



## **General Examination Regulations (ABPO)**

### **of the Hochschule Darmstadt - *University of Applied Sciences***

from 8<sup>th</sup> December 2005, in the updated version of 17<sup>th</sup> April 2012

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## **PART I: GENERAL**

### **§ 1 Courses of study and examination regulations**

(1) The General Examination Regulations comprise the corresponding applicable examination regulations for all courses of study at the Darmstadt University of Applied Sciences. They are part of the course of study examination regulations and are supplemented by the individual course provisions, which are included in the special examination provisions for each course of study (hereinafter referred to as "Special Provisions") issued by the respective Faculty Board. The Special Provisions shall be accepted by the university Executive Committee ("Präsidium") after approval by the Senate and accreditation. The acceptance shall be limited in accordance with the accreditation.

(2) The courses of study are completed by an academic award (Bachelor's or Master's). The Darmstadt University of Applied Sciences awards the academic grade (Bachelor's or Master's degree) based on the result of the academic assessment. The applicable national and international standards are determined through accreditation. The applicable framework conditions laid down by the Conference of the Ministers of Education and Cultural Affairs ("Kultusministerkonferenz") shall be taken into account.

(3) The Bachelor's degree is awarded for courses of study that are completed as a first degree. The Master's degree is awarded for courses of study that are completed as a secondary degree.

(4) Courses of study can also be completed with an academic qualification other than the Bachelor's or Master's degree provided that the prerequisites set out in § 21 (2) of the Hessian Higher Education Act (HHG) are fulfilled. In this event, the Special Provisions governing the respective course of study shall determine how the regulations laid down in the General Examination Regulations for the Bachelor's/Master's degree shall apply accordingly.

(5) The degree programmes (curricula) are divided into modules. A module is a unit of study of a specified duration dealing with a particular subject. Modules are generally made up of thematically related courses, including periods of independent study. Every module ends with an examination (module assessment). Points under European Credit Transfer System (ECTS) are awarded for the successful completion of a module, irrespective of the grads. These are a measure of the workload associated with a specific module and are referred to hereinafter as credit points (CP) in accordance with international vocabulary.

(6) The Special Provisions for the individual courses of study set out, for example:

1. The faculty responsible for running the course of study: where interdisciplinary courses of study are concerned, the scope of responsibility of the relevant faculties or other department of the Darmstadt University of Applied Sciences shall be presented;
2. The qualification objectives and content of the programme;
3. The full name and abbreviation of the academic degree awarded upon successful completion of the programme;
4. The standard study time;
5. The number of credit points earned upon successful completion of the programme;
6. Where applicable, the particular entry requirement for the course of study and the description of the entrance procedure, provided that it falls under the scope of responsibility of the faculty;
7. The degree programme with the compulsory and optional modules of the course of study, specifying each module;
  - The number of credit points awarded;
  - The propose module semester during the regular course of study;
8. The module description in accordance with § 1(7);
9. The catalogue of optional modules together with the associated general learning and qualification objectives pursuant to § 5 (3) and (4);
10. All other regulations relating to the respective course of study, which are referred to as Special Provisions in these regulations;

11. Other special regulations governing, for example, the use of foreign languages during the course, part-time courses of study, dual courses of study, or courses of study run in cooperation with another university.

(7) In accordance with § 5 (3), the module descriptions of each module – including part modules, where applicable – shall include:

1. The content;
2. The learning and qualification objectives in terms of the skills to be acquired;
3. The courses with the forms of teaching and learning;
4. The number of credit points awarded and the hours of study broken down by courses and forms of teaching and learning;
5. The entry requirements for the module and the participation requirement for the courses and assessments;
6. The duration and schedule as well as the frequency of lessons and how often it is offered;
7. The suitability of the module in various courses of study;
8. The description of the examinations to be taken with regard to type, format, content and requirements, as well as any other requirements for the successful completion of the module;

The module descriptions can set out possible options within a module.

## **§ 2 Principles governing the degree structure**

(1) At the Darmstadt University of Applied Sciences, the standard study period for the Bachelor's degree courses is six semesters, while this is reduced to four for Master's degree courses. Deviation from the Special Provisions governing a course of study is permitted in exceptional circumstances. If the Bachelor's and Master's degree courses are taken consecutively, the total standard study period is ten semesters. In exceptional cases, the standard study period may be extended or shortened by rearranging it accordingly.

(2) The degree programme shall be arranged in such a way that a full-time course of study of standard duration leads to 60 CP being earned per year and an average of 30 CP per semester. Based on the standard study period specified in (1) above, this amounts to 180 CP or 210 CP for Bachelor's degree courses and 120 CP to 90 CP for the Master's. A total of 300 CP are earned when the Bachelor's and Master's degree courses are taken consecutively.

(3) To facilitate the integration of modules in several different courses of study and to allow transfer between these modules, as well as transfer of grades between Hessian universities, modules at the Darmstadt University of Applied Sciences equal 5 CP or 7.5 CP, or a multiple of 5; the Special Provisions may deviate from this in exceptional circumstances.

(4) As a rule, each module lasts one semester. In exceptional circumstances, the Special Provisions can provide for a longer module duration, optional modules included.

(5) The degree programmes are organised in such a way as to particularly promote interdisciplinary work, interdisciplinary learning, language and intercultural skills, as well as allow for critical analysis of the respective degree subject itself and the professional field, and for responsible behaviour in a free, democratic and social state built on the rule of law. The resulting interdisciplinary part of the programme should comprise 10% to 15% of the hours of study for the Bachelor's degree programme and 5% to 10% for the Master's degree programme. Said interdisciplinary parts should be largely integrated, be conveyed by means of modules and laid down in the module descriptions.

(6) The requirements set out in (5) above are fulfilled in a number of ways, including a social and cultural extracurricular programme, the details of which are regulated by the Senate in the articles of association.

(7) As part of compulsory and optional modules of a degree programme at the Darmstadt University of Applied Sciences, credit points are not usually awarded for school-level language lessons for languages that are normally offered in schools nor for German as a foreign language.

(8) The aim is to promote the international mobility of students by offering foreign language courses, particularly for English and by giving students the opportunity to complete part of their studies abroad, including the practical module.

(9) The Special Provisions of each course of study can set a pre-university internship (basic or advanced) as an entry requirement which shall be completed by the beginning of the third semester at the latest. The details of this internship are regulated in the Special Provisions. The pre-university internship does not form part of the degree programme, with no credit points being awarded for it.

(10) Unless otherwise set out in the Special Provisions or federal state law, 60 CP earned from a course of study corresponds with a foundation course qualification pursuant to § 63 (3) sentence 2 of the HHG and thereby leads to the subject-specific university entrance qualification.

## **PART II: STUDIES**

### **§ 3 Study requirements**

(1) The aim is to train students to adopt an independent, self-driven and problem-orientated approach to work and deepen their knowledge and skills using tailored learning. Particular focus is to be put on small group work thanks to developments in didactic methods.

(2) The module description may prescribe regular attendance to courses. The students are informed upon starting each course of this requirement and the procedure governing authorised or unauthorised absence.

(3) The format and structure of the course, including planned deadlines, is set out by the faculty staff at the beginning of the course on the basis of the module description. If the nature of the course requires, other requirements can be laid down that need to be fulfilled for students to successfully participate in said course (e.g. by way of laboratory regulations).

### **§ 4 Teaching and learning structures**

(1) Courses can be carried out in the following forms:

1. Lecture: Presenting basic and specialised information as well as methodology in a coherent manner, including demonstrations and experiments, where applicable. Faculty staff develop and convey teaching material in consultation with the students.
2. Exercise: Processing and consolidation of new material as well as training in the specialist methodology and learning specialist skills by working through and discussing examples. The number of participants is normally limited.
3. Seminar: Developing scientific knowledge or processing current problems using scientific methods based primarily on contributions made by students; consolidating work using specialist literature and other sources of information; and learning and practising presentation and discussion techniques. The number of participants is normally limited.
4. Laboratory placement: Supervised execution of practical tasks in terms of experiments, apparatus and data processing; training in the use of scientific investigation and solution methods; learning specialist skills; and gaining insights into relevant processes. The number of participants is normally limited by the laboratory capacity available in each case.
5. Project: Developing concepts and implementing solutions of complex, practical tasks as part of a team; learning social skills by extensive, independent work on tasks in a group with theoretical and methodical guidance. The number of participants is normally limited and dependent on the task in some cases.
6. Field trip: Theory preparation followed by a corresponding object lesson outside of the university.
7. Practical: Learning practical skills by means of active participation. This usually takes place in a company outside of the university (training location) with on-site supervision and guidance from a professor in terms of content and method. The practical exercise is consolidated by recapping, evaluating and reflecting on the results, e.g. in the form of a written practical report and/or a presentation.

8. Degree thesis: Independent investigation of a specified topic using scientific and creative methods within a set period of time. This work is supervised by a professor in terms of content and methodology.

(2) The Special Provisions may include other learning forms to those set out in (1) above, particularly subject-specific learning forms or learning forms that use electronic media (e-learning). A singly course may combine several learning forms.

### **§ 5 Compulsory and optional modules as well as elective subjects**

(1) The degree programme comprises compulsory and optional modules with the possibility of adding individually chosen elective subjects outside of the respective degree programme.

(2) The compulsory modules are modules that shall be taken by students as part of a course of study or a specialisation.

(3) Optional modules are those that students may choose from an optional catalogue in accordance with the Special Provisions. These allow the student to acquire additional skills individually chosen by them to suit their interests. The options catalogue may contain complete modules in the scope prescribed in § 2 (3) as well as smaller units (part modules), that students combine with modules to reach the required points total. In this case, a credits account is held for the optional module. The part modules are checked separately and shall be passed individually; see § 9 (5). The description laid down in § 1 (7) also applies to part modules; in accordance with the module descriptions and based on the hours of study, credit points are awarded for a successfully completed part module, but these points are initially credited only to the credits account for the optional module.

(4) The free selections of modules from an options catalogue in accordance with prescribed number of credits must allow the student to achieve a general learning and qualification objective; this objective shall be set out in the Special Provisions for the degree programme.

(5) Optional modules (part modules, where applicable) should be offered in such a way that a sufficient choice of options is available in terms of number and content; the faculties are however not obliged to always offer the entire range of modules in the catalogue. Where necessary, the Faculty Board may extend the options catalogue; a module description shall be compiled for option modules or part modules that are offered for the first time. On request and in certain cases, the Examination Board can also approve additional modules as optional modules or part modules.

(6) An optional module is successfully completed when at least the number of credit points set out for this module in the degree programme is credited to the credits account. The number of credit points set out in the degree programme is awarded for the completed optional module in this case; any other credit points on the credits account are no longer valid. Students that have completed extra credits in optional modules or part modules may, as prescribed in the degree programme, freely choose which optional modules or part modules to be included in the certification to make up the standard number of points and thereby be taken into account when calculating the overall result. On request, completed optional modules or part modules are also included as elective subject in the degree certificate. The method and deadlines for the student to make the aforementioned choices is determined by the faculty who then announces them.

(7) Elective subjects are general or specialised courses outside the degree programme which are open to all and expand on or consolidate the student's studies. These can be complete modules or parts of modules. A certificate is awarded for elective subjects on request and is included in the degree certificate with the comment "passed with success". Credit points for graded elective subject are labelled as being awarded outside of the degree programme.

### **§ 6 Areas of specialisation**

(1) The Special Provisions governing a course of study may allow for the student select one or more areas of specialisation from the specified catalogued during their studies. Creating areas of specialisation aims to help the student to focus on developing an area of expertise within a degree programme. The chosen areas of specialisation are noted in the degree certificate.

(2) The course of study for an area of specialisation can comprise compulsory modules and/or optional modules that shall be chosen from one or more catalogues pursuant to § 5 (3). Compulsory modules for area of specialisation may be offered as optional modules for other areas of specialisation.

(3) The Special Provisions set out the date(s), process and deadlines for choosing and changing areas of specialisation. Once chosen, an area of specialisation may be changed only once. In this case, successfully completed modules and failed modules under the former area of specialisation are therefore transferred if credit points can be earned as compulsory or optional modules for the relevant module in the new area of specialisation. Failed modules for which no credit points can be earned in the new area of specialisation are not taken into account after changing.

(4) If demand is expected to be too low, the Faculty Board can stop offering an area of specialisation, temporarily or permanently. Studies that have already commenced in this area of specialisation, shall be allowed to complete this course of study properly.

## **§ 7 Practical modules**

(1) Practical modules are a major part of practical degree programmes at the university. In a practical module, practical times (practical stages or projects) are supplemented by preparatory, accompanying and follow-up courses. Each degree course at the Darmstadt University of Applied Sciences comprises at least one practical module; the total credit value of the practical modules in a degree programme is usually between 15 CP and 30 CP. Degree programmes taken consecutively shall fulfil these conditions in full.

(2) The Special Provisions for the individual degree programmes determine the number, dates, duration, form and other arrangements for practical modules. The module descriptions shall set out the skills acquired with the associated hours of study.

(3) In accordance with § 13 (3) or a presentation under § 13 (5), a written practical report or presentation is usually compiled to check and assess how the student achieved their learning and qualification objectives; several examination forms can be combined. The module description determines the necessary credits any requirements.

(4) The practical exercise is usually carried out with a company or another practical site outside the University. During the practical exercise, Students are supervised by a professor or somebody authorised to conduct examinations pursuant to § 18 (2) of the HHG. The Dean appoints somebody from each course of study to be responsible for the practical exercises whose job is to organise the module.

(5) The Special Provisions set out for each course of study the requirements that apply to the practical site and the training that takes place there. To ensure the training objectives are met, an agreement is reached between the student and the company; an agreement template is annexed to the Special Provisions.

(6) The students remain registered with the university during the practical exercise.

(7) Practical activities prior to commencing studies cannot usually be taken into account in the practical modules. The Examination Board makes a decision regarding exceptions to this.

## **§ 8 Course guidance**

(1) In accordance with § 14 HHG, the university organises continuous guidance and supervision opportunities in the form of general course guidance and course-specific guidance. The details of which are regulated by the university in its articles of association.

(2) The Special Provisions may allow for a counselling session for students who have not yet performed a set number of examinations in accordance with the semester, or for students that have not yet earned a certain number of credit points. Priorities and a timetable for continued studies are agreed during this counselling session, taking into account the personal situation. These priorities and timetable are set out in a protocol signed by both parties (student and counsellor).

## **PART III: EXAMINATIONS**

### **§ 9 Type of assessment (examinations)**

- (1) During the course of study, assessments shall be conducted in the form of examinations and, where applicable, pre-examination assignments. These assessments are offered in connection with the modules courses in terms of time and subject.
- (2) Examinations are graded assessments that are conducted under examination conditions. Repeat examinations for compulsory modules are limited; the Special Provisions may also specify a limited number of repeat examinations for optional modules, see the last sentence of § 17 (7).
- (3) Pre-examination assignments are graded or ungraded assessments which are to be carried over the module and which represent a requirement for admission to an examination.
- (4) Each module is completed with a module assessment which usually comprises an examination at the end of the modules, as well as any pre-examination assignments set out in the module description. The module assessment is passed when the examination is passed and all pre-examination assignments have been completed.
- (5) If an optional modules under § 5 (3) comprises several part modules, this optional module is completed with module part assessments, which in turn consist of an examination and, where applicable, any pre-examination assignments. In accordance with the module descriptions, credit points for passed module part assessments are credited to the credits account of the respective optional module. The module assessment is passed if the credits accounts shows at least the number of credit points assigned to this optional modules in the degree programme; the results from module part assessments cannot be offset against each other.
- (6) Credit points are awarded for the module after passing the module assessment.
- (7) The academic award (Bachelor's or Master's) is passed when all module assessments from the compulsory modules and modules assessments from a sufficient number of optional modules have been passed in accordance with the Special Provisions, and when the final module has been passed in accordance with § 23 (7). The academic award is deemed complete on the day when the last of the required module assessments, including the final module, have been successfully completed.
- (8) The Bachelor's degree is designed to determine whether the students have acquired the necessary basic and specialist knowledge and corresponding skills to move into professional practise or to a Master's degree, have an overview of the degree subject context and the skills to work methodically and independently using scientific principles.
- (9) The Master's degree aims to determine whether the students are able to independently apply scientific methods and find problem solutions in new and unknown fields using extensive and/or specialist knowledge of the degree subject.
- (10) At least once each semester, students are to be given the opportunity to complete the assessments prescribed in the compulsory modules. This aside, assessment that can be carried out only in direct connection with a course (e.g. laboratory placement, shall be offered only once in the academic year.
- (11) Students who do not complete any assessment prescribed in the compulsory or optional modules in four consecutive semesters may be deregistered in accordance with § 59 (4) of the HHG.
- (12) Degree programmes shall be organised in such a way that no more than six module assessment under (4) or module part assessments under (5) are taken each semester, on average.

### **§ 10 Forms of assessment**

- (1) In accordance with the module descriptions, assessments can be taken in the following forms:
  - Oral examination pursuant to § 11
  - Written examinations pursuant to § 12
  - Practical examination pursuant to § 13 (1)
  - Assessed assignment pursuant to § 13 (2)
  - Term paper, practical report, project report pursuant to § 13 (3)
  - Oral report, presentation pursuant to § 13 (5)



- Colloquium pursuant to § 13 (6)

Where appropriate, module descriptions can allow combinations of several forms of assessment or other forms of assessment provided that these are governed by assessment conditions set out in the procedure and requirements.

(2) Pre-examination assignments can take one or more of the following forms:

- Carrying out exercises, development or creative tasks
- Carrying out laboratory tests
- Carrying out projects
- Developing computer software
- Research, literature review, documentation
- Laboratory report, work report, protocol
- Seminar talk, oral report, presentation
- Assignment (writing about tasks- issues, specific topics)
- Specialist talk
- Written examination, test

Unless otherwise prescribed in the module descriptions, these assessment forms determined by the respective faculty staff and told to the students in good time. Students may be given a choice of various assessment forms but are not entitled to such a choice. Other subject-specific assessment forms are possible.

(3) An individual grading shall be possible for graded assessments that are carried out as group work.

(4) The Special Provisions or the module descriptions can specify that non-compliance with deadlines for pre-examination assessments leads to grade deductions or fail of the assessment; students are to be informed of such a regulation.

(5) For ungraded pre-examination assignments, assessments shall take one or more of the following forms: If these fulfil the requirements to be set out beforehand, the pre-examination assignment is certified as being "passed with success". No certification can be awarded for having only attended a course.

(6) If the candidate can prove that he/she is not in a position to take an assessment partially or in full in the specified form owing to long-term or permanent physical impairment, the assessment may, on request, be taken over a longer period of time or an equivalent assessment may be taken. Proof may be requested in the form of a medical certificate or in legitimate cases of doubt, a medical certificate issued by a state medical practitioner.

(7) On request and on a case-by-case basis, the Examination Board will decide on how to compensate for disadvantages caused by maternity leave, family leave, sickness of dependent children or relatives.

## **§ 11 Oral examinations**

(1) An oral examination requires the candidate to demonstrate that he/she is familiar with the context of the subject area being examined and is able to answer specific questions based on this context. These examinations are also used to determine whether the candidate has the necessary knowledge to understand the subject matter of the assessment.

(2) Oral examinations are taken before one examiner proficient observer. The observer is heard before the grades are determined. Two or more examiners can interchange between observing and examining for examinations on a large topic area. Where there are several examiners, an average will be taken of the individual grades and the grades will be weighted in accordance with the hours of study set down in the module description for the sub-topic examined; the grade will then be rounded to the next permissible grade in accordance with § 15 (1). If the rounded average is over 4.0, the assessment has not been passed.

(3) Oral examinations can be individual or group examination of up to five candidates. They last between 15 to 45 minutes per candidate. The main examination topics and outcomes are recorded in minutes in note form by the observer. The examination grade will be announced and explained to the candidate immediately after a consultation. The minutes along with the examination grade are signed by the examiner and observer.

(4) In agreement with the candidate and space permitting, students from the same degree course can listen to the examination, excluding the consultation and grade announcement. This does not apply to students who have registered for this examination in the same semester.

## **§ 12 Written examinations**

(1) The aim of the written examination is for students to particularly demonstrate their ability to use subject-related methods to address and solve problems in a limited time and with limited access to examination aids. These examinations can also determine whether the candidate has the necessary expertise. The student is informed of the permitted examination aids in good time to allow them to make preparation. The duration of the written examination is between 60 and 180 minutes. Participants in the written examinations shall be able to prove their identity by presenting an official photo identification and student card. The aforementioned conditions apply accordingly to written examinations in the form of pre-examination assignments.

(2) As a rule, only one person (the examiner pursuant to § 18 (2) of the HHG) is needed for written examinations. Notwithstanding the above, failed second repeat examinations of written examinations pursuant to § 18 (3) of the HHG are graded by a second examiner ahead of the supplementary oral examination pursuant to § 17 (3).

(3) The grade will be announced four weeks after the written examination at the latest by means of a notice, in accordance with the data protection regulations. The notice is to be dated and filed on record. An announcement in a secure electronic format is also possible.

## **§ 13 Other examination forms**

(1) When taking a practical examination, the candidate has a set amount of time to independently complete a specified practical task using permitted examination aids and under supervision.

(2) An assessed assignment involves, for example, a research-, development, creative-, programming task with no set solution; the aim of which is for the candidate to demonstrate independent work and creative abilities. Since this is a comprehensive task, it is carried out over a long period of time without constant supervision.

(3) When completing a term paper, the candidate shall work independently on a written assignment on a clearly-defined topic or issue, specifying the examination aids used; the same applies to a practical or project report.

(4) A final failed repeat examination pursuant to (1) to (3) is graded by at least two examiners, as is the case with a written examination. The candidate shall submit a written declaration for examinations that are not carried out under supervision stating that he/she completed the work independently and that no other examination aids were used other than those specified.

(5) An oral report involves the candidate presenting key areas of their own or third-party scientific research outcomes. The examiner may put questions forwarded as part of a discussion. Furthermore, a presentation is essentially carried out using visual media and other media, or by means of a demonstration. An oral report or presentation is graded by at least two examiners in the event of a final failed repeat examination.

(6) A colloquium involves an introductory oral report from the candidate which is supplemented by detailed questions in the form of an oral examination, where the examiner can also ask questions to contextualise the topic. Unless the Special Provisions state otherwise, the regulations under § 11 shall apply respectively.

## **§ 14 Examination registration and admission**

(1) A module assessment or module part assessment for a course of study can only be taken by those who have registered for this course of study at the Darmstadt University of Applied Sciences, who have not lost the right to take an examination and those who fulfil the requirements for taking a module. To take an examination, the pre-examination assignment prescribed in the module description shall be



1.0 to 1.5	Very good	("sehr gut")
1.6 to 2.5	Good	("gut")
2.6 to 3.5	Satisfactory	("befriedigend")
3.6 to 4.0	Sufficient	("ausreichend")

The module grades in numerical format are also given in brackets to one decimal place. The numerical grade of 5.0 can be used in certification to indicate a fail.

(6) After completed the course of study, a weighted average is calculated from the module grades which in turn were calculated to one decimal place in accordance with (3) or (4), where each module grade is weighted by the number of credit points assigned to the module. The Special Provisions may state that the practical stages can be weighted differently. These provisions may also state that, for a Bachelor's degree programme, the final module pursuant to § 21 is included in the calculations with a weighting higher than the number of credit points assigned to this module; the share of the final module in the overall weighting may not however exceed 20%. The average value up to and including the first decimal place forms the overall grade for the academic award; all other decimal places are dropped without being rounded off. The resultant numerical grade equates to the following overall assessments for the academic award.

1.0 to 1.2	Excellent	("mit Auszeichnung bestanden")
1.3 to 1.5	Very good	("sehr gut bestanden")
1.6 to 2.5	Good	("gut bestanden")
2.6 to 3.5	Satisfactory	("befriedigend bestanden")
3.6 to 4.0	Pass	("bestanden")

The overall grade in numerical format is also given in brackets to one decimal place.

(7) The average value calculated pursuant to (6) up to and including the second decimal place and excluding the other decimal places is used to determine the ETCS grade in accordance with § 26 (2).

### **§ 16 Absence, withdrawal, cheating, breach of regulation**

(1) An examination will be graded "insufficient" (grade 5) if the student being examined does not appear for a binding examination date without a valid reason or withdraws from an examination for without a valid reason. The same shall apply when a candidate does not complete a written test or examination pursuant to § 13 (1) to (3) within the allotted time on grounds for which he/she is responsible. An examination is deemed to have been taken upon distributing the task.

(2) The reasons given for the absence, withdrawal or non-compliance with time constraints shall be immediately made known and substantiated in written form to the Examination Board. In the case of withdrawal or non-compliance with time constraints, justification shall be given initially to the invigilator and will be noted in the examination records. In the case of illness, a medical certificate stating the expected duration of the illness and, in turn, inability to take the examination of is to be obtained and submitted. In cases of doubt, the University can request a medical certificate issued by a state medical practitioner. If the reasons given and examination incapacity are accepted by university, a new examination date is set; work already carried in the examination can be taken into account. The candidate shall be informed immediately in writing if the Examination Board rejects said reasons and examination incapacity, stating the reasons and including instructions on the right to appeal.

(3) If the candidate tries to influence the results of his examination result by cheating or using non-permitted examination aids, the relevant examination shall be graded as a "fail" (grade 5). If an examination under § 13 (1) to (3) is not completed independently, or if resources or examination aids are used that are not permitted (plagiarism), this is deemed as cheating. In the particularly severe cases or in cases of repeated cheating, the examinee may be excluded from further examinations and deregistered in accordance with § 18 (4) of the HHG and after the Head of the Examination Office has heard the examinee.

(4) An examinee who disrupts the orderly procedure of the examination can be excluded from continuing the examination by the examiner or the invigilator. In severe cases and after hearing the student, regulatory measures may be taken against the candidate by the Head of the Examination Office or the candidate may be deregistered in accordance with § 59 (3).

(5) The candidate shall be notified of any decisions pursuant to (3) and (4) in writing by the Chair of the Examination Board, including reasons and instructions on the right to appeal.

### **§ 17 Assessment repetition**

(1) Passed assessments (pre-examination assignments or examinations) may not be repeated.

(2) If an examination from a compulsory module is assessed as a "fail" or if it is deemed as a "fail", this can be repeated twice in the form prescribed in the module description. This does not apply to the degree thesis and degree thesis colloquium which can only be repeated once.

(3) Unsuccessful attempts at taking an equivalent examination at another university or equivalent higher education institution in Germany shall be taken into consideration in terms of number of repeat examinations. When determining equivalence, the provisions set out in § 19 for the recognition of modules and assessments shall apply.

(4) The repeat examination for an examination assessed or deemed a "fail" shall be taken over the examinations dates for the following semester, at the latest. If the examination is only held annually pursuant to the last sentence of § 9 (10), the repeat examination shall be taken over the examination dates of the following year, at the latest. If the candidate does not attend a repeat examination in good time, this examination shall be deemed a "fail", unless a valid reason is given for his/her absence; § 16 (2) shall apply accordingly.

(5) Notwithstanding (4) above, the Special Provisions may contain provisions that extend the aforementioned repetition deadlines within reason.

(6) If the second repeat of a written examination pursuant to § 12 (2) results in the written form being assessed as a "fail", a supplementary oral examination shall be taken within 8 weeks after announcing the result of the written examination. If the written examination is assessed as a "fail" pursuant to § 16 (1), (3) or (4), the supplementary oral examination is excluded. If – taking into consideration the written work carried out in the repeat written examination – the supplementary oral examination demonstrates that the learning and qualification objectives of the modules have been adequately achieved, the modules is assessed as "sufficient" (grade 4). The oral examination procedure is set out in § 11 (1) to (3); group examinations are excluded. The Special Provisions or modules description may also provide for a supplementary oral examination for examinations under § 13 if such an examination is suitable to determine whether the learning and qualification objects of the modules have been achieved to an adequate level.

(7) A failed module assessment or part module assessment from an optional module may be repeated as frequently as necessary; alternatively, the points required to pass the optional module can be earned through another module or part module from the same optional modules catalogue. Unsuccessful attempts at taking the optional modules cannot lead to a definitive "fail" pursuant to § 18. The Special Provisions may include provisions that deviate from this.

### **§ 18 Definitive fail**

(1) The definitive fail of a module assessment is declared if the last possible repeat examination for the module pursuant to § 17 (2) is assessed as a "fail" and the oral supplementary examination demonstrates that the learning and qualification objectives of the modules have not been achieved; if the candidate misses the set deadline for the supplementary oral examination without a valid reason; or if the supplementary oral examination is excluded pursuant to § 17 (6) sentence 2.

(2) The definitive fail of the module assessment for a compulsory module belonging to the chosen course of study results in a definitive "fail" for the academic award (Bachelor's or Master's) with student being deregistered pursuant to § 59 (2)(6) of the HHG. On request, a written certification is drawn up containing the successfully completed modules and part modules with the respective grades and credit points attained. This certification also states the definitive fail of the academic award.

## **§ 19 Recognising and transferring modules and assessments**

(1) Completed modules from a modular course at a university in the Federal Republic of Germany shall be recognised as long as the modules are at least equivalent to their respective modules at the Darmstadt University of Applied Sciences. Equivalence of modules means the modules impart the same skills. A comparison of the modules should not be merely mechanical, but consider and evaluate their overall contents, scope and requirements. Assessments and examinations from non-modular degree programs at German universities are recognised as modules of the degree program at the Darmstadt University of Applied Sciences if equivalence can at least be established.

(2) The provision in (1) above also applies to the recognition of modules from modular courses as well as for individual achievements from non-modular courses from universities outside of Germany. The equivalence agreements reached by the Conference of the Ministers of Education and Cultural Affairs ("Kultusministerkonferenz") and German Rectors' Conference ("Hochschulrektorenkonferenz") shall be observed in this matter. A learning agreement reached with the student shall also be observed for students from non-German universities, who have completed part of their studies at the Darmstadt University of Applied Sciences.

(3) Recognising an achievement as compulsory module is done under the name of the compulsory module from the course of study at the Darmstadt University of Applied Sciences; this involves transferring credit points equal to those allocated to the module from the course of study at the Darmstadt University of Applied Sciences.

(4) A supplementary examination may be required as prerequisite for transferring credits, especially if the skills acquired from a previous course lack important elements or if the module from earlier courses of study carries a lower number of credit points than those awarded at the Darmstadt University of Applied Sciences. The Examination Board shall decide thereon.

(5) When transferring credits, the grades from comparable grading systems shall be adopted, converted where necessary and included in the calculation of the overall grade. Only a grading of "sufficient" (grade 4) can be awarded when transferring credits from incomparable grading systems or ungraded assessments.

(6) When changing subject or university, or after a period of time at a foreign university, the student is legally entitled to transfer their credits, provided that the requirements for such a transfer of credits are met. The student must provide the required documentation when transferring credits. The university is not obliged to recognise credits from completed courses of study, from incomplete modules, or transfer credits from outside the university domain that have not been certified. Transferred credits are specified as such in certifications.

(7) When changing subject or university, the credit transfer will be used to determine which semester the student is placed in with regard to the course of study at the Darmstadt University of Applied Sciences.

(8) General matters concerning credit transfers are handled by the Examination Board, individual credit transfers are handled by its Chair. The opinion of a competent faculty member shall be called upon to determine equivalence where this decision cannot be made based on the Chair's knowledge. The Examination Office shall provide information on the transfer of credits from completed courses of study.

(9) Credits from assessments which are carried out during a study period abroad are transferred on request of the student.

(10) In case German or foreign qualifications are not recognised, such rejections shall be justified in writing. The notice of rejection shall provide information on the options of appeal against the verdict.

## **§ 20 Placement examination**

(1) Any person who fulfils the German university entrance requirements pursuant to § 54 of the HHG and who has acquired the relevant university knowledge and skills by other means, may apply to take a placement examination in a course of study pursuant to § 23 of the HHG. The Examination Board decides whether to grant this application based on documentation submitted.

(2) If the application is granted, the Examination Board will determine on a case-by-case basis as to the form and subject of the examination and what other assessments need to be carried out. Based on the placement examination, the Examination Board will also determine which modules will be credited and how these will be graded.

(3) After successful completion of the placement examination, the student is assigned to a semester in the course of study based on the transferred modules.

## **PART IV: CONCLUDING THE COURSE OF STUDY**

### **§ 21 Final module**

(1) As a central component of the degree programme, the final module comprises the degree thesis (Bachelor's/Master's thesis) with the colloquium and, where applicable, other courses in accordance with the Special Provisions. The final module in the Bachelor's degree programme at the Darmstadt University of Applied Sciences is worth 15 CP, 12 CP of which is allocated to the Bachelor's thesis and 3 CP to the accompanying courses, as well as the colloquium preparatory work. The final module from the Master's degree programme is worth 30 CP.

(2) The final module begins with approval for the degree thesis and concludes with the colloquium. The accompanying courses may include ungraded pre-examination assignment that must be verified prior to moving on to the colloquium.

(3) In exceptional circumstances, the Special Provisions for the individual courses of study can include subject-specific provisions for the final module that deviate from (1) and (2) above.

### **§ 22 Degree thesis**

(1) The Bachelor or Master's thesis shall show that the candidate is capable of working independently on a problem from the chosen subject field within a set period of time using scientific or creative methods.

(2) The candidate is supervised by an assessor when completing his/her degree thesis. As a rule, the work is checked by the assessor and a co-assessor; both persons must be authorised to conduct examinations pursuant to § 28 (1) and at least one of them must be a professor from the respective course of study.

(3) The students register for the degree thesis with the Examination Board or a person specified by the latter. The Special Provisions set out which modules or how many credit points are required to register and the time period for the thesis based on standard course of study. When registering, the candidate may propose an assessor and a topic that has been agreed with said assessor in advance; the proposal does not grant any entitlement in this respect. The Special Provisions may set out other procedures for registering for the degree thesis, including specific deadlines for registration and issuing the topic.

(4) The candidate is permitted to go ahead with the degree thesis when the registration requirements have been fulfilled. The Examination Board determines the assessor and, in agreement with the assessor, sets out the deadline for issuing the topic, the time limit, and the provisional thesis topic; in agreement with the assessor and where necessary, the topic can be changed to a certain extent up until submitting the thesis. The co-assessor can be specified when the topic is issued or at a later date. Issuing the candidate with a topic is done in writing the Examination Board and is filed on record.

(5) The timeframe starts when the topic has been issued and ends with the submission of the degree thesis. The timeframe depends on the type of task set and the hours of study determined by the allocated number of credit points; it may not exceed three months for the Bachelor's thesis and six months for the Master's thesis. If the Bachelor's thesis is carried out alongside other studies, i.e. parallel to other modules, the time limit may differ from the time limit stated above and may extend to five months maximum.

(6) The degree thesis topic can only be returned once and only within the first third of the time limit without classing as an unsuccessful. Upon returning the topic, the candidate shall ask the Examination Board to issue a new one.

(7) For reasons exist outside of the candidate's control and in agreement with the assessor, the Chair of the Examination Board may extend on written request the time limit accordingly by no more than one month. § 16 (2) shall apply accordingly. In the event of long-term sickness or for other serious reasons, the Examination Board can reach a further decision on a case-by-case basis that serves the interests of the candidate.

(8) The degree thesis shall be completed in either German or English; other languages are possible in agreement with the Examination Board. Completing the thesis in a language other than German also requires approval from the assessor and co-assessor. Two printed and bound copies of the degree thesis shall be submitted in good time to the location specified in the Special Provisions. If the thesis contains a model or other object that cannot easily be duplicated, only one copy thereof need be submitted. Further details on the form of the degree thesis, including any additional or electronic forms of copies to be submitted can be set out in the Special Provisions.

(9) When submitting the degree thesis, the candidate must confirm by way of a written declaration attached to the thesis that he/she has worked independently thereon without any resources or aids other than the ones specified. The statement shall also state possible further uses of the thesis, particularly if the thesis was carried out in a company and the use of the contents is blocked by said company.

(10) Unless otherwise set out in the Special Provisions or agreed individually, the thesis shall be submitted on the last day of the time limit at the latest, or, if this is not a working day, on the next working day, but in any case by 12 midday to the faculty office. If the thesis is sent by post, the date on the postage stamp shall be no later than the last day of the time limit. If the thesis is not submitted in person, the candidate shall bear any associated risks. The thesis submission will be filed on record.

### **§ 23 Grading of degree thesis/colloquium**

(1) The degree thesis is graded by the assessor and co-assessor who each award the thesis a grade pursuant to § 15 (1). The grade shall be substantiated in writing; a joint reasoning shall suffice where the grades awarded are identical. The grading process shall not exceed four weeks. Adherence to this timeframe may be monitored as part of teaching evaluation set out in § 12 (1) of the HHG.

(2) If both grades differ by more than 2.0 or if the thesis is graded as a "pass" by one of the examiners (pursuant to (1) above) and a "fail" by the other, the Examination Board shall appoint a third examiner to grade the thesis one more time within two weeks, stating the reasons for the grade awarded. In this event, the three grades shall be weighted equally when calculating the overall grade pursuant to (3) and (8).

(3) The thesis shall be graded as a "fail" if:

1. Both the assessor and co-assessor grade the thesis as a "fail" (grade 5); or
2. The average of the three grades pursuant to (2) above is lower than 4.0; or
3. The candidate withdraws from the thesis, excluding the one topic return permitted under § 22 (6); or
4. the candidate cheats, especially by submitting a false declaration pursuant to § 22 (9) sentence 1; or
5. The thesis was not delivered in good time through fault of the candidate.

The Examination Board shall decide with regard to points 4 and 5 above. If the thesis has been graded a "fail", the candidate will be told in writing along with instructions on the right to appeal.

(4) The candidate may repeat the thesis only once if it is graded as a "fail".

(5) If the thesis is graded as a "pass" and the assessments from the accompanying courses have been completed, the candidate is permitted to go ahead with the colloquium. The Special Provisions may also prescribe that all modules from the degree course must be successfully completed, excluding the final module, before moving onto the colloquium.

(6) The colloquium is an examination pursuant to § 13 (6) where the candidate presents and explains their thesis before two examiners; as a rule, these examiners are the same people who assessed the thesis. The colloquium process is taken down in note form in minutes. The colloquium is assessed by both examiners who each award a grade in accordance with § 15 (1). After discussing the colloquium, the candidate will be informed immediately of the thesis grade and reasons for the colloquium grade will be stated orally. Further details on the colloquium process are set out in the Special Provisions.



(7) The colloquium is graded as a "pass" when the average of the two grades under (6) is 4.0 or more. The final module is deemed passed when the colloquium has been graded as a "pass". If the colloquium is graded as a "fail", it can be retaken no more than once. If, upon retaking the colloquium, it is once again graded as a "fail", the final module is assessed as a "fail" and the degree thesis must be retaken.

(8) The module grades from the final module are given as a weighted average pursuant to § 15 (2) calculated from:

- Both grades for the degree thesis pursuant to (1) above which shall be weighted by a factor of three; or in the case described in (2), from the three grades each weighted by a factor of two; and
- Both grades for the colloquium with single weighting.

The module grades shall be listed in the final certificate as grade from "Bachelor's thesis and colloquium" or "Master's thesis and colloquium".

## **§ 24 Degree certificate**

(1) After all the grades have been determined, a degree certificate pursuant to Annex 1 shall be issued for the academic award passed in accordance with § 9 (7). The certificate contains the following details:

- Name, date of birth and place of birth of the candidate;
- Faculty, course of study, specialisation (where applicable), name of academic award passed (Bachelor's or Master's);
- All compulsory modules pursuant to § 15 (5) and their grades along with the credit points earned;
- Optional modules with their grades pursuant to § 15(6) and the credit points earned;
- Topic of the degree thesis with the grade of the final module pursuant to § 23 (8) as "Bachelor's thesis and colloquium" or "Master's thesis and colloquium" and the credit points earned;
- Overall grade of the academic award pursuant to § 15 (6) and the overall number credit points earned during the course of study;
- Where applicable, the elective modules pursuant to § 5 (7) and their grades along with the credit points earned outside of the course of study.

The Special Provisions may prescribe that an appropriate grade of the first and second part of the course (basic and main/advanced studies) is given in the degree certificate in addition to an overall grade under § 15 (6).

(2) For optional modules that comprise several part module pursuant to § 5 (3) sentence 2, the degree certificate shall refer to either the part module titles and grades or the optional module in general with the module grades calculated in accordance with § 15 (4). This depends on the Special Provisions.

(3) The degree certificate shall include the date of the successfully completed academic award as set out in § 9 (7).

(4) The degree certificate shall be signed by the Chair of the Examination Board and the Head of the Examination Office at the university and shall bear the university seal.

## **§ 25 Awarding of academic degree**

Together with the degree certificate, the graduate will be given a certificate pursuant to Annex 2 stating the award of the academic grade in accordance with § 1 (6) (3). The certificate shall bear the same date as the degree certificate. It shall be signed by the university President and faculty Dean and bear the university stamp.

## **§ 26 Diploma Supplement and ECTS grades**

(1) The university shall issue all graduates with a Diploma Supplement corresponding to the "European Diploma Supplement Model" according to the current guidelines of the Conference of the Ministers of Education and Cultural Affairs.

(2) Together with the degree certificate, the university shall also give the graduate a certificate of ECTS grades achieved during the academic assessment; this presents their overall grade in relation to the other graduates from the same course of study. The basis of this grade is a "shifting cohort"

("wandernde Kohorte") consisting of graduates from six consecutive semesters in total. The following method is used for this: All graduates in the cohort are given a rank based on the average of their module grades pursuant to § 15 (7) to two decimal places. Several graduates jointly receive the lowest rank calculated from their positions in the ranking. The ranks are multiplied by 100, divided by the number in the cohort and the decimal places are dropped. The ECTS grade is determined based on the calculated "percentage-based ranking":

All cohort members with a percentage-based ranking of up to and including 10 or, where this ranking does not appear in the cohort, of up to the lowest arising ranking greater than 10  
(= the best 10%) receive the ECTS grade A

All remaining cohort members with a percentage-based ranking of up to and including 35 or, where this ranking does not appear in the cohort, of up to the lowest arising ranking greater than 35  
(= the next 25%) receive the ECTS grade B

All remaining cohort members with a percentage-based ranking of up to and including 65 or, where this ranking does not appear in the cohort, of up to the lowest arising ranking greater than 65  
(= the next 30%) receive the ECTS grade C

All remaining cohort members with a percentage-based ranking of up to and including 90 or, where this ranking does not appear in the cohort, of up to the lowest arising ranking greater than 90  
(= the next 25%) receive the ECTS grade D

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

(3) One of the two following methods is used to establish the cohort pursuant to sentence 2 of (2) above. If using corresponding organisational measures all degrees are awarded straight away in a semester, the cohort is formed from all graduates from the current semester and the five previous semesters. If the degrees are awarded over a long period of time in the semester, the cohort is instead comprised of graduates from six past semesters, where the grading of new degrees in the ECTS grades A to E is based on the grade boundaries calculated for this cohort.

(4) If there are fewer final semesters for newly created courses of study than are needed according to (3) above, the cohort is limited to the existing semesters.

(5) The ECTS grade certificate specifies the cohort size that is used as a basis to calculate the ECTS grades. If the cohort comprises fewer than 10 people, no ECTS grade is calculated and it is noted instead that no ECTS certificate can be given owing to too few data.

## **PART V: EXAMINATION ORGANISATION**

### **§ 27 Examination Board**

(1) The Faculty Board for each respective faculty pursuant to § 1 (6) (1) uses an Examination Board for each course of study. The responsibility of several similar courses of study can be assigned to one single Examination Board.

(2) The Examination Board is responsible for the following tasks:

1. Monitoring compliance with examination regulations;
2. Appointing and notifying examiners and observers;
3. Deciding on whether to approve optional modules pursuant to § 5 (5);
4. Deciding on the transfer of modules and study times pursuant to § 19 (8);
5. Approving the degree thesis pursuant to § 22 (4), appointing assessors and co-assessors, issuing thesis topics;
6. Giving advice on examination decisions, decisions pursuant to § 16 (2) to (4) and other decisions that must be made during the examination or acceptance procedures;
7. Making decisions regarding the fulfilment of entry requirements for each course of study pursuant to § 1 (6) (6) on the basis of § 54 (4) of the HHG, unless the Special Provisions set out another body responsible for this task;
8. Making decisions in all matters falling under the remit of the Examination Board in accordance with these General Examination Regulation or the Special Provisions of each course of study;

9. Initiating reform of the study and examination regulations.

(3) The Examination Board comprises:

- One professor as Chair who prepares and executes the resolutions made by the Examination Board;
- One professor as Deputy Chair;
- Two other professors;
- Two students.

The Special Provisions may prescribe that the Examination Board comprise only one other professor in addition to the Chair, deputy and two students. The members of the Examination Board must not be members of a Faculty Board.

(4) The members of the Examination Board pursuant to (3) above are elected by the Faculty Board with the professors appointed for two years and the students for one. Re-election is permitted. A deputy is also elected for each member. The Dean shall inform the university Executive Committee of the Examination Board composition and shall announce it in the faculty by way of a notice.

(5) The Examination Board holds closed sessions. Faculty employees affected by examination issues may assume an advisory role in the meeting at the discretion of the board. The Examination Board is quorate when at least half of its members are present, of which at least the Chair or Deputy Chair and at least one professor must be present. Resolutions require a majority of votes of members present; in the event of tie votes, the Chair shall cast the deciding vote. A deputy member may also assume an advisory role in the meeting if the member to whom he/she is deputy is present. Resolutions shall be recorded in minutes. Decisions made by the Examination Board that have a detrimental effect on individual students shall be given immediately in writing along with instructions on the right to appeal. Otherwise, the procedure set out in § 33 (3) and § 34 (2) of the HHG shall apply.

(6) All members and deputy members of the Examination Board along with employees affected by examination matters shall keep confidential any information that they encounter from their involvement in examination matters.

(7) When dealing with an examination matter that affects a member of the Examination Board personally, their role as member is temporarily withdrawn in relation to this matter.

(8) Members of the Examination Board are entitled to listen in on oral examinations, unless they themselves are students entered for this examination. This right extends to participation in the discussion regarding grading.

(9) The Examination Board can assign on-going business activities to its deputy members.

## **§ 28 Examiners, observers**

(1) Examiners shall fulfil the requirements set out in § 18 (2) of the HHG. Anybody who holds the qualification relating to the exam in question or an equivalent qualification and who therefore has the necessary knowledge may be appointed as an observer. Examiners and observers shall keep all examination matters confidential.

(2) As a rule, the assessment of a course is carried out by the person who ran the course in the respective semester. Where such an appointment is not clear, the examiner and, where applicable, second and third examiners and observers shall be appointed by the Examination Board. Candidates may propose examiners but are not entitled to have them appointed.

(3) For oral supplementary examinations under § 17 (6), the person is appointed who graded the previous final repeat examination in accordance with sentence 2 of § 12 (2) and sentence 1 of § 13 (4).

## **§ 29 Scope of responsibility of the Dean**

(1) The Dean is responsible for the organisation of examinations within the faculty. It may assign associated tasks to other bodies, e.g. to the Board of Studies, Examination Board, heads of degree programmes, module heads or specially set up examination committees. The Dean must regulate, in particular, how the examination and registration dates are coordinated, determined and announced.

(2) In emergencies where the Chair and Deputy Chair of the examination committee are out of action, the Dean assumes this role.

### **§ 30 Examination Office**

(1) The Examination Office of the university is responsible for the organising examinations across the faculties, issuing certificates and certificates, including the Diploma Supplement, and deregistering students pursuant to § 18 (2). It supports the Examination Board with the crediting non-German awards. The Examination Office ensures that the Examination Board carries out its role and obtains a copy of all of its minutes. The responsibilities of the Dean under the last sentence of § 45 (1) of the HHG remain unaffected.

(2) The Head of the Examination Office is entitled to attend Examination Board meetings in an advisory capacity and to listen in on oral examinations.

### **§ 31 Inspection of examination records**

Within a year of the grades being published, students may make an informal request to the examiner to inspect their examination papers, examination minutes and the reasons given when grading their degree thesis. If a general date is given for the inspection of written examinations, students should take this opportunity. By giving written permission, students may be represented by a somebody entrusted to inspect their examination documentation. Inspecting the examination records is carried out under supervision.

### **§ 32 Appeals**

Appeals against examination results or the examination procedure can be made in writing to the President of Darmstadt University of Applied Sciences within a month, if instructions on the right to appeal have been issued; otherwise, appeals can be made within a year. Appeals must be substantiated in writing. The President calls on those concerned to give a statement and offers them the opportunity to accept the appeal and reverse their decision. If the decision is not reversed, the President shall decide whether to accept the appeal or to issue a substantiated notice of rejection, along with information on legal remedies available.

### **§ 33 Invalid and incorrect examinations/certificates, error rectification**

(1) If the student has cheated on an examination and this is not discovered until after issuance of the certificate, the Examination Board is entitled to correct the respective grades retrospectively and, most importantly declare the examination as a "fail" pursuant to sentence 1 of § 16 (3).

(2) If the requirements for taking an examination were not met, but the student did not intend on cheating, this deficiency is made good by the passing of the examination. The Examination Board shall decide on a case-by-case basis, however, if the student knowingly obtained illegitimate admission to the respective examination, and this fact only becomes known at a later date pursuant to (1) above.

(3) If the examination is invalid pursuant to (1) above or a certificate or certificate is incorrect in another way pursuant to § 24 and 26, and if either of these facts becomes known only after issuing said certificate, the invalid documents shall be collected and, where applicable, new ones shall be issued.

(4) A decision under (1) above is possible only within five years after the date of the degree certificate.

(5) If a severe case of cheating is subsequently made known, the President of the university can withdraw the academic grade pursuant to § 27 of the HHG; this is also possible upon expiration of the time limit set out in (4) above.

(6) Those concerned shall be heard before a decision is made under (1), (2) or (5).

## **PART VI: FINAL PROVISIONS**

### **§ 34 Transitional provisions**

(1) After these General Examination Regulations have entered into force, only Bachelor's and Master's degree programmes may be created for which Special Provisions have been passed based on the regulations herein.

(2) If Bachelor's degree programmes replace diploma programmes, the Special Provisions shall provide for transfer opportunities into the Bachelor's degree programme, where this is possible and suitable. It also needs to be determined as to how long students from the discontinued course of studies are entitled to take the respective examinations and how said students can be transferred to the new course of studies after this deadline has expired.

(3) Within five years of the General Examination Regulations taking effect, the examination regulations for existing Bachelor's and Master's degree programmes at the Darmstadt University of Applied Sciences shall be replaced by Special Provisions that relate to these General Examination Regulations at the Darmstadt University.

### **§ 35 Entry into force**

(1) The General Examination Regulation for the Darmstadt University of Applied Sciences enter into force on the day after being published in the Hessian federal gazette and no earlier than 1<sup>st</sup> March 2006.

(2) The Special Provisions for the individual courses of study enter into force upon approval by the Executive Committee of the Darmstadt University of Applied Sciences based on § 37 (5) of the HHG.

Darmstadt, 3<sup>rd</sup> July 2012

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Prof. Dr. Ralph Stengler  
President

## Appendix 1: Degree certificate

HOCHSCHULE DARMSTADT – University of Applied Sciences  
BACHELOR CERTIFICATE *or* MASTER CERTIFICATE

Mr *or* Ms  
born on ... in ...

took the bachelor examination or master examination  
at the faculty of ...  
on the course of studies ...  
*if applicable*, specialising in ...  
and was thereby awarded the following grades  
and points (CP = Credit Points) in accordance with  
European Credit Transfer System (ECTS):

Compulsory module		
Title of the module	Mark (x.x)	(xx CP)

Compulsory option module		
Title of the module	Mark (x.x)	(xx CP)

The bachelor thesis or the master thesis with colloquium on the subject

...  
was graded with            Mark (x.x)            (xx CP)

Total number of points awarded under ECTS            xxx CP  
if applicable (see § 24 Paragraph 1, last clause)  
Overall mark after the first part of the course    x.x  
Overall mark after the second part of the course x.x

Overall grade            Overall grade pursuant to § 15 Para. 6 (x.x)

If applicable:

Additional points were awarded outside the course in the following optional subjects:

Title of the optional subject:    Mark (x.x)            (xx CP)

Darmstadt, (date)

The Chair of the Examination Board

The Head of the Examination Office

*The special provisions can contain regulations concerning the issue of the degree certificate in two languages.*

## Appendix 2: Award certificate

HOCHSCHULE DARMSTADT – University of Applied Sciences  
BACHELOR CERTIFICATE *or* MASTER CERTIFICATE

Hochschule Darmstadt – University of Applied Sciences awards  
the academic degree  
    designation of the academic degree pursuant to § 1 Paragraph 6, No. 3  
with the abbreviated form  
    designation of the abbreviated form  
to  
Mr *or* Ms  
born on ... in ...

after passing the bachelor examination *or* master examination  
at the faculty of ...  
on the course of studies ...

Darmstadt, (date)

The President

The Dean

(Stamp)

*The special provisions can contain regulations concerning the issue of the award certificate in two languages.*

*In case of bachelor courses concerning technical of natural science subjects, the Special Provisions can stipulate that the award certificate includes the following sentence: "Passing the bachelor examination on the said course entitles the graduate to use the professional title of engineer in accordance with § 1 No. 1 a of the Hessian Engineer Act."*