

General Examination Terms of the Technische Universität Darmstadt

5th novella



The English translation is for information purposes only. The legally binding document is the German version.

According to Art. II of the resolution of the senate of May 21st, 2015, we herewith publish below the new amendment of the General Examination Terms of the Technische Universität Darmstadt (GET) of April 19th, 2004 (Staatsanzeiger no. 25 of June 21st, 2004, page 1998) as amended with the 5th novella of March 25th, 2015 (Satzungsbeilage 2015-III, page 3).

Darmstadt, dated May 21st, 2015

The President of the Technische Universität Darmstadt

Prof. Dr. H. J. Prömel

1. Table of Contents

1.....Table of Contents	i
Preamble	1
§1 Purpose of examination	1
2.....General examination terms	1
§2 Academic degrees	1
§3 Examination terms and regulations for degree programs	2
§3a Securing the success of studies	2
§4 Reform models	4
§5 Modules, sections and type of examination	4
3.....Administration of examinations	5
§6 Study offices	5
§7 Examination committees	5
§8 Proceedings of the examination committees	6
§9 Duties of the examination committee	6
§10 Authorization to administer examinations, assessor	7
4.....Requirements and procedures of examination	7
§11 General requirements for admission	7
§12 General evidence needed to register for examination	8
§13 Admission to examinations	8
§14 Registration and de-registration periods	8
§15 Rescission and default	9
5.....Acknowledgement of examination achievements	9
§16 Approval of academic terms, study periods and examination achievements completed in Germany	9
§17 Approval of periods of study, study achievements and examination achievements completed abroad	10
§17a Conditions for admission to Master courses of study	10
6.....Study achievements, technical examinations and final thesis	11
§18 Requirements for admission	11
§19 Examination dates	11
§20 Technical examinations and study achievements	12
§21 Selection of examiners and assessors	12
§22 Performance of examinations	13
§ 22a Multiple-choice examinations	13
§23 Final thesis	14
§24 Compensation for disadvantages and support for families in oral and written examinations	15
7.....Rating of examination and study achievements	15

§25 Definition and weighing of grades	15
§26 Assessment of examination achievements	16
§27 Pass and fail	17
§28 Total rating	17
§29 Summary of examination results	18
8.....Examinations; failure of total examination	18
§30 Repeat examinations	18
§31 Second repetition	19
§32 Supplementary oral examinations	19
§33 Failure of the total examination	20
§ 33a Objection, remonstrance and re-evaluation	20
9.....Diploma Supplement, transcript of records and certificate	20
§34 Diploma Supplement	20
§35 Transcript of records	20 2021
§36 Certificate	21
10. ..Infringement of examination rules	21
§37 Unlawful admission to examination	21
§38 Cheating and unlawful behavior	21
§ 38a Changes in degree regulations; closure of degree programs	22
§39 Coming into effect	22

Preamble

The General Examination Terms of the Technical University Darmstadt (German: Allgemeine Prüfungsbestimmungen or APB), in the version of the 5th novella contain rules applying to the entire examination system of both Bachelor and Master degrees in correspondence with §20 paragraph 1 sentence 2 HHG (Hessisches Hochschulgesetz – Law on University education in the German state of Hesse) from December 14th, 2009 (GVBl. I, . p. 666) – HHG, last amended by Article 13 of the law from September 28th 2014 (GVBl. p. 218) – HHG. These GET apply accordingly to examinations in the courses Secondary School Education (Lehramt an Gymnasien), insofar as the terms do not conflict with the currently applicable versions of the Law for the Education of Teachers in the state of Hessen (Hessische Lehrerbildungsgesetz (HLbG) and the provisions for the implementation of the Law for the Education of Teachers in the state of Hessen (Verordnung zur Durchführung des Hessischen Lehrebildungsgesetzes (HLbGDV). All degree courses are modularized. The approval of the examination regulations for Bachelor and Master degrees shall be made with a time limit in agreement with the accrediting times.

§1 Purpose of examination

(1) Examinations are meant to display whether candidates have reached the study objectives. Examinations in Bachelor and Master programs lead to a professional qualification upon graduation. By passing examinations, students show that they have acquired the specific skills required for their degree, that they understand the interdependencies of their field of study, and that they are able to work independently and develop their skills further using scientific methods.

(2) Examinations in the courses for Secondary School Education, with the exception of the examinations in the first state exam are also to be carried out according to these GET. These terms apply to the courses for both teaching subjects and the fundamental courses.

2. General examination terms

§2 Academic degrees

(1) The Technical University Darmstadt awards the following academic degrees after the successful completion of the required number of Credit Points (CP):

Academic degree	Abbreviation
Bachelor of Arts	B.A.
Master of Arts	M.A.
Bachelor of Education	B.Ed.
Bachelor of Science	B.Sc.
Master of Education	M.Ed.
Master of Science	M.Sc.

In the German version, women will be granted the grammatically feminine form of the academic degree. The implementing regulations of each degree program define the degree to be awarded. Diploma, Magister Artium and Master from the Technical University Darmstadt are scientific degrees of equal value, and they qualify the holder to PhD studies as defined by the General Doctoral Regulations of the Technical University of Darmstadt.

Graduates may add the designation “TU Darmstadt” to the awarded academic degree.

(2) Other degrees may be awarded for further qualifying Master degrees.

§3 Examination terms and regulations for degree programs

- (1) The examinations are subject to the statutory regulations, the provisions of these General Examination Terms, and, secondarily, the regulations of the individual faculties. These regulations consist of: implementation regulations, study plan and exam plan, overview of competencies (entrance competencies as well as qualification goals), module description and, when applicable, internship regulations. The module description is to be summarized in a module handbook, which is to be published electronically.
- (2) The implementation regulations are to be adhered to as long as this is explicitly required by the GET. New regulations can be created as long as they do not interfere with the stipulations of the GET. Examinations in Secondary School Education, including interim exams, are subject to the provisions of the state law, to this GET and to the course regulations approved by each department.
- (3) Areas of study are subject to the same terms as the faculties.
- (4) The standard duration time for Bachelor studies is six semesters, for Master studies four semesters, unless otherwise defined in the implementing regulations of the faculties. In general 60 CP are awarded per study year. The implementing regulations define the times by which the examinations (technical examinations, (including thesis paper) and course work for credit) and the final examinations should be registered. Examinations may be taken earlier than prescribed by the regulations.

§3a Securing the success of studies

- (1) The implementing regulations shall set regulations to secure the success of students at the Bachelor level. The faculties may use one or several of the following instruments for this purpose:
 - a) Instruments or prep phases providing orientation designed according to the requirements of the subject that secure the successful continuation of studies, according to section 4;
 - b) Review of the suitability for the course of studies prior to enrolment by way of procedures to determine suitability (§54 par. 4, sentence 1 HHG) according to section 5;
 - c) Minimum achievement according to par. 6
 - d) Orientation exam according to par. 7.

Minimum achievement is required according to section 6, insofar as these do not conflict with the implementing regulations

- (2) After two terms, the faculties provide student counseling with the purpose of giving recommendations for planning further studies. Normally, the appointed mentor will provide this counseling. Deviations from this procedure are subject to special cause and approval by the faculty council.
- (3) Unless included in the instruments under §3a par. 1 a, the faculty must provide supportive counseling services (in particular mentoring programs, tutorials).
- (4) subject specific support services:
 - a) The implementing regulations may define subject specific services in order to secure the success of students. For this purpose, the services defined in section 1 can be modified or combined if appropriate depending on the culture of the specific discipline.

-
- b) The implementing regulations must define the designated procedures, rating scales and situations as well as counseling services.
 - c) the respective examination committee, or an organ appointed by the respective examination committee, shall make decisions in this area.

(5) Procedures for determining suitability

Procedures for determining suitability shall determine skills and knowledge specific to the subject to be proven aside from the qualification to study at university. In the study regulations, or in separate by-laws, the faculties define the skills and knowledge to be proven prior to enrolment for the selected course of studies.

The results of the procedures for determining suitability will be taken on record. §22 section 4 applies mutatis mutandis to oral assessments. Rejections have to be justified and provided in written form.

The study regulations or other by-laws have to define the following:

- a) Skills and knowledge to be proven for the selected course of studies prior to enrolment,
- b) Whether enrolment under reservation according to §54 par. 4 sentence 2 HHG is permissible or not;
- c) Details of the procedure and the rating criteria for the procedures for determining suitability.

Procedures for determining suitability may rely on oral assessments, written tests, marks specific to the subject in the qualification to study at university, a professional training specific to the subject, or professional activities specific to the subject. The average grade of the qualification to study at university can be considered if the relevance for the evidence defined under a) is justified. Tests shall be held under standardized conditions. Results of external tests rating the suitability to study from other university institutions can be referred to if these correspond to the acknowledged quality standards and criteria (as for instance DIN 33 430 for job-related suitability rating) and include proof as required under a).

(6) Minimum achievements

- a) A minimum achievement of 20 credit points is required by the end of the second semester of study, if no contradictory stipulations are made in the implementing regulations.
- b) For part-time students the deadline for the minimum achievement is extended by one semester for every part-time semester up to a maximum of four semesters.
- c) If the requirements under a) are not met, the student will be called to a counseling meeting with the study office to discuss the continuing progress of his/her degree. This will take place instead of the standard appointment outlined in 2).
- d) Failure to appear to the counseling date as outlined in 6 c) must be explained with good cause by the student. The student is excluded from registering for further examinations until the meeting has taken place.

(7) Prep-tests in the first year of studies

- a) The implementing regulations may require one or several preparatory modules (or preparatory tests) to be completed by the end of the second term to the amount of 20 CP (in general). All examinees are registered ex officio for prep-tests at the point in time defined by the study and examination plan (implicit registration). Required repeat examinations or first attempts must be registered again at the next possible time in the case of approved withdrawal according to § 15 par. 2. If these examinations take place

-
- in semesters in which the corresponding instruction for the prep module is not available, additional services must be provided (e.g. repertories or consultation).
- b) Students who neglect to register as described in par. 7 a) and therefore do not take part in the preparatory module, lose their entitlement to take exams in the respective degree. This does not apply if the examinee was not at fault. The examination committee decides in such matters at the appeal of the examinee.

§4 Reform models

(1) The faculties may resolve implementing regulations that differ from these general examination regulations in order to test reform models. These are subject to the approval of the senate. Application of different terms has to have a time limit. Prior to the time limit, the faculty must present its report on the results of the reform model.

(2) Implementing regulations for testing a reform model shall be approved only if the related regulations have been adopted, if comparable courses in other German states have been benchmarked, the reform has been accredited, and the budgetary requirements for the reform model are warranted.

§5 Modules, sections and type of examination

(1) The examinations in a course of studies are organized in modules. A module is a coherent instructional block made up of courses and self-learning opportunities with complementary subject matter. Modules can also be practical phases and project work as well as the final thesis or, if applicable, the final colloquium. The content of a module should be so measured, as to allow its completion within one semester or one year. In exceptional and justifiable circumstances a module can last more than two semesters.

(2) Examination achievements are to take place within a specific module. With the exception of repeat examinations, examinations should concur in time and subject matter with their corresponding modules. The study regulations have to define the examination achievements to be taken within each module in the study plan and the exam plan. They can define that examinations in a subject that were not passed in a module can be compensated by other passed examinations in a subject in the same module. In this they may require a minimum of exams to be passed within a module. The regulations must also determine the weight of each exam in the total grade of the module.

(3) The study regulations control in which subjects examinations have to be taken in writing and/or verbally. Other forms of examinations may also be stipulated (in particular combinations of verbal and written examinations, integration of computers in the examination process, and examinations supported by multimedia) if it is warranted that equal examination conditions and scales of rating are provided for all. If examination achievements are taken in writing and not as a supervised test, they have to be labeled with a declaration according to §22 par. 7.

(4) If the implementing regulations offer an option of choice of examination form, (marked as such in the study and examination plan) the examiners have to announce no later than by the beginning of registration whether the examination will be held in writing and/or orally.

(5) Examinations can be made parallel to lectures. In this case, the number of the sub-examinations offered during the lecture period in parallel to the lecture, and the process for determination of the grade, have to be determined. The dean of the faculty offering the examination will make the decision in agreement with the deans of the other faculties involved. The dates of sub-examinations parallel to lectures, along with those of lectures and the process for determination of the grades, have to be disclosed at the beginning of the lecture period. The sub-examinations, like lectures, will not be rated

separately. The sub-examinations, like lectures, do not have to be passed individually. Individual sub-examinations parallel to the lecture cannot be repeated on their own.

(6) The transfer of achievements to other courses of study shall be regulated according to a credit point system, in accordance with the European Credit Transfer System. One credit point (CP) is awarded for every 30 study-hours.

(7) Module descriptions contain at the least information on:

- a) study content and qualification goals (mediated competencies)
- b) forms of instruction
- c) forms of examination
- d) prerequisites for participation
- e) work load in credit points
- f) the frequency with which the module is offered
- g) prerequisites for the awarding of credit points and their number
- h) the length of the module
- i) the application of the module
- j) grading

Changes to the module descriptions are to be decided by the faculty council. These must be made available in time for the start of the instruction period, as long as they do not lead to integral changes to the curriculum. Integral changes include especially changes to the core structure of the individual obligatory modules in the study- and examination plan (e.g. changes in credit points, changes in type of examination).

(8) Examination requirements are based on the instructional content and qualification goals as defined in the module description.

3. Administration of examinations

§6 Study offices

(1) The study offices of each faculty are the administrative organ for all exams in any course of study. They are also the branch offices for the examination committees. If a specific study area is responsible for a course of studies, it plays the same role for the faculties as detailed above. The administration for a course of studies can be transferred to the study office, in consultation with the responsible faculty.

(2) The president is to decide whether contradictions exist that speak against the decisions of the examination committees.

§7 Examination committees

(1) One examination committee will be set up for every course of study. This committee will be responsible for the examinations in this course of study and will issue the necessary notifications. The examination committee will ordinarily have up to seven members.

(2) The examination committee shall be appointed by the faculty council to which the course of study is assigned. If several faculties are involved in a course of study, the related faculties will normally appoint the same number of members each. The examination committee can appoint

members of other faculties as members of the examination committee as far as they are involved in the course of study. The majority of the group of professors must be included.

(3) Normally the faculties will appoint up to five members from the group of professors, one representative of the group of scientific employees, and of the group of students, as members in the examination committee. The scientific employees have to have graduated with the same or a comparable examination to be part of the examination committee. A substitute must be appointed for every member of the committee.

(4) The terms of office shall be at least two years if they are members of the group of professors, otherwise for at least one year. Care shall be taken to provide an overlap of the terms of office.

(5) The president in agreement with the senate can appoint a representative for examination matters from the group of professors according to §8 paragraph 3 no. 1 HHG who will be a contact person for examination candidates in case of conflict.

(6) The faculties may set up committees with special areas of responsibility (e.g. grading committees).

§8 Proceedings of the examination committees

(1) The examination committees will elect a chairperson from the ranks of professors represented in the committee who shall manage the business as well as one deputy. The term of office shall be two years. It shall be possible to re-elect the chairperson. Duties of the examination committee can be transferred to the chairperson according to §9 in general or from case to case. This shall have no effect on §7 paragraph 5. At least once per semester in a regular Examination Committee meeting the chairperson shall report on all activities as well as any decisions that he or she has reached in the tasks provided.

(2) An examination committee shall reach a quorum if at least half of the members are in attendance. It shall resolve with the majority of the attending members, this majority has to include the majority of the votes of the attending members of the group of professors. Abstentions or invalid votes are considered as No-votes. In case of equality of votes, the proposal shall be considered rejected. In case of decisions concerning the grading of an examination achievement, abstentions are not permissible. The representatives of the group of students have no vote in such decisions.

§9 Duties of the examination committee

(1) The examination committees ensure compliance with the regulations of the faculties as well as with the general examination terms (GET). They shall make the necessary decisions unless another responsibility is outlined in these GET. They shall decide in dialogue with the related examiner about the acknowledgement of examinations.

(2) The members of the committee have the right to attend examinations.

(3) The president decides on matters of procedure, about interpretation of these General Examination Terms and in matters that concern all or several courses of study in order to warrant harmonized examination procedures. The examination committees can transfer further duties to the study office, in particular admission to the examinations, the determination of deadlines for registration for examinations, and the acknowledgement of reasons for rescission in general or from case to case.

(4) The members of the examination committees and their deputies are subject to professional secrecy. As far as they are not public servants, they have to be obliged to secrecy by the chairperson.

§10 Authorization to administer examinations, assessor

(1) Members of the group of professors are authorized to administer exams in the subjects they are teaching or are able to teach. After withdrawal from active service, members of the group of professors can be issued a temporary authorization by resolution of the faculty council.

(2) All instructors are authorized to administer exams in the modules in which they teach. A specific appointment as examiner is not necessary in this case.

(3) Research assistants, lecturers and other qualified instructors may also take over examinations, as long as they are qualified in the independent fulfillment of instructional duties. Habilitated researchers who are members are authorized to administer exams according to par. 2.

(4) Assessors present at examinations must have the qualifications determined through the exam or an equal qualification. §9 par. 4 applies respectively to examiners and to assessors.

4. Requirements and procedures of examination

§11 General requirements for admission

(1) The admission to a module or to an examination depends on the student having properly studied according to the study plan or exam plan in the related course of studies, and his/her registration for the examination. At the date of registration or of taking an examination (as long as the examination is not taken under § 20, art. 2), the candidate has to be enrolled in the related course of studies at the Technical University Darmstadt. This does not apply to students who are enrolled at other institutions through a co-op program. When the student has changed the university or the faculty, or has resumed studies, he/she may apply to the examination committee for exemption from the obligation of being enrolled at the date of registration. The competent examination committee shall decide about applications for exemption from the obligation to be enrolled in pending examinations in subjects during the course of examination.

(2) The study regulations may require the completion of an internship outside of the university prior to admission to a module or an examination. In this case the implementing regulations or a set of internship regulations have to regulate realization of the internship.

(3) The implementing regulations may define special procedural requirements for the completion of multimedia-supported examinations.

(4) The condition for enrolment and admission to Bachelor and Master programs in which the language of instruction is German for applicants who do not have the official eligibility of admission to German universities is, at minimum, the presentation of sufficient language skills as defined by the valid version of the RO-DT (framework for German language tests for German higher education). The president may approve other certificates that are deemed of the same standard. This proof is not necessary for students with a German-language Bachelor degree.

(5) The condition for enrolment and admission for applicants in Bachelor and Master programs, in which the language of instruction is English at least for the first year, is at least the proof of level C1 in English according to the Common European Framework of Reference for Languages. The president, in

consultation with the Language Centre, may approve other certificates that are deemed of the same standard. This proof is not necessary for students with an English-language Bachelor degree.

§12 General evidence needed to register for examination

- (1) The following documents are required when registering for an examination:
 - a) Proof of study achievements and other documents as required in the study regulations of the faculty,
 - b) For registrations as described in § 14 par. 2 the specific examination dates may be required;
 - c) Proof of the registration prerequisites according to §11 par 2 if these are required in the implementation regulations.

- (2) If the degree regulations include a choice between modules¹, exam candidates may be required to submit an individual examination plan that is approved by the chairperson of the examination committee no later than the registration to the first exam in the elective area. The faculty council can determine this requirement. A change in the examination plan can be approved by the chairperson of the examination committee.

§13 Admission to examinations

- (1) In case of doubt, the chairperson of the related examination committee decides upon admission to examinations.

- (2) Admission to the examination has to be refused:
 - a) if the candidate definitively fails the related examination at the Technical University Darmstadt or a comparable examination at another university;
 - b) if the candidate fails to bring the evidence defined under §12.
 - c) if the examination in question is considered already completed through a recognition of previous achievements.

§14 Registration and de-registration periods

- (1) Examination achievements must be registered through the campus management system. Registration periods normally begin in June for the summer semester and in mid-November for the winter semester. They end normally one week before the examination date. The departments responsible for administering the examination set the registration period. The department announces registration deadlines either electronically or by posted notice. In case of non-compliance with the registration periods, admission to the examinations is not permissible. The chairman of the respective examination committee shall decide about a remedy period in the case of exceptional circumstances. The request must be submitted at the latest one week prior to the examination date.

- (2) In the case of special examination dates (§19 par. 1 sentence 4) the candidate must register in the respective examination office no later than one week prior to examination.

- (3) In the case of examinations that require individual appointment with the examiner (oral exam, exams in small groups) the student is responsible for informing the responsible study office of the exam date no later than one week before the exam.

¹ The terms defining these „elective area“ are used very differently in the various regulations. Here we shall refer to them as „choice between modules“.

§15 Rescission and default

- (1) Rescission from a technical examination is normally permissible up to one week prior to the examination date without any given reason. The rescission must be reported to the respective study office. This message should be sent electronically by means of the Campus Management System. In exceptional cases the rescission deadline can be set earlier for organizational reasons, as long as this is announced at the beginning of the semester. Insofar as the implementing regulations define certain dates for examinations (prep tests, repeat examinations, restrictions in the study agreement), rescission according to sentence 1 is excluded.
- (2) As of the point of time mentioned in section 1, rescission from technical examination is permissible only upon application for health or comparably serious reasons. The application has to be filed in writing or electronically at the study office immediately upon becoming aware of the reasons. The reasons must be made credible. In case of illness the candidate has to present a doctor's certificate stating the beginning and the end of the illness, as well as the student's inability to write the exam. The doctor's certificate must be submitted to the study office within three calendar days after planned appointment of examination, or on the next working day. The study office has the right to require the doctor's certificate at an earlier date. In case of doubt, a detailed doctor's expertise or a certificate from an official health officer may be requested. Sentence 1-5 also applies to rescission during a written exam. This must be reported to the exam supervisors immediately.
- (3) Examination in a subject will be rated as "insufficient" if the candidate does not appear for the examination date without reason, or the given reasons are not accepted. The same applies if the candidate rescinds from an examination he/she has already begun, if he/she hands in an empty paper in a written supervised test, or does not speak in an oral examination.
- (4) With respect to the adherence to deadlines, registration for examinations, repetition of examinations, reasons for missing examinations or failure to comply with time limits set on written papers, the illness of a child in the candidate's care is considered on par with an illness of the candidate him/herself.
- (5) The chairperson of the responsible examination committee shall decide if the reasons for rescission are acceptable.

5. Acknowledgement of examination achievements

§16 Approval of academic terms, study periods and examination achievements completed in Germany

- (1) Examination achievements will be approved as part of modules or as complete modules, provided they correspond essentially with the core competencies required in a parallel course of studies at the Technical University Darmstadt. An overall perspective rather than a simple schematic evaluation are necessary for this. The applicant must submit the required documents in order to receive approval.
- (2) Examination achievements may not be acknowledged if the modules and module portions to be acknowledged amount to more than half of the total credit points for the course of study. Achievements not entering the final grades shall not be considered. It is permissible to differ from sentence 1 under agreement with other universities or in the case that a student switches courses of studies.

(3) Relevant professional activities will be acknowledged as required internships, if applicable. Achievements completed outside of a university context may be acknowledged under the requirements of §18, par. 6 HHG.

(4) If examination achievements are approved as module segments or complete modules, the grades – as long as the grading systems are comparable – shall be taken over and considered in the total mark according to the regulations of the course of study. If the rating systems are not comparable, the “pass/fail” assessment system shall be used. If this method is used for more than half of the CP on a student’s transcript, this will be noted in the transcript.

(5) Examination achievements from completed degrees will not be taken into consideration. Examination achievements that are older than five years from the date of acknowledgement are also excluded. The responsible examination committee shall take examination achievements into consideration, considering the current state of knowledge. In the case of rejection, the reasoning to what extent the application did not meet the required standards must be given. For Master degrees, the recognition of modules or examinations from a degree that qualified the student for Masters studies are equally invalid. This also applies to modules or examinations from other professional training programs in which the student was qualified to pursue a Master degree.

(6) The competent examination committee shall decide on approvals, with reference to, if required, an examiner in the related subject. The competent examination committee will define one term of study. The student must present the documents required for approval.

§17 Approval of periods of study, study achievements and examination achievements completed abroad

Recognition of examination achievements completed abroad is to be carried out according to the terms outlined in § 16.

§17a Conditions for admission to Master courses of study

(1) The faculties define the criteria in their study regulations as to which admission criteria and especially which prior knowledge is required (entrance competencies) for admission to Master programs.

(2) The entrance competencies in **consecutive Master degrees** are given in the competence profile of the Bachelor program or programs that qualify students for them (reference degree/degrees). The entrance requirement for consecutive Master degrees is a Bachelor in a reference degree or in a degree program in which the imparted competencies are basically the same as in a reference degree (comparable degree).

(3) The entrance competencies for **non-consecutive Master degrees** are to be listed in attachment II of the study regulations. These should describe most importantly the prior knowledge and qualifications required of applications for the Master degree. The entrance requirement for non-consecutive Master degrees is thus a degree in that imparts the required entrance competencies.

(4) The admission test verifies the state of knowledge required for the intended degree. The admission test consists of a **formal examination** of the documents that the applicant must submit as part of the matriculation process and, if necessary, a **substantive examination**. The latter is to be undertaken if the formal examination does not yield a definitive assessment of the necessary entrance competencies.

-
- (a) Within the context of the formal entrance exam students must produce the degree certificate, diploma supplement or comparable documents proving the degree competencies according to (1).
 - (b) The study regulations or each department may define further supplementary documentation as proof of entrance competencies, especially: Admission and aptitude tests from other universities, admission and aptitude tests from private providers that fulfill the required quality standards, language tests, even those from private providers with appropriate standards. A free option must be provided in the case of tests that require a fee.
 - (c) The study regulations define the form of the substantive entrance examination. The examination can be written, oral or a combination of both. The study regulations may define further details of the substantive examination.

(5) The chairperson of the examination committee shall decide the dates for the admission tests and appoint two or more examiners. At least one of the examiners must be a member of the group of professors. The other examiners, if not members of the group of professors must be authorized to administer exams according to §10 of this document. The examiners decide if the candidate possesses the necessary prerequisite competencies for the intended course of studies. The examination committee shall decide in the case of a non-unanimous vote among the examiners.

(6) §§15 par. 2 and 3 and 38 par. 1 and 3 apply mutatis mutandis.

(7) The admission test is closed with the decision to admit or reject the candidate. No certification shall be issued for passing admission examinations. Repetition of admission examination within the same application phase is not permissible.

(8) Admission may be allowed upon condition that a student complete certain additional modules. These additional requirements must be listed in the letter of admission. They are to be completed within two semesters and can have a sum of no more than 30 CP. Such additional requirements should enable the student to catch up on the admission competencies that he or she was missing while studying at the TU Darmstadt. The required modules as well as the deadlines for completion are included in the additional requirements. If the additional requirements are not fulfilled within the deadline the student's enrollment in the Master program will be revoked.

(9) If the admission test shows that a student lacks entrance competencies for which more than a sum of 30 CP would be required to compensate, admission will be denied. In the case of rejection the applicant is to be informed of the exact entrance competencies missing as well as the modules that would be required to acquire said competencies. This should be a part of the written letter of rejection.

6. Study achievements, technical examinations and final thesis

§18 Requirements for admission

The implementing regulations define if and in which form the student has to complete achievements as a requirement for the admission to modules or examinations. These achievements must be listed in the study plan and in the examination plan.

§19 Examination dates

(1) Examinations should be offered twice a year. Normally, examinations take place during the period in which there are no lectures. Examinations may take place outside the regular examination period in agreement with the examination committee in question, if the examination committee is

notified in due time prior to the beginning of the registration period, and the deadlines for registration and rescission have been complied with. In reasoned exceptions, dates for individual tests may be defined by the competent examination committee in agreement with the candidate and the examiner. In certain exceptions and with approval from the examination committee, different forms of examination may be prescribed, provided they are of equal value.

(2) The competent study office, in agreement with examiners, announces at the earliest possible time a date, time, place and the subjects of examinations, as well as the names of the examiners and candidates and makes these known through the campus management system. If it is necessary for mandatory reasons to differ from this examination plan, the date may be rescheduled only with the approval of the chairperson of the examination committee in question. In this case dates according to §30 par 2 sentence 3 should be opened to all candidates.

§20 Technical examinations and study achievements

(1) Examination achievements are technical examinations that can be repeated a limited amount of times (§§ 30, 31, 32) as well as study achievements that can be repeated unlimitedly. Credit points are awarded for the completion of modules. The implementing regulations define the required type, scope, and number of examination achievements according to § 5 par 2 that are required to pass a module. The implementation regulations also define the weight of each grade in the final module grade.

(2) In addition to the modules to be defined according to paragraph 1, every candidate has the right to complete examinations within modules in other courses of studies at the Technical University Darmstadt that do not have limited admission and to acquire the related credits. In courses of studies with limited admission, the admission to the related modules has to be approved by the examination committee of the course of studies in question.

(3) Students in Bachelor courses of studies may take additional voluntary exams within modules amounting to up to 30 CP in a related consecutive Master course of studies at Technical University Darmstadt. Such credits and exams including any failures will be acknowledged only when taking up a consecutive Master course of studies, or in case of a change in degree.

(4) The implementation regulations can make the admission to examinations as described in paragraph 3 dependent on a minimum number of achieved credit points in the degree in which the examinee is enrolled or the completion of certain modules in said degree. The implementation regulations can also bar admission to certain master modules, in particular the final thesis. Even in cases of such restrictions Master credits as described in paragraph 3 must be made available up to a minimum of 30 CP.

§21 Selection of examiners and assessors

(1) The chairperson of the examination committee appoints examiners who are not already authorized to administer exams in their instructional capacity, as defined in §10 par. 1, 2 or 3. The examiner appoints the assessor for the respective examinations.

(2) If several examiners are authorized to administer an exam (§10), the chairperson of the examination committee shall appoint the examiner. The examination candidate's preference shall be considered.

(3) In reasoned cases, several examiners may be appointed jointly to administer an examination.

§22 Performance of examinations

- (1) Oral examinations have to be held in one examination event per examination subject, and shall be graded.
- (2) The implementing regulations regulate the duration of oral examination. An oral examination should be no shorter than 15 minutes, depending on the candidate and the examination. Written questions may also be requested in oral examinations. The focus of an oral exam is on the examination discussion. When an examination is held by only one examiner, an assessor must be appointed. Before setting the grade, the examiner shall confer with the other examiners involved in the examination or the assessor.
- (3) Students who wish to take the same oral examination during a later examination period shall be admitted to listen to the examination, space permitted, unless the candidate being examined objects. The admission does not include the consulting and disclosure of the examination results to the candidate.
- (4) The essential objects and results of the oral examinations have to be noted in a report. The result has to be disclosed to the candidate after the oral examination. Upon request the decision must be explained. This also applies to special forms of examination according to §5 paragraph 3 sentence 2 as far as these examinations include verbal parts.
- (5) The implementing regulations may require the completion of supervised tests. These should be an opportunity for the candidate to prove his/her ability to recognize problems in a limited time span and to find concepts for a solution with predetermined means with the standard methods of his/her subject area. The minimum duration of a supervised test is 45 minutes.
- (6) In cases where the implementing regulations require special forms of examination according to §5 paragraph 3, sentence 2, the minimum duration has to be defined in line with paragraph 5.
- (7) Written assignments (for instance presentations, papers, thesis papers) are to be accompanied with a full index of all referred sources, including sources from the internet and all other tools as well as an official declaration that the text is original and that all sources have been listed. An electronic version of Bachelor and Master theses is obligatory and may also be required by examiners in any other cases. The examiner determines the file format. The electronic version is to be submitted to the examiner by the submission deadline. Rescission is allowed under the conditions of §15 par 2 up to the submission deadline. The implementation regulations may determine special regulations for written assignments as described in sentence 1 that apply the same editing and submission dates to all students (e.g. drafts). Provided §§ 30 to 32 remain intact, special regulations and editing periods, as well as a repeat examination date, may be defined in these cases.

§ 22a Multiple-choice examinations

- (1) Written examinations may contain multiple-choice questions, in which one question contains several already formulated possible answers of which one is correct. Such questions may not add up to more than 50% of the entire mark of an exam and must be controlled by another examiner. Exams in which more than 50% of the entire grade is made up of multiple-choice questions must be approved by the faculty in which the examination takes place.
- (2) In multiple-choice tests the candidate must choose the answer that he or she finds to be the most suitable to the question as formulated on the examination. Every question must state the number of correct answers to that question. If the candidate chooses an incorrect answer as correct, this entire question is to be marked wrong. Negative points for wrong answers are not permitted.

-
- (3) Written examinations that are constructed as defined in par. 1 sentence 1 are considered “passed” if
- a) 60% of the questions are answered correctly
 - b) the number of correct answers lies no more than 25% below the average grade on that exam
- (4) If a multiple choice question is found to be flawed, it must not be included in the grading of the exam.
- (5) In examinations that are partially constructed as in par. 1 sentence 1, if these portions are to be passed or failed separately. The procedures above are to be carried out respectively only for these portions.

§23 Final thesis

- (1) The final thesis has the form of either the Bachelor thesis for a Bachelor degree and the Master thesis for a Master degree. The thesis is considered an examination within a final module and is subject to the same examination regulations, including those regarding repetition and eligibility.
- (2) The implementing regulations may stipulate that the topic only be given out once the candidate has achieved the minimum amount of credit points or completed certain modules defined in the study regulations.
- (3) The candidate can suggest an authorized examiner (according to §26 par. 2) to the examination committee. The examination committee may deviate from the candidate’s suggestion with justifiable reason. The candidate’s preferred topic should be taken into account, if possible. In some cases, the implementing regulations may require the examination committee to approve the choice of topic.
- (4) The final thesis may be carried out in another department of the TU Darmstadt or in an institution outside of the university with consent of the chairperson of the examination board. This is only permissible if a member of the group of professors from the department for which the thesis is written provides supervision for the candidate. If the thesis is carried out in another department, a professor from this department may supervise the candidate.
- (5) The implementing regulations define the period during which the final thesis is to be written and submitted to the study office. The assignment of the thesis topic and the submission of the thesis must be recorded on file. The term for writing the final thesis may not be longer than 26 weeks. A longer period may be defined in certain exceptions. The topic must be so conceived as to allow the thesis to be completed within the given amount of time. The examination committee may extend the deadline in justifiable exceptions by half of the originally defined time, however, for no more than 13 weeks. This process is subject to the stipulations of §15 par. 2 and 3. In cases where all students in a semester have the same thesis topic and a single, mandatory submission deadline, exceptions to the implementation regulations § 23 par. 5 sentence 5 and par. 6 can be made. In such cases rescission is permissible with the appropriate application of § 15 par. 2 up to the submission date.
- (6) The candidate may return the given topic before the middle of the defined writing period, but no later than eight weeks after beginning. This will not count as a failed examination attempt. Upon return of a thesis topic, a new topic shall be given out immediately. At this point a new deadline and writing period is to be set. It is not permissible to return the new topic
- (7) The candidate must submit two printed copies of the final thesis for the examiners and one electronic version. If the thesis contains models or other material that cannot be represented in a text document, these must be submitted in an appropriate format, such as an image document. The

corrected copy of the final thesis can be made part of the examination folder. All theses shall be saved electronically in the university files. The administration office will decide the details of this procedure. Upon submission of the final thesis, the candidate grants the university the right to store the thesis electronically in the State Library of Darmstadt (Universitäts- und Landesbibliothek Darmstadt).

(8) Final theses may be made accessible within the university with the advisor's permission. There is no legal claim to publish final theses. At the candidate's request, the accessibility of a final thesis may be deferred with the permission of the examination committee (non-disclosure notice), either to protect commercial property rights or for another justifiable reason.

§24 Compensation for disadvantages and support for families in oral and written examinations

(1) Examination procedures have to consider type and gravity of a disability. If a candidate proves that due to a long-term or permanent physical disability or illness he/she is not able to take the examination wholly or in part in the defined form, the examiner may compensate this disability by extending deadlines or allotted time or by redesigning the examination procedure. The candidate may be requested to submit a doctor's certificate.

(2) Additional responsibilities such as pregnancy, care of young children or of other family members needing care are to be taken into account. Anywhere deadlines for the completion of certain achievements by these examination terms or by the implementing regulations, the deadlines will be extended upon application in accordance with the legal maternity period. Upon application, extensions can be arranged for other circumstances as described in sentence 1 of this paragraph.

(3) The examiner, if necessary in discussion with the examination committee, shall make all decisions as outlined in par. 1 and 2.

7. Rating of examination and study achievements

§25 Definition and weighing of grades

(1) Examiners determine the marks for individual examination achievements. Upon request of the examination candidate, essential reasons for the grading decision must be disclosed. The grading system of every examination achievement must be set in the regulations of the course of study. The "standard" grading system and the "pass/fail" grading system may both be utilized. Grades in the pass/fail system are not included in the grade average. Following is a description of the grades in the "standard" grading system:

1 = Very good	= Very good. An excellent achievement
2 = Good	= Good. An achievement considerably above average requirements;
3 = Satisfactory	= Satisfactory. An achievement fulfilling the average requirements
4 = Sufficient	= Sufficient. An achievement that still satisfies the requirements despite deficiencies;
5 = Failed	= Insufficient. An achievement that fails to fulfill the requirements because of considerable deficiencies.

For differentiated rating of examination or study achievements, individual marks can be marked up or down by 0.3 to create intermediate marks. The marks 0.7, 4.3, 4.7 or 5.3 are not permitted.

(2) When creating a mark, the examiner may increase the calculated grade by up to 0.4 (bonus regulation), if he/she finds this to be better fitting to the overall performance of the candidate. This is permissible as long as the bonus has no influence on passing or failing. This is to be taken most into

account when grading a student's performance in tutorials or other lessons. The departments may permit a mark increase of up to 1.0, if this is defined in the module description in the accredited time period. The reason for this permission must be clearly documented.

(3) Module grades are calculated from the grade on the technical examination plus the study achievements in that module. The weight that each grade has in the final module grade is to be defined in the implementing regulations. The module grade must be in the "standard" grading system if at least one of the marks making up the module grade is in the "standard" grading system. If the only grades within the module are expressed using the "pass/fail" system the module grade may be "pass/fail". Otherwise, "pass/fail" grades are not to be included in the module grade.

(4) When calculating a module grade with the "standard" grading system the first three decimal points are to be taken into account. All further decimal points are to be left out without rounding. The following grades may be built:

1.0 – 1.199	= 1.0 (very good)
1.2 – 1.599	= 1.3 (very good)
1.6 – 1.899	= 1.7 (good)
1.9 – 2.199	= 2.0 (good)
2.2 – 2.599	= 2.3 (good)
2.6 – 2.899	= 2.7 (satisfactory)
2.9 – 3.199	= 3.0 (satisfactory)
3.2 – 3.599	= 3.3 (satisfactory)
3.6 – 3.899	= 3.7 (sufficient)
3.9 – 4.099	= 4.0 (sufficient)
from 4.1	=5.0 (fail)

(5) Grades are to be supplemented with the statistical standing of the overall mark in the diploma supplement. Here, the relative frequency and the cumulated frequency of overall grades in the degree from the last three academic years are to be disclosed. This applies as far as possible also for the statistics of the overall grade. The president shall decide the details of the compilation of statistics in consideration of the European standard guidelines.

§26 Assessment of examination achievements

(1) Grades are generally defined by the examiners of the subjects. When the examination is held by two examiners, a standard grade is built from the arithmetic average of both assessments. If the difference between both assessments is greater than 0.7 the competent examination committee, after hearing the involved examiners, shall decide upon the final grade. The student representatives (§ 7 par. 3) are not entitled to vote on such decisions.

(2) The final thesis shall be assigned, coached and assessed by one member of the group of professors of the TU Darmstadt. The assignment, assessment and supervision of Bachelor theses can also be entrusted to PhD holding members of the group of member researchers, as well as private lecturers, irregular professors and honorary professors who holds a lectureship with the same content as the thesis in question. The final thesis must be assessed in writing by one of the examination-authorized individuals as defined in sentence 1 or 2, as well as by a further examiner.

(3) The written assessment is recorded in the student's examination file. The evaluation procedure shall take no longer than four weeks. The grade for the final thesis is built according to par. 1. The implementing regulations may require the examination committee to evaluate the final thesis, contrary to par. 1. If, as described in sentence 1, the final thesis is rated as "failed" a second verdict must be obtained from another instructor at the university. The examination committee then decides on the

final evaluation after hearing the examiners involved. Student representatives (§7 par. 3) have no vote in such decisions. In case of objections against the rating of the final thesis, the procedure shall follow sentence 5 to 7.

§27 Pass and fail

- (1) An examination under the “standard” grading system is considered passed with a grade of at least “sufficient” (4.0). An examination achievement rated as “insufficient” (5,0) is considered failed.
- (2) A module is considered “passed” when the candidate has passed all of the required examinations within the module. Failed components of a module must be repeated until complete unless they have been deselected according to § 30 par. 2. A module is definitively considered as “failed” if the candidate has failed any one of the required examinations for the module.
- (3) The interim examination for students of Secondary School Education is considered passed with the achievement of at least 90 credit points.
- (4) The requirement to pass the final examination is the completion of all modules as defined by the regulations in the course of studies and a minimum grade of “sufficient” (4,0) on the final thesis.
- (5) If a degree’s study plan allows for the choice between modules in any area, the credits required by the individual examination plans or study plan must be achieved. The examination plan or the implementing regulations define which achievements must be completed in elective areas. In the calculation of the final grade, the marks from modules in an elective area shall be included starting with the best achievements up to the required number of credits. With this goal, the completed achievements are to be considered in ascending order. The excess marks will not be considered in the calculation of the final grade.
- (6) If the final thesis is not submitted within the deadline, it will be rated as “failed”. This shall not impact §23 par. 5 sentence 4, 6 and 7.
- (7) If a candidate has failed any individual examination, or his/her final thesis is not rated at least with “sufficient” the examiner shall disclose this result to the candidate, possibly electronically through the Campus Management System.
- (8) Apart from this, the regulations according to §15 par. 2 and 3 apply.

§28 Total rating

- (1) A total rating may be formed for the interim examination for students studying Secondary School Education.
- (2) The total rating for Bachelor and Master examinations is calculated from final grades in each module.
- (3) §25 par. 1 and 3 applies to the calculation of the total rating. The implementing regulations may require that marks from individual modules be specially weighted in the calculation of the mark in the subject. Marks may be specially weighted to correspond to the amount of credit points designated to the module. For total ratings calculated in this way, only the first two decimal places are to be taken into account. All other decimal places are to be eliminated without rounding.
- (4) The total rating is:

For an average from 1.0 up to and including 1.59	= Very good,
For an average of 1.60 up to and including 2.59	= Good,
For an average of 2.60 up to and including 3.59	= Satisfactory,
For an average of 3.60 up to and including 4.09	= Sufficient,
For an average from 4.1	= Insufficient.

(5) The examination committee may award the total rating “with honors” for excellent achievements in a final examination. The student representatives (§7 section 3) have no vote in this decision.

§29 Summary of examination results

(1) The evaluation of all examinations will be posted in the Campus Management System. Upon application the study office can also issue an overview of grades, including the results of the technical examinations, study achievements, and rating of the final thesis. This list shall include the results with subject of examination, name of examiner, date, mark, and credits.

(2) After the results of an examination achievement have been announced and after the completion of the total examination, candidates will be granted, upon application, a look into their written work, the evaluation thereof and the examination protocol. The application must be submitted within one year from the end of the examination or the total examination.

8. Examinations; failure of total examination

§30 Repeat examinations

(1) Passed examination achievements cannot be repeated. Failed examinations in a module must be repeated and completed if no regulation exists to the contrary according to par. 4, 5 or 6. Prior to the repetition of an examination, the examination committee may set restrictions upon the candidate. Failed examinations (failed attempts) that would be recognized as in § 16 upon successful completion will be considered examination attempts. The responsible examination committee may upon request in exceptional cases (especially in the case of a change of degree) refrain from recognizing a failed attempt.

(2) The implementing regulations may require that a repeat exam be completed by a certain deadline. The candidate will in this case be registered ex officio for the repeat exam. The regulations for withdrawal in reasoned cases (§ 15) remain unaffected. With the approval of the examination committee an examiner can offer a timely repeat examination date and restrict participation to the candidates who did not achieve a sufficient result in the prior examination.

(3) Study achievements that are rated “insufficient” may be repeated until passed.

(4) If the implementation regulations dictate that students choose a minor, the minor may be changed once upon application with reasonable cause. In this case, the repeat examinations as required by Section 1 sentence 1 in combination with §27 par. 3 no longer apply. A change of minor requires the agreement of the examination committee, which shall take over, when necessary, all changes to the student’s examination plan and approve the new choice of minor.

(5) If the regulations of a degree dictate a choice between modules in one area the study regulations may define this as an area with restricted module change (in the study and examination plan marked as type § 30 par. 5). In such areas students may deselect a not yet completed module one time upon request. In this case all repeat examinations required by par. 1 are omitted and the module

does not appear on the transcript of records. Failed attempts will not be taken into account. The examination committee may approve a further change upon reasoned request. Any changes occurring in the examination plan through such a change must be applied for by the candidate.

(6) If the regulations of a degree dictate a choice between modules in one area the study regulations may define this as an area with unrestricted module change (in the study and examination plan marked as type § 30 par. 6). In such areas students may deselect a not yet completed module any number of times upon request. In this case all repeat examinations required by par. 1 are omitted and the module does not appear on the transcript of records. Failed attempts will not be taken into account. The examination committee may approve a further change upon reasoned request. Any changes occurring in the examination plan through such a change must be applied for by the candidate.

§31 Second repetition

(1) A second repetition of a technical examination is possible. If the second repeat is a written technical examination and rated as “insufficient” it must be assessed by a further examiner. The second repeat examination of the oral kind must be presided over by more than one examiner (colleague exam). If only one examiner, as defined by §10 par. 1, is available for a subject, another examiner may be ordered according to §10 par. 3. The candidate may suggest an assessor. Prior to defining the mark, the examiner shall hear the other examiners involved in the rating or the assessor. If the ratings disagree, the examination committee shall hear the involved examiners and decide upon the final grade. The implementing regulations may require that in case of written examinations, the second repeat examination may be held orally in agreement between examiners and candidate.

(2) A second repetition of the final thesis is not permitted.

(3) Prior to the second repeat examination, the faculty must offer extensive counseling to the candidate in the department. This service may contain general counseling and be subject-oriented.

(4) The implementing regulations may set a specific date for repeat examinations.

§32 Supplementary oral examinations

(1) A supplementary oral examination can be taken once per course of studies upon the candidate’s application after a second failed examination attempt. The application must be submitted to the responsible study office within one month of the release of the examination results. If no application comes in within this time limit, the examination is considered as definitively failed. The examiner responsible sets the date for the supplementary oral examination at the earliest possible date. The supplementary oral exam must take place at the latest eight weeks after the release of the examination results. After this point a candidate has no more claim to a supplementary oral exam unless he or she can account for the failure to comply. In such cases the chairperson of the examination committee shall set the new examination date. The date should fall within ten weeks of the release of the examination results.

(2) During the supplementary oral examination the candidate will be asked questions surrounding the result of the failed written examination. The subsequent exam discussion is meant to determine if the candidate possesses the skills required by the examination, despite the deficiencies of the written examination. As a result of the supplementary oral examination, the second repeat examination is graded as “sufficient” (4,0) or “insufficient” (5,0). A separate evaluation of the supplementary oral examination does not take place, The final decision must be conceivably justified. §22 par. 1,2 and 4 apply accordingly.

(3) The supplementary oral exam is administered and evaluated by two authorized examiners (one examiner and one assessor). Before deciding on the grade the examiner must confer with the assessor or with the co-examiner. In the case of disagreement, the examination committee shall make the decision after hearing the cases of the examiners. Candidates who do not take part in the written examination or submit a blank exam do not have the right to a supplementary oral examination. The same is true for candidates whose examinations are declared insufficient according to § 38.

§33 Failure of the total examination

(1) The total examination is failed if:

- a) the second repeat examination according to §31 section 1 was rated “insufficient” even after a supplementary oral examination;
- b) the repeated final thesis was rated “insufficient”;
- c) the candidate is exmatriculated according to §59 par. 4 HHG;
- d) the candidate did not take part in an orientation exam without reasonable excuse (§15 par.3);
- e) the study regulations of the course of study or the examination committee stipulate the exclusion of the student from further examinations

(2) A candidate who has failed to pass one of the modules or the final thesis will receive this information by mail along with a listing of total accomplishments and the reason for the failure. This notification must be furnished with information on legal remedies.

§ 33a Objection, remonstrance and re-evaluation

(1) An objection to any decisions made in examinations is permissible and must be made with the president. If this objection is not taken up, the president will issue a notification.

(2) If the investigation of an objection uncovers substantive evaluation errors, a remonstrance should be submitted to the examination committee. The examination committee decides, after hearing a statement from the involved examiner on a re-evaluation of the student, possibly by a different examiner, if the decision is to be revoked or forwarded to the president as a regular objection.

9. Diploma Supplement, transcript of records and certificate

§34 Diploma Supplement

The university issues a Diploma Supplement corresponding to the European conventions. The president shall define the design of the certificates and of the Diploma Supplement, and warrant a harmonized appearance for all these documents.

§35 Transcript of records

(1) The transcript contains a listing of all completed modules with the respective grades as described in § 25 par. 1, as well as the general average grade according to § 28, calculated with the numerical grades as described in § 28 par. 3. The topic or subject area of the final thesis should also be included. The names of the responsible professors in each module may also be included in the transcript. Achievements completed as described under §§ 16 and 17 are recorded in the transcript with the names of the external institutions. Modules and credit points completed voluntarily by the student can be listed upon request in an additional overview of achievements or transcript of records

(in German and English), which is enclosed with the final transcript documents. The transcript of records is to be issued within eight weeks of completion of the last examination.

(2) The examination transcript is to be signed by the chairperson of the competent examination committee. A copied facsimile signature will suffice. It is to be furnished with the seal of the university. The transcript bears the date of the day on which the candidate completed his/her last examination achievement.

§36 Certificate

(1) After having passed the final examination, the candidate receives, along with the transcript described in §35, a certificate certifying the award of the academic degree. The certificate is signed by the dean of the faculty to which the course of study is assigned, and by the president of the Technical University Darmstadt. A facsimile signature by the president will suffice in lieu of an original.

(2) The academic degree may be used only after delivery of the certificate.

10. Infringement of examination rules

§37 Unlawful admission to examination

(1) If the requirements for admission to an examination were not fulfilled but the candidate did not do this intentionally, and this comes to light after the issuance of the transcript, the situation is considered remedied by the passing of the examination.

(2) If the candidate intentionally acquired unlawful admission to an examination, the examination committee shall decide about the validity of the examination.

§38 Cheating and unlawful behavior

(1) In the event that cheating or any other infringements by a student in an examination situation comes to light, this examination shall be declared “insufficient”. The respective examiner shall decide in such cases, together with the responsible examination committee in case of doubt.

(2) The submission of a false declaration according to §§22 par. 7, 23 par. 7, the submission of another author’s work, a re-working of another author’s work, or a restructuring of another work, in whole or in part, in a graded paper is considered cheating (plagiarism).

(3) Candidates who do not adhere to the assigned means in an examination or attempt in any other way to cheat may be excluded from further participation by decision of the examiner. If this is not directly possible, the supervisor must record the candidate’s progress and the candidate may continue writing.

(4) Participants who intentionally disrupt the course of an examination shall be excluded from the rest of the examination. The examination is considered failed.

(5) Students who commit repeated offences as described in par. 1 – 4 can be de-registered (§ 18 par. 4 sentence 2 HHG). § 59 par. 3 sentence 3 and 4 HHG apply respectively.

(6) If cheating comes to light after an examination has ended, the examination should be declared as failed within a year of this realization. Faulty transcripts and faulty certificates must be reclaimed. If this impacts the final examination, the student’s academic degree must be revoked.

(7) The examination committee shall decide about the validity and rating of all other examination events carried out under impermissible conditions.

§ 38a Changes in degree regulations; closure of degree programs

(1) With the coming into effect of new degree regulations students who are already enrolled continue their studies under the old regulations. The existing selection of modules shall continue alongside the prescribed study time of the last students enrolled within the valid period of the previous regulations. If the necessary modules no longer exist, lists of equivalent modules and examinations shall be issued and made available to the students remaining in the old course of studies for two further semesters according to § 16 within the new course of studies. The new selection of modules shall be introduced successively one semester at a time after the coming into effect of the new regulations.

(2) Following the coming into effect of new degree regulations all students may submit an application to switch to the new regulations at the responsible study office.

(3) If a course of studies is closed by the university administration the modules offered shall run out according to par. 1 sentence 1. Students who are enrolled in this course of studies may complete their studies within the standard study duration with a grace period of a further two semesters (closure period). The grace period begins with the end of the semester in which the closure of the degree program was announced in the university bulletin (Satzungsbeilage). With the end of the closure period no further re-registration in the degree program is possible. These students will be de-registered if they do not undertake a change of degree. The department responsible for the degree program, through decision of the faculty council, may extend the grace period for certain student cohorts to avoid exceptionally hard situations.

§39 Coming into effect

(1) The amendments of the 5th novella of the General Examination Terms come into effect on 01.10.2015. They will be published in the university bulletin of the Technical University Darmstadt. The university administration is entitled to reintroduce an editorial modification of the General Examination Terms in this, the 5th version. With the coming-into-effect of the 5th novella, the 4th novella from 11th July 2012 ceases to apply.

(2) In the case of undue difficulty caused by the coming-into-effect of the 5th novella, the responsible examination committee may decide on the application of the previous regulations upon application by the examinee.

(3) Diploma and magister degrees that are still to be completed are subject to the General Examination Terms of the Technical University Darmstadt from April 19th 2004 (Staatsanzeiger no. 25 from June 21st 2004, p. 1998). The version to be adhered to is the 3rd novella from February 11th 2009 (Satzungsbeilage 1/09, p. 3). The respective implementation regulations also remain in effect.

(4) The faculties enact the necessary regulations with the coming-into-effect of these General Examination Terms. Pre-existing regulations remain in effect; individual terms that conflict with these GET no longer apply.

Darmstadt, dated 21.05.2015

The President of the Technical University Darmstadt

Prof. Dr. H. J. Prömel