. There is no claim to a second free attempt.

(2) Course assessments that have not been passed can be repeated as often as desired. It must be ensured that the students are suitably informed of the lecture-specific procedures.

(3) Module exams or sub-exams that were not passed or are considered "not passed" can be repeated twice. An exam is definitively not passed if

- all repeat attempts have been exhausted without the exam being passed, or
- it has been determined that a lecture was definitively failed due to severe cheating as per § 22 paragraph 3 sentence 5.

(4) The deans shall ensure that each programme-relevant written exam or oral exam is offered once for each exam period.

(5) Unsuccessful attempts at taking a clearly similar module exam or sub-exam in the same or similar study programme at the TU Clausthal or another college in the European Higher Education Area are counted toward the repeat attempts. The regulatory statutes determine from which other study programmes unsuccessful attempts at taking exams, as per sentence 1, are counted toward the repeat attempts.

§ 21

Credentials and Certificates

(1) If the student has passed the Bachelor's or Master's exam, the student receives a certificate containing the final grade, the modules taken with their respective grades, and the topic of the thesis and its grade. The certificate is to be drafted according to the template attached in Appendix 2a and 2b. The date on which the last study or exam achievement was performed is to be provided as the date of the certificate. Together with the certificate, the student is awarded a Bachelor's or Master's degree in accordance with the template attached in Appendix 1a and 1b as well as the date of the certificate. The awarding of the academic grade is certified herein. Sentence 3 applies accordingly. A diploma supplement (Appendix 5) and a transcript of records (Appendix 6), which includes a description of the qualifications acquired in the respective study programme, are attached to the certificate. The language of the degree and certificate is German. The language of the diploma supplement is German. An additional copy of the degree is provided in English (Appendix 1c and 1d).

(2) Students may print out a certificate of the study and exam achievements they passed via the electronic exam management system, as well as an overview of all study and exam achievements (certificate of good standing).

(3) The decision of a definitively not passed Bachelor's or Master's exam is granted by the examination committee in writing. This decision must be attached with a disclaimer.

(4) In addition to the certificate, the ECTS grading table, in accordance with the ECTS manual from 06.02.2009, is presented on a separate certificate. The ECTS grading table is based on a specific study programme. It depicts the numbered and percentage-based distribution of the final grades within a comparable period. The ECTS grading table is written up on 15 December every year for all graduates of the period from 1 November of the previous year to 31 October of the current year. The date of the last exam determines this allocation. The theses of one study programme from the past three academic years are compiled into a reference group. If the number of graduates in the respective time period is less than 30, the ECTS grading table is not used.

§ 22 Lapse, Deceit, Exceptions

(1) A study and exam achievement is considered not passed if the student, without compelling cause,

- a) does not appear to an exam for which they are registered,
- b) withdraws from the exam after the exam has begun, or
- c) does not take an exam as per § 14 or the final thesis as per § 16 within the allotted timeframes.

(2) The reason for the lapse asserted by the student must immediately be presented to the examination committee and substantiated. De-registration and leave are not compelling causes as such. A doctor's confirmation must be submitted in the event of illness; the examination committee determines the student's ability to take the exam. In case of repetition, a doctor's confirmation can be requested at the expense of the student. If the reason is acknowledged, the exam may be taken within a discretionary examination period.

(3) Should the student attempt to influence the result of their study or exam achievement by cheating or using prohibited aids, the respective study or exam achievement is graded as "not passed" or "insufficient". Electronic communication devices are considered prohibited aids. Bringing prohibited aids into the exam area is considered an attempt at cheating. In particularly severe cases - especially in the event of plagiarism and cases of repetition in the same study programme - the examination committee may additionally determine the definitive non-existence of the study or exam achievement, and thus failure of the study programme. A student who disrupts the orderly organisation of the exam can be disqualified from continuing the exam by the respective examiner or supervisor; in this case the respective exam is to be graded "insufficient" or "not passed". Within a term of 1 month after announcement of the decision as per sentences 1 to 3, the student may request that the decision be assessed by the examination committee. The student suspected of cheating as per sentence 1 may continue the exam until the end of the examination period.

(4) Should the submission deadline of a study and exam achievement not be adhered to without compelling cause, it is considered to not have been passed. Paragraph 3 applies accordingly. In cases in which the submission deadline cannot be adhered to for compelling cause, the examination committee decides - with due regard to the guidelines of equal opportunity and the prioritisation of scientific achievement over adhering to procedural regulations - whether the submission deadline for the study and exam achievement will be extended accordingly or if a new assignment will be provided.

(5) Should to student substantiate via medical confirmation that the student is unable to entirely or partially perform study and exam achievements due to longstanding or constant physical discomfort or disability, caring for their own child or caring

for a family member in need of care, the student may be permitted, upon request to the respective examination committee, to perform study and exam achievements of equal value in a different format.

(6) The safeguarding provisions of §§ 3, 4, 6 and 8 of the Maternity Protection Act, as well as the terms of the Federal Child-Raising Allowance Act are to be applied during parental leave. The assertion of the safeguarding provisions or terms is to be submitted to the examination committee in writing by the student. Upon written request to the examination committee with sufficient justification, students may apply for individually adapted submission and exam dates, possibly with modification of the exam times and duration of the study period for purposes of a family-friendly college.

(7) Upon request from recognised top athletes, the examination committee may determine individually adapted submission and exam dates, possibly with modification of the exam times and duration of the study period, in accordance with the cooperation agreement with the Hochschulsportverband [College Sports Association] Lower Saxony - Bremen (HVNB).

(8) The regulatory statutes determine whether a study programme is suitable for part-time studies. Should this be the case, individually adapted submission and exam dates, possibly with modification of the exam times and duration of the study period, may be requested from the examination committee in writing.

§ 23

Invalidity of the Exam

(1) In the event that a student cheated during an exam and should this fact only be recognised after the awarding of the certificate, the examination committee may retroactively report the grades for those study and exam achievements during the performance of which the student cheated, and completely or partially declare the final thesis "not passed".

(2) If the requirements for admission to an exam were not fulfilled without the student intending to cheat in this regard, and should this fact only be recognised after the awarding of the certificate, this error is amended by the existence of the exam. If the admission was deliberately acquired illegitimately, the examination committee decides on the repeal of illegitimate administrative files with due regard to the legal terms in place.

(3) The respective student must be given the opportunity to explain themselves before the examination committee before a decision is made.

(4) The incorrect exam certificate must be repealed and replaced with a proper certificate or decree as per § 21 section 3. Along with the incorrect exam certificate, the record as per § 3 and the diploma supplement, transcript of records and English translation of the record as per § 21 section 1 are to be returned if the exam was declared "not passed" due to deceit. A decision as per paragraphs 1 and 2 sentence 2 is not permitted after five years from the date of the exam certificate.

§ 24

Individual Decisions, Objection Proceedings

(1) Adverse decisions made in accordance with these exam regulations must be justified in writing and, for administrative files, attached with a disclaimer and announced to the individual in question.

(2) The examination committee initially decides on the objection (redress decision). Should the objection be directed toward an assessment from an examiner, the examination committee directs this objection to the examiner for evaluation. Should the examiner alter the assessment as per the request, the examination committee remedies the objection. Otherwise the examination committee evaluates the decision based on the opinion of the examiner to determine if

- a) the examination procedure was conducted properly,
- b) proper circumstances were assumed during the assessment,
- c) generally valid assessment guidelines were followed,
- d) a properly grounded, reasonable solution with balanced arguments was assessed as false,
- e) the examiner allowed unrelated considerations to influence the assessment.

The same applies if the objection concerns the assessment from multiple examiners.

(3) Upon request from the student to be tested, the examination committee appoints an assessor for the objection proceedings. The assessor must possess the qualifications defined in § 8. The student to be tested and the assessor must be given the opportunity to make their case before the verdict as per paragraph 2 sentence 1.

(4) A decision regarding the objection shall be made within one month.

(5) The examination committee is an authority on redress and objection with due regard to the procedure defined in paragraphs 2 and 3. The objection verdict is delivered to the individual presiding over the objection proceedings by the dean, or from the proxy appointed by the dean.

§ 25

Viewing the Exam File, Viewing the Written Exam

(1) Upon request to the examination committee, students are granted access to their own exam file.

This request must be submitted to the examination committee - at the latest - one year after release of the exam certificate, or the decision that the student has definitively not passed the exam.

(2) This does not include admission to view written exams, as it is possible to view the written exam within three years after completing the written exam. After the term of three years, access to the written exam is no longer permitted.

(3) The examination committee determines the time and place of the viewing.

SECTION FOUR Closing Terms

§ 26 Alterations

Alterations to these regulations are made upon suggestion from the faculties with authorisation from the chair.

§ 27 Announcements Public to the College

(1) The chair makes these General Exam Regulations public to the college, and suitably refers the students to the regulatory statutes that apply to them.

(2) Each examination committee can decide for itself that the resolutions and other measures made in accordance with these General Exam Regulations will be made public to the college in a customary manner. This decision is to be made public to the college in a customary manner. Terms pertaining to privacy protection are to be adhered to in this regard.

§ 28

Crossover Stipulations, Purview

Should regulatory statutes refer to a previous version of these General Exam Regulations, the references are to be written in such a way that those standards that include the items referenced appear in place of the referenced stipulations. This also applies if the new version of the General Exam Regulations deviates from the previous version.

§ 29

Crossover Regulations

- (1) Students who commence their studies in the winter semester 2015/2016 are tested in accordance with these General Exam Regulations.
- (2) Students who are in their second semester or higher upon these General Exam Regulations coming into effect are carried over to these General Exam Regulations. For these students, the new regulations as per § 6 paragraph 3 (maximum study duration) are suspended until the end of the summer semester 2020, provided the study programme-specific regulatory statutes have not stipulated any regulations concerning this.
- (3) Any subsequent difficulties may be compensated by individual resolutions from the respective examination committee upon request by means of a crossover or transition.

§ 30

Coming into Effect

These General Exam Regulations come into effect at the beginning of the winter semester 2015/2016 after their announcement in the official gazette of the Clausthal University of Technology.

Appendix 1a)

Fakultät für ...
BACHELORURKUNDE

Die Technische Universität Clausthal,
Fakultät für ...
verleiht mit dieser Urkunde

Frau/Herrn

...

geb. ...

geboren am ... in ...,

den Hochschulgrad

Bachelor of Science (B.Sc.)

nachdem er die Bachelorprüfung in dem wissenschaftlichen Studiengang

....

(...)

...

am ... bestanden hat.

Clausthal-Zellerfeld, ...

(Prägesiegel)

.....

...

Präsidentin/Präsident

.....

..

....

Appendix 1b)

Fakultät für ...
MASTERURKUNDE

Die Technische Universität Clausthal,
Fakultät für ...
verleiht mit dieser Urkunde

Frau/Herrn

...
geb. ...

geboren am ... in ...,

den Hochschulgrad

Master of Science (M.Sc.)

nachdem er die Masterprüfung in dem wissenschaftlichen Studiengang

...
Studienrichtung ...

am ...bestanden hat.

Clausthal-Zellerfeld, ...

.....

Prof. Dr.

Präsidentin/Präsident

(Präsesiegel)

.....

..

Prof. Dr.-Ing. ...

Appendix 1c)

-TRANSLATION-

Faculty of ...

CERTIFICATE OF BACHELOR'S DEGREE

Clausthal University of Technology
Faculty of ...
hereby confers upon

Mr./Mrs.

...

née ...

born in ...on ..., ...,

in recognition of the fulfillment of the requirements on ..., ...,

the degree of

Bachelor of Science (B.Sc.)

in the degree program

...

...

Clausthal-Zellerfeld, ..., ...

(Seal)

.....

...

Dieses Dokument ist nur gültig im Zusammen-
hang mit der „Bachelorurkunde“ des Studien-
gangs „...“ von ...vom

This document is valid only in conjunction with
the 'Bachelorurkunde' awarding the degree in
'...' to ... dated from

Appendix 1d)

-TRANSLATION-

Faculty of .../...

CERTIFICATE OF MASTER'S DEGREE

Clausthal University of Technology
Faculty of ...
hereby confers upon

Mrs./Mr.

...

née ...

born in ...on ..., ...,

in recognition of the fulfillment of the requirements on ..., ...,

the degree of

Master of Science (M.Sc.)

in the degree program

...

...

Clausthal-Zellerfeld, ...

(Seal)

.....

...

Dieses Dokument ist nur gültig im Zusammen-
hang mit der „Masterurkunde“ des Studien-
gangs „...“ von ...vom

This document is valid only in conjunction with
the 'Masterurkunde' awarding the degree in '...'
to ...dated from

Fakultät für ...

ZEUGNIS ÜBER DIE BACHELORPRÜFUNG

Frau/Herr

...

geb. ...

geboren am ... in ...,

hat die Bachelorprüfung in dem wissenschaftlichen Studiengang

...

...

mit der Gesamtnote „... (...,...)“ am ... bestanden.

Das Thema der Bachelorarbeit lautet:

„...“

Clausthal-Zellerfeld, ...

(Siegel)

.....

Prof. Dr. ...
Vorsitzende/r des
Prüfungsausschusses

Fakultät für ...

ZEUGNIS ÜBER DIE MASTERPRÜFUNG

Frau/Herr

...

geb. ...

geboren am ... in ...,

hat die Masterprüfung in dem wissenschaftlichen Studiengang

...

...

mit der Gesamtnote „... (...,...)“ am ... bestanden.

Das Thema der Masterarbeit lautet:

„...“

Clausthal-Zellerfeld, ...

(Siegel)

.....

Prof. Dr. ...
Vorsitzende/r des
Prüfungsausschusses

Appendix 2c)

BEIBLATT ZUM ZEUGNIS ÜBER DIE BACHELORPRÜFUNG

vom ...

Frau/Herr ..., geboren am ... in ..., hat im Rahmen ... Bachelorprüfung im Studiengang ..., Studienrichtung ..., Zusatzleistungen gemäß § ... APO erbracht.

Die Zusatzleistungen in	erhielten die Beurteilung	
...	...	
...	...	
...,...
...,...
Zusatzprüfung,...

Clausthal-Zellerfeld, ...

(Siegel)

.....

Prof. Dr. ...
Vorsitzende/r des
Prüfungsausschusses

Appendix 2d)

BEIBLATT ZUM ZEUGNIS ÜBER DIE MASTERPRÜFUNG

vom ...

Frau/Herr ..., geboren am ...in ..., hat im Rahmen ihrer/seiner Masterprüfung im Studiengang ..., Studienrichtung ..., Zusatzleistungen gemäß § ...APO erbracht.

Die Zusatzleistungen in	erhielten die Beurteilung	
...	...	
...	...	
...,...
...,...
...,...
...,...
...,...
...,...

Clausthal-Zellerfeld, ...

(Siegel)

.....
Prof. Dr. ...
Vorsitzende/r des
Prüfungsausschusses

Appendix 3

List of Abbreviations for Types of Exam

K	Written examination [<i>Klausur</i>]
M	Oral examination [<i>Mündliche Prüfung</i>]
SL	Seminar performance [<i>Seminarleistung</i>]
PrA	Practical work [<i>Praktische Arbeit</i>]
ThA	Theoretical work [<i>Theoretische Arbeit</i>]
SA	Student research project [<i>Studienarbeit</i>]
PA	Project work [<i>Projekt Arbeit</i>]
IP	Internship [<i>Industriepraktikum</i>]
HA	Homework [<i>Hausarbeit</i>]
Ex	Excursions [<i>Exkursion</i>]
Ab	Final Thesis [<i>Abschlussarbeit</i>]

Appendix 4

Written Declaration

I hereby ensure that I am the sole drafter of the work and did not use any sources and aids other than those listed, and that all portions of this work literally or analogously taken from other sources were labelled as such, and that the work has not been submitted in the same or similar form to any other evaluating entity.

Furthermore, I declare that I am / am not willing to have my thesis made publicly available in the institute and/or university library (*cross out the option that does not apply*).

Date and signature

Appendix 5



Diploma Supplement

...,
... (AFB ...)

Diploma Supplement

This Diploma Supplement model was developed by the European Commission, Council of Europe and UNESCO/CEPES. The purpose of the supplement is to provide sufficient independent data to improve the international 'transparency' and fair academic and professional recognition of qualifications (diplomas, degrees, certificates etc.).

It is designed to provide a description of the nature, level, context, content and status of the studies that were pursued and successfully completed by the individual named on the original qualification to which this supplement is appended. It should be free from any value judgements, equivalence statements or suggestions about recognition. Information in all eight sections should be provided. Where information is not provided, an explanation should give the reason why.

1. Holder of the qualification

1.1 Family name	1.2 First name(s)
...	...
1.3 Date of birth	1.4 Student ID-No.
...	...
Place of birth	
...	

2. Qualification

2.1 Name/Type of qualification	...
2.2 Main field(s) of study	...
2.3 Name of awarding institution	Technische Universität Clausthal, Fakultät für ... Clausthal University of Technology, Faculty of ...
Status of awarding institution	State university (Germany)
2.4 Name of institution administering studies	See 2.3.
Status of institution administering studies	See 2.3.
2.5 Language(s) of instruction/ examinations	...



3. Level of qualification	
3.1 Level of qualification	...
3.2 Official duration/length of program	...
3.3 Applicant/Access requirements	...

4. Contents and the results achieved																
4.1 Mode of study	...															
4.2 Program requirements	...															
4.3 Program details	See <i>Final Transcript of Records</i> for a list of courses and grades, and <i>Examination Certificate (...)</i> for subjects of examinations and topic of thesis, including evaluations.															
4.4 Grading scheme	Based on the German grading scheme (cf. Sect. 8.6) a numerical system of five performance levels is applied:															
	<table border="0"> <tr> <td>„mit Auszeichnung“ / „sehr gut“</td> <td>1,0 - 1,5</td> <td>excellent / very good</td> </tr> <tr> <td>“gut”</td> <td>1,6 - 2,5</td> <td>good</td> </tr> <tr> <td>“befriedigend”</td> <td>2,6 - 3,5</td> <td>satisfactory</td> </tr> <tr> <td>“ausreichend”</td> <td>3,6 - 4,0</td> <td>sufficient</td> </tr> <tr> <td>“nicht bestanden”</td> <td>5,0</td> <td>fail</td> </tr> </table>	„mit Auszeichnung“ / „sehr gut“	1,0 - 1,5	excellent / very good	“gut”	1,6 - 2,5	good	“befriedigend”	2,6 - 3,5	satisfactory	“ausreichend”	3,6 - 4,0	sufficient	“nicht bestanden”	5,0	fail
„mit Auszeichnung“ / „sehr gut“	1,0 - 1,5	excellent / very good														
“gut”	1,6 - 2,5	good														
“befriedigend”	2,6 - 3,5	satisfactory														
“ausreichend”	3,6 - 4,0	sufficient														
“nicht bestanden”	5,0	fail														
4.5 Overall classification / Final grade	...															



5. Function of the qualification

- 5.1 Access to further study ...
 - 5.2 Professional status -
-

6. Additional information

- 6.1 Additional information ...
 - 6.2 Further information sources Clausthal University of Technology
...
...
-

7. Certification of the supplement

- This diploma supplement refers to the following original documents:
- ...urkunde, ...
 - Zeugnis über die ...prüfung, ...
 - Final Transcript of Records, ...
-

Clausthal-Zellerfeld, ...

(Seal)

.....

...

Chair of the examination



8. INFORMATION ON THE GERMAN HIGHER EDUCATION SYSTEMⁱ

8.1 Types of Institutions and Institutional Status

Higher education (HE) studies in Germany are offered at three types of Higher Education Institutions (HEI).ⁱⁱ

- *Universitäten* (Universities) including various specialized institutions, offer the whole range of academic disciplines. In the German tradition, universities focus in particular on basic research so that advanced stages of study have mainly theoretical orientation and research-oriented components.

- *Fachhochschulen* (Universities of Applied Sciences) concentrate their study programs in engineering and other technical disciplines, business-related studies, social work, and design areas. The common mission of applied research and development implies a distinct application-oriented focus and professional character of studies, which include integrated and supervised work assignments in industry, enterprises or other relevant institutions.

- *Kunst- und Musikhochschulen* (Universities of Art/Music) offer studies for artistic careers in fine arts, performing arts and music; in such fields as directing, production, writing in theatre, film, and other media; and in a variety of design areas, architecture, media and communication.

Higher Education Institutions are either state or state-recognized institutions. In their operations, including the organization of studies and the designation and award of degrees, they are both subject to higher education legislation.

8.2 Types of Programs and Degrees Awarded

Studies in all three types of institutions have traditionally been offered in integrated "long" (one-tier) programs leading to *Diplom-* or *Magister Artium* degrees or completed by a *Staatsprüfung* (State Examination).

Within the framework of the Bologna-Process one-tier study programs are successively being replaced by a two-tier study system. Since 1998, a scheme of first- and second-level degree programs (Bachelor and Master) was introduced to be offered parallel to or instead of integrated "long" programs. These programs are designed to provide enlarged variety and flexibility to students in planning and pursuing educational objectives, they also enhance international compatibility of studies.

The German Qualification Framework for Higher Education Degreesⁱⁱⁱ describes the degrees of the German Higher Education System. It contains the classification of the qualification levels as well as the resulting qualifications and competencies of the graduates.

For details cf. Sec. 8.4.1, 8.4.2, and 8.4.3 respectively. Table 1 provides a synoptic summary.

8.3 Approval/Accreditation of Programs and Degrees

To ensure quality and comparability of qualifications, the organization of studies and general degree requirements have to conform to principles and regulations established by the Standing Conference of the Ministers of Education and Cultural Affairs of the *Länder* in the Federal Republic of Germany (KMK).^{iv} In 1999, a system of accreditation for programs of study has become operational under the control of an Accreditation Council at national level. All new programs have to be accredited under this scheme; after a successful accreditation they receive the quality-label of the Accreditation Council.^v

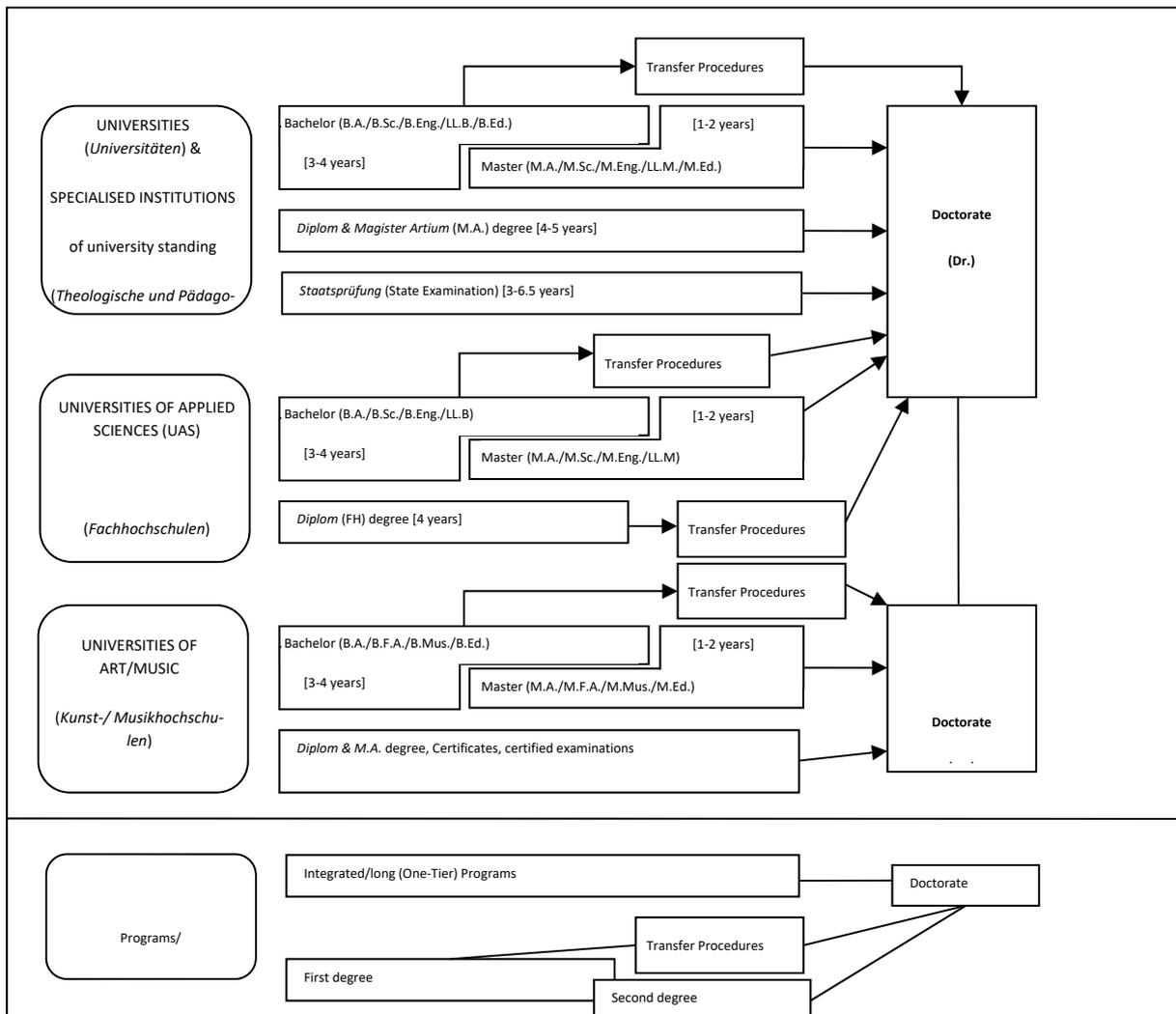


Table 1: Institutions, Programs and Degrees in German Higher Education

8.4 Organization and Structure of Studies

The following programs apply to all three types of institutions. Bachelor's and Master's study courses may be studied consecutively, at various higher education institutions, at different types of higher education institutions and with phases of professional work between the first and the second qualification. The organization of the study programs makes use of modular components and of the European Credit Transfer and Accumulation System (ECTS) with 30 credits corresponding to one semester.

8.4.1 Bachelor

Bachelor degree study programs lay the academic foundations, provide methodological skills and lead to qualifications related to the professional field. The Bachelor degree is awarded after 3 to 4 years.

The Bachelor degree program includes a thesis requirement. Study courses leading to the Bachelor degree must be accredited according to the Law establishing a Foundation for the Accreditation of Study Programs in Germany.^{iv}

First degree programs (Bachelor) lead to Bachelor of Arts (B.A.), Bachelor of Science (B.Sc.), Bachelor of Engineering (B.Eng.), Bachelor of Laws (LL.B.), Bachelor of Fine Arts (B.F.A.), Bachelor of Music (B.Mus.) or Bachelor of Education (B.Ed.).

8.4.2 Master

Master is the second degree after another 1 to 2 years. Master study programs may be differentiated by the profile types "practice-oriented" and "research-oriented". Higher Education Institutions define the profile.

The Master degree study program includes a thesis requirement. Study programs leading to the Master degree must be accredited according to the Law establishing a Foundation for the Accreditation of Study Programs in Germany.^{vii}

Second degree programs (Master) lead to Master of Arts (M.A.), Master of Science (M.Sc.), Master of Engineering (M.Eng.), Master of Laws (L.L.M.), Master of Fine Arts (M.F.A.), Master of Music (M.Mus.) or Master of Education (M.Ed.). Master study programs which are designed for continuing education may carry other designations (e.g. MBA).

8.4.3 Integrated "Long" Programs (One-Tier): *Diplom* degrees, *Magister Artium*, *Staatsprüfung*

An integrated study program is either mono-disciplinary (*Diplom* degrees, most programs completed by a *Staatsprüfung*) or comprises a combination of either two major or one major and two minor fields (*Magister Artium*). The first stage (1.5 to 2 years) focuses on broad orientations and foundations of the field(s) of study. An Intermediate Examination (*Diplom-Vorprüfung* for *Diplom* degrees; *Zwischenprüfung* or credit requirements for the *Magister Artium*) is prerequisite to enter the second stage of advanced studies and specializations. Degree requirements include submission of a thesis (up to 6 months duration) and comprehensive final written and oral examinations. Similar regulations apply to studies leading to a *Staatsprüfung*. The level of qualification is equivalent to the Master level.

- Integrated studies at *Universitäten (U)* last 4 to 5 years (*Diplom* degree, *Magister Artium*) or 3 to 6.5 years (*Staatsprüfung*). The *Diplom* degree is awarded in engineering disciplines, the natural sciences as well as economics and business. In the humanities, the corresponding degree is usually the *Magister Artium* (M.A.). In the social sciences, the practice varies as a matter of institutional traditions. Studies preparing for the legal, medical and pharmaceutical professions are completed by a *Staatsprüfung*. This applies also to studies preparing for teaching professions of some *Länder*.

The three qualifications (*Diplom*, *Magister Artium* and *Staatsprüfung*) are academically equivalent. They qualify to apply for admission to doctoral studies. Further prerequisites for admission may be defined by the Higher Education Institution, cf. Sec. 8.5.

- Integrated studies at *Fachhochschulen (FH)*/Universities of Applied Sciences (UAS) last 4 years and lead to a *Diplom (FH)* degree. While the *FH/UAS* are non-doctorate granting institutions, qualified graduates may apply for admission to doctoral studies at doctorate-granting institutions, cf. Sec. 8.5.

- Studies at *Kunst- and Musikhochschulen* (Universities of Art/Music etc.) are more diverse in their organization, depending on the field and individual objectives. In addition to *Diplom/Magister* degrees, the integrated study program awards include Certificates and certified examinations for specialized areas and professional purposes.

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8.5 Doctorate

Universities as well as specialized institutions of university standing and some Universities of Art/Music are doctorate-granting institutions. Formal prerequisite for admission to doctoral work is a qualified Master (UAS and U), a *Magister* degree, a *Diplom*, a *Staatsprüfung*, or a foreign equivalent. Particularly qualified holders of a Bachelor or a *Diplom (FH)* degree may also be admitted to doctoral studies without acquisition of a further degree by means of a procedure to determine their aptitude. The universities respectively the doctorate-granting institutions regulate entry to a doctorate as well as the structure of the procedure to determine aptitude. Admission further requires the acceptance of the Dissertation research project by a professor as a supervisor.

8.6 Grading Scheme

The grading scheme in Germany usually comprises five levels (with numerical equivalents; intermediate grades may be given): "*Sehr Gut*" (1) = Very Good; "*Gut*" (2) = Good; "*Befriedigend*" (3) = Satisfactory; "*Ausreichend*" (4) = Sufficient; "*Nicht ausreichend*" (5) = Non-Sufficient/Fail. The minimum passing grade is "*Ausreichend*" (4). Verbal designations of grades may vary in some cases and for doctoral degrees.

In addition institutions partly already use an ECTS grading scheme.

8.7 Access to Higher Education

The General Higher Education Entrance Qualification (*Allgemeine Hochschulreife, Abitur*) after 12 to 13 years of schooling allows for admission to all higher educational studies. Specialized variants (*Fachgebundene Hochschulreife*) allow for admission to particular disciplines. Access to *Fachhochschulen* (UAS) is also possible with a *Fachhochschulreife*, which can usually be acquired after 12 years of schooling. Admission to Universities of Art/Music may be based on other or require additional evidence demonstrating individual aptitude.

Higher Education Institutions may in certain cases apply additional admission procedures.

8.8 National Sources of Information

- *Kultusministerkonferenz (KMK)* [Standing Conference of the Ministers of Education and Cultural Affairs of the *Länder* in the Federal Republic of Germany]; Lennéstrasse 6, D-53113 Bonn; Fax: +49[0]228/501-229; Phone: +49[0]228/501-0

- Central Office for Foreign Education (ZaB) as German NARIC; www.kmk.org; E-Mail: zab@kmk.org

- "Documentation and Educational Information Service" as German EURYDICE-Unit, providing the national dossier on the education system (<http://www.kmk.org/dokumentation/zusammenarbeit-auf-europaeischer-ebene-ium-eurydice-informationsnetz.html>); E-Mail: eurydice@kmk.org

- *Hochschulrektorenkonferenz (HRK)* [German Rectors' Conference]; Ahrstrasse 39, D-53175 Bonn; Fax: +49[0]228/887-110; Phone: +49[0]228/887-0; www.hrk.de; E-Mail: post@hrk.de

- "Higher Education Compass" of the German Rectors' Conference features comprehensive information on institutions, programs of study, etc. (www.higher-education-compass.de)

ⁱ The information covers only aspects directly relevant to purposes of the Diploma Supplement. All information as of 1 July 2010.

ⁱⁱ *Berufsakademien* are not considered as Higher Education Institutions, they only exist in some of the *Länder*. They offer educational programs in close cooperation with private companies. Students receive a formal degree and carry out an apprenticeship at the company. Some *Berufsakademien* offer Bachelor courses which are recognized as an academic degree if they are accredited by a German accreditation agency.

ⁱⁱⁱ German Qualification Framework for Higher Education Degrees (Resolution of the Standing Conference of the Ministers of Education and Cultural Affairs of the *Länder* in the Federal Republic of Germany of 21.04.2005).

^{iv} Common structural guidelines of the *Länder* for the accreditation of Bachelor's and Master's study courses (Resolution of the Standing Conference of the Ministers of Education and Cultural Affairs of the *Länder* in the Federal Republic of Germany of 10.10.2003, as amended on 04.02.2010).

^v Law establishing a Foundation 'Foundation for the Accreditation of Study Programs in Germany', entered into force as from 26.2.2005, GV. NRW. 2005, nr. 5, p. 45 in connection with the Declaration of the *Länder* to the Foundation "Foundation: Foundation for the Accreditation of Study Programs in Germany" (Resolution of the Standing Conference of the Ministers of Education and Cultural Affairs of the *Länder* in the Federal Republic of Germany of 16.12.2004).

^{vi} See note No. 5.

^{vii} See note No. 5.

