



6.10.01E General Examination Regulations of Clausthal University of Technology of April 28, 2015

as amended for the third time on May 4, 2021

and supplemented by a new Annex 7 on January 19, 2021, amended on April 14, 2021

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

The Faculty of Natural and Materials Science, the Faculty of Energy and Economic Sciences, and the Faculty of Mathematics/Computer Science and Mechanical Engineering adopted the following Regulations on April 28, 2015, pursuant to section 7(3) of the Lower Saxony Higher Education Act (*Niedersächsisches Hochschulgesetz*) in conjunction with section 44(1) of the same Act. They were approved by the Presidential Board of Clausthal University of Technology on June 2, 2015, pursuant to section 37(1)5(b) of the Lower Saxony Higher Education Act. They were amended by the decision of April 25, 2017, of the Faculty of Natural and Materials Science, the Faculty of Energy and Economic Sciences, and the Faculty of Mathematics/Computer Science and Mechanical Engineering and the approval of the Presidential Board of Clausthal University of Technology (section 37(1)5(b) of the Lower Saxony Higher Education Act) granted on May 16, 2017. They were last amended by the decision of August 26, 2019, of the Faculty of Natural and Materials Science, the decision of July 23, 2019, of the Faculty of Energy and Economic Sciences, the decision of August 6, 2019, of the Faculty of Mathematics/Computer Science and Mechanical Engineering, and the approval of the Presidential Board of Clausthal University of Technology (section 37(1)5(b) of the Lower Saxony Higher Education Act) granted on September 10, 2019 (Mitt.TUC 2019, p. 386). They were amended by the Presidential Board decision of January 19, 2021 (Mitt.TUC 2021, p. 22). They were last amended by the decision of May 4, 2021, of the Faculty of Natural and Materials Science, the decision of May 4, 2021, of the Faculty of Energy and Economic Sciences, the decision of May 4, 2021, of the Faculty of Mathematics/Computer Science and Mechanical Engineering, and the approval of the Presidential Board of Clausthal University of Technology (section 37(1)5(b) of the Lower Saxony Higher Education Act) granted on May 11, 2021 (Mitt.TUC 2021, p. 164).

Preamble

The General Examination Regulations of Clausthal University of Technology shall contain the common rules applicable to the examinations system for bachelor's and master's degree programs at Clausthal University of Technology pursuant to section 7(3) of the Lower Saxony Higher Education Act in conjunction with the second sentence of section 41(1) and

section 44(1) of the same Act. Modularization shall be mandatory for bachelor's and master's degree programs. Bachelor's and master's examination regulations shall be approved on a temporary basis subject to accreditation times. The following provisions shall apply to inter-faculty mid-career master's degree programs if no divergent provision is made in part 4 below.

Supplementary rules shall be laid down in program-specific Implementing Provisions.¹

PART ONE General provisions

Section 1 Definitions

Bachelor's and master's degree programs shall be divided into thematically and methodologically cohesive modules.

A **module** (*"Modul"*) shall be defined as a self-contained unit of teaching and study with set learning outcomes which impart specified capabilities. As a rule, a module shall conclude with a module examination.

A **module examination** (*"Modulprüfung"*) shall be defined as a piece of learning and assessment work which students must undertake within the framework of one or more than one course and which concludes a module. A module examination shall cover the capabilities imparted in the constituent courses of the module in question.

For special reasons, a module can conclude with a number of **module-component examinations** (*"Modulteilprüfung"*) instead of one module examination, each of which shall test students' acquisition of the capabilities covered in one part of the module.

Module and module-component examinations shall be subject to the retake limit and the free-attempt rule set out in section 20 below, unless they are pieces of formative assessment, and the evaluation of each of them shall be incorporated into the module grade and consequently into the final grade. Module and module-component examinations shall be evaluated in accordance with the grading scale specified in section 18(1) below.

A **piece of formative assessment** (*"Leistungsnachweis"*) shall be defined as a piece of learning and assessment work which students must undertake within the framework of or at the end of at least one course. It shall not be incorporated into a module grade and can be graded or ungraded. Whether a piece of formative assessment is graded or ungraded shall be determined in the Implementing Provisions. Modules in which only formative assessment is undertaken shall not be incorporated into the final grade. Failed pieces of formative assessment can be retaken as often as desired (section 20(2) below). The free-attempt rule set out in section 20(1) shall not apply here.

¹ Second amendment to the General Examination Regulations of September 10, 2019

Pieces of learning and assessment work (“*Studien- und Prüfungsleistungen*”) shall be defined as pieces of graded or ungraded work undertaken by the student as defined in section 14 below. The nature and scope of the learning and assessment work to be undertaken shall be laid down in the program-specific Implementing Provisions. Successfully completing learning and assessment work shall earn the student credit points as defined in the European Credit Transfer System (ECTS). The Implementing Provisions can prescribe freely repeatable examination prerequisites for admission to module and module-component examinations and pieces of formative assessment, which shall be specifically described in the relevant module handbooks.

Section 2 **Objective of programs of study and purpose of examinations**

(1) In the course of a bachelor’s degree program, the students should learn the fundamental content and methodology, as a combination of knowledge, understanding, and skills, that will enable them to perform in a qualified and responsible manner in the professional context and to take an academically sound approach in working life, and which will allow them subsequently to undertake an academically more advanced program of study. The examinations shall determine whether the learning outcomes underpinning those capabilities have been acquired.

(2) In a master’s degree program, the students should acquire more advanced and/or extensive capabilities. The examinations shall serve to determine whether the examination candidate has gained the learning outcomes and capabilities necessary to complete the degree program, understands the complexities of the subject matter, and possesses the ability to work academically, apply academic findings, and expand existing limitations of knowledge in theory and practice with new methods.

PART TWO **Structure and conclusion of programs of study**

Section 3 **University degrees**

(1) Clausthal University of Technology shall confer the following university degrees after students have passed the final examinations in the relevant degree programs:

<u>Degree:</u>	<u>Short form:</u>
Bachelor of Science	B.Sc.
Master of Science	M.Sc.

To that end, the university shall issue a degree certificate bearing the same date as the examination certificate in accordance with Annex 1a or 1b to the present Regulations.

(2) The Master of Science conferred by Clausthal University of Technology shall be an academic degree and shall entitle the bearer to undertake doctorate studies in accordance with the Clausthal University of Technology Common Regulations for Doctorate Studies.

(3) If one or more bilateral agreements on the awarding of double degrees is/are in place between Clausthal University of Technology, the faculty affected, and one or more than one international partner university, the simultaneous acquisition of a degree from Clausthal University of Technology and from the partner university shall require

- (a) the student to have spent, as a rule, at least two regular semesters studying at the partner university,
- (b) the student to have sufficient proficiency in the language(s) of teaching,
- (c) the bachelor's or master's thesis to have been supervised by an examiner from each of the partner universities, and
- (d) the degree program in question to have been successfully completed at the home university.

In liaison with one another, the participating universities shall construct the program of study at the partner university in such a way as to ensure that examinations and other forms of work undertaken abroad are recognized at the home university. Section 9(1) below shall apply, *mutatis mutandis*. The program-specific Implementing Provisions shall establish the amount of time to be spent on the subjects to be chosen and the number of credit points to be earned. Further details shall be governed by the Implementing Provisions for the degree program in question and by the supplementary or divergent provisions of the relevant partnership agreement. The students must be enrolled at the relevant partner university.

Section 4 Credit points

(1) Successfully completing learning and assessment work shall earn the student credit points as defined in the European Credit Transfer System (ECTS). The number of credit points shall serve as a measure of the workload associated with a particular module. This shall be based on the average number of hours which students are supposed to spend in connection with the module in question for attendance, preparation, follow-up, and examinations. The awarding of the credit points shall depend on the students having passed the pieces of learning and assessment work required by the module.

(2) ²One credit point shall correspond to 30 hours of work. The assumption shall be an annual workload of 1,800 hours, therefore 60 credit points earned in an academic year, i.e. 30 credit points per semester. The range of courses offered shall be organized in such a way that the students can, as a rule, earn 30 credit points per semester. The workload expected of students shall comprise the whole of the time which students must spend on average to achieve the relevant study aim (of the module/academic year).

² First amendment of April 25, 2017

This shall include the following:

- attendance/contact hours (in lectures, seminars, placements, etc.),
- time spent preparing for and following up on the contact hours,
- time spent producing written home assignments, project assignments, and similar,
- time spent preparing for examinations,
- time spent sitting the examinations.

The number of credit points allocated to each unit of study within a degree program shall be regularly reviewed and amended as required.

(3) Where part-time study is permitted in suitable degree programs, the range of courses offered shall be organized in such a way that students can, as a rule, earn in each semester half of the credit points prescribed for the semester in the Implementing Provisions – or, in exceptional cases, half of the credit points allocated for the academic year in the Implementing Provisions.

Section 5

Program-specific Implementing Provisions

(1) The Implementing Provisions, with due consideration to the requirements of the subject and of university study as well as to the demands of the relevant jobs, shall govern the content and structure of each degree program. They shall specify the program aims, describe the program structure and the details of the program contents, including the amount of time to be dedicated to each element, set out a model program schedule to govern the program structure, and provide students with additional useful information for their studies.

(2) The Implementing Provisions shall contain the names of all the modules. Detailed descriptions of their substance, notably including the content to be taught and the capabilities to be acquired as well as the specific workload for students and, if applicable, the maximum number of students who can be supervised per course, shall be set out in the module handbook for the relevant degree program.

(3) The Implementing Provisions in force on the day of enrollment in the relevant degree program shall apply, including any transitional provisions. To switch voluntarily to the current version of the Implementing Provisions, a student must submit an application before registering for his or her final thesis. Implementing Provisions can determine that students must switch to the current version of the Implementing Provisions after a certain amount of time.

Section 6

Duration and structure of degree programs, assessment

(1) In accordance with section 6(3) of the Lower Saxony Higher Education Act, the standard program duration shall be

(a) at least six and at most eight semesters for bachelor's degree programs,

(b) at least two and at most four semesters for master's degree programs.

For consecutive degree programs leading to a bachelor's degree and a subsequent master's degree, the total standard program duration shall not exceed ten semesters. Exceptions shall be permissible in accordance with the fourth sentence of section 6(3) of the Lower Saxony Higher Education Act.

(2) For students participating in an extended introduction to their degree program, the program duration, if they are successful, shall be extended by the amount of time specified in the program-specific Implementing Provisions. That amount shall not exceed two semesters.³

(3) The structure and duration of bachelor's and master's degree programs shall be governed by the relevant Implementing Provisions in conjunction, where applicable, with the General Placement Guidelines and the program-specific Placement Provisions.

(4) A bachelor's degree program must be completed within twice the standard program duration, i.e. in twice the number of semesters prescribed for the completion of a degree program in regular full-time study in the relevant Implementing Provisions.

For a master's degree program, the maximum program duration shall be the standard duration plus four additional semesters. **The Implementing Provisions can stipulate that this rule under section 6(4) to limit the maximum duration of bachelor's and master's degree programs shall not be applied.**⁴

The doubled standard program duration for students participating in an extended introduction to their degree program shall not be extended.

Upon application and provision of the corresponding evidence, times shall not be counted during which the allowance of semesters as specified in section 12(3) of the Lower Saxony Higher Education Act is not used. Otherwise, the bachelor's or master's examination shall be considered irrevocably failed.

In cases of part-time study, the standard program duration shall increase in accordance with the rules set out in the program-specific Implementing Provisions. **In cases of part-time study, completed semesters shall be counted as a correspondingly lower number of semesters when counted against the maximum program duration, in accordance with the provisions of the Regulations Governing Part-time Study.**⁴

In exceptional circumstances, the Examinations Committee can, upon application, grant one extension of no more than two semesters to the maximum program duration. The student's application for this must be submitted no later than three months before the maximum program duration expires.⁴

(5) The Implementing Provisions can prescribe a deadline for earning a set number of credit points and appropriate consequences of not doing so.

³ Second amendment to the General Examination Regulations of September 10, 2019

⁴ **Third amendment to the General Examination Regulations of May 4, 2021**

PART THREE
Examinations procedure

Section 7
Examinations Committee

(1) To organize the examinations and fulfill the duties assigned by the present Examination Regulations, the Faculty Board of the faculty responsible for a particular degree program shall establish one or more than one Examinations Committee for the area of responsibility of the relevant Teaching and Learning Commission. Where subjects are especially closely related, an Examinations Committee can also be established to correspond to more than one Teaching and Learning Commission. This matter shall be decided by the relevant Faculty Board in the program-specific Implementing Provisions. The Examinations Committee shall work to ensure that the provisions of the Lower Saxony Higher Education Act and of the present Examination Regulations are observed. The Examinations Committee or the Examinations Office it commissions shall maintain the examination records.

(2) The Examinations Committee shall comprise five members (the Dean of Studies responsible under section 45 of the Lower Saxony Higher Education Act, two additional members from the group of university teachers, one from the group of staff who is involved in teaching, and one from the group of students). If there is no group of staff, that seat shall be held by the group of university teachers.

(3) The Dean of Studies responsible under section 45 of the Lower Saxony Higher Education Act shall chair the Examinations Committee. The other members of the Examinations Committee, their permanent deputies, and the deputy of the chairperson shall be appointed by the Faculty Board from the representative bodies of each group. The members of the Examinations Committee shall have the right to attend examinations as observers. The members of the Examinations Committee shall serve for three-year terms, except the member from the group of students, who shall serve for one year.

(4) The Examinations Committee shall take decisions by simple majority; abstentions shall be considered votes not cast. Should voting result in a tie, the chairperson shall have the casting vote. The student member shall have a vote except where the decision relates to evaluating the substance of an examination performance. The Examinations Committee shall be considered quorate when the majority of its members, including the chairperson or the deputy chairperson and one other member of the group of university teachers, are present.

(5) The Examinations Committee shall be governed by the General Rules of Procedure of Clausthal University of Technology as most recently amended. The Examinations Committee can transfer powers to the chairperson and the deputy chairperson on a revocable basis. In one-off cases, the chairperson or the deputy chairperson can take decisions without the involvement of the Examinations Committee, if there are substantiated grounds for haste, a majority decision by the Examinations Committee cannot be reached in time, and there is a risk of adverse consequences that can only be obviated by an immediate decision. The Examinations Committee shall be informed of such decisions. The chairperson shall prepare

and implement the decisions of the Examinations Committee. He or she shall keep the Examinations Committee informed regarding these activities on a continuous basis. The Examinations Office shall support the business of the Examinations Committee.

(6) The meetings of the Examinations Committee shall not be public. A record of them shall be produced which minutes the main substance of what is said and the decisions of the Examinations Committee. Its members and their deputies shall be bound by official confidentiality. If they are not in public service, they shall be sworn to confidentiality by the chairperson.

(7) Any decision by the Examinations Committee shall be immediately communicated in writing to the student affected. In the case of administrative acts with adverse consequences, the reasons for them must be given and an explanation of the available legal remedies must be included.

(8) The responsibilities of the Dean of Studies under section 45(3) of the Lower Saxony Higher Education Act shall remain unaffected.

Section 8

Examiners and assistants

(1) The module coordinator shall decide on the examiner. The right to conduct examinations shall be held by anyone entitled to teach independently in all or part of the field in which a student is to be examined. Where the examination content is suitable, faculties can appoint teachers with specified functions and people with professional experience in the field and in vocational training to conduct examinations. The relevant faculty shall inform the Examinations Committee at the beginning of each semester who is entitled to conduct examinations.

(2) Any assistants shall be appointed by the examiner.

(3) Only people who possess at least the qualification to be gained by means of the examination in question, or an equivalent qualification, can be appointed as examiners or assistants. This can include university teachers from a partner university.

(4) Examiners and assistants shall be bound by confidentiality.

Section 9

Credit for prior periods of study, learning and assessment work

(1) Credit shall be given for periods of study, elements of required learning including periods of work experience, and examinations undertaken in the same bachelor's or master's degree program at another university in the Federal Republic of Germany, without a procedure to ascertain equivalence. In all other cases, credit shall not be given if non-equivalence is ascertained. Non-equivalence shall be understood to mean that the periods of study, elements of required learning including periods of work experience, and examinations for which credit is being sought do not largely correspond to those of the degree

program in question in terms of the knowledge, skills, and capabilities taught. This is to be ascertained not by means of schematic comparison but by means of a holistic view and overall assessment considering what the work signifies in relation to the purpose of the examinations under section 2 above. Learning and assessment work completed at a university in a country that is party to the Convention on the Recognition of Qualifications Concerning Higher Education in the European Region of April 11, 1997, shall be recognized if they are not crucially different from the corresponding learning and assessment work to be undertaken at the university. Procedures to ascertain the equivalence of foreign degree programs shall be guided by the equivalence agreements or other international agreements endorsed by the Standing Conference of the Ministers of Education and Cultural Affairs of the *Länder* and the German Rectors' Conference. If there are no agreements in place or more advanced recognition has been applied for, the Examinations Committee shall decide on equivalence. In the event of doubt, the opinion of the Central Office for Foreign Education shall be sought. Divergent recognition provisions arising from agreements with foreign universities shall remain unaffected. Upon application, the Examinations Committee, on the basis of equivalence, shall give credit for capabilities acquired in a professional context which correspond to those to be gained in the degree program. If it decides not to give credit, it must explain the reasons for that decision. The burden of evidence for any decision not to give credit shall lie with the university.

(2) ⁵Credit given for capabilities acquired outside of higher education – from vocational training, continuous professional development, and professional experience – shall be limited to a maximum of 50% of the total credit points required for the degree. **Credit cannot be given in a master's degree program for work that was undertaken to gain a qualification that is required for entrance to that master's degree program. Exceptions to this rule can be made if, for example, credit in a four-semester master's degree program is being sought for work done in a seven-semester bachelor's degree program and it can be seen that the module-related work contrasts with the standard of the requirements of a six-semester bachelor's degree program.**⁶

(3) Divergent credit provisions arising from agreements with foreign universities shall remain unaffected.

(4) For periods of study and learning and assessment work undertaken at state-accredited distance-learning programs, paragraphs (1) and (2) above shall apply, *mutatis mutandis*.

(5) If credit is given for pieces of learning and assessment work, the grades achieved – in so far as the grading systems are compatible – shall be carried over and incorporated into the overall grade. If the grading systems are incompatible, the status “passed” shall be recorded instead of a grade. A pass of this kind shall not be incorporated into the final grade. It shall be permissible to make such credit distinguishable on the examination certificate.

(6) If the conditions of paragraphs (1) and (2) above are met, the student shall be legally entitled to credit. Whether credit is given shall be decided, upon application from the student, by the Examinations Committee or the body it has tasked with so doing. The applica-

⁵ First amendment of April 25, 2017

⁶ **Third amendment to the General Examination Regulations of May 4, 2021**

tion for credit must be submitted to the Examinations Committee within the first two semesters following enrollment or two semesters following completion of the work in question. Upon expiry of this timeframe, the legal entitlement to credit shall lapse.

(7) The giving of credit for pieces of learning and assessment work or capabilities acquired in a professional context which were not undertaken at TU Clausthal is hereby ruled out once the student has registered for his or her first attempt at the examination for the module in question at TU Clausthal.

Section 10

Admission to examinations

(1) Admission to individual examinations and to the bachelor's or master's thesis shall be granted to those who

- (a) are enrolled in the relevant degree program at Clausthal University of Technology for the semester in which they register for the examination and
- (b) fulfill the examination prerequisites laid down in the Implementing Provisions to the General Examination Regulations.

(2) The following procedure shall be applicable for registration and admission:

- (a) Students shall apply for admission to written and oral examinations or to the bachelor's or master's thesis by registering, electronically if possible or, alternatively, in writing, with the secretariat of the Examinations Committees (the Examinations Office). For written and oral examinations, binding registration must be concluded no later than 14 days before the examination date. For oral examinations, the student must also arrange the specific examination appointment with the examiner responsible and communicate that arrangement to the secretariat of the Examinations Committees (the Examinations Office) likewise no later than 14 days before the appointment.

In the event that a student has previously failed examinations undertaken in the same degree program at a university, the relevant entitlement to examination has lapsed, or the examination procedure has not been properly concluded, this shall be communicated electronically if possible or, alternatively, in writing, to the secretariat of the Examinations Committees (the Examinations Office).

- (b) Students shall be considered admitted to an examination if they registered for that examination within the prescribed timeframe, providing any required evidence, they can produce a print-out of their registration confirmation ("*Info über angemeldete Prüfungen*"), and the conditions of paragraph (1) above are met. A specific communication from the secretariat of the Examinations Committees (Examinations Office) shall only be sent if admission has been denied. This shall be done in writing or electronically.
- (c) Withdrawal without a specified reason from written or oral examinations for which the student has registered shall be permissible until, at the latest, seven days before

the examination date. Postponement of oral examination appointments shall also be permissible only until seven days before the appointment.

- (d) At least four weeks must elapse between an application for admission to produce a final thesis being received at the Examinations Office and that final thesis being submitted.
 - (e) On behalf of the Examinations Committee, the Examinations Office shall ascertain whether or not a student is admitted for examination. Those considered admitted for examination shall be anyone who the Examinations Office has told the examiners is admitted. This shall be done by sending admission lists, sending the examination minuting forms, or communicating electronically via the online portal. Data protection provisions shall be respected.
- (3) Admission for examination shall be refused if
- (a) the conditions specified in paragraph (1) above are not met,
 - (b) the files are incomplete, or,
 - (c) in the same degree program at a university in a country that is party to the Convention on the Recognition of Qualifications Concerning Higher Education in the European Region of April 11, 1997, the bachelor's or master's examination has been irrevocably failed, the examinations procedure was not properly completed, or the entitlement to examination no longer pertains.

Section 11

Organization of examinations

- (1) Those entitled to conduct examinations shall be responsible, in liaison with the secretariat of the Examinations Committees (Examinations Office), for the organization of examinations.
- (2) The venues and times of module and module-component examinations and the deadlines for submitting final theses shall be communicated in the form determined by the Examinations Committee. For every examination period in which oral examinations are held, the beginning and end of the registration period shall be set separately. The dates and times of the written examinations shall be set and publicized in good time prior to the beginning of the examination period. If a written examination is offered during a particular examination period, all students must be examined in that form in that semester. The Examinations Committee can, upon application, deviate from this provision where there is justification, particularly when the student is abroad in connection with his or her degree program.
- (3) The Examinations Committee can decide that decisions and other measures undertaken in accordance with the present Regulations or the Implementing Provisions, particularly registration and examination timetables and examination deadlines, are to be publicized throughout the university. The first sentence of section 27(2) below shall apply, *mutatis mutandis*.

Section 12 Fast-tracking examinations

(1) By way of derogation from the provisions on admission to the examinations of a bachelor's or master's examination and to a final thesis, a person can, upon application, be admitted to the module examinations of a bachelor's or master's examination and to a final thesis if he or she demonstrates in a fast-tracking examination that he or she possesses knowledge and skills that correspond to the relevant phase of the degree program in question.

(2) Admission to fast-tracking examinations shall be granted only to those who, in an application process,

- (a) provide evidence that they are entitled to study the degree program in question,
- (b) provide evidence of completed vocational training or five years' professional experience in a job likely to be of benefit to the chosen degree program, or possess equivalent practical experience gained in another way, and
- (c) satisfactorily prove that they have gained the knowledge and skills required for the fast-tracking examination.

(3) Admission to fast-tracking examinations shall not be granted to applicants who are enrolled, or have been enrolled within the last three years, in a degree program in the subject in question at a university, who have irrevocably failed a bachelor's, master's, or equivalent state examination, a fast-tracking examination, or an examination for external candidates in a degree program of that nature, or who have been irrevocably refused admission to a fast-tracking examination or examination for external candidates in a degree program of that nature.

(4) The application must be accompanied by

- (a) a declaration specifying for which phase of the degree program or for which semester fast-tracking is being sought,
- (b) the evidence specified in paragraph (2) above,
- (c) an outline of the applicant's education and professional experience,
- (d) a declaration in respect of the circumstances specified in paragraph (3) above.

The Examinations Committee shall decide on the applications. If the applicant is unable to enclose necessary documents in the manner prescribed, the Examinations Committee can permit him or her to provide the evidence in another way.

(5) Should doubts arise in relation to the prerequisites specified in paragraph (2)(b) and (c) above, the university shall conduct an interview with the applicant of at least 30 minutes' duration; the Examinations Committee shall appoint two examiners for this purpose, one of whom must belong to the group of university teachers. In all other cases,

sections 14(4) and 17 shall apply, *mutatis mutandis*. The two examiners shall ascertain whether the prerequisites specified in paragraph (2)(b) and (c) above are met. The applicant shall be entitled to withdraw the application or alter it in respect of paragraph 4(a) above after being notified of the outcome of the interview.

(6) The form, date, and time of the fast-tracking examinations shall be determined by the Examinations Committee. In terms of procedure, the fast-tracking examination shall be conducted in accordance with the same principles as the corresponding examinations in the relevant phase of the degree program. The requirements shall be aligned with the requirements of the phase or semester of the degree program for which fast-tracking is being sought. In suitable cases, the examinations can be conducted together with the examinations for the students of the degree program. In respect of the evaluation and retaking of the assessment elements required for the fast-tracking examination, sections 18 and 20 below shall apply, *mutatis mutandis*.

(7) The results of the fast-tracking examination shall be communicated in writing. Section 22(4) below shall apply, *mutatis mutandis*. Those admitted shall be entitled, without prejudice to the enrollment regulations, to inform themselves about the level of work in the relevant phase of the degree program by auditing classes as guests. Individuals who are refused admission can repeat the application procedure once. In the written communication referred to in the first sentence above, a timeframe shall be specified during which a repeat application shall not be permissible. This timeframe must be no shorter than one year and no longer than three years.

Section 13

Structure of examinations, supplementary examinations, and examinations required to fulfill conditions

(1) The bachelor's and master's examinations shall comprise the examinations of the relevant compulsory and elective modules (see the Implementing Provisions for the degree program in question) and the final thesis referred to section 16 below. A list of the elective modules offered shall be published by the Student Center by the end of each August for the subsequent academic year (winter and summer semester) in the form of program-specific module catalogues, with any changes to be made, in exceptional circumstances (e.g. a professor moving to another university, long-term illness), to be published by the end of February for the subsequent summer semester, also in program-specific module catalogues.

(2) Modules can be concluded by module examinations, module-component examinations, and/or pieces of formative assessment. Module examinations and module-component examination shall be subject to the retake limit specified in section 20 below and shall be incorporated into final grades. Pieces of formative assessment shall be subject to no retake limit and shall not be incorporated into final grades; they can be issued graded or ungraded. Neither pieces of formative assessment nor credit points shall be gained by merely attending a course. The Implementing Provisions can specify examination prerequisites.

(3) Students can submit themselves for examination in more than the compulsory and elective subjects or modules and module components prescribed in the Implementing Provisions (supplementary examinations). Supplementary examinations shall be defined as all additional pieces of learning and assessment work that are undertaken outside the framework of the compulsory and elective modules of the bachelor's or master's examination as defined in paragraph (1) above. Section 20(1) below (free-attempt rule) shall not apply in respect of supplementary examinations. Section 20(3) shall apply in respect of supplementary examinations, *mutatis mutandis*.

(4) While still engaged in a bachelor's degree program, a student can gain a maximum of 24 credit points in the consecutive master's degree program as pre-emptive learning and assessment work. The results of the pre-emptive learning and assessment work shall be certified as a supplement to the examination certificate (see Annexes 2c and 2d to the present Regulations).

(5) In the context of admissions to master's degree programs, the admissions committee responsible can make admission contingent on the passing of certain examinations, amounting to a maximum of 30 credit points, for students whose capabilities gained from their prior bachelor's degree program do not fully correspond to the entrance requirements. The pieces of learning and assessment work set as conditions shall be clearly specified by name and size, and evidence of their completion shall be provided before the student registers for his or her master's thesis. Section 20(1) below (free-attempt rule) shall not apply in respect of examinations required to fulfill conditions. Section 20(3) shall apply in respect of examinations required to fulfill conditions, *mutatis mutandis*.

Section 14 **Forms of learning and assessment work**

(1) Pieces of learning and assessment work can take any one of the forms of assessment listed below (for a glossary of abbreviations, see Annex 3 to the present Regulations):

- (a) Written examination (paragraph (3) below)
- (b) Oral examination (paragraph (4) below)
- (c) Seminar contribution (paragraph (5) below)
- (d) Other practical/theory assignment
- (e) Research/project assignment (paragraph (7) below)
- (f) Industrial placement (paragraph (8) below)
- (g) Home assignments (paragraph (9) below)
- (h) Field trip (paragraph (10) below)
- (i) Final thesis (paragraph (11) below)

(2) In the Implementing Provisions and/or module handbooks, the examinations attached to the individual modules shall be set out, as shall their type, size, and study aims. If they provide for various types of examination to be undertaken at the discretion of the examiner, the students shall be informed, in the first classes of each semester, of the type and size of the learning and assessment work.

(3) In a written examination, the student should demonstrate that he or she can, with permitted support tools and under supervision, recognize a problem and find ways of solving it in a limited time using the conventional methods of the field. Written examinations shall be between 60 and 240 minutes long. The permitted support tools shall be announced by the examiner in good time. Written examinations can be conducted on paper (in writing) or on electronic input devices. Section 15 below shall govern the conduct of written examinations using electronic input devices. The use of multiple-choice formats shall be permitted.

(4) Through an oral examination, the student should demonstrate that he or she recognizes the complexities of the examination subject and understands the place of particular questions in the context of those complexities. Oral examinations shall take place – after the subjects and examiners have been specified – in the presence of, as a rule, two examiners to be appointed by the module coordinator (such an examination being known as a “*Kollegialprüfung*”) or one examiner and one assistant with knowledge of the subject matter, either as an individual examination or as a group examination for up to three students at once. Each examination shall be at least 20 minutes and at most 60 minutes long per student. The main content of the examination and the evaluation of the student’s performance shall be minuted in an examination record. The record shall be signed by the examiner and the assistant. With the authorization of the Examinations Committee, oral examinations can, in especially exceptional cases, be conducted via video-conference, if it is ensured that the learning and assessment work is undertaken properly. Upon application in especially exceptional cases, oral examinations can, with the authorization of the Examinations Committee and the consent of the examiners, be conducted via electronic channels using an audiovisual connection. In such cases, a person appointed by the Examinations Committee must be present at the candidate’s location and ensure the proper conduct of the examination. The provisions of the preceding sentences shall generate no legal entitlement to this form of examination.⁷

(5) A seminar contribution shall involve working through an exercise taken from the professional context and shall comprise at least a presentation (discussion), which can be complemented by an academic exploration of the topic. The exercise can be undertaken by one student or by a group of no more than three students. The seminar contribution can additionally take into account the student’s input to the discussion of exercises set for other seminar participants. In respect of the presentation (discussion), the fifth to seventh sentences of paragraph (6) below shall apply, *mutatis mutandis*. In an academic exploration, the students shall demonstrate that they can clearly and comprehensibly describe the underlying subject matter in a scope set by the examiner and have mastered the methods and systematic approach of academic work.

(6) Through other practical or theory assignments, students should acquire the skills to process discipline-specific problems at the practical and theoretical levels. The work can be done by individual students or in groups. It shall take the form either of actively dealing

⁷ Second amendment to the General Examination Regulations of September 10, 2019

with applicable materials and components in a practical exercise or of applying and developing known content in a theory exercise, by means of which the students can expand their skills. An additional component can be a presentation (discussion), a digital portfolio, or a report/record. In a presentation (discussion), the students shall give a talk on the outcomes of work or research, using media for visualization, which they shall subsequently defend, if appropriate, in an oral discussion. In addition, elements of the content, as well as more in-depth ideas and facts, can be expounded upon by means of resultant questions in order to render the insights gained comprehensible from a critical and reflective perspective. The evaluation shall cover the quality of the substance expressed, the rhetorical skill demonstrated, and the style and method of presentation. For a digital portfolio, the students shall compile a collection of artifacts and/or undertake a learning process and document their progress over a longer period. By means of a report/record, the students shall demonstrate recognition of the main aspects of an exercise taken from the professional context and their ability to describe the process or the result with the requisite precision and in an appropriate form.

(7) A research/project assignment shall comprise either independent, advanced work on discipline-specific problems or an interdisciplinary project focused on planning and real-world application, undertaken under the supervision of examiners. This work can be done by one student or by a group of no more than three students. The components shall be announced by the examiner in good time and can include practical/theory exercises, a presentation (discussion), a digital portfolio, a report/record, or an academic exploration. The third and fifth to ninth sentences of paragraph (6) below and the fifth sentence of paragraph (5) below shall apply, *mutatis mutandis*.

(8) During an industrial placement, the students should acquire fundamental insights and skills in relation to the inner workings of a company and familiarize themselves with the tasks and workflows involved in the different areas of a business. Reports shall be compiled pertaining to the entire duration of the placement. More detail shall be taken from the General Placement Guidelines of Clausthal University of Technology in conjunction with the program-specific Placement Provisions.

(9) The Implementing Provisions can prescribe home assignments as prerequisites to other learning and assessment work as defined in paragraphs (3) to (6) above.

(10) During a field trip, the student shall be familiarized with the current work and problems of selected industrial and scientific enterprises. During a subsequent discussion with teachers and fellow students, the student should actively demonstrate that he or she has understood the main factors. In so doing, he or she should connect theoretical knowledge to the practical work aspects highlighted by the field trip.

(11) An additional piece of learning and assessment work is the final thesis as defined in section 16 below.

Section 15

Written examinations with electronic input devices

- (1) Electronic examinations shall be held with a software platform that each examination candidate uses to answer examination questions via an input device. All the examination candidates' answers shall be saved in a sufficiently secure manner to ensure that the entirety of the electronic communication between the input devices and the server can be traced.
- (2) The software platform shall guarantee the authenticity and integrity of the examination results. In particular, it shall ensure that the solutions entered by the examination candidate can be indisputably traced to their origin and cannot be falsified at any time.
- (3) The provisions regarding written examinations shall apply, *mutatis mutandis*, in respect of the conduct of electronic examinations, unless divergent provisions are made in the present paragraph or under section 14(3) above.
- (4) In the first class of each semester, students shall be informed as to whether the written examination will be conducted in writing or electronically. Further details shall be governed by the Implementing Provisions.
- (5) Before the start of an electronic examination, the examination candidate shall identify him or herself on the input device, before seeing the examination questions, using the access data allocated to him or her. This shall create a technically unmistakable link between the input device and the examination candidate in question.
- (6) Once all the examination candidates have signed in on their input devices, the supervisor shall start the examination for all candidates simultaneously.
- (7) The answering of examination questions shall conclude when the examination candidate confirms he or she is finished via the examination program or when the time prescribed for answering the questions has elapsed.
- (8) The electronically saved examination answers shall only be made accessible to the Examinations Committee, the examiner, and the Examinations Office. In respect of candidates' right to inspect their own examination records, section 25 below shall apply. The files shall be saved and kept in a readable form for five years.

Section 16

Final thesis

- (1) The final thesis shall be

in a bachelor's degree program	the bachelor's thesis
in a master's degree program	the master's thesis

- (2) The final thesis should show that the student is capable of working through a problem within a set timeframe using scientific methods. The final thesis shall therefore involve the advanced, chiefly independent handling of a delimited subject area under the guidance of

a supervisor, including the production of a written record of the work conducted and its outcomes. The final thesis shall be written in the prescribed language of the relevant degree program (German or English); upon application, use of the other language (English or German) can be permitted.

(3) Admission to the bachelor's or master's thesis shall only be granted to those who fulfill the prerequisites established in the Implementing Provisions. Upon application, the Examinations Committee can permit justified exceptions.

(4) The topic and assignment set for the final thesis must correspond to the purpose of examinations as set out in section 2 above. The type of assignment and the wording of it must be established when the topic is issued. The main points of the final thesis must be presented and discussed in the context of a colloquium as a mandatory oral defense of the thesis. If only one of the assessors is present at the oral defense, an assistant with knowledge of the subject matter as referred to in section 8(3) shall be brought in. The weighting of the oral and written assessment elements shall be governed by the Implementing Provisions.

(5) The final thesis can be undertaken in the form of a group project. The contribution of each person to be assessed must be clearly differentiated on the basis of sections, page numbers, or other objective criteria, be separately assessable, and correspond to the requirements specified in paragraph (2) above.

(6) The topic of the final thesis can be set by any member of the group of university teachers whose institute is named in the subject-specific Implementing Provisions for the relevant degree program. More detailed rules on this shall be taken from the subject-specific Implementing Provisions. However, the topic can also be set by other examiners as defined in section 8(1) above; in this case, the second examiner must be a member of the group of university teachers referred to above. Upon application, the Examinations Committee shall see to it that the person to be assessed receives a topic on time. The topic shall be issued via the chairperson of the Examinations Committee; this act shall be put on record. In conjunction with the issuing of the topic, the first and second examiners shall be appointed. While producing the thesis, the person to be assessed shall be supervised by the first examiner.

(7) The bachelor's thesis, including the colloquium, shall comprise 12 credit points and shall be completed within a timeframe of two to three months. The details shall be governed by the Implementing Provisions.

(8) The master's thesis, including the colloquium, shall comprise 20 to 30 credit points and shall be completed within a timeframe of four to six months. The details shall be governed by the Implementing Provisions.

(9) The topic of the final thesis can only be returned once and only within the first third of the standard completion time. When the final thesis is being retaken, the topic can only be returned if the student did not make use of this option during his or her first attempt. The new topic for the final thesis shall be issued within an appropriate timeframe, i.e., as a rule, within three months.

(10) The final thesis itself shall be submitted to the recipient specified by the Examinations Committee on time, in three bound copies and one digital copy; the time of submission shall be put on record.

(11) When submitting a final thesis, the person to be assessed shall give his or her written assurance that he or she wrote the thesis – or, in the case of a group project, the parts of the thesis marked as his or hers – independently and used no sources or support tools other than those specified, that all parts of the text taken word-for-word or in essence from other sources have been marked as such, and that he or she has not previously submitted the work to another examining authority in the same or a similar form. A written declaration in line with Annex 4 to the present Regulations shall be submitted at the same time as the final thesis.

(12) The evaluation of the final thesis should be completed within six weeks after the thesis is submitted. The final thesis shall be considered passed if both examiners give it a grade of “sufficient” or above. The grading shall be governed by section 18 below. The provisions of section 22 below shall be applied. Should the thesis be given a grade of “non-sufficient” by only one of the examiners, an additional examiner shall be brought in to subject the written work to a further evaluation. A grade of “non-sufficient” shall only be awarded if the additional examiner also grades the written work “non-sufficient”. If the written work is graded “sufficient” or above in the additional assessment, the final grade shall also be “sufficient”, unless the arithmetic mean of the three grades results in a better grade.

(13) The final thesis, if graded “non-sufficient” or considered to have been graded “non-sufficient”, can be retaken once; a second retake attempt is hereby ruled out. In the event of a retake, the final thesis cannot be undertaken as a group project as specified in paragraph (5) above.

Section 17

Public access to oral examinations

Students intended to undergo the same examination in the near future, as well as other members of the university who demonstrate that they have a justifiable interest in attending, shall be admitted to oral examinations (section 14(4) above) as an audience as space allows. This shall not extend to the discussion of the examination result nor to the communication of the result to the person being examined. The audience shall furthermore be prohibited from taking minutes or making audio or video recording. At the request of the examination candidate, the audience as defined in the first sentence above shall be excluded. The provisions of section 7(3) above shall remain unaffected. Requests made in accordance with the first and fourth sentences above shall be submitted to the examiner no later than one week before the examination date.

Section 18
Evaluation of learning and assessment work,
calculation of grades

(1) Pieces of learning and assessment work shall be evaluated in accordance with the following grading scale:

very good	= 1	(a particularly outstanding performance)
good	= 2	(a performance considerably above the average requirements)
satisfactory	= 3	(a performance that satisfies the average requirements in every respect)
sufficient	= 4	(a performance that fulfills the minimum requirements despite its shortcomings)
non-sufficient	= 5	(a performance rendered inadequate by considerable shortcomings)

For more nuanced evaluation of learning and assessment work, intermediate values can be created by raising or lowering the individual grades by 0.3. The grades 0.7, 4.3, 4.7, and 5.3 are hereby ruled out. The grades shall be recorded in this form on certificates and transcripts.

(2) As a rule, a module shall be concluded by a piece of learning and assessment work. A piece of learning and assessment work shall be considered passed if it receives a grade of “sufficient” or above. If a piece of learning and assessment work that is not the final thesis is evaluated by two examiners, it shall be considered passed if both examiners give it a grade of “sufficient” or above. If a piece of learning and assessment work is evaluated by more than one examiner, the grade awarded shall be the arithmetic mean of the grades given by each examiner.

(3) If an examination candidate has taken part in an examination although he or she was no longer entitled to a retake attempt, the result of the examination shall not be evaluated. The same shall apply, as a rule, if an examination candidate has taken part in an examination despite not having been admitted to it.

(4) A module shall be considered passed if the associated module examination or the associated module-component examinations and/or pieces of formative assessment have each received a grade of “sufficient” or above. The grade for a module shall be calculated as the sum of the weighted grades for the learning and assessment work required within that module. The module grade shall be calculated in accordance with paragraph (9) below. The weighting of the modules shall be taken from the Implementing Provisions for the relevant degree program.

(5) Within the context of their courses, teachers can offer a bonus system in which subsequently undertaken pieces of learning and assessment work in the same module can be

incorporated to improve the grade achieved. This shall be contingent on the bonus work to be incorporated representing an additional and disproportionate workload and on the original piece of learning and assessment work for which an improvement is sought having been graded “sufficient” or above. The incorporation of such a grade can lead to a grade improvement of no more than 0.3 or 0.4 grade points and to a maximum grade of 1.0. The piece of learning and assessment work shall be designed in such a way that a grade of 1.0 can be achieved with or without the bonus work.

(6) The bachelor’s or master’s examination shall be considered successfully completed if the examinations specified in section 13 above and the required final thesis as specified in section 16 has received a grade of “sufficient” or above.

(7) The overall grade for the bachelor’s or master’s examination shall be found by calculating the average of the weighted module grades. The weighting of the module grades shall be taken from the Implementing Provisions for the relevant degree program. The overall grade for the final examination shall be calculated in accordance with paragraphs (9) and (10) below. A module in which only pieces of formative assessment are undertaken (see the Implementing Provisions) shall not be incorporated into the overall grade.

(8) A module shall be considered irrevocably failed if

(a) the module examination or at least one module-component examination, after all re-take possibilities under section 20 below have been exhausted, is or is considered irrevocably failed. The written communication about an irrevocably failed module as defined in the first sentence above shall include an explanation of the available legal remedies.

(b) the bachelor’s or master’s thesis is considered irrevocably failed and a retake as specified in section 16(13) above is no longer possible or is not undertaken.

(9) The grade shall be as follows:

for an average of up to	1.5	“very good”
for an average of more than	1.5 and up to 2.5	“good”
for an average of more than	2.5 and up to 3.5	“satisfactory”
for an average of more than	3.5 and up to 4.0	“sufficient”
for an average of more than	4.0	“non-sufficient”

In the calculation of grades, only the first decimal place after the decimal point shall be taken into consideration; all additional decimal places shall be eliminated without rounding up or down.

(10) If the module containing the bachelor’s or master’s thesis has been given a grade of 1.0 and the overall grade for the bachelor’s or master’s thesis as calculated in accordance with section 18(7) above is 1.3 or higher, the annotation “passed with distinction” shall be awarded on the examination certificate. The annotation shall be made both on the examination certificate and on the degree certificate.

Section 19

Communication of results of learning and assessment work

The evaluation of a piece of learning and assessment work shall be communicated via the electronic exam-administration system if no divergent provisions are made in the relevant legislation or in the present General Examination Regulations. The evaluation shall be considered communicated at the latest three days after it is entered in the electronic exam-administration system, unless the person being examined has not already accessed the result before that time. To this extent, the students shall have an obligation to use the electronic exam-administration system.

Section 20

Free attempts, retaking of examinations

(1) Examinations failed for the first time at TU Clausthal shall be considered not attempted if they are taken in an examination period within the standard program duration (free attempt). In each degree program, a total of six examinations passed in the exercise of a student's free attempts (module or module-component examinations) can each be retaken once in pursuit of an improved grade; in each case, the better of the two results shall be counted. Time used in excess of the standard program duration shall not be counted if good reasons for this are shown to exist. Section 22 below shall apply, *mutatis mutandis*. Additional periods of study abroad can also remain uncounted under this provision. A second free attempt is hereby ruled out.

(2) Failed pieces of formative assessment can be retaken as often as desired. The specificities of each course in relation to this provision must be communicated to the students in an appropriate form.

(3) Module and module-component examinations that have been failed or are considered failed can be retaken twice. An examination shall be considered irrevocably failed if

- all retake options have been exhausted without resulting in a pass, or
- irrevocable failure in an examination subject has been established as a result of serious cheating as specified in the fifth sentence of section 22(3).

(4) The Dean of Studies should ensure that each written or oral examination required within a degree program is offered once in each examination period.

(5) Unsuccessful attempts to pass clearly similar module or module-component examinations in the same or a similar degree program at TU Clausthal or at another university in the European Higher Education Area shall be included in the calculation of permissible retake attempts. The Implementing Provisions shall govern from which other degree programs unsuccessful attempts to pass examinations are included in the calculation of permissible retake attempts in accordance with the first sentence above.

Section 21 Certificates

(1) If the examination candidate has passed his or her bachelor's or master's examination, he or she shall receive an examination certificate which shall particularly detail the overall grade, the modules completed as well as the grades gained for them, and the subject of the final thesis as well as the grade awarded for it. Examination certificates shall be drawn up in accordance with the models included in Annexes 2a and 2b to the present Regulations. The date of the certificate shall be given as the day on which the last piece of learning and assessment work was completed. Alongside the examination certificate, the examination candidate shall be issued with a bachelor's or master's degree certificate in accordance with the models included in Annexes 1a and 1b to the present Regulations, bearing the same date as the examination certificate. The degree certificate shall testify to the awarding of the degree. The third sentence above shall apply, *mutatis mutandis*. The examination certificate shall be accompanied by a diploma supplement (Annex 5 to the present Regulations) and a transcript of records (Annex 6 to the present Regulations), which shall contain a description of the qualifications gained through the degree program in question. The examination certificate and degree certificate shall be issued in German. The diploma supplement shall be issued in English. In addition, an English translation of the degree certificate shall be issued (Annex 1c or 1d to the present Regulations).

(2) Via the electronic exam-administration system, students can print themselves a certificate about the pieces of learning and assessment work they have passed as well as a certificate relating to all their learning and assessment work (certificate of conformity).

(3) Candidates who have irrevocably failed the bachelor's or master's examination shall be notified of this circumstance in writing by the Examinations Committee. The letter shall contain an explanation of the available legal remedies.

(4) In addition to the examination certificate, the ECTS grading table shall be issued in a separate certificate in accordance with the ECTS Users' Guide as published on February 6, 2009. The ECTS grading table shall relate to a particular degree program. The distribution of overall grades in the reference period shall be depicted in numerical terms and as percentages. The ECTS grading table shall be compiled on December 15 of each year for all those graduating in the period between November 1 of the previous year and October 31 of the current year. The relevant date shall be the date of each graduate's last examination. The reference group used shall be the final grades gained in the relevant degree program in the previous three academic years. If the number of people graduating in the relevant period is lower than 30, the ECTS grading table shall not be compiled.

Section 22 Non-completion, cheating, exceptions

(1) A piece of learning and assessment work shall be considered failed if the person to be examined, without good reason,

(a) does not appear for an examination for which he or she has registered,

- (b) withdraws from the examination after it has begun, or
- (c) does not complete an examination as defined in section 14 or the final thesis as defined in section 16 within the prescribed timeframe.

(2) The reason brought to bear for the non-completion must be specified and substantiated to the Examinations Committee, in writing, without delay. Exmatriculation and sabbaticals shall not constitute good reasons in and of themselves. In the case of illness, a doctor's certificate shall be submitted; the Examinations Committee shall decide whether the student is fit to be examined. In the event of a repeat occurrence, a certificate from a public medical officer acquired at the student's expense can be required. If the reason is recognized, the examination can be taken in any examination period.

(3) If the examination candidate tries to influence the outcome of his or her piece of learning and assessment work by cheating or using unsanctioned support tools, the piece of learning and assessment work in question shall be considered to have been failed or graded "non-sufficient". Unsanctioned support tools shall include electronic communications devices. Even carrying unsanctioned support tools shall be considered an attempt to cheat. In especially serious cases – particularly in cases of plagiarism and repeat occurrences during the same degree program – the Examinations Committee can additionally determine that the piece of learning and assessment work is irrevocably failed and the student has thus failed the degree program. An examination candidate who disrupts the orderly conduct of the examination can be excluded from continuing the examination by the relevant examiner or supervisor; in this case, the examination in question shall be considered to have been failed or graded "non-sufficient". The examination candidate can, within one month of being notified of a decision as referred to in the first to third sentences above, demand that the Examinations Committee review the decision. An examination candidate suspected of cheating in accordance with the first sentence above, shall be permitted to continue the examination until the end of the time prescribed for it.

(4) If the deadline for submission of a piece of learning and assessment work is missed without good reason, that piece of work shall be considered failed. Paragraph (3) shall apply, *mutatis mutandis*. In cases where the submission deadline cannot be met for good reason, the Examinations Committee shall decide, guided by the principles of equal opportunities and the primacy of academic achievement over adherence to administrative rules, whether the submission deadline for the piece of learning and assessment work is extended accordingly or a new assignment is set.

(5) If the person to be examined proves by means of a certificate from a doctor or public medical officer that he or she is not capable of entirely or partially completing pieces of learning and assessment work in the prescribed form because of longer-term or chronic physical complaints or disability or the care of his or her own child or of a care-dependent family member, the Examinations Committee can, upon application, give him or her the option of completing pieces of learning and assessment work of equal value in a different form.

(6) The protections enshrined in sections 3, 4, 6 and 8 of the Maternity Protection Act (*Mutterschutzgesetz*) and the timeframes in the Federal Child-Raising Allowance Act (*Bundeserziehungsgeldgesetz*) relating to parental leave shall be applied. To take advantage of

the protections and/or the timeframes, the student shall apply to the Examinations Committee in writing. Upon application, within the framework of the family-friendly university, students can apply to the Examinations Committee in writing, specifying sufficient grounds, for individually agreed submission deadlines and examination dates in combination, if appropriate, with modifications to examination times and the program duration.

(7) Upon application by recognized elite athletes, the Examinations Committee can establish individually agreed submission deadlines and examination dates in combination, if appropriate, with modifications to examination times and the program duration, on the basis of the cooperation agreement with the Lower Saxony/Bremen university sports association *Hochschulsportverband Niedersachsen/ Bremen* (HVNB).

(8) The Implementing Provisions shall establish whether a degree program is suitable for part-time study. If it is established as suitable, students can, upon application, apply to the Examinations Committee in writing for individually agreed submission deadlines and examination dates in combination, if appropriate, with modifications to examination times and the program duration.

Section 23 Invalidity of an examination

(1) If cheating occurs during an examination and this fact only becomes known after the examination certificate has been issued, the Examinations Committee can retroactively correct the grades for those pieces of learning and assessment work on which the person to be examined cheated and declare all or part of the final examination failed.

(2) If the prerequisites for admission to the examination were not met, without intentional deception on the part of the person being examined, and this fact only becomes known after the examination certificate has been issued, the fault shall be remedied by the passing of the examination. If wrongful admission was brought about deliberately, the Examinations Committee shall decide guided by the legislative provisions on the retraction of unlawful administrative acts.

(3) The person affected shall be given the opportunity to discuss the matter with the Examinations Committee before a decision is made.

(4) The incorrect examination certificate shall be recovered and replaced with a correct certificate or a letter as referred to section 21(3) above. Alongside the incorrect examination certificate, the degree certificate referred to in section 3 above and the diploma supplement, transcript of records, and English translation of the degree certificate referred to in section 21(1) above shall also be recovered if the examination is declared failed because of cheating. A decision as referred to in paragraph (1) and the second sentence of paragraph (2) is hereby ruled out once a period of five years has passed since the date of the examination certificate.

Section 24

Case-by-case decisions, administrative appeal proceedings

- (1) Negative decisions taken pursuant to the present Examination Regulations shall be substantiated in writing and, in the case of administrative acts, communicated to the person affected in combination with an explanation of the available legal remedies.
- (2) The initial decision on an administrative appeal shall be taken by the Examinations Committee (remedy decision). If the appeal is directed against an examiner's evaluation, the Examinations Committee shall forward the appeal to that examiner for review. If the examiner changes his or her evaluation in line with the application, the Examinations Committee shall remedy the appeal. Otherwise, the Examinations Committee shall review the decision on the basis of the opinion given by the examiner, particularly considering whether
 - (a) the examination procedure was conducted properly,
 - (b) the evaluation was based on a correct understanding of the facts,
 - (c) generally applicable principles of evaluation were followed,
 - (d) a reasonable solution logically substantiated with sound arguments has been found incorrect,
 - (e) the examiner has allowed him or herself to be swayed by irrelevant considerations.

The same shall apply, *mutatis mutandis*, if the appeal is directed against the evaluation of more than one examiner.

- (3) The Examinations Committee shall, upon application by the person examined, appoint an assessor for the administrative-appeal proceedings. The assessor must possess the qualifications referred to in section 8 above. The person examined and the assessor shall be given the opportunity to state their views before the decision referred to in the first sentence of paragraph (2) above is taken.
- (4) A decision on the appeal should be taken within one month.
- (5) The Examinations Committee shall be the authority responsible for remedy and administrative appeals with due regard for the procedure referred to in paragraphs (2) and (3) above. Notice of the appeal decision shall be sent to the person raising the appeal by the Dean of Studies or the office he or she has tasked with doing so.

Section 25

Inspection of examination records, inspection of written examinations

- (1) Upon application to the Examinations Committee, students shall be granted the opportunity to inspect their examination records. The application shall be lodged with the Examinations Committee no later than one year after the examination certificate or the letter about an irrevocably failed examination was issued.

(2) By way of derogation from the above, the inspection of written examinations, after the ordinary inspection times, shall be possible upon application for three years after the written examination was conducted. Once three years have elapsed, inspection shall no longer be possible.

(3) The Examinations Committee shall determine the place and time of the inspection.

PART FOUR⁸

Inter-faculty mid-career master's degree programs

Section 26

Maximum program duration

The program duration for mid-career degree programs shall be unlimited.

Section 27

Examinations Committee for mid-career degree programs

(1) To organize the examinations and fulfill the duties assigned by the present Examination Regulations, the Senate shall elect an Examinations Committee for the area of responsibility of each degree program.

(2) The Examinations Committee shall have five members:

- four members from among the teaching staff, who should be involved in mid-career education,
- one student member from among the students engaged in the degree program in question.

(3) The chairperson and the deputy chairperson must be professors.

(4) The rights and responsibilities of the Dean of Studies shall, in the case of inter-faculty degree programs, be assumed by the academic head of Clausthal Executive School.

Section 28

Examinations abroad

Students of a mid-career degree program can take examinations abroad in accordance with section 14(4) without a period of study abroad being required.

⁸ Second amendment to the General Examination Regulations of September 10, 2019

PART FIVE

Concluding provisions

Section 29

Amendments

Amendments to the present Regulations shall be adopted when proposed by the faculties and approved by the Presidential Board.

Section 30

University-wide publication

(1) The Presidential Board shall publicize the present General Examination Regulations throughout the university and shall direct students towards the examination provisions applicable to them in an appropriate manner.

(2) Each Examinations Committee can decide for itself that decisions and other measures taken pursuant to the present Examination Regulations will be publicized throughout the university in the customary manner. This decision shall be publicized throughout the university in the customary manner. This shall be done with due regard for data protection provisions.

Section 31

Transitional provisions, scope

If Implementing Provisions refer to a previous version of the present General Examination Regulations, the references shall be understood to refer to those provisions which contain the relevant subject matter rather than those to which they previously referred. This shall also apply if the amended General Examination Regulations diverge from the previous version.

Section 32

Transition arrangements

(1) Students who begin their degree programs in the 2015/2016 winter semester shall be examined in accordance with the present General Examination Regulations.

(2) **Students who began a bachelor's or master's degree program at Clausthal University of Technology before the 2015/2016 winter semester and previously studied in accordance with the General Examination Regulations of June 27, 2006, as amended on January 17, 2012, shall be transferred to the present version of the General Examination Regulations.⁹**

(3) Hardships arising as a result of a switch or transfer can be offset, upon application, by means of case-by-case decisions taken by the Examinations Committee responsible.

⁹ Third amendment to the General Examination Regulations of May 4, 2021

Section 33

Entry into force

The present General Examination Regulations shall enter into force following their publication in the official journal of Clausthal University of Technology, the *Amtliches Verkündungsblatt*, for the beginning of the 2015/2016 winter semester.

The second amendment to the General Examination Regulations of September 10, 2019 shall enter into force on the day after its publication in the official journal of Clausthal University of Technology, the *Amtliches Verkündungsblatt*. They shall apply to all current and future students in the bachelor's and master's degree programs at Clausthal University of Technology.

Annex 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, ...

.....

...

Präsidentin/Präsident

(Prä-
gesiege ...
l) ...

Annex 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

.....

(Prä-
gesiegel) Prof. Dr.-Ing. ...

BACHELOR'S DEGREE CERTIFICATE

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

Mr./Ms.

...

née ...,

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

the degree of

Bachelor of Science (B.Sc.)

in ...

in recognition of his/her fulfillment of the requirements of
the degree program on

..., ...

Clausthal-Zellerfeld, ..., ...

(Seal)

.....

...

Dieses Dokument ist nur gültig im Zusammenhang mit der „Bachelorurkunde“ des Studiengangs „...“
von ...vom

This document is valid only in conjunction with the German original, the “Bachelorurkunde” awarding ... a master’s degree in “...”
dated ..., ...

MASTER'S DEGREE CERTIFICATE

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

Ms./Mr.

...
née ...,

born in ... on ..., ...,
the degree of

Master of Science (M.Sc.)

in ...

in recognition of his/her fulfillment of the requirements of
the degree program on

...,

Clausthal-Zellerfeld, ...

(Seal)

.....

Dieses Dokument ist nur gültig im Zusammenhang mit der „Mas-
terurkunde“ des Studiengangs „...“ von ...vom

...
This document is valid only in conjunction with the German origi-
nal, the “*Masterurkunde*” awarding ... a master’s degree in “...”
dated ...,

Anlage 2 a)

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

Prüfungsausschusses

des

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

Annex 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	...,...
Zusatzprüfung	...,...
Zusatzprüfung	...,...
Zusatzprüfung	...,...

Clausthal-Zellerfeld, ...

(Siegel)

.....

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

Annex 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

Annex 3

Glossary of abbreviations for types of assessment

K	for <i>Klausur</i>	= written examination
M	for <i>mündliche Prüfung</i>	= oral examination
SL	for <i>Seminarleistung</i>	= seminar contribution
PrA	for <i>praktische Arbeit</i>	= practical assignment
ThA	for <i>theoretische Arbeit</i>	= theory assignment
SA	for <i>Studienarbeit</i>	= research assignment
PA	for <i>Projektarbeit</i>	= project assignment
IP	for <i>Industriepraktikum</i>	= industrial placement
HA	for <i>Hausübungen</i>	= home assignments
Ex	for <i>Exkursion</i>	= field trip
Ab	for <i>Abschlussarbeit</i>	= final thesis

Annex 4

Written declaration

I hereby confirm that I wrote this thesis independently and used no sources or support tools other than those specified, that all parts of the text taken word-for-word or in essence from other sources have been marked as such, and that the work has not previously been submitted to another examining authority in the same or a similar form.

I moreover declare that I consent / do not consent (*delete as appropriate*) to my final thesis being made publicly available in the institute library and/or university library.

Date and signature

Annex 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	...



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

3. Level of qualification

3.1 Level of qualification ...

3.2 Official duration/length of...
program

3.3 Applicant/Access require-...
ments

4. Contents and the results achieved

4.1 Mode of study ...

4.2 Program requirements ...

4.3 Program details See *Final Transcript of Records* for a list of courses and grades, and *Examination Certificate (...)* 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:

„mit Auszeichnung“	/1,0 - 1,5	excellent /
„sehr gut“		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 ...

...



TU Clausthal
Diploma Supplement

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

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 Clausthal University of Technology
sources ...
...

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).

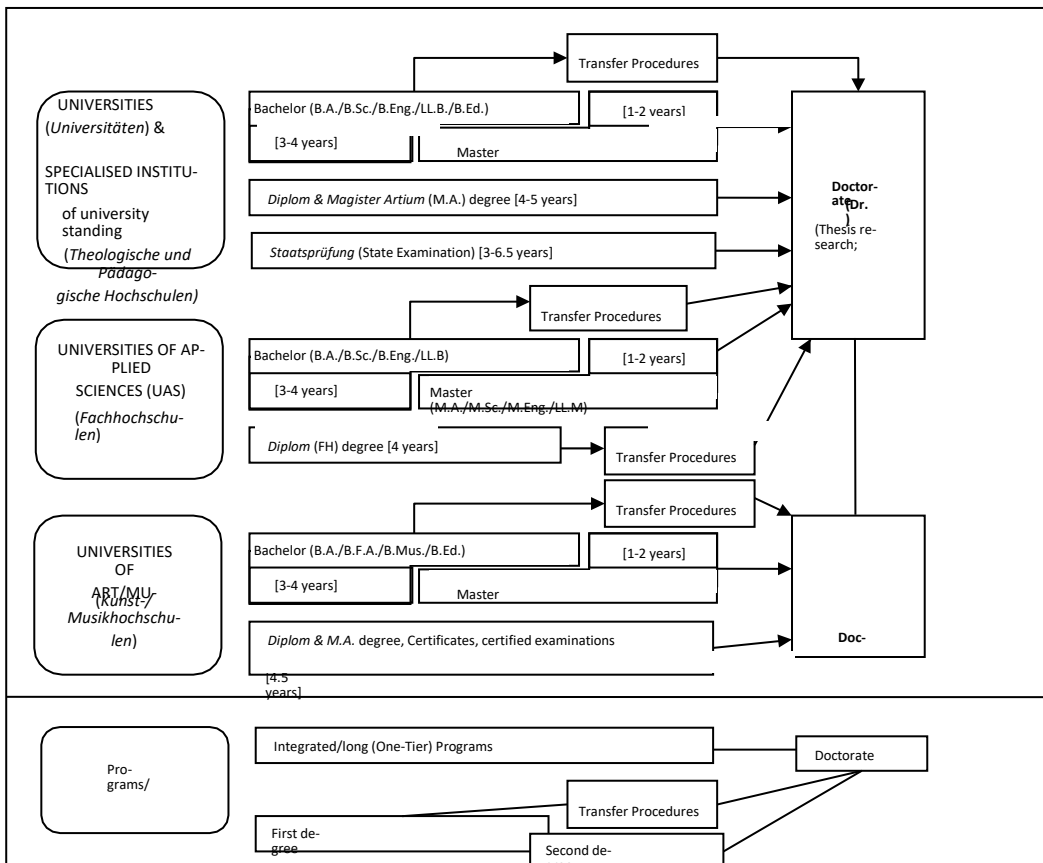
Within the framework of the Bologna-Process one-tier study programs are successively being replaced by a two-tier study system. Since 1998, a scheme of first- and second-level degree programs (Bachelor and Master) was introduced to be offered parallel to or instead of integrated "long" programs. These 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-im-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.

lii 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).

lv 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.

**Annex 7 to the General Examination Regulations of Clausthal University of Technology on the Conduct of Written Examinations under Pandemic Conditions
as amended for the first time on April 14, 2021**

On January 19, 2021, the Faculty of Natural and Materials Science, the Faculty of Energy and Economic Sciences, and the Faculty of Mathematics/Computer Science and Mechanical Engineering, pursuant to section 7(3) of the Lower Saxony Higher Education Act (*Niedersächsisches Hochschulgesetz*) in conjunction with section 44(11) of the same Act, adopted the following Annex 7 to the General Examination Regulations of Clausthal University of Technology of April 28, 2015, as last amended by the decision of August 26, 2019, of the Faculty of Natural and Materials Science, the decision of July 23, 2019, of the Faculty of Energy and Economic Sciences, the decision of August 6, 2019, of the Faculty of Mathematics/Computer Science and Mechanical Engineering, and the approval of the Presidential Board of Clausthal University of Technology (section 37(1)5(b) of the Lower Saxony Higher Education Act) granted on September 10, 2019 (Mitt.TUC 2019, p. 386). It was last amended by the expedited decision of March 30, 2021, of the Faculty of Natural and Materials Science, the expedited decision of March 22, 2021, of the Faculty of Energy and Economic Sciences, and the expedited decision of March 19, 2021, of the Faculty of Mathematics/Computer Science and Mechanical Engineering. The Presidential Board approved this first amendment to the Annex on April 14, 2021 pursuant to section 37(1)5(b) of the Lower Saxony Higher Education Act.

Section 1 Material and temporal scope

In view of the necessary measures to mitigate and prevent the further spread of coronavirus SARS-CoV-2 and the associated ordinances, general orders, and other measures taken by the Federal Government, *Land* Lower Saxony, and the county of Goslar, the conduct of written examinations (section 14(3) of the General Examination Regulations) shall be modified and/or supplemented by the provisions of the present Annex for the modules offered in the 2020/2021 winter semester and the 2021 summer semester.

Section 2 Procedure for planning and deciding on examinations offered

(1) In-person written examinations as defined in section 14(3) of the General Examination Regulations shall be extensively facilitated in conformity with the applicable regulations pertaining to the COVID-19 pandemic, particular in strict conformity with the hygiene rules of Clausthal University of Technology.

(2) The conduct of in-person written examinations shall depend on in-person events even being possible in principle under the hygiene rules of Clausthal University of Technology. If implementing the terms of the hygiene plan can be expected, particularly in view of the number and size of the examinations and participants, to exceed the university's capacities for the conduct of written examinations in person, the alternative means of conducting examinations can be used.

(3) The final decision as to whether examinations are in principle to be conducted in person shall be taken by the university management. In view of the possibility that circumstances may change at short notice during the COVID-19 pandemic, the decision can be altered at short notice if necessary. This shall include the possibility of an in-person examination being canceled on the examination date itself.

Section 3 Conduct of online written examinations

(1) By way of derogation from section 14(3) of the General Examination Regulations, a written examination can be offered as an online written examination.

(2) An online written examination shall be a written examination which, similarly to an in-person written examination, is taken at a set time and for a set duration. As a rule, the students shall answer the examination questions from another location outside of the university, on their own computer or similar medium, using a web browser of their choice.

(3) The subject matter, level of difficulty, and duration of the online written examination must correspond to those of the conventional examination.

(4) An online written examination can be conducted with or without supervision. The examiner shall decide how it is to be conducted.

(5) The decision to conduct a written examination online instead of in person shall be communicated to the students one week before the examination date.

Section 4 Technical and organizational requirements

(1) All those involved must be able to fulfill the technical requirements to be permitted to take part in an online written examination: a PC/notebook/tablet/smartphone with a camera and a sufficient supply of electricity; an internet connection which has proved stable. If students cannot fulfill the necessary requirements, the university shall, as it chooses and based on its spatial and staffing capacities, make the technical equipment available on its premises or offer to conduct the examination as an in-person written examination. The students shall have no entitlement to a particular alternative.

(2) The online written examination shall be conducted exclusively by means of an examination system provided by Clausthal University of Technology. In the context of examinations, only the digital systems and applications provided centrally by the Data Center and the IT and Statistics Department of Clausthal University of Technology, such as Stud.IP, Moodle, and BBB, can be used. The integration of services or content from third-party providers (e.g. YouTube video in a Moodle examination, proctoring systems) shall not be permitted.

(3) The examiners shall give the students the opportunity to familiarize themselves with the alternative means of conducting the examination.

- (4) Each student shall sit alone in an examination room. This examination room can be located in a domestic environment.
- (5) All those involved shall ensure the examination is conducted without disruption (no disturbance caused by telephones, visitors, etc.).
- (6) For the submission of online written examinations before the end of the time allowed, measures shall be taken to ensure that this can only occur once the student has confirmed within the system that he or she has finished. When the time allowed has elapsed, submission shall occur automatically. The submission of necessary additional material (handwritten workings) in a digital form must occur at the latest, with due regard for unpredictable technical issues, within a previously determined timeframe following the end of the time allowed for the examination. If submission is not possible as a result of a technical problem, a written examination sent by email shall exceptionally be considered submitted on time if it is sent to an email address which the examiner has specified for this purpose and within the timeframe for submissions referred to in the second sentence above. The students shall use the email address of Clausthal University of Technology for this purpose. The examiner shall confirm receipt of the email vis-à-vis the student.
- (7) The written examination to be submitted shall be saved in the system in a format that cannot be subsequently altered and shall be archived digitally in accordance with the rules for written examinations.

Section 5 Conduct of supervised online written examinations

- (1) Online written examinations can, with the consent of the students participating in the examination, be conducted with supervision.
- (2) The students shall be given the opportunity in good time to inform themselves transparently as to the conditions of an online written examination and the manner in which it is to be conducted. The university shall allow them the alternative option of undergoing supervision in person. The students shall decide on this when registering for the examination. If the announcement that a written examination is to be held online is made after students have already registered for the examination, they shall be given the opportunity to exercise their right to choose.
- (3) The supervision of an online written examination shall be assured via digital systems and applications provided centrally by the Data Center and the IT and Statistics Department of Clausthal University of Technology. It shall be ensured that only the supervisors can see the participating students. Supervision can be assured by more than one supervisor within the framework of different video conferences.
- (4) At the beginning of the examination, the students shall demonstrate (by turning the camera to show the whole room) that they are alone and there are no unsanctioned support tools in the vicinity. Further checks by the supervisors during the examination shall be permissible, the following in particular: addressing individual students, asking them to turn the camera to sweep the room, requesting a call-back by telephone.

- (5) In addition, the students shall identify themselves before the beginning of the examination by showing their official photo IDs and, if applicable, their student IDs.
- (6) All the students' microphones must be switched off for the duration of the examination.
- (7) Participants shall not be permitted to record online written examinations.

Section 6 Conduct of electronic examinations

For the conduct of electronic examinations as specified in section 15 of the General Examination Regulations, the provisions of section 3(4) and (5) above and section 5 above shall apply, *mutatis mutandis*.

Section 7 Procedure in the event of unusual incidents

- (1) The rules prohibiting acts of cheating as specified in section 22 of the General Examination Regulations shall be applied. No act of cheating shall be deemed to have occurred if the design of an online written examination explicitly includes demonstrating the ability to research online and use other sources generally not sanctioned under the General Examination Regulations in the examination question (what is known as an open-book examination).
- (2) Technical difficulties must be reported to the examiner immediately. The examiners shall ensure that they can be reached by email and telephone during the examination.
- (3) If generalized disruption and not simply an insignificant disturbance occurs during an online written examination, such as the examination system ceasing to function properly or breaking down altogether, the examiner can interrupt the examination or stop it entirely, in which case a new examination date shall be arranged.
- (4) In the event of temporary disruption, the examination must be resumed as soon as possible. The examiner shall decide on any individual compensatory measures.
- (5) Any and all disruptions occurring in the course of the online written examination must be noted in the examination record in terms of their type, scope, and duration.

Section 8 Divergent types of examination

It shall be permissible to diverge from the forms of examination prescribed in the relevant Implementing Provisions if, due to circumstances beyond the examiner's control with consequences which cannot be remedied in any other way, the examination in its prescribed form would be unsuitable or would entail a disproportionate workload. Whether and in what form the examination can be held instead shall be decided by the Examinations Committee upon application by the examiner. The subject-related requirements of the piece of

assessment work must be maintained. If the Examinations Committee accedes to the application, the students shall be informed of this immediately. Students who have already been admitted to the examination when the Examinations Committee makes its decision can, upon application, withdraw from the examination.

Section 9 Special right of withdrawal from online written examinations

(1) In each examination period, up to two pieces of assessment work which have been undertaken in the form of online written examinations (section 3 above) in the degree programs of TU Clausthal and which have been failed or graded “non-sufficient” shall, upon application by the student, not be counted against the number of examination attempts allowed.

(2) This provision shall not apply to pieces of assessment work which have been failed or graded “non-sufficient” pursuant to section 22(1) and (3) of the General Examination Regulations.

(3) If more than two pieces of assessment work undertaken in the form of online written examinations during one and the same examination period have been failed or graded “non-sufficient”, the student in question shall indicate in the application for which two examinations he or she is exercising his or her special right of withdrawal.

(4) The application shall be submitted to the secretariat of the Examinations Committees (Examinations Office) no later than 14 days after the end of the relevant examination period, if all the results for the examination period in question have been communicated via the electronic exam-administration system by that point in time. If they have not, that deadline shall be extended to one week after the last examination result has been communicated. The application can only be submitted once for each examination period and must contain all the pieces of assessment work for which the student wishes to exercise his or her special right of withdrawal. It shall not be permissible to carry over any unused allowance into subsequent examination periods.

(5) When a student can retake a piece of assessment work for which he or she has exercised his or her special right of withdrawal shall be governed by the general rules. There shall be no entitlement to have special examination dates arranged.

Section 10 Entry into force

The present Annex shall enter into force on the day after its publication in the official journal of Clausthal University of Technology, the *Amtliches Verkündungsblatt*.