

# Translation\* of the Regulations Governing General Study and Examination Procedures (AllgStuPO)

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\*The version at hand is a non-official text in which changes and corrections are incorporated. Decisive and legally binding is the version in the Official Gazette (*Amtliches Mitteilungsblatt, AMBl.*) of Technische Universität Berlin AMBl. TU 1/2014, released January 15th 2014, corrected with AMBl. TU 2/2014 from February 4th 2014, changed with AMBl. TU 36/2015 from October 30th 2015, new version AMBl. TU 19/2021 from August 11th 2021.

<sup>1</sup><http://wiki.freitagrunde.org/>

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The Academic Senate of Technische Universität Berlin (TU Berlin) approved the following General Study and Examination Regulations (*Allgemeine Studien- und Prüfungsordnung – AllgStuPO*) at its session held on 9 September 2020, in accordance with Section 2 (1) sentence 2, Section 10 (5) and (6), Section 11 (6), Section 31, and Section 126 (5) of the Berlin State Higher Education Act (*Berliner Hochschulgesetz – BerlHG*)<sup>2</sup> in the version of 26 July 2011, most recently amended by the act on 31 August 2020 (Berlin Gazette of Laws and Ordinances (GVBl.) p. 647), in combination with Section 10 (6) sentence 3, Section 11 (1) sentence 2 and (3) sentence 6, Section 15 (1) sentence 2 and (2) sentence 6 as well as Section 16 sentence 3 of the Act on the Admission to Higher Education Institutions in the State of Berlin to Degree Programs with Restricted Admission (*Berliner Hochschulzulassungsgesetz – BerlHZG*)<sup>3</sup> of 9 October 2019 (GVBl. p. 695), in combination with Section 6 (2) sentence 2, (3) sentence 2, and (4) sentence 3 of the Ordinance on Higher Education Admissions for the State of Berlin (*Hochschulzulassungsverordnung – BerlHZVO*)<sup>4</sup> of 4 April 2012, most recently amended by Article 2 of the ordinance on 24 June 2020 (GVBl. p. 598), and in accordance with Section 9 (1) no. 6 of the TU Berlin Constitution (*Grundordnung – GrundO*): \*)

## I. General Regulations

### Section 1 Scope of application

(1) These regulations govern the application, admission, and enrollment procedures at Technische Universität Berlin (TU Berlin) for first and higher degree semesters. Insofar as no provisions are made in these regulations regarding individual aspects of application, selection, admission, enrollment and registration, the president shall decide provisionally and immediately refer the matter to the Academic Senate pursuant to Section 9 (1) sentence 1 no. 6 of the TU Berlin Constitution. The provisions of these regulations shall take precedence over the study program-specific application and admission regulations unless exceptions are expressly permitted herein.

(2) These regulations regulate the organization of studies and examinations for all study programs at TU Berlin. The

<sup>2</sup>[https://gesetze.berlin.de/perma?a=HSchulG\\_BE](https://gesetze.berlin.de/perma?a=HSchulG_BE)

<sup>3</sup>[https://gesetze.berlin.de/perma?a=HSchulZulG\\_BE](https://gesetze.berlin.de/perma?a=HSchulZulG_BE)

<sup>4</sup>[https://gesetze.berlin.de/perma?a=HSchulZulV\\_BE](https://gesetze.berlin.de/perma?a=HSchulZulV_BE)

\*) Confirmed by the Technische Universität Berlin Executive Board on 30.09.2020 and the Senate Chancellery for Science and Research on 03.06.2021.

provisions of these regulations shall take precedence over the subject-specific study and examination regulations unless exceptions are expressly permitted herein.

(3) Continuing education programs and programs jointly run with one or more other universities or designed and executed on the basis of specific statutory provisions may define regulations which deviate from these regulations, taking into account the special requirements of the study program.

## Section 2 Entry into force / expiration

(1) These regulations take effect in the 2021/22 winter semester, but at the latest on the day after publication in the TU Berlin Official Gazette.

(2) Upon these regulations taking effect, all applicable application and admission regulations as well as study and examination regulations shall be adjusted hereto within no more than two years. Primacy of the provisions hereof is not affected.

(3) The following regulations expire with the entry into force of these regulations:

1. Statutes for the Determination of Admission Procedure Quotas to be Allocated in Advance (*Satzung zur Festsetzung der vorab zu vergebenden Quoten im Zulassungsverfahren*) of 12 July 2012 (TU Berlin Official Gazette 6/2012), in the version of the amending statutes of 15 January 2015 (TU Berlin Official Gazette 6/2014) and
2. The new version of the Statutes of Technische Universität Berlin Governing University Selection Procedures (*Satzung der Technischen Universität Berlin über die Durchführung hochschuleigener Auswahlverfahren – AuswahlSa*) of 10 December 2014 (TU Berlin Official Gazette 13/2015) and
3. The General Study and Examination Regulations (*Ordnung zur Regelung des Allgemeinen Studien- und Prüfungsverfahrens*) of 8 May 2013 (TU Berlin Official Gazette 1/2014) in the version of the amending statutes of 9 September 2015 (TU Berlin Official Gazette 36/2015).

## Section 3 Deadlines

(1) If deadlines are not determined by law or ordinance, they will be set by the president and announced in the TU Berlin Official Gazette and other appropriate forms. Deadlines are to be determined in good time, no later than the end of the semester preceding the semester during which the deadline expires.

(2) Notwithstanding subsection 1, the deadlines for accepting an offered study place and enrolling in a restricted admission degree program are determined by the responsible body at TU Berlin and communicated in the letter of admission. The term to accept must be at least five days.

(3) All deadlines are final. In justified individual cases, the responsible body at TU Berlin can disregard the deadlines if this is not prohibited by legal or other regulations.

## II. General Application and Admission Procedures

### Part 1 – General regulations

## Section 4 Application format, number of applications

(1) The application format will be determined and suitably communicated by the responsible body at TU Berlin.

(2) Documents required for application are to be officially certified and submitted together with the application to the relevant body at TU Berlin unless otherwise determined. If the relevant body of the University administration already has documents in its possession from other applications, these will be considered.

(3) TU Berlin is not required to investigate facts ex officio. Incorrect or incomplete documents which are submitted are not required to be considered.

(4) The number of concurrent applications for admission to degree programs for a first university degree is determined by the Berlin Higher Education Act (BerlHG) and the Ordinance on Higher Education Admissions for the State of Berlin

(BerlHZVO). The number of concurrent applications for admission to graduate degree programs is determined by the responsible body at TU Berlin.

## **Section 5 Inclusion**

Selection criteria may not be used to disadvantage applicants because of a disability or chronic illness. If, due to a disability, proof of the fulfillment of a special admission requirement cannot be provided in the prescribed form or within a prescribed period, academic adjustments shall be granted upon request. All information about selection criteria are to be made fully accessible. If a disadvantage due to a disability or chronic illness is claimed, the modalities of the selection process must be modified in consultation with the selection committee. In cases of doubt, the representative for students with disabilities and chronic illnesses is to be consulted.

## **Section 6 Transfer of responsibilities**

TU Berlin can transfer duties and services related to the processing of applications to third parties.

## **Section 7 Portals and electronic communication**

(1) If TU Berlin provides electronic portals for the purpose of application and enrollment, applicants must use these.

(2) Unless otherwise determined by the relevant body at TU Berlin, communication with study applicants only takes place via email and the application portals provided.

## **Part 2 – Application**

## **Section 8 General and subject-specific application requirements**

(1) The general application requirements are determined by Sections 10 to 13 BerlHG<sup>5</sup> and the provisions of these regulations.

(2) The subject-specific application requirements are determined by the application and admission regulations of the individual degree program.

## **Section 9 Bachelor's or equivalent university degree – university entrance qualification certificate**

(1) The applicant must have a university entrance qualification certificate for the selected degree program at the time of application. Should the applicant have two or more university entrance qualification certificates, they must clearly identify which entrance qualification is to be used for each selected degree program. Failure to do so will result in the first university entrance qualification certificate acquired being used as the basis for application and selection.

(2) The equivalence of international university entrance qualifications must be established unless applicants have already acquired university entrance qualifications under German law. Assessments of equivalence are based on the evaluation recommendations of the Central Office for Foreign Education.

(3) Responsibility for decisions on the evaluation of international educational qualifications for admission to higher education in Berlin pursuant to subsection 2 lies with the relevant body at TU Berlin or the senate administration of the State of Berlin or a third party commissioned by TU Berlin to certify university entrance qualifications. Such certification includes reviewing whether the submitted application documents are complete and meet the application and admission requirements of the selected degree program as well as re-calculating the final grade of the university entrance qualification on the basis of the modified Bavarian formula, if necessary. The relevant body at TU Berlin decides on the form of proof of certification.

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<sup>5</sup>Section 10, Section 11, Section 12, and Section 13 BerlHG

(4) The published requirements of the relevant legal provisions, in particular the Berlin Education Act (*Berliner Schulgesetz*), the TU Berlin Preparatory School Education and Examination Regulations (*Ordnung über die Ausbildung und Prüfung am Studienkolleg der TU Berlin*), and the relevant resolutions of the Standing Conference of the Ministers of Education and Cultural Affairs (*Kultusministerkonferenz*) apply to study applicants without a university entrance qualification under German law and who are required to take a placement exam prior to admission or who wish to acquire the necessary German language skills through a preparatory course.

## Section 10 Master's entrance qualification

(1) Study applicants must have a bachelor's or equivalent university degree by the time they submit their application for admission; the provision of [Section 24 \(4\)](#) remains unaffected. The equivalence of this university degree must be established if it was not acquired under German law.

(2) Responsibility for decisions on the equivalence of a bachelor's or equivalent university degree pursuant to subsection 1 lies with the relevant body at TU Berlin or a third party commissioned by TU Berlin to certify the bachelor's or equivalent university degree. Such certification includes reviewing whether the submitted application documents are complete and meet the application and admission requirements of the selected degree program as well as recalculating the final grade of the bachelor's or equivalent university degree on the basis of the modified Bavarian formula, if necessary. The relevant body at TU Berlin decides on the form of proof of certification.

## Section 11 Language skills

(1) Study applicants without a university entrance qualification under German law must submit proof of sufficient German language skills at the time of application pursuant to the relevant resolution of the Standing Conference of the Ministers of Education and Cultural Affairs (*Kultusministerkonferenz*) regarding applications from international applicants with foreign educational certificates to study at German universities, unless otherwise specified in the relevant study program-specific study and examination regulations. Further details about proof of language skills is determined by the relevant body at TU Berlin.

(2) Required skills in other languages are regulated in the subject-specific application and admission regulations on the basis of the Common European Framework of Reference for Languages in consultation with the Academic Senate. Further details about proof of language skills is determined by the relevant body at TU Berlin.

(3) Subsection 1 does not apply to study applicants for doctoral programs or applicants with a university entrance qualification from Austria or a German-speaking region of Switzerland.

## Section 12 Proof and review of application requirements

(1) Proof that the admission requirements have been fulfilled is required when enrolling, in cases of [Section 13](#) this must be submitted with the application for admission; the provision of [Section 24 \(4\)](#) remains unaffected. Further details about how and when to submit proof is determined by the relevant body at TU Berlin.

(2) The responsible examination board votes on whether the subject-specific and language admission requirements have been fulfilled; the relevant body at TU Berlin takes a decision regarding admission on the basis of this vote. Voting may also be by a selection committee appointed in accordance [Section 14](#), if provided for by the study program-specific application and admission regulations.

(3) On the basis of the career profiles provided by the Federal Employment Agency *Bundesagentur für Arbeit*, the responsible body at TU Berlin shall decide whether professionally qualified applicants pursuant to [Section 11 \(2\)](#) BerlHG possess an appropriate professional qualification or are required to take an entrance exam pursuant to [Section 11 \(3\)](#) BerlHG.

### Part 3 – Admission procedure

## Section 13 Selection procedure

(1) Selection procedures will be conducted for all degree programs with restricted admission. Procedures are conducted on the basis of statutory provisions, the provisions of these regulations, as well as the respective study program-specific

application and admission regulations.

(2) As a rule, the following applicant groups require admission in order to enroll:

1. Study applicants for study programs pursuant to subsection 1;
2. Applicants from abroad who are not coequal with German nationals;
3. Study applicants pursuant to [Section 11](#) BerlHZG (professionally qualified candidates);
4. All study applicants for master's programs.

(3) Notwithstanding the provisions of Sections 15 to 22<sup>6</sup> of these regulations, [Section 14](#) BerlHZG applies to applications for the second and higher degree semesters of bachelor's or equivalent study programs and [Section 15](#) (3) BerlHZG for graduate study programs.

## Section 14 Selection committee

(1) At the suggestion of the faculty board responsible for the study program, the TU Berlin Executive Board appoints a selection committee to prepare the selection decision. At least two members must be authorized to give exams, one of whom must be a professor; [Section 13](#) (2) BerlHZVO applies accordingly to selection discussions. The committee is appointed for a term of office of two years, which, as a rule, corresponds with the term of office of the faculty board.

(2) At the request of the faculty board, the selection committee reports on its combined experiences following the completion of the selection procedure and makes recommendations for its further development.

## Part 4 – Selection in bachelor's degree programs or equivalent

### Section 15 Selection quotas

The selection quotas for undergraduate degree programs are determined as follows:

1. The advance quota for cases with exceptional circumstances is fixed at five percent.
2. The advance quota for international study applicants is fixed at eight percent.
3. The advance quota for study applicants for a second undergraduate degree is fixed at three percent.
4. The advance quota for study applicants who are minors at the time of application and reside with a legal guardian in Berlin or Brandenburg is fixed at five percent.
5. The advance quota for study applicants who belong to a group of people who it is in the public interest to support and whose special circumstances require them to remain in a specific area to study is fixed at one percent; this applies in particular to prospective students trained at national level in squads (Olympic squad, Paralympic squad, prospective squads, supplementary squad, junior squads 1 and 2) of a national association of the German Olympic Sports Confederation for one of the sports located at the Olympic centers in Berlin or Brandenburg.
6. The advance quota for professionally qualified applicants is fixed at five percent.
7. After deduction of these advance quotas, the selection quota of [Section 11](#) (1) no. 1 BerlHZG (selection procedures of the universities) for undergraduate degree programs is fixed at zero percent.

### Section 16 Selection within the quotas

(1) Selection within the quota of [Section 15](#) number 1 takes place pursuant to [Section 10](#) (2) BerlHZG.

(2) Selection within the quota of [Section 15](#) number 2 takes place as follows: In restricted admission undergraduate degree programs, TU Berlin initially allocates 50 percent of the study places available within the quota to graduates of the TU Berlin Preparatory School who are already enrolled at TU Berlin for the purpose of taking a placement test or acquiring language skills within the framework of the precourse, using a ranking list according to qualification. The remaining study places are allocated to all applicants within this quota on the basis of a ranking list by qualification. If a

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<sup>6</sup>[Section 15](#), [Section 16](#), [Section 17](#), [Section 18](#), [Section 19](#), [Section 20](#), [Section 21](#) and [Section 22](#)

clearing procedure takes place, all vacant study places will be allocated on the basis of a joint ranking list by qualification. In case of equal ranking, the place will be awarded to an applicant who has been granted asylum in Germany. If equal ranking still exists after this, the place will be awarded to an applicant who belongs to a recognized German-speaking minority group abroad. If equal ranking still exists after this, the place will be awarded to an applicant receiving a scholarship to study from a German institution. If equal ranking still exists after this, a decision is taken by drawing lots.

(3) Selection in the quota of [Section 15](#) number 3 takes place pursuant to [Section 10](#) (4) BerlHZG.

(4) Selection in the quota of [Section 15](#) number 4 takes place pursuant to [Section 10](#) (5) BerlHZG.

(5) Selection in the quota of [Section 15](#) number 5 takes place pursuant to [Section 10](#) (5) BerlHZG.

(6) Selection in the quota of [Section 15](#) number 6 takes place by qualification. The most recent training or advancement certificate relevant for inclusion in the quota forms the basis for selection. If the certificate does not contain an average grade with a decimal place, the average grade is calculated as the arithmetic mean of the individual grades shown on the certificate, whereby only the first decimal place after the decimal point is taken into account; all other places are deleted without rounding. If the corresponding certificate does not show a grade, the application with the lowest passing grade will be considered in the admission procedure. [Section 12](#) BerlHZG applies in case of equal ranking.

## Section 17 Admissions decision

(1) The decision on the selection is made by the responsible body at TU Berlin based on the results achieved in the selection procedure and resulting ranking list after the selection procedure has been completed.

(2) Successful applicants receive a letter of admission along with the deadline for enrollment pursuant to [Section 3](#) (2). Applicants who fail to enroll by the deadline lose their right to their study place; this will be subsequently reallocated through the dialogue-oriented service procedure.

(3) Applicants who are not admitted receive a letter of rejection.

## Part 5 – Selection in consecutive master’s degree programs

### Section 18 Selection quotas

The selection quotas for master’s degree programs are determined as follows:

1. Five percent of the available study places available, though at least one study place, are allocated as an advance quota for applicants who would experience extraordinary hardship if denied admission;
2. Eighty percent of the remaining study places available after consideration of the advance quota in number 1 are allocated according to the results of the selection procedure pursuant to [Section 20](#);
3. Twenty percent of the remaining study places available after consideration of the advance quota in number 1 are allocated by waiting period. The waiting period is calculated on the basis of [Section 15](#) (1) no. 2 BerlHZG.

### Section 19 Selection criteria

(1) Selection within the quota according to [Section 18](#) number 1 takes place pursuant to [Section 10](#) (2) BerlHZG (exceptional circumstances quota).

(2) The faculty board determines the type, content and scope of the criteria to be applied in a selection procedure according to [Section 15](#) (2) BerlHZG as well as their weighting and the procedure for forming a ranking list in the study program-specific application and admission regulations.

(3) If a study program-specific selection procedure is not specified in accordance with subsection 2, the University will award the study places in the selection procedure

1. according to the level of qualification, which is measured by the result of the examination of the study program that is relevant for access to the desired graduate study program (with a weighting of 80 percent) and



2. according to additional qualifications acquired outside of university studies (with a weighting of 20 percent).

(4) The number of participants in the selection procedure may be restricted. It must be at least double the designated number of admissions. The selection criterion for inclusion in the procedure is the level of qualification. The selection committee decides on any restriction as well as the number of participants and how they will be selected at the beginning of the selection procedure.

## Section 20 Selection procedure

(1) For the criterion referred to in [Section 19 \(3\)](#) no. 1, up to 100 points shall be awarded within the framework of the selection procedure according to the following table:

Note	Punkte	Note	Punkte
1,0	100	2,6	52
1,1	97	2,7	49
1,2	94	2,8	46
1,3	91	2,9	43
1,4	88	3,0	40
1,5	85	3,1	37
1,6	82	3,2	34
1,7	79	3,3	31
1,8	76	3,4	28
1,9	73	3,5	25
2,0	70	3,6	22
2,1	67	3,7	19
2,2	64	3,8	16
2,3	61	3,9	13
2,4	58	4,0	10
2,5	55	—	—

(2) Selection criteria pursuant to [Section 19 \(3\)](#) no. 2 can include completed vocational training, activities as a student assistant or working student, as well as practical professional experience, in each case in relation to the teaching content and academic objectives of the relevant master's degree program. Up to 100 points are awarded in accordance with the following principles:

1. 20 points for each completed vocational training course,
2. 20 points (including partial points) for each activity as a student assistant at a higher education institution or as a working student with a full-time equivalent duration of one year, as well as
3. 20 points (including partial points) for practical professional experience with a full-time equivalent duration of one year.

(3) The selection committee ranks the applicants. The ranking list contains the following information about each candidate in the selection procedure:

1. Number of points achieved for each criterion
2. Weighted number of points for each criterion referred to in [Section 19 \(3\)](#) and
3. The total number of points

(4) The responsible body at TU Berlin is to be informed of the results of the selection procedure in the required format.

## Section 21 Admissions decision

(1) The decision on admission is made by the responsible body at TU Berlin after the selection procedure has been completed, based on the results achieved in the selection procedure and resulting ranking list.

(2) Successful applicants receive notification of admission along with a deadline for providing written acceptance of the study place and for enrollment pursuant to [Section 3 \(2\)](#) as well as information about the documents required for

enrollment. If an applicant fails to enroll by this deadline, the study place will be reallocated in a clearing procedure according to the ranking list.

(3) Applicants who are not admitted receive a letter of rejection.

(4) Admission is only granted for the primary subject at TU Berlin for teacher training master's degree programs. For internal applicants, the secondary subject from the bachelor's program is continued. For external applicants, the decision on the secondary subject is made in consultation with the TU Berlin body responsible for teacher training master's programs and the university offering the secondary subject.

## Section 22 Transition from a bachelor's to a master's program

(1) To ensure students can continue their studies in a master's program without delay, applicants for the first degree semester who are unable to provide proof of a bachelor's or equivalent university degree by the application deadline may still apply provided they require no more than 30 credit points to complete their degree by the application deadline. In justified individual cases, students can request an exception to this rule with the recommendation of the relevant examination board. Applicants are expected to acquire their bachelor's or equivalent degree by the time they commence their master's studies. This regulation only applies to applicants studying for a bachelor's or equivalent university degree at a university in Europe.

(2) Applicants pursuant to subsection 1 must submit a certificate from the examination board or other body responsible for examinations with their application with the following details:

1. total sum of credit points earned thus far,
2. maximum number of credit points still required,
3. current study program, standard period of study, and degree,
4. grades and modules thus far, as well as
5. the interim overall grade.

(3) Notwithstanding subsection 1, the Berlin Teacher Education Act (*Lehrerbildungsgesetz*) requires applicants for teacher training master's programs to have a total of 120 credit points in the core subject, secondary subject, and vocational sciences in their bachelor's degree as well as proof of registration of the bachelor's thesis.

(4) Applications to a higher degree semester are not possible in the cases of subsections 1 and 3.

## Part 6 – Enrollment

### Section 23 Enrollment requirements

(1) Applicants shall be enrolled if they

1. fulfill the admission requirements pursuant to Sections 10–13 BerIHG<sup>7</sup>;
2. demonstrate, by their own declaration, that they have not enrolled in the selected study program at any other higher education institution within the scope of application of the Framework Act for Higher Education (*Hochschulrahmengesetz*), or a higher education institution of a Member State of the European Union or other signatory to the Agreement on the European Economic Area;
3. demonstrate, by their own declaration, that they have not definitively failed to complete the requirements of the selected study program, or definitively failed prescribed exams, at any other higher education institution within the scope of application of the Framework Act for Higher Education (*Hochschulrahmengesetz*), or a higher education institution of a Member State of the European Union or other signatory to the Agreement on the European Economic Area, where these are a compulsory component of the study program at TU Berlin;
4. demonstrate, based on statutory provisions, that they are covered by health insurance;
5. have paid fees and contributions, including social contributions to the Studierendenwerk, contributions to the student body, and charges for public transportation passes if they do not provide proof that they are exercising

<sup>7</sup>Section 10, Section 11, Section 12, and Section 13 BerIHG

their membership rights at another university in Berlin or Brandenburg and are paying the contribution fees there;

6. have been admitted to an undergraduate restricted admission degree program or have applied to enroll in an unrestricted undergraduate degree program or have been admitted to a continuing education degree program or their declaration of intent to pursue a doctorate has been accepted by the responsible faculty;
7. no statutory grounds for refusal pursuant to [Section 14 \(3\) BerlHG](#) exist.

(2) Enrollment is also possible for an additional restricted admission study program. However, this is only possible where this is reasonable in terms of the study goal and other students are not thereby excluded from the first degree.

(3) Students who have previously studied will be enrolled in a degree semester on the basis of any study and examination credits transferred pursuant to [Section 61](#).

## Section 24 Fixed-term enrollment

(1) Applicants from abroad, whose university entrance qualifications do not qualify them for direct admission to studies (no equivalence, as defined in [Section 9 \(2\)](#) hereof), can be enrolled in the TU Berlin Preparatory School for a fixed term, in accordance with the applicable administrative provisions, in order to prepare for the admissions test. The fixed term is generally two semesters or, in the event of additional attendance at a German preparatory course, three semesters. There is no allocation to a study program. Applicants are not permitted to take module exams while enrolled.

(2) Foreign applicants with equivalent university entrance qualifications pursuant to [Section 9 \(2\)](#), but without a working knowledge of German, may be enrolled for a fixed term, usually for two semesters, in order to prepare for the German admissions test. Enrollment is limited to a fixed term of one semester for applicants under sentence 1, in order to attend introductory programs of the Preparatory School to prepare for the German admissions test. There is no allocation to a study program. Applicants are not permitted to take module exams while enrolled.

(3) International applicants wishing to study within an exchange program between Technische Universität Berlin and their home university, or within the scope of standard study visits abroad, can be enrolled for a maximum of two semesters without a specific admissions procedure. In exceptional substantiated cases, on application to the responsible body at TU Berlin, this may be extended by an additional two semesters. A final thesis may be completed. There is no legal entitlement to this, unless agreed in the exchange program.

(4) Study applicants who applied pursuant to [Section 22](#) and have been admitted are enrolled under reserve of revocation for one semester. Proof of successful completion of previous studies must be submitted before the re-registration deadline for the second semester; if a student fails to provide this proof, they will be exmatriculated or their master's studies terminated if they are still enrolled in another degree program. The deadline can be extended once by one semester in cases where the applicant is not responsible for failing to provide proof.

(5) Notwithstanding the provisions of subsections 1 to 4<sup>8</sup>, study applicants can enroll in study programs for a fixed term of two semesters if not pursuing an academic degree.

## Section 25 Enrollment procedure

(1) Applications for enrollment must be submitted in the required format to the responsible body at TU Berlin by the designated deadline as defined in [Section 3](#). Doctoral candidates can submit an application for enrollment at any time.

(2) The decision is taken by the responsible body at TU Berlin.

(3) Certificates and declarations necessary for enrollment should be attached to the enrollment application. The responsible body at TU Berlin can specify a deadline for submitting missing documents. All required documents and declarations shall be available at the latest by the time of enrollment.

(4) A candidate can be enrolled for one semester, subject to withdrawal, if they fulfill the conditions for enrollment but are unable to verify this in time for reasons beyond their control. If a statement appears dubious, or proof cannot be

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<sup>8</sup>1, 2, 3 and 4

provided in the specified way, or there are doubts about the accuracy or authenticity of submitted documents, the responsible body at TU Berlin shall decide on the appropriate form of proof.

(5) In addition to the provisions of these regulations, the regulations of BerlHG, BerlHZG, and BerlHZVO apply to enrollment in a second or higher degree semester.

(6) Enrollment is completed when the student is provided with enrollment certificate in the appropriate matter.

## **Section 26 Rights and responsibilities following enrollment**

(1) Enrollment constitutes membership of Technische Universität Berlin. It establishes the right to use University facilities according to the applicable regulations and the requirement to actively pursue studies according to one's abilities. Students are expected to contribute to shaping and developing TU Berlin.

(2) Upon providing a photo, students receive a student ID which serves as proof of their membership of TU Berlin and allows them to make use of related services. The student ID is the property of TU Berlin and, if applicable, contains the Semesterticket transit permit for public transportation.

(3) Students are obliged to advise the responsible body at TU Berlin immediately of any change of name, semester, or home address, or the loss of a student ID card.

## **Section 27 Transfer to another degree program**

The measures of these regulations regarding enrollment in a restricted admission and non-restricted admission degree program apply to transfers to other degree programs at TU Berlin.

# **II. General Objectives of Study**

## **Section 28 Mission statement**

(1) TU Berlin is a scientific, internationally active educational institution; during their studies, students acquire the competences laid out in the mission statement for teaching, preparing them for the global labor market.

(2) TU Berlin supports good scientific practice in studying and teaching. Staff with teaching responsibilities are required to further develop their teaching skills and are supported in this by TU Berlin.

(3) All TU Berlin study programs are subject to continuous quality assurance. More information on the topic of quality in teaching and learning can be found in TU Berlin's Quality Management Regulations.

## **Section 29 Protection against discrimination and conflict management**

(1) TU Berlin provides for study conditions which are free of discrimination and reflect diversity, and promotes respectful and sensitive conduct among its members. Those affected by conflict and discrimination are encouraged to exercise their rights and to seek advice and support. Information about all TU Berlin advising offices is made centrally available.

(2) Within the framework of conflict and complaint management, TU Berlin ensures transparent procedures are used to find solutions to conflicts and complaints outside of administrative procedures, which are accepted by all persons involved as far as possible. Individuals submitting a complaint receive confirmation of receipt of the complaint within one working day and, upon request, feedback about the status of the issue.

(3) Adopted guidelines provide recommendations on how to handle discriminatory behavior and conflict management.

## **Section 30 Academic advising**

(1) Academic advising includes general academic advising and course guidance pursuant to [Section 28](#) BerlHG.

(2) General academic advising and information is offered to students and prospective students, including for overlapping issues. This includes educational guidance and psychological counseling, information on inclusion of students with children, dependents requiring care, disabilities and/or chronic illnesses and financing studies as well as information about relevant advising offers/services. Special advising offers are provided for international students, students planning a stay abroad, as well as for students entering the workforce or taking up self-employment.

(3) Course guidance is provided by each faculty to support students with course-related advice. Its tasks include helping students sensibly plan and implement their studies on the basis of their individual skills and career expectations and providing support for completing studies with as little delay as possible. Such tasks include regular introductory events and advice on interdisciplinary studies as well as course guidance for professionally qualified applicants in accordance with [Section 28](#) (3) sentence 2 BerlHG.

(4) In order to coordinate tasks, the faculty board, pursuant to Sections [28](#) and [73](#) BerlHG, employs a professor as course guidance representative who is supported by student assistants. The faculty board may enlist the help of other members of the faculty for course guidance.

(5) Further specific advice is provided on individual subject areas by the professor responsible.

(6) The faculty also publishes detailed information and guidance on study programs, including in the relevant language for study programs with a foreign language.

(7) Introductory events are offered to first-year students at the start of the first semester. These events have priority over courses scheduled for the first semester. This ensures disadvantages do not result for students supporting or conducting introductory events.

## Section 31 Mentoring program

(1) Faculties should set up and implement mentoring programs for study programs. Mentoring programs serve to ensure a positive exchange between students and lecturers and to improve individual support. Such mentoring programs can be provided in different forms (for example individual, group, tandem, online mentoring or shadowing) for a variety of target groups (for example introductory, foundation, specialization or final degree phase) and with different objectives (e. g. course objectives, social priorities, interdisciplinary exchange). All instructors are required to support the relevant program.

(2) All organizational units can design and establish transdisciplinary mentoring programs, which, among other things, aim to guide students during their studies and when transitioning to a career following their studies or assist with special challenges in everyday student life.

(3) A description of the content of a mentoring program is provided. It contains information about which persons can serve as mentors or mentees as well as measures for handling conflicts. Study program-specific programs are approved by the faculty board while other programs are approved by the hosting organizational unit and published accordingly. All mentoring programs are regularly evaluated.

## III. Studying and Teaching

### Part 1 – Student affairs

## Section 32 Re-registration

(1) Students wishing to remain enrolled for the following semester are required re-register.

(2) Invitations to re-register are sent to students by the responsible body at TU Berlin. Students who do not receive an invitation are not released from their obligation to re-register, pursuant to subsection 1.

(3) Re-registration for a semester shall be duly implemented by the re-registration deadline defined in [Section 3](#). Subsequently, late re-registrations are only permitted if a late payment fine is paid by the end of the current semester. The re-registration deadline may be amended for a specific date by the responsible body at TU Berlin, with the consent of the Academic Senate.

(4) Fees paid for re-registration for the upcoming semester, with the exception of administrative fees in accordance with [Section 2](#) BerlHG, shall be refunded if a student's membership ends before the start of the semester for which

re-registration is conducted. Following the start of the semester, fees are partially refunded if the underlying regulations provide for this.

**(5)** Re-registration requires:

1. health insurance under the statutory provisions;
2. payment of due fees and contributions;
3. individual documents required for re-registration; these are listed in the invitation to re-register and/or the student portal.
4. notification from part-time students if the reason for part-time studies no longer exists;
5. proof of re-registration at another university in Berlin or Brandenburg for students exercising their membership rights there.

**(6)** Re-registration is confirmed to the student by sending course documents for the new semester.

**(7)** Re-registration is only possible if the respective study program is still offered at TU Berlin. If a student successfully completed their studies in a study program the previous semester or definitely failed, re-registration in this study program is not possible.

**(8)** A declaration amending the option to take part in academic self-governance and the student body of Technische Universität Berlin or exercise the right to vote at a faculty or institute may be made at any time. As a rule, this takes effect from the semester following the date of the declaration or until the submission of the nominations for the respective elections.

## Section 33 Leave of absence

**(1)** Students wishing to interrupt their studies at TU Berlin in the following semester may apply for a leave of absence on important grounds, providing relevant proof at the earliest upon re-registration and at the latest four weeks after the deadline specified in [Section 3](#). Important grounds for a leave of absence include:

1. studies or a compulsory internship abroad;
2. completion of an internship not required by the degree program;
3. personal disability or chronic or ongoing illness;
4. the periods of protection regulated in [Section 3](#) et seq. of the Maternity Protection Act (*Mutterschutzgesetz*) and parental leave in accordance with the relevant statutory regulations;
5. illness/care for a child or person requiring supervision pursuant to the Home Care Leave Act;
6. supervision of a child within the first eighteen years of life, for a maximum of three years.

**(2)** As a rule, a leave of absence is granted for one semester and a maximum of four semesters. In justified cases, the upper limit may be extended. The decision is taken by the responsible body at TU Berlin. A semester of leave is deemed a regular university semester, however not a degree semester. Student status remains unaffected during the leave of absence.

**(3)** By way of exception, a semester of leave may be granted for applications filed late but still within the lecture period if the reason for taking leave only emerges after the deadline has expired and is unavoidable. Coursework results until this date are recognized.

**(4)** A leave of absence may only be granted for the first degree semester in justified and irrefutable cases or, particularly with regards to master's students, for study abroad.

**(5)** During the period of leave, the right to attend classes is suspended. Other rights, including the right to take exams, continue as long as the exam requirements were fulfilled before taking leave and attending the course is not a prerequisite for the examination.

**(6)** In cases of leave pursuant to subsection [1](#) no. 4 or 6 hereof, students are entitled to attend classes for a period of up to six semesters. The same applies to students taking a leave of absence under subsection [1](#) no. 3 hereof, who should be allowed to gradually reintegrate into studies, even during a semester of leave.

## Section 34 Part-time studies

- (1) Study programs at TU Berlin are usually full-time. Part-time studies are possible for reasons stated in [Section 22 \(4\)](#) of the Berlin Higher Education Act. Part-time studies are not possible for students with multiple enrollments at TU Berlin. Students may not take up studies in another study program at TU Berlin during part-time studies.
- (2) In part-time studies, half the credit points or results stipulated for full-time studies by the study and examination regulations for the relevant study program can usually be acquired per semester. Credit points acquired by repeat examinations are disregarded.
- (3) Applications for part-time studies for the following semester shall be made in the required format — stating the reasons — to the responsible body at TU Berlin, at the earliest at the time of re-registration and at the latest by the deadline specified in [Section 3](#). Relevant proof must be included in the application.
- (4) Unless the student indicates a shorter period in their application, studies shall be conducted part-time for as long as the requirements stated in [Section 22 \(4\)](#) BerlHG are met. Part-time studies are always pursued for at least one semester.
- (5) During part-time studies, students are granted separate deadlines with consideration for their personal situation, in particular for final theses. Extended periods shall not exceed twice the regular period.
- (6) Part-time students have the same status at the University as full-time students. Fees and contributions shall be paid in full.
- (7) Semesters in part-time studies are included as half semesters and full university semesters.

## Section 35 “Studieren ab 16” (Study from age 16)

School students in upper secondary schools (starting from 10th grade) may, with the written consent of their school, attend selected courses at TU Berlin as early students within the TU Berlin program “Studieren ab 16” and, if capacity permits, complete coursework and exams with the exception of the final thesis. In exceptional cases, school students from below grade 10 are also allowed to take part. Applications shall be made to the responsible body at TU Berlin by the start of the relevant semester. There is no right to participation in the program. Participation does not constitute membership of Technische Universität Berlin. Participation is free of charge. Coursework and exam results achieved within the “Studieren ab 16” program shall, upon application, be credited towards comparable studies and exams for later studies at Technische Universität Berlin or recognized in accordance with the provisions of [Section 61](#). A certificate of participation is issued.

## Section 36 IN(2)TU Berlin

Recognized refugees who have residence status according to the requirements of the Standing Conference of the Ministers of Education and Cultural Affairs or the Berlin Senate, as amended from time to time, may attend selected courses within the framework of the IN(2)TU Berlin integration program and may also earn coursework and examination credits, subject to available capacity. Requirements for participation in the IN(2)TU Berlin program are an application to the responsible body at TU Berlin and prior consultation. Participation does not constitute membership of Technische Universität Berlin. Participation is free of charge. Coursework and exam results achieved within the IN(2)TU Berlin program shall, upon application, be credited towards comparable studies and exams for later studies at TU Berlin or recognized in accordance with the provisions of [Section 61](#). A certificate of participation is issued.

## Section 37 MINTgrün pre-study orientation program

- (1) New students can participate in the MINTgrün pre-study orientation program at the start of their studies. Prerequisite for admission to this program is enrollment in one of the free admission study programs for a bachelor's or equivalent university degree designated by the responsible body at TU Berlin. The application to participate in the pre-study orientation program must be submitted together with the application for enrollment to the responsible body at TU Berlin. A certificate of participation is issued.
- (2) Participation is limited to two semesters. If the student does not transfer to another study program, they will continue their studies in the free admission study program. If transferring to another study program, coursework and examination credits may be transferred pursuant to [Section 61](#).

(3) Participants of the pre-study orientation program have the same status as degree-seeking TU Berlin students including all related rights and obligations.

## **Section 38 Berlin Model: Education for Post-Occupational Activities (BANA)**

(1) TU Berlin offers persons aged 45 and older a practical, four-semester program where they attend current TU Berlin courses in a special area of focus.

(2) Participants must have a professional qualification as well as at least ten years of professional experience or of raising a family and pay a participation fee pursuant to the TU Berlin Framework Fee Regulations. Participation does not constitute membership of Technische Universität Berlin.

(3) Confirmation of participation is issued. A certificate is issued upon completion of coursework and a final thesis.

## **Section 39 Certificate program**

(1) TU Berlin students and prospective students can take part in certificate programs to explore current, future-oriented topics. Registration with the program coordinator is required to participate.

(2) Certificate programs encompass a minimum of 12 and a maximum of 30 credit points, generally consist of a combination of modules, and are established by the TU Berlin Executive Board.

(3) TU Berlin faculties, institutes, or professors can request the establishment of a certificate program. Requests must be made in writing and include information about the program coordinator, content, aim, duration, and any costs.

(4) A certificate is issued upon successful completion.

## **Section 40 Visiting students**

(1) Students at another higher education institution wishing to attend classes at TU Berlin may be admitted as visiting students upon request. Visiting students are not members of TU Berlin.

(2) Unless otherwise required in [Section 3 \(1\)](#), applications shall be made in writing at the start of the lecture period for the relevant semester to the responsible body at TU Berlin. The application format is determined by the responsible body at TU Berlin. If a course is held during semester breaks, applications for admission can also be made at the start of the course. The consent of the course lecturer and the dean of studies of the (service-providing) faculty must be attached to the application.

(3) Admission is conducted for the relevant semester. A certificate of admission is issued.

(4) Visiting students may only attend courses with a restricted number of participants if students of TU Berlin are not thereby excluded.

(5) Visiting students may complete coursework and take module exams with the exception of final theses. No right exists to take exams.

(6) The examiners will provide evidence of academic performance completed by a visiting student according to the module description and which shows the academic performance was completed as a visiting student. These credits can be transferred to studies at TU Berlin pursuant to [Section 61](#).

(7) Further regulations on the participation of enrolled students in courses and examinations as well as the transmission of results can be arranged with other universities.

## **Section 41 Guest auditors**

(1) Persons wishing to attend individual classes without being enrolled at a higher education institution may be admitted as guest auditors upon request. Guest auditors are not members of TU Berlin.



(2) Unless otherwise specified in [Section 3 \(1\)](#), applications shall be made in the required form at the start of the lecture period for the relevant semester to the responsible body at TU Berlin and must include proof of payment of fees pursuant to the TU Berlin Framework Fee Regulations. If a course is held during semester breaks, applications for admission can also be made at the start of the course. The consent of the class lecturer and the dean of studies for the (service-providing) faculty as well as proof of payment of the auditing student fee pursuant to the TU Berlin Framework Fee Regulations shall be attached to the application.

(3) Admission is conducted for courses in the relevant semester. The total number of courses should not exceed six hours per week. Guest auditors will be provided with appropriate certification of participation in the courses.

(4) Guest auditors may only be admitted to courses by special permission where students of TU Berlin or visiting students are not excluded as a result.

(5) A guest auditor may receive a certificate of attendance in classes as well as a certificate of successful participation for classes where results can be acquired. Guest auditors are not entitled to take examinations. Certification of attendance does not constitute proof of exam results.

## Section 42 Portals, electronic mailbox, learning platform

(1) Students are required to use any electronic portals provided by TU Berlin for administrative matters concerning their studies, especially but not exclusively for examination administration, re-registration, and leaves of absence. Unless otherwise determined by the responsible body at TU Berlin, communication with students is via email using the TU Berlin email account and the provided portals.

(2) Students and lecturers are obliged to regularly check the mailbox of their TU Berlin email address.

(3) Important information for a module can be stored on the university-wide electronic teaching and learning platform. Students are obliged to also regularly check for information on the platform.

## Section 43 Termination of enrollment/exmatriculation

(1) Students' membership of TU Berlin ends upon exmatriculation, or — in the case of fixed-term enrollment — upon expiration of the deadline.

(2) Students can apply for exmatriculation from the responsible body at TU Berlin. The date in the current semester on which exmatriculation should take effect shall be indicated here. The earliest possible effective date is the day on which the application is received by the responsible body at TU Berlin.

(3) Students are officially exmatriculated, according to [Section 15](#) sentence 3 number 4 BerIHG, if they

1. have passed the final exam or successfully completed all coursework and examinations required by the degree program; students officially complete their degree program on the day they are notified their certificate is ready for collection;
2. definitively failed a prescribed exam;
3. cannot continue studying in any degree program;
4. did not re-register correctly and in good time.

(4) Exmatriculation takes effect two months later at the earliest. It takes effect after the expiry of these two months at the latest at the end of the semester, if studies cannot be continued in any other study program. If students apply for enrollment in another undergraduate or graduate degree program during this time, exmatriculation takes effect only once this application is rejected.

(5) A written or electronic letter is issued informing a student of exmatriculation.

(6) Following exmatriculation, any commenced examination procedures will be completed as long as the student has not definitively failed an examination in the study program or the study program is discontinued.

(7) Exmatriculation as a result of an imposed regulatory measure is unaffected in accordance with [Section 16](#) BerIHG.

## Part 2 – Organization of studies

### Section 44 Study programs

(1) Subject-specific study and examination regulations are established for the study programs. Standard-format module descriptions as well as a sample course schedule shall be attached to the study program and examination regulations as an annex. Students are assisted with creating their own course schedule for part-time studies. The subject-specific study and examination regulations can define a language of instruction or examination other than German.

(2) As a rule, study programs consist of compulsory modules, compulsory elective modules and elective modules; they include a final thesis and can require an internship, generally to be completed outside of TU Berlin, in a future field of work. Students acquire the core skills of the study program in compulsory or compulsory elective modules; compulsory elective modules serve to allow students to set their individual focus, and elective modules serve to provide broader orientation within academic training.

(3) Students learn and exercise principles of good scientific practice as early as possible in the study programs. Students learn to apply their thinking and action within a greater historical, social, and cultural context and consider the ethical impacts of such action to contribute to sustainable development. To this end, all students must have completed at least 12 credit points of related content by the end of their studies.

(4) All study programs are organized in such a way to allow students to complete a stay abroad without suffering disadvantages; a mobility window must be provided for and designated in the subject-specific study and examination regulations. Student mobility is supported by a transparent procedure for recognizing credits. A learning agreement as described in the ECTS Users Guide is recommended.

### Section 45 Modules

(1) Modules are study units which are defined in terms of themes and timing, have specified learning objectives, and are generally allocated to at least one study program. The learning objectives describe the subject skills (knowledge and comprehension), methodological skills (use, application, and generation of knowledge), social skills (communication and cooperation), and personal skills (scientific self-image/professionalism) that graduates should acquire and which contributions the module makes to the skills defined in the mission statement for teaching. Modules are completed in parallel to studies with no more than one module exam. A module examination establishes the extent to which students have achieved the learning outcomes. The form and content of exams should therefore be aligned to learning objectives; this also applies to the requirements for registering for exams pursuant to [Section 62](#).

(2) Modules generally consist of several courses and have a fixed scope measured in credit points based on the European Credit Transfer and Accumulation System (ECTS). One credit point is equivalent to a total working time of 30 hours. Modules at TU Berlin are usually awarded 6, 9 or 12 credit points. Modules may include compulsory elective elements, unless this affects learning objectives. The same course cannot be credited more than once; modules which teach equivalent skills cannot be credited more than once within a study program. Modules cover one or a maximum of two semesters. Any deviations shall be substantiated.

(3) The module description is compiled based on the standard rules of TU Berlin. A German and English-language module description is provided for each module.

(4) New modules and changes to modules are decided in accordance with [Section 31](#) (1) nos. 3 and 4 BerlHG in the form of module descriptions, including their integration in the module list of a study program, by the responsible faculty board with the involvement of the relevant education committee. Sections [61](#) (1) no. 5, [71](#) (1) no. 1 and [90](#) (1) BerlHG shall remain unaffected. Module changes intended to take effect in the next semester must be presented to the responsible body of the Central University Administration by the end of the lecture period for the previous semester.

(5) Students cannot be required to pass certain modules in order to take part in other module examinations. If background knowledge is required, this should be included as a recommendation.

(6) In the case of modules offered for other degree programs, the decision concerning module design lies with the faculty offering the module, with consideration for the needs of the recipient faculty.

(7) The skills to be taught in each module, module examination requirements, and relevant admission requirements, if any, are updated annually in the form of program-specific module catalogs and published at the beginning of the winter semester in October and at the beginning of the summer semester in April in the Official Gazette of TU

Berlin. The version published therein is then valid. Already completed and commenced module exams shall remain unaffected.

## Section 46 Module supervisors

(1) A module supervisor is appointed for each module by the responsible faculty board. The module supervisor must be in full-time employment at TU Berlin and must be authorized to conduct exams pursuant to [Section 51 \(1\)](#). Generally, a module supervisor is a university professor; permanently employed lecturing personnel and lecturers with special tasks may also be module supervisors within the scope of their independent teaching.

(2) The module supervisor monitors and supervises teaching and examinations for the relevant module. They are responsible for the content of the module description, including any necessary changes, and are available as a contact person for facilities and persons participating in the module. The module supervisor is responsible for calculating the module grade and communicating this to the responsible body at TU Berlin.

## Section 47 Course formats

(1) Achievement of the relevant learning outcomes is supported by different forms of teaching and learning. In particular the following types of courses are offered at TU Berlin, which are classified according to the respectively applicable capacity provisions:

1. Lecture ("VL")

In lectures, syllabus content is presented by lecturers in the form of regular presentations, and where possible supported by relevant teaching documents and use of multimedia tools. Lectures serve to communicate facts and methods. Short interactions between lecturers and students are possible.

2. Practical tutorial ("UE")

Practical tutorials serve to supplement and consolidate the material presented in lectures, based on appropriate examples. At the same time, students should learn to apply knowledge and methods conveyed in lectures by processing tasks as examples. Short interactions between lecturers and students are common.

3. Tutorial/methodical exercise ("TUT")

Tutorials or methodical exercises serve to supplement and consolidate material presented in lectures and practical training and to prepare for exercise assignments in small groups. These sessions may be held by student assistants under the guidance of responsible lecturers.

4. Integrated classroom learning ("IV")

Integrated classroom learning uses different course formats without fixed timing, enabling theoretical communication of content and practical application within the course.

5. Seminar ("SE") and advanced seminar ("HS")

Seminars (SE) are characterized by the active contributions of students to the class. Furthermore, advanced seminars (HS) are characterized by intense interaction between lecturers and students and the working out of largely new problems using scientific methods, alternating between presentation and discussion. Students thereby make longer independent contributions, present solutions and give talks on internal or external papers.

6. Colloquium ("CO")

The content of a colloquium is a scientific discussion focused on a specific problem. Moreover, it serves to supplement the teaching program through an exchange of experiences with representatives from different social areas. The colloquium also serves to present outcomes of student papers and scientific discussion with other students and lecturers.

7. Practical training ("PR")

Practical training involves experimental exercises in which students implement the theoretical knowledge acquired in other classes in concrete practical examples and can obtain findings through independent working. They are characterized by largely independent (group) work of students, acquisition, and consolidation of knowledge through academic, practical or experimental tasks. Lecturers provide guidance to students, while students perform observations, undertake assignments and tests, apply their knowledge and draw scientific conclusions.

8. Project ("PJ")

Projects include interdisciplinary or subject-based planning and/or implementation processes, which are pro-

cessed in cooperative forms of work under the guidance of lecturers, and are shared within a presentation with subsequent scientific discussion. Largely independent and self-organized (group) student work is characteristic.

9. Field trip ("EX")

Field trips are object lessons held outside the University. They primarily serve to supplement theoretical teaching and offer insights into later fields of activity.

10. Course ("KU")

Courses serve the practice and training of practical skills.

(2) The abovementioned courses can also take place in e-learning or blended learning format. E-learning relates to teaching forms in which teaching and learning material is exclusively provided and used through electronic media. Interaction between lecturers and students can also be carried out electronically. Blended learning is the combination of e-learning with conventional teaching forms. TU Berlin is authorized to process personal student audio and video data within the framework of e-learning or blended learning under observation of the European General Data Protection Regulation.

(3) All course formats essentially require associated independent study. Specific study and examination regulations may provide for other forms of courses in case of appropriate reasoning.

## Section 48 Announcement, admission, and allocation of courses

(1) All courses shall be publicly announced at the University in the course catalog.

(2) Students have the right to attend all courses. Attendance at a course requires special registration and admission if

1. a limited number of participants is stipulated due to its character or the number of places is limited for reasons of space or other material reasons;
2. a specific level of knowledge or specific skills are required for due participation.

Participation restrictions are communicated in the module description.

(3) If there are more admission applications than places available, students are admitted according to the following ranking:

1. 1st ranking class: students whose subject-specific study and examination regulations prescribe the course as a compulsory subject,
2. 2nd ranking class: students whose subject-specific study and examination regulations prescribe the course as a compulsory elective subject and students enrolled at TU Berlin through exchange programs (incomings),
3. 3rd ranking class: students who want to apply the course to their elective component,
4. 4th ranking class: students who want to apply the course to additional modules.

Within a ranking class, students are granted priority admission who have academic adjustments or proof they were not admitted to this course in previous semesters. If not all members of a ranking class can be admitted, the decision is taken by drawing lots. [Section 40 \(4\)](#) sentence 2 remains unaffected.

(4) At the request of students, admission may be extended if the module exam forming part of the course has to be repeated.

## Section 49 Additional modules

(1) Students can be examined not only in the modules prescribed by the relevant study and examination regulations, but also in other modules offered at TU Berlin (additional modules). These are not and will not become part of a degree pursued at the time of the examination.

(2) Registration for exams in an additional module shall take place at the latest before completion of the last prescribed examination. Registration must be complete before completion of the last examination. Additional modules shall not exceed the maximum limit of 60 credit points in the relevant study program. Insufficient performance in additional modules has no impact on graduation in the actual study program.

(3) The results of examinations as per subsection 1 are entered on the certificate and transcript of records, but not allowed for when calculating the overall grade, in accordance with Section 68. Additional modules are not listed on the certificate and transcript of records if students submit a request to the body at TU Berlin responsible for examinations within one week of completing the final examination.

(4) Modules already completed before admission to studies at TU are not accredited as additional modules.

## IV. Examinations

### Part 1 – Authorized and responsible persons

#### Section 50 Examination board

(1) An examination board is appointed for every study program. It is made up as follows:

- three university professors,
- one academic employee and
- one student.

Members of the examination board and their proxies are nominated by members of the relevant status group and appointed by the responsible faculty board. The term of office is two years and generally corresponds with the term of the office of the faculty board. The faculty board may, with the agreement of the majority of its members, appoint a new examination board prior to expiry of the term of office of the examination board in accordance with sentence 3.

(2) The examination board meets at the start of its term of office and selects a chair from among its university professors. University professors who are not elected as chair shall be deputy chairs. Further meetings of the examination board are convened by the chair as required, or at the request of a member of the examination board.

(3) As a rule, examination board sessions are not open to the public. Responsibilities may be transferred to external parties to assist the examination board with its work upon request by the chair or recommendation by a board member. These external parties do not have right of motion or vote and are sworn to confidentiality; the chair may grant the right to speak.

(4) As a rule, the examination board convenes once a semester. It has a quorum if at least half of the voting members are present. Resolutions are passed by a majority of the valid votes cast. In the event of a tie, the vote of the chairperson shall be decisive. Abstentions are permitted; they are not counted when determining the majority of votes. Members of the examination board cannot assume any responsibilities of the examination board for any examination issues they are personally involved in.

(5) The examination board ensures that the provisions of these regulations and the study and examination regulations for the respective degree program are adhered to. In particular, it is responsible for

1. accrediting periods of study, coursework and exams and concluding learning agreements in accordance with Section 61,
2. accrediting skills and abilities acquired outside of the University pursuant to Section 61,
3. appointing examiners as well as naming observers pursuant to Section 51 (1) and (4); modules allocated to none or several study programs are assigned by the faculty offering the module to one of its examination boards,
4. decisions regarding the organization of studies and examinations within the framework of academic adjustments pursuant to Section 67,
5. approving reasons for withdrawal or absence from an exam and decisions on requests for extension deadlines pursuant to Section 63,
6. observing deadlines during assessment procedures for examinations as well as reconsideration procedures pursuant to Section 69,
7. decisions regarding cheating or breach of regulations pursuant to Section 71,
8. advising students in cases of conflict related to examinations and acting as arbitration board.

(6) The examination board may, by means of a resolution, assign responsibilities to its chair, except in matters of principle. The examination board may, by means of a resolution with written guidelines, assign responsibility for decisions pursuant to subsection 5 no. 5 to the body at TU Berlin responsible for examinations. Cases which deviate from the guidelines are forwarded to the examination board for a decision.

(7) The affected party may lodge an appeal against decisions made in accordance with Sections 5 and 6. Such appeals shall be submitted to the board for a decision. The affected party is given the opportunity to comment before the decision.

(8) Decisions of the examination board are communicated to the responsible body at TU Berlin by the chair, in compliance with data privacy, where necessary for its work or where rights of third parties are affected. The body at TU Berlin responsible for examinations communicates the decision to the affected party.

(9) Members of the examination board are entitled to attend exams.

(10) The examination board reports on its activities at the request of the faculty board. The board may make suggestions regarding the amendment of subject-specific study and examination regulations as well as program-specific application and admission regulations.

(11) Members of the examination board and their proxies are subject to official secrecy. Members not employed in public service are bound to secrecy by the chair.

## Section 51 Examiners, observers

(1) As a rule, module examiners are the course instructors within the module. Other instructors whose main occupation and employment is at TU Berlin and who are authorized to teach independently (*hauptberufliche Lehrende*) as well as contract teachers (*Lehrbeauftragte*) may serve as examiners if insufficient instructors are available.

(2) Module exams are conducted by one examiner, oral examinations are conducted by two examiners or one examiner and one expert observer. Final exam attempts are conducted by two examiners.

(3) Final theses are assessed by two examiners; further examiners may be appointed for group work pursuant to Section 60 (7). As a rule, the instructor who issues the topic and supervises the thesis is appointed first examiner. As a rule, the second examiner is an instructor or, subject to the study and examination regulations, a person with experience of professional practice and training; subsection 1 sentence 2 applies accordingly, including for the appointment of a third examiner according to Section 72 (3).

(4) Only those persons may be appointed as observers who have graduated from an institution of higher education and are specialists in the area of the examination. Observers shall ensure the regular exam process and have no decision-making power.

(5) Section 50 (11) applies accordingly to examiners and observers.

## Part 2 – Types of examinations

### Section 52 General provision on conducting examinations

(1) The content and format of module examinations are based on the skills to be acquired; through the exam, candidates demonstrate whether they have achieved the learning objectives for the module. Under observation of sentence 1 examiners may permit students to answer exam questions in a language other than German.

(2) Students' identity must be verified at every exam.

(3) Examinations or exam components may be jointly completed by several students (group work), as long as each of the contributions to be assessed as part of the examination can be clearly identified as the work of an individual student on the basis of objective criteria.

(4) An examiner may participate in an oral examination or defense via video conferencing or other means of telecommunication in exceptional substantiated cases on application by the candidate. In such cases, the candidate, an examiner, and an expert observer must be present in person.

(5) Written examinations or examination components may be completed using digital technologies permitted by TU Berlin with the approval of the University's data protection officer. The identity of the candidates and the integrity

of the examination results must be ensured while observing due confidentiality. For this purpose, the examination performance and results are clearly identified and unequivocally assigned to the candidate in the form of electronic data. Efforts must be taken to ensure that the electronic data are unchanged and complete for evaluation and verification purposes. Examiners must verify evaluations which are automatically generated for an exam performance.

(6) Examiners can decide whether assessments completed without a proctor/supervision, particularly homework, final theses, and term papers, can be submitted electronically. Section 5 sentences 2–4 apply accordingly.

(7) Indelible pens must be used for examinations completed by hand unless otherwise instructed by the examiner.

(8) Compensation: In principle students should not be required to pass individual examination components in order to pass an examination, unless compelling requirements for the professional qualification oppose this.

## Section 53 Written examinations

(1) In a written examination, students independently complete tasks with limited aids under supervision. Questions and tasks are to be formulated in such a way that the allotted working time is reasonable. Multiple choice questions and electronic examination procedures are permitted as written exams. If a written examination consists of only multiple choice questions, subsection 7 applies to its assessment. Written examinations may also be conducted in an electronic procedure pursuant to Section 52 (5).

(2) The duration of a written exam amounts to at least 90 minutes and no more than four hours.

(3) A list of authorized aids shall be made available with the announcement of the exam date. As a rule, indelible pens are to be used.

(4) Key reasons for the evaluation must be presented, such as through grading remarks.

(5) The results should be disclosed at the latest six weeks after the exam date. Reasons shall be given to the examination board for any breaches of deadline.

(6) Candidates whose written exam has been assessed as “insufficient” (5.0) or “failed” may be offered the opportunity of an immediate oral re-examination by the examiner. In this case, prior exam review is to be made possible. The examiner may restrict the number of potential candidates by specifying transparent criteria. If a candidate takes advantage of this opportunity, the oral re-examination shall be conducted in accordance with the provisions of Section 54; a suspension of the oral re-examination is excluded. The oral exam is a continuation of the written exam and is assessed as “passed” or “failed.” If the oral re-examination is deemed “passed,” the assessment shall be set to “sufficient” (4.0) or “passed” for the written exam.

(7) The following applies for examinations mainly consisting of multiple choice questions: The exam is passed if at least 50 percent of questions are answered correctly or if the number of correct answers is not less than 22 percent below the average number of correct answers for all candidates participating in the exam. This means the grading scale is adjusted by the difference between the absolute and relative passing grades. In accordance with Section 68 (1) sentence 3, a point deduction system is not permitted.

## Section 54 Oral examination

(1) An oral examination is an exam interview, in which the task or problem is made known immediately prior to or at the beginning of the examination. Within the scope of an oral exam, written tasks may also be assigned to a reasonable extent provided that this does not alter the oral nature of the exam.

(2) If there are several authorized examiners for a module in which an oral exam is scheduled, the candidate is entitled to choose the examiner. The names of the examiners authorized to conduct oral examinations will be made public within the University by the examination boards. With sufficient reason, in particular in case of excessive examination workload for the selected examiner, the examination board may nominate another examiner upon reasoned application of the examiner and in consultation with the candidate.

(3) The exam duration per candidate is at least 20 minutes and a maximum of 60 minutes. The maximum duration can be exceeded where appropriate, with the candidate’s consent.

(4) An oral exam may be suspended by the examiner on important grounds. A new date shall be set, such that the examination is conducted immediately after the reason for the suspension ceases to apply. Existing exam results

shall be credited where possible. Re-registration for the examination is not necessary in this case. The reasons for suspending the exam shall be recorded in the examination protocol.

(5) The content, result and progression of the exam shall be clearly recorded in an examination protocol, so that the evaluation is transparent. Observers must be consulted on the procedure before the grade is determined. The protocol is to be signed by the examiners and observers and attached to the examination files. The result shall be communicated to the candidate after the exam.

(6) Oral exams are open to the public at the University unless a candidate objects. Examiners may limit the audience number for the purpose of due implementation of the exam. The University public is not entitled to be in attendance during consultation on/announcement of the examination result. Members of the examination board cannot be excluded from participation.

## **Section 55 Portfolio examination**

(1) A portfolio examination consists of several different types of exam elements to be completed throughout a semester and which form a uniform exam. Special consideration is given here to the written composition, multiple-choice test (Section 53 (7) applies), presentation, recorded practical assignment, outline, creative work, consultation or poster. A written test may not exceed 60 minutes, oral discussion may not exceed 20 minutes. Up to three written tests may be required within the portfolio examination; the total working time may not exceed 120 minutes; multiple oral discussions may not exceed a total of 40 minutes.

(2) The nature, number, scope (duration, number of pages, or similar) and weighting of individual exam elements are included in the module description.

(3) The results of individual exam elements must be communicated at the latest four weeks after being taken. Reasons shall be given to the examination board for any breaches of deadline. Assessments for individual components must be explained in writing.

## **Section 56 Term paper**

(1) In a term paper, students independently address a selected topic from a module using scientific methods. When submitting their independently prepared term paper, students must declare in writing that the paper was completed without unauthorized outside assistance and that no sources and aids other than those stated were used.

(2) The term paper must be evaluated and the results announced within six weeks. Reasons shall be given to the examination board for any breaches of deadline. Key reasons for the evaluation must be presented, such as through grading remarks.

## **Section 57 Presentation**

(1) A presentation is a scientific talk on a selected topic for a module; it is held in front of other students and depending on the module guidelines may be combined with a discussion.

(2) A presentation lasts at least 20 and no more than 45 minutes. If a discussion is provided for, the entire duration may not exceed 90 minutes.

(3) Presentations are open to the public at the University unless a candidate objects. Examiners may limit the number of audience members for the purpose of due implementation of the exam. The University public is not entitled to be in attendance during consultation on/announcement of the examination result. Members of the examination board cannot be excluded from participating.

(4) The content, result and progression of the presentation shall be clearly recorded in an examination protocol, so that the evaluation is transparent. The result shall be communicated to the candidate after the exam.

## **Section 58 Other examination formats, internships**

(1) Study and examination regulations may provide for further examination formats. The faculties issue internship guidelines for internships in the future field of work, generally completed outside of TU Berlin.



## Section 59 Changing the examination format

(1) In individual justified cases, the responsible examination board may, at the request of the examiner, permit a change of examination format or modification of individual components of portfolio examinations. Students must be informed of the change immediately, at the latest one week prior to the first portfolio component to be evaluated and no later than four weeks before the examination date for all other examinations.

(2) Within the framework of academic adjustments, the examination board approves students' requests to complete an equivalent examination in another format, at another location, or at another time.

## Section 60 Final theses

(1) The final thesis is an examination paper and forms part of scientific training. By means of the thesis, the candidate should demonstrate that they are capable of addressing a problem from their study program independently, based on scientific methods, within a specified deadline. The thesis may also be produced in collaboration with institutions outside the University; the subject-specific study and examination regulations may require that at least one examiner is a professor at TU Berlin; provisions governing the examiners are not affected.

(2) The duration of the writing period for a thesis is set out in the subject-specific study and examination regulations. Pursuant to subsection 7, the master's thesis may also be approved as a joint master's thesis. It can be supplemented by a defense as specified in the subject-specific study and examination regulations to take place within eight weeks following the submission of the written component; the subject-specific study and examination regulations must contain provisions on the duration and possible preparation time; in addition, Section 54 (4) applies accordingly.

(3) The candidate shall forward the application for admission to a thesis with the recommendation for a first examiner and subject where appropriate, as well as proof of the stipulated requirements, in accordance with the subject-specific study and examination regulations, to the body at TU Berlin responsible for examinations. A joint application to complete the thesis within the framework of group work must be submitted pursuant to subsection 7. The body at TU Berlin responsible for examinations inspects the application before forwarding it to the first examiner.

(4) The first examiner shall pay attention to the equivalence of topics and ensure that the candidate is able to complete the paper independently within the deadline, using scientific methods.

(5) Following consultation with the candidate, the first examiner forwards the application together with a recommendation for a topic and a second examiner to the responsible examination board for approval. The board then specifies the second examiner with consideration for the candidate's recommendations and forwards the application to the body at TU Berlin responsible for examinations, which issues the topic to the candidate and places the issue date on file. Subsequent amendments to the topic require a joint declaration from the candidate and first and second examiners to be submitted to the responsible body at TU Berlin via the examination board before the submission deadline.

(6) The subject of the thesis may be rejected on one occasion. Deadlines for this procedure are set out in the study program-specific study and examination regulations and generally fall within the first six weeks of the writing period. In the event of a repeated thesis, the subject can only be rejected if this option was not exercised for a thesis in the first examination attempt.

(7) The subject of a thesis may be covered jointly by several students (group work) if the assessed contribution of each student can be clearly defined through objective criteria, such as paragraphs or page numbers. The examination board decides on applications made by individual candidates regarding the examination procedure within the completion period. At least two examiners shall be appointed; if the students are studying in different degree programs, there must be at least one examiner per study program. Each candidate shall submit a declaration, pursuant to subsection 8 sentence 1, marked accordingly for their part.

(8) When submitting an independently produced thesis, students must declare in writing that the paper has been produced without unauthorized external assistance and that no sources and aids have been used, other than those cited. Material taken from other papers must be identified as such at the relevant places within the final thesis. If the thesis is written in a foreign language other than the language of examination defined in the subject-specific study and examination regulations with the consent of the examiners, it must include a short summary in German as an attachment. The finished thesis shall be submitted to the body at TU Berlin responsible for examinations on time in duplicate as well as in digital format. The date on which the thesis is submitted shall be placed on file there. The thesis is then forwarded to the examiners for review and evaluation.

(9) The thesis shall be assessed by the examiners according to [Section 68 \(3\)](#). The reasons for each individual grade are to be recorded in writing and communicated to the body at TU Berlin responsible for examinations within six weeks. The key reasons for the assessment shall be presented. Reasons shall be given to the examination board for any breaches of deadline.

(10) Theses that are not submitted by the deadline or that have been assessed as “insufficient” may only be repeated once.

(11) In accordance with subsection [2](#), the content, result, and progression of a defense are to be recorded in an examination protocol that is to be signed by the examiners and added to the examination files. In accordance with the study program-specific study and examination regulations, the defense may be included in the overall grade for the final thesis. The thesis shall be assessed according to [Section 68 \(4\)](#).

(12) The assessed thesis remains with the examiners. It may be made available temporarily to the author for inspection and for making copies.

### **Part 3 – Examination organization**

## **Section 61 Credit transfer for coursework and examinations as well as recognition of practical professional experience**

(1) Credits are awarded ex officio for coursework and examinations completed in the same study program in case of equivalence. Failed examinations are also recognized. This applies equally to a change of study and examination regulations as well as re-registrants in the same study program.

(2) Credits may be transferred from a study program at another university or legally equivalent institution upon written request by the student as long as the acquired skills do not greatly differ from those in the modules required by the study program. A simplified comparison is not to be made when examining whether there are significant differences, but rather an overall consideration and assessment is to be carried out and the performance to be recognized assigned to the compulsory or compulsory elective component accordingly. The equivalence agreements and cooperation agreements approved by the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany and the German Rectors’ Conference must be observed when recognizing credits earned outside of the Federal Republic of Germany.

(3) Credits from the bachelor’s program leading to a consecutive master’s which are required for admission may not be applied to the elective component of the master’s program. As a rule, final theses are not recognized.

(4) Credits may be awarded for skills acquired outside of university studies upon request by the student in case of equivalence. Up to half the required number of credit points for a study program may be awarded for skills acquired outside of university studies.

(5) Before commencing a semester abroad, students are advised to have the transferability of the credits to be completed confirmed by the examination board in the form of a learning agreement.

(6) Grades shall be recognized — where grading systems are comparable — and included in the calculation of the overall grade in accordance with the study and examination regulations and the assessment of the Central Office for Foreign Education on the eligibility of international educational qualifications. Any necessary recalculation of grades will be based on the recommendations of the Department of International Affairs using the modified Bavarian formula. If grading systems are not comparable or a module did not conclude with a module examination, the comment “passed” shall be recorded.

(7) When converting the completed workload to ECTS, credit points are always rounded up to a full number.

(8) Students are obliged to provide sufficient information on the coursework/examination to be recognized. The burden of proof for an application failing to fulfill the requirements lies with the body conducting the accreditation procedure.

(9) Applications are to be made in writing to the examination board. Applications for recognition of previous coursework and exams or skills acquired outside of university studies which were acquired prior to enrolling in the study program should be made by the end of the second semester after commencement of studies. Applications for recognition of skills acquired during a student’s studies at TU Berlin are to be made in good time following their acquisition. Recognition of commenced examination procedures at TU Berlin is excluded.

**(10)** The decision on the application is taken by the examination board; an explanation for decisions against recognition must be provided. Decisions are communicated in writing by the body at TU Berlin responsible for examinations. Decisions may be appealed as described in [Section 69](#).

## Section 62 Requirements for registering for examinations

**(1)** Unless otherwise stipulated in these regulations, registration for the first attempt at a module examination and the first attempt at the final thesis can only take place in accordance with [Section 65](#) if the student is enrolled at TU Berlin or registered as a visiting student.

**(2)** The module descriptions may specify appropriate prerequisites for registration for the module examination. This does not apply to registration for portfolio examinations. [Section 45 \(5\)](#) remains unaffected.

**(3)** The subject-specific study and examination regulations can specify further prerequisites; this particularly applies to registration of the final thesis.

## Section 63 Examination registration and de-registration

**(1)** In order to take exams, it is necessary to register for each exam attempt. This also applies to modules without an examination which conclude with a certificate of performance. Students register for exams with the body at TU Berlin responsible for examinations, usually via an electronic registration system. Registration for a second attempt is in person with the responsible body at TU Berlin. Examinations which a student did not register for are considered not taken and will not be evaluated.

**(2)** In order to register for an exam, proof of completion of the prerequisites must be provided. If the prerequisites have not been fulfilled or proof of fulfillment has not been provided, registration is under reserve; examiners can lift this up to two weeks or, in justified exceptional cases in agreement with the candidate, one day prior to the examination or first component of the portfolio examination, even if the prerequisites have not been fulfilled. Examinations taken or commenced under reserved registration are considered not taken and are not evaluated.

**(3)** Successful registration for the first exam attempt establishes a right to take exams for the respective module, which, pursuant to [Section 43 \(6\)](#) remains valid after exmatriculation.

**(4)** The registration period for an exam usually commences two weeks after the start of the lecture period and ends

- for written exams, at the latest one week before the specified exam date or on the date specified by the examiner and
- for portfolio examinations, at the latest one day before the first component included in the evaluation, usually after the first six weeks of the lecture period or on the date specified by the examiner and
- for all other exams, on the date specified by the examiner.

The registration period is announced at the start of courses in the relevant module.

**(5)** Students may cancel their registration no later than three days before the exam without providing reason or the day before the first component of the portfolio examination that is included in the student's evaluation; cancellation is possible for examinations completed or prepared without supervision until the deadline set by the examiner.

**(6)** If de-registration is no longer possible in accordance with subsection 5, students may withdraw upon providing proof of sufficient grounds. The examiner and body at TU Berlin responsible for examinations shall be notified of withdrawal from an exam at the latest on the last day before the examination or the first component relevant to the evaluation. Proof of the grounds for withdrawal must be submitted without delay, at the latest within five days, to the body at TU Berlin responsible for examinations. The responsible examination board may extend this deadline if timely verification of the grounds for withdrawal is not possible.

**(7)** The responsible examination board decides on the recognition of the reasons for withdrawal. If the candidate or a person in their care experiences a health impairment, proof is required in the form of a medical certificate, as a rule issued no later than the day of the examination. In individual cases, the examination board may require the submission of official medical certificates in advance for future cases.

**(8)** If the reasons for withdrawal or absence are recognized, a new examination date will be arranged or the examination continued once the reasons cease to exist. If a student does not de-register before the deadline or the reasons for

withdrawal or absence from a registered exam are not recognized, the result of the exam in question will be assessed as "insufficient" or "failed."

(9) Upon completion of the first examination attempt in a module from the compulsory elective or elective component, this becomes part of the examination in the respective study program. Modules become part of a student's studies after the first exam attempt and must be completed if they are not replaced pursuant to the provisions of [Section 70 \(2\)](#).

## Section 64 Suspension of examinations

(1) Immediately before beginning an examination or portfolio component, candidates must declare that they are in good health to take the examination or portfolio component. If a health impairment arises during the exam or portfolio component preventing the candidate from continuing the exam, the exam or portfolio component is suspended.

(2) Disruptions prior to the examination or during the examination procedure must be raised without delay if and as soon as it is possible and reasonable to do so. Unconditional participation by a candidate in an examination with knowledge of relevant impairments precludes their subsequent claiming of such impairments.

(3) A new date shall be set, such that the examination or portfolio component is conducted immediately after the reason for suspension ceases to apply. Previous partial performance in oral examinations may remain valid at the request of the candidate. A suspended written examination or written portfolio component may be assessed at the request of the candidate.

## Section 65 Examination dates

(1) Module examinations are usually taken at the next regular examination opportunity for a module. After expiration of this examination possibility, the module examination is to be taken according to the conditions of the respective current module description.

(2) Examiners must announce dates for oral examinations in good time, however no later than four weeks before the examination date. The examination date for the written examination is to be announced within 14 days of the start of the module. The date of completion for portfolio components is announced within 14 days of the start of the lecture period of the semester in which the portfolio component(s) are to be completed. The deadlines also apply to the announcement of dates for repeat examinations.

(3) Overlapping times of different examinations for the same study program and degree semester are to be avoided wherever possible.

(4) If the prerequisites for admission to an examination have been verifiably fulfilled, the exam may also be taken before the communicated date or deadline.

## Section 66 Access to examination files

(1) Students may view their completed examinations including related reports from examiners, grading notes, and examination protocols. Access to the tasks and the assessment key as well as any sample solutions is also to be provided. As a rule, students may view their examination documents within six weeks following announcement of their evaluation; the time and place should be announced as early as possible, but at least one week before the date. Students can appoint a proxy to represent them at the inspection by presenting a power of attorney. The right to inspect files pursuant to [Section 76](#) shall remain unaffected.

## Section 67 Academic adjustments / maternity protection

(1) Students who are unable to perform a coursework assignment or examination on the scheduled date, within the designated period or timeframe, at the designated location, in the designated form or in any other designated way due to disability or chronic illness, pursuant to [Section 2 \(1\)](#) of SGB IX (Social Security Code Book Nine – *Sozialgesetzbuch Neuntes Buch*), pregnancy or maternity protection pursuant to [Section 3](#) of MuSchG (Maternity Protection Act – *Mutterschutzgesetz*), care and raising of a child up to the age of eighteen, looking after close relatives in need of care, as defined in the Nursing Care Time Act (*Pflegezeitgesetz*), or for other good reasons, shall receive academic adjustments. Such adjustments are settled by fixing another appointment, an extended period or timeframe, a different

location, a different form, permission for auxiliary tools or persons, or in any other appropriate way. The modified coursework or exam must be equivalent to the original requirement.

(2) The responsible examination board decides on the academic adjustment upon application by the student. The examination board may request a statement from the TU Berlin representative for students with disabilities and chronic illnesses, Psychological Counseling, or the Family Services Office. Students may propose a specific type of adjustment and include a statement from the TU Berlin representative for students with disabilities and chronic illnesses, Psychological Counseling, or the Family Services Office with their application. Applications are made in writing and must include a medical certificate or other proof of permissible grounds for academic adjustments; decisions are notified in writing and justified in writing in the event of rejection.

(3) Students may inform the University in writing that they intend to take individual exams or courses during maternity protection. This declaration may be withdrawn at any time, i. e., it is also possible to withdraw after commencing an examination.

## Section 68 Evaluation of exam results, overall grade, and overall assessment

(1) If module examinations are graded differently, the following key is to be used for the assessment:

Grade	Assessment	Definition
1.0 / 1.3	very good	outstanding performance
1.7 / 2.0 / 2.3	good	performance above average requirements
2.7 / 3.0 / 3.3	satisfactory	performance complies with average overall requirements
3.7 / 4.0	sufficient	performance which, despite some flaws, still complies with requirements
5.0	insufficient	performance with significant flaws which does not comply with requirements

Module exams which are ungraded will be assessed with “passed” or “failed.” Results are to be graded and assessed in such a way that points for incorrect answers are not deducted from the points total achieved for correct answers (point deduction system is not permitted).

(2) In case of portfolio examinations, the module grade is derived from a points system. This points system defines maximum point scores for the individual exam components; points are awarded based on the level of fulfillment. The total score is converted into a grade according to the table shown in subsection 1 on the basis of the grading key defined in the module description.

(3) The final thesis is evaluated independently by each individual examiner in accordance with subsection 1. The overall grade for a thesis is derived from the arithmetic mean of the grades assigned by the examiners. If an examiner marks the thesis with a grade of at least 4.0 and the second examiner with a grade of 5.0, a third examiner is nominated by the responsible examination board. If the arithmetic mean of these three grades produces a value worse than 4.0, but two examiners awarded a grade with the assessment of “adequate,” the overall grade shall be set at 4.0. The overall grade is derived from the arithmetic mean of the three grades in all other cases. If this arithmetic mean produces a value worse than 4.0, the result is a grade of 5.0, with an assessment of “insufficient.”

(4) If a defense is required, admission to this is only granted if the final thesis was assessed pursuant to subsection 3 as at least “sufficient.” An evaluation pursuant to subsection 1 will be given for the defense in accordance with the subject-specific study and examination regulations. If the arithmetic mean of these grades produces a value worse than 4.0, the defense may be repeated upon application by the candidate. The application must be made within two weeks after notification of the grades. One grade per examiner is calculated on the basis of the individual grades for the final thesis and defense in accordance with the provisions of the subject-specific study and examination regulations. The overall grade is derived from the arithmetic mean of the grades assigned by the examiners.

(5) Module examinations without an assessment of at least “sufficient” (4.0) or “passed” are failed and must be repeated pursuant to Section 70.

(6) If more credit points than necessary are attained in a program component, regardless of if it contains modules which are ungraded or not included in the overall grade, and these are not balanced out with another component, a grade is determined for the study component based on the credit points attained. Students can only exceed the required credit points once through the last module taken in a program component. When determining the overall grade, the grade calculated for a program component is only included for the number of credit points designated for the program component.

(7) The overall grade for the bachelor's or master's examination is derived from the weighted arithmetic mean of the grades, based on the volume of credit points, unless otherwise specified by the subject-specific study and examination regulations. An assessment is allocated according to the table below:

Grade	Assessment
1.0–1.5	very good
1.6–2.5	good
2.6–3.5	satisfactory
3.6–4.0	sufficient

An overall grade is not awarded if modules encompassing more than 50% of the credit points in the study program are ungraded. The respective academic degree is awarded without an overall grade.

(8) When calculating grades, consideration is only given to the first decimal place; all additional decimal places are deleted without rounding.

(9) Once relevant data is available, a relative grade is calculated on the principles of the ECTS Users Guide, as amended, for the overall grade.

## Section 69 Reconsideration procedures

(1) Students are entitled to lodge a motion for reconsideration against examination grades following disclosure of such grades, in order to revise and amend the exam grade. The original evaluation shall not be changed to the detriment of the student. The motion for reconsideration shall be submitted to the body at TU Berlin responsible for examinations.

(2) An absence of the statement of grounds for an examination evaluation shall be remedied immediately upon request; the key reasons for the evaluation shall be presented. Access to files should be granted in respect of evaluated exam assignments in accordance with [Section 66](#).

(3) The motion for reconsideration stating the reasons for the motion should be received in writing within two months following notification of the examination assessment. The reasons for the motion can be submitted at a later date in cases pursuant to subsection 2, as a rule within 4 weeks of receiving the reasons for a grade referred to in subsection 2. The body at TU Berlin responsible for examinations issues decisions regarding examination evaluations at the earliest one month after they have been announced; in the case of a reconsideration procedure, only after it has been completed.

(4) The body at TU Berlin responsible for examination forwards the motion for reconsideration to the examiners for comment. The examination board is informed if examiners' comments are not received by the deadline.

(5) Examiners shall essentially decide on the motion for reconsideration within one month. The evaluations and the key reasons for these evaluations shall be reviewed. The result of this review, including grading, shall be substantiated in writing.

(6) The body at TU Berlin responsible for examinations issues a written letter to the student on the outcome of the motion for reconsideration.

## Section 70 Repeating module examinations

(1) Failed or "insufficient" module exams for the bachelor's or master's examination can be repeated twice. The first repeat examination should be carried out in the same format as the failed exam. The second repeat examination is usually an oral exam; the body at TU Berlin responsible for examinations provides the student with further information including the legal consequences of failing the exam. Repeating a passed exam is not permitted.

(2) Modules from the elective and compulsory elective sections which were failed in the first and second attempts and form part of the study program, may be replaced. If a module is to be replaced, the responsible body at TU Berlin must be informed in writing. Communication should take place at the latest by registration for the replacement exam.

(3) If a bachelor's student fails the first attempt of an exam during the first degree semester, the attempt is not recorded.

## Section 71 Cheating, breach of regulations

(1) Cheating or attempted cheating has occurred, in particular, if sources, including Internet sources are reproduced in unchanged or modified form; if, in particular, sources for texts, graphics, tables, and images are not identified as such or are used as such; as well as if a written paper is used for several coursework assignments or examinations. The use of unauthorized aids and falsification of empirical data are also classified as cheating.

(2) If a candidate tries to influence the result of an exam by cheating or by influencing examination bodies, they shall be excluded from the examination by the examiner. In this case, the exam is assessed as “insufficient” or “failed” and shall be repeated pursuant to [Section 70](#). If an action pursuant to sentence 1 is only revealed after the exam has been completed, sentence 2 applies accordingly. If a candidate disrupts the regular progression of the exam, they may be excluded from the continuation of the exam by the examiner. The examination board decides whether the exam is assessed as “insufficient” or “failed” in this case and shall be retaken according to [Section 70](#). In case of repeated cheating, the examination board may exclude the student from performing additional exam assignments.

(3) If a candidate is excluded from the exam, they may request an immediate review of this decision by the examination board. The decision of the examination board shall immediately be communicated to the candidate in writing, providing reasons.

(4) Software for the detection of plagiarism can be used in justified cases of suspected violation or on a random basis, irrespective of suspicion. The faculty board decides on the software to be used; it must be ensured that no personal data is transferred to external servers. Matches displayed by the software are cause for individual review by the examiner. The examiner takes a decision on whether cheating has occurred.

(5) If the candidate has cheated in an exam, or there has been a breach of regulations, and this only emerges subsequent to the issuing of the certificate, the examination board, in consultation with the faculty board, may retrospectively amend the relevant evaluations and overall grade accordingly.

(6) If the requirements for admission or enrollment have not been fulfilled, without any intention on the part of the candidate to gain unfair advantage, and this only emerges subsequent to the issuing of the certificate, this is remedied by passing the exam. If the candidate has intentionally secured wrongful admission or enrollment, the examination board shall decide on withdrawal of the admission or enrollment.

(7) Inaccurate certificates shall be collected and new ones issued where appropriate. Decisions pursuant to subsections 5 or 6 shall be taken within a deadline of one year after the incident has become known. Provisions of the BerlHG on the withdrawal of an academic degree are not affected.

(8) Subsections 5 to 7<sup>9</sup> apply accordingly to certificates pursuant to [Section 72 \(5\)–\(7\)](#)<sup>10</sup>.

## Section 72 Certificates and official diploma

(1) Once the final exam has been successfully taken, a certificate is issued immediately after receipt of all assessments by the body at TU Berlin responsible for examinations. The following items are included in the certificate:

1. name of study program;
2. name of specialization;
3. modules with grades, assessment and respective amount of credit points;
4. coursework assignments complete with assigned credit points;
5. name of the first examiner, subject, grade, assessment and amount of credit points for the thesis; and
6. overall grade and overall assessment.

(2) If exams or coursework to be indicated on the certificate were offered through another study program at TU Berlin or another higher education institution, this is noted in the certificate. The grades which make up the overall grade are indicated.

(3) The certificate bears the date of the final exam and shall be signed by the chair of the responsible examination board. The certificate bears the seal of Technische Universität Berlin.

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<sup>9</sup>5, 6 and 7

<sup>10</sup>5, 6 and 7

(4) In addition to the certificate, an official diploma is issued by the responsible body of TU Berlin, bearing the same date, on the award of the relevant degree. This is signed by the president of TU Berlin and the dean of the responsible faculty and bears the seal of TU Berlin. The delivery of this diploma assures eligibility to hold the relevant degree.

(5) The transcript and official diploma contain a statement that the assignments have been performed in compliance with the provisions of these regulations and the subject-specific study and examination regulations. Certificates of successful completion of examination assignments are issued by the body at TU Berlin responsible for examinations.

(6) Certificates of successful completion of coursework assignments are issued by the person responsible for the relevant course.

(7) Certificates and official diplomas are issued in the language of instruction of the study program. An English or German translation of each document is also included.

(8) If the student has definitively forfeited eligibility to take an exam, they shall be issued a transcript of records from the body at TU Berlin responsible for examinations on request, containing performed examinations and their assessment as well as indicating that the bachelor's or master's exam has been failed.

### **Section 73 Double degree, dual degree**

(1) TU Berlin may provide for dual degrees for individual study programs in cooperation with another university. This requires the conclusion of a double degree agreement between the participating universities. The agreement sets out specific requirements, in particular preconditions for participation, timing, exams to be taken, rules on mutual recognition of coursework and examinations, and provision on the conversion of grades.

(2) In order to receive degrees from both universities, the requirements of both study and examination regulations shall be fulfilled unless the agreement deviates from subsection 1.

(3) In the case of successful graduation from a study program within the framework of a dual degree procedure, the graduate receives a certificate from each of the participating universities. Certificates and official diplomas shall include a note that the study program has been completed within the scope of a double degree agreement with the designated partner university.

### **Section 74 Joint degree**

(1) TU Berlin may set up joint study programs in cooperation with other universities. Study and examination regulations set out the specific requirements, in particular preconditions for participation, timing, exams to be taken, rules on mutual recognition of coursework and examinations, and provision on the conversion of grades.

(2) In the case of successful graduation from a joint study program, the graduate receives a joint certificate from the participating universities in the language in which the study program was completed.

### **Section 75 Diploma supplement and transcript of records**

(1) In addition to the certificate and official diploma, a diploma supplement is issued, providing information in German and English on the content and form of the qualification acquired by the degree. The diploma supplement is intended to simplify and improve — nationally and internationally — the evaluation and classification of degrees for study and professional purposes.

(2) On application, a transcript of records in German and English is included with the diploma supplement containing all modules and examinations, all credit points for coursework and examinations, as well as all assessments.

### **Section 76 Authorization for data processing and access to examination files**

(1) The Student Data Regulation of the State of Berlin (*Studierendendatenverordnung*), as amended, shall apply to the collection and deletion of data.



**(2)** Within one year of the announcement of exam results, the student is granted access to their examination papers, related reports from examiners, and examination protocols, upon application to the body at TU Berlin responsible for examinations. This is granted within a reasonable deadline. Otherwise, the Administrative Procedures Act (*Verwaltungsverfahrensgesetz*) shall apply.