

General Examination Regulations (APO) for Bachelor's, Master's, *Diplom* and *Magister* degree programmes at TU Braunschweig

These General Examination Regulations (APO) for Bachelor's, Master's, *Diplom* and *Magister* degree programmes at TU Braunschweig were agreed by the departmental council of Carl-Friedrich-Gauß-Fakultät on 06 December 2017 and by its dean with power to act in cases of urgency on 27 February 2018; by the departmental council of the Department of Life Sciences on 23 January 2018 and by its dean with power to act in cases of urgency on 13 February 2018; by the departmental council of the Department of Architecture, Civil Engineering and Environmental Sciences on 19 December 2017 and by its dean with power to act in cases of urgency on 27 February 2018; by the departmental council of the Department of Mechanical Engineering on 17 January 2018 and by its dean with power to act in cases of urgency on 01 March 2018; by the departmental council of the Department of Electrical Engineering, Information Technology and Physics on 29 January 2018 and by its dean's office with power to act in cases of urgency on 01 March 2018; by the departmental council of the Department of Humanities and Educational Sciences on 20 December 2017 and by its dean with power to act in cases of urgency on 05 March 2018.

1 Scope

- (1) These are the General Examination Regulations for all Bachelor's and Master's degree programmes at TU Braunschweig.
- (2) The individual departments shall set out subject-specific provisions for their degree programmes and specify in detail the provisions of the General Examination Regulations; in this respect, the rules in the separate regulations shall prevail over the provisions of the General Examination Regulations. The separate regulations shall be considered as Additional Parts of these Examination Regulations. They concern primarily:
 - the degree to be awarded;
 - the content of degree certificates and transcripts (including the diploma supplement), the course structure, and the standard period of study;
 - descriptions of the modules (including any placements) and all associated coursework and examinations (including the examination content), and the number of credits associated with each;
 - the criteria for admission to examinations (coursework and examinations) and for submission of the dissertation;
 - the submission deadline for the dissertation; and
 - for interdisciplinary examination boards, the size and composition of the examination board.
- (3) Where individual provisions have not been made for *Diplom* or *Magister* degree programmes, these General Examination Regulations shall apply accordingly.
- (4) Where Additional Parts of the Examination Regulations make provisions for teaching provided by university facilities that do not form part of a department, such as for soft skills or professional skills, these General Examination Regulations shall equally apply. The same shall apply to courses that are not assigned to any degree programme and have no standardisation.
- (5) Where a course is not assigned to any degree programme, the specialist head of the facility offering the course shall perform the duties of the examination board. Where leave to appeal is granted, the examination board shall act as the issuing and appeals authority.

Object of the programme and purpose of examinations

- (1) Over the course of a Bachelor's programme, students are expected to acquire the basic specialist knowledge, skills, abilities and methods required for technically sound and responsible actions in professional practice, and for scientifically based actions in their everyday work, enabling them later to pursue an advanced degree programme leading to a postgraduate qualification, which is considered the norm. The examinations shall assess whether a candidate has acquired these skills. Skills as intended by these regulations are specialist knowledge, skills, abilities and methods.
- (2) In a Master's programme, students are expected to acquire more in-depth and/or more advanced skills. The examinations shall assess whether a candidate has acquired the skills required for award of the degree; has a good grasp of the whole technical field; and has the ability to conduct academic work, apply scientific findings, and go beyond existing boundaries of both theoretical and applied knowledge using new methodological approaches.

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Modularisation, credits

- (1) Bachelor's and Master's programmes have a modular structure with subject-based modules (this includes the Bachelor's or Master's dissertation). Each module generally comprises two to four courses that either build on or refer to each other or cover similar content (such as introductory, specialisation and application-oriented courses). In combination, these teach a specific skill. Each module is generally associated with a coursework assignment and/or an examination.
- (2) Candidates who pass the required coursework and examinations are awarded credits under the European Credit Transfer System (ECTS). The number of credits (*Leistungspunkte*, LP) awarded for each module reflect the student workload. This is based on the average number of hours required by a student to complete the module, including time for course attendance, preparation, assignments and examinations. Credits shall be awarded only to students who pass the examinations associated with a module.
- (3) One credit is equivalent to a workload of 30 hours. A student's workload is assumed to be 1,800 hours per academic year, which is equivalent to 60 credits per academic year, or 30 credits per semester. Courses shall be organised in such a way that students should generally be able to accumulate 30 credits each semester.
- (4) Where a suitable degree programme permits part-time study, courses shall be organised in such a way that students should generally be able to accumulate half the credits specified in the Examination Regulations per semester, or, in exceptional cases, half the credits specified in the Examination Regulations per academic year.

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Examination board

- (1) An examination board shall be appointed for organising the examinations and for performing the duties defined in these General Examination Regulations. The board shall comprise academic staff from one department and shall be responsible for one or more degree programmes, as required by the department. An examination board shall have the following members: three professors, one member of academic staff and one student. The members and their permanent deputies shall be elected by their respective group representatives on the departmental council. Membership of the departmental council is not a prerequisite for being elected. The chair of the examination board and his/her deputy shall be members of academic staff. Where several departments are responsible for a degree programme, the Additional Parts of the Examination Regulations may make provisions that depart from those in Clauses 1 and 2.

- (2) The examination board shall be responsible for the proper running of examinations and shall ensure that, at least twice a year, generally once every semester, examination dates are set for the examinations or examination parts associated with a degree programme and that examinations are held. Clause 1 shall not apply to examinations that must be completed in combination with a course. Such courses shall be offered at least once a year. The examination board shall monitor compliance with the provisions of the Lower Saxony University Act (Niedersächsisches Hochschulgesetz, NHG) and with these Examination Regulations and their respective Additional Part. The board shall report to the department on the development of examination and study times and on the distribution of grades. The examination board or another authorised body shall be responsible for keeping examination records.
- (3) The examination board's decisions shall be arrived at by majority vote. Only valid votes shall count; abstentions shall be disregarded. Where there is an equality of votes, the chair shall have a casting vote. The student member of the board shall have only an advisory vote in the assessment and recognition of coursework and examinations. The examination board shall be quorate if the majority of its members, including the chair or deputy chair and another member of academic staff, are present.
- (4) The members of the examination board shall be appointed for a period of two years, the student member for a period of one year.
- (5) The examination board may define its own rules of procedure. Where the board does not define its own rules of procedure, the university senate's rules of procedure shall apply. Examination board meetings shall be minuted, detailing the key points discussed and the examination board's decisions.
- (6) The examination board may transfer powers to the chair or deputy chair. Such transfers are revocable. The chair shall prepare and execute the examination board's decisions. He or she shall report on these activities to the examination board. All decisions and notifications shall be signed by the chair on behalf of the examination board. Where the examination board has no rules of procedure, the board shall employ the silence procedure in cases of urgency. This shall not affect Clause 1.
- (7) Examination board members shall have the right to be present at examinations, including grading discussions.
- (8) Meetings of the examination board shall not be public, even where the senate's rules of procedure apply. The examination board may consult advisers and hear any persons concerned at its meetings. Examination board members and their deputies shall maintain confidentiality. Where they are not public sector employees, they shall be sworn to confidentiality by the chair. This obligation of confidentiality shall be recorded.
- (9) The responsibilities of the dean of studies under Section 45 (3) NHG shall not be affected.

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Examiners and observers

- (1) The examination board shall appoint the examiners and, for oral examinations, also the observers. The examination board may delegate the appointment of observers to the examiners. Staff and associate members of TU Braunschweig or another university who are authorised to independently teach the examination subject concerned or a branch of that subject shall be appointed as examiners. Instructors (*Lehrkräfte für besondere Aufgaben*) at TU Braunschweig or another university and persons with an academic, professional or teaching background may be appointed as examiners in suitable examination areas. Only persons who are qualified to at least the level to be assessed in an examination or hold an equivalent qualification may be appointed as examiners or observers.

- (2) Students may propose an examiner for the examinations. Such a proposal does not constitute an entitlement. However, it should be accepted unless there is good reason not to do so, particularly where it would be an unreasonable burden on the examiner. Departures from this and detailed provisions for exercising the right to make proposals are permitted, in accordance with the Additional Parts of the Examination Regulations.
- (3) Where candidates are required to take module examinations that relate to module content and/or form part of a module, the person responsible for the module and/or the associated courses shall be the appointed examiner.
- (4) For additional oral examinations, the first examiner shall nominate a second examiner, in accordance with the criteria set out in (1) and taking into account (2), who shall then be considered appointed. In additional oral examinations, at least one examiner shall be a member of TU Braunschweig and authorised to teach independently.
- (5) Examiners and observers shall maintain confidentiality. Where they are not public sector employees, they shall be sworn to confidentiality by the chair.

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Recognition of coursework, examinations and non-university skills

- (1) Coursework or examinations completed before the start of the degree programme at a German university as part of an identical or related degree programme, including officially recognised distance-learning programmes, shall be recognised by the competent examination board at the request of the student. The number of credits specified for this work at TU Braunschweig shall be awarded and no special equivalence assessment in accordance with the Examination Regulations shall be required for this. The competent examination board shall determine whether or not a degree programme is related.
- (2) All unsuccessful attempts at an examination undertaken on an identical degree programme at another German university or equivalent institute of higher education in Germany shall count towards the permitted number of free attempts and examination retakes. Students are obliged to declare any previous attempts when they register for an examination. Failure to do so shall result in the repeated examination work being graded as "insufficient" under Section 11 (4) Clause 1.
- (3) Coursework and examinations completed as part of another degree programme or at an institute of higher education outside Germany in a signatory state to the Convention on the Recognition of Qualifications concerning Higher Education in the European Region of 11 April 1997 (Federal Law Gazette 2007 II p. 712) shall be recognised by the competent examination board at the request of the student, and the number of credits specified for this work at TU Braunschweig shall be awarded, provided there are no significant differences regarding the skills acquired.
- (4) Coursework and examinations completed at an institute of higher education in a country that is not a signatory state to the Convention on the Recognition of Qualifications concerning Higher Education in the European Region of 11 April 1997 (Federal Law Gazette 2007 II p. 712), or skills acquired outside an institute of higher education shall be recognised for one or several modules, examinations or course assignments at the request of the student, provided the skills are essentially equivalent when considering the overall content, scope and level (equivalence).
- (5) Skills acquired outside an institute of higher education can replace no more than 50 % of the credits specified for a degree programme.
- (6) Candidates may not apply for recognition of an examination for a degree programme where an attempt at that examination in the degree programme concerned was already made at TU Braunschweig, including attempts as intended under Section 11 (2). The Additional Parts of the Examination Regulations may make other provisions.

- (7) The Additional Parts of the Examination Regulations may specify that failed attempts be recognised without request in all degree programmes at TU Braunschweig on which the student is enrolled at the same time, where the modules, examinations or coursework are identical. Identical here means that the learning objectives are almost the same.
- (8) At least one third of the credits in a degree programme shall be accumulated and the dissertation completed at TU Braunschweig. The examination board may permit exceptions on request.
- (9) Where a student completes a module at another university – including as an academic auditor – after starting his/her studies, this shall be recognised contrary to (6), provided the examination board has received prior notification of this, for instance, through a learning agreement, and has given its consent to the recognition. Consent shall be given where recognition is permitted under these Examination Regulations. In such a case, failed attempts shall also count. The Additional Parts of the Examination Regulations may make other provisions.
- (10) Irrespective of other powers, the examination board concerned may also rule by general decree that certain coursework assignments, examinations or non-university skills may be recognised as work to be completed as part of the degree programme. Such general decrees shall be published in the official journal of TU Braunschweig (*Verkündungsblatt*).
- (11) Under Section 19, additional examinations in the form of coursework or examinations up to a maximum of 35 credits may be recognised. Work that has been recognised may not be replaced by an additional examination at a later date.
- (12) Where work is not recognised, the burden of proof shall be on the university, provided the student provides the examination board with sufficient information to make an assessment (duty to inform).
- (13) The examination board shall generally rule on the recognition within six weeks.
- (14) Coursework, examinations or equivalent work required for admission to the degree programme cannot be recognised. The Additional Parts of the Examination Regulations may make other provisions.
- (15) Where coursework and examinations are recognised, the grades shall be transferred, provided the grading systems are comparable, and included in the calculation of the overall grade. Where grading systems are not comparable or where ungraded work is recognised in lieu of work to be graded, the comment “pass” shall be included. Recognised work shall be indicated in the transcript.
- (16) Where coursework or examinations are recognised under this provision, recognition shall generally pertain to the module containing the coursework or examination.
- (17) It shall not be possible to improve the result for work that has been recognised.

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Registration for and admission to examinations

- (1) The following shall be admitted to an examination or permitted to complete a Bachelor's or Master's dissertation:
 1. Candidates who, in the semester during which they register for the examination, are enrolled on the degree programme concerned or, provided there is sufficient capacity, on another degree programme at TU Braunschweig.
 2. Candidates who meet the admission requirements set out in the Additional Parts of the Examination Regulations.
 3. In the case of written work other than written examinations, candidates who submit a signed consent form for plagiarism detection as shown in Appendix 4. The consent form for plagiarism detection need only be submitted once and shall then be valid for all

coursework and examinations.

- (2) Where no other provisions are made in the Additional Parts of the Examination Regulations, the following procedure shall apply to registration and admission to examinations:
1. To apply for admission to an examination, candidates must register electronically or in writing with the examination board or another authorised body within the set deadline.
 2. Candidates who have registered for an examination within the set deadline and submitted any proofs required shall be admitted to the examination. Notifications shall be sent out only where admission is not granted.
 3. The examination board may extend the deadlines set for registration for an examination, also with retroactive effect, where there is good reason to do so, in particular where it would be unreasonable to let the legal consequences resulting from an expiration of the deadline stand.
 4. The examination board or another authorised body shall determine admission or non-admission to an examination. The examination board shall rule on the form and places in which examination dates and registration deadlines are published, notifications of non-admission are given, and examination results are published.
- (3) Admission to an examination shall not be granted where
- a. the requirements of (1) are not met;
 - b. the supporting documents are incomplete; or
 - c. the candidate has failed a Bachelor's or Master's degree on an identical programme in Germany; or
 - d. the examinations procedure was not properly completed; or
 - e. the candidate's right to participate in examinations has expired.

Where (c) applies, the examination board shall declare that the candidate has failed the degree programme concerned and arrange for the candidate's registration to be terminated under Section 19 (6) (2) (2 b) of the Lower Saxony University Act NHG.

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Consultations, mentoring system

- (1) The Additional Parts of the Examination Regulations may make provisions for students to attend one or several compulsory consultations. Students may also be assigned mentors.
- (2) Students who have not accumulated at least 30 credits by the end of semester 2 shall be obliged to attend a consultation. To be permitted to complete further coursework or examinations, candidates shall give proof that they have attended the consultation. The Additional Parts of the Examination Regulations may make additional or other provisions.

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Structure of examinations, types of coursework and examinations

- (1) To qualify for a Bachelor's or Master's degree, examinations and a dissertation shall be required. Examinations shall comprise one or several course assignments and/or examinations in a subject or an interdisciplinary subject field. Examinations shall be held throughout the degree programme. To take an examination, candidates need to be enrolled or, in the case of academic auditors, registered at the time of the examination. Where this is required for a task, students shall receive supervision while completing the task. Examinations may be taken by completing these or other types of coursework or examinations:

1. Written examinations (3), incl. use of the multiple-choice format
2. Oral examinations (4)
3. Written assignments (5)
4. Design projects (6)
5. Presentations (7)
6. Development and documentation of computer programs (8)
7. Experimental projects (9)
8. Portfolios (10),
9. Written examinations+ (11)

The Additional Parts of the Examination Regulations may provide for additional types of examinations, where this is required by the nature of the individual disciplines. This may be required in particular to adequately assess whether candidates have acquired the skills associated with the individual modules. Unlike examinations, coursework assignments may be resubmitted indefinitely but they are disregarded in the calculation of the grade, except in the written examinations+ type.

- (2) The Additional Parts of the Examination Regulations list all examinations associated with a module, each examination with its type, scope and learning objectives. The examination content and the skills to be assessed result from the learning objectives. These should be based on professional requirements, which may be used alternatively. Where the Additional Parts of the Examination Regulations list several alternative types of examination, students shall be notified of the type of examination during the period of the first three course units in the relevant semester via the learning management system used or via publication on the noticeboard or on the examiner's institute website. Unless otherwise stated in the Additional Parts of the Examination Regulations, the examination board or, in the case of module examinations, the examiner may choose the examination type for an examination. Where the examination type allows this, collaborative work may be permitted. In such a case, each candidate's contribution to be assessed shall meet the requirements of the whole examination work or coursework, as well as being clearly identifiable and assessable on the basis of sections, page numbers or other objective criteria.
- (3) In a written examination, candidates shall demonstrate that they can identify a problem and find possible ways of solving it under supervision within a limited time, with limited means and applying common subject-specific methods. Details, in particular concerning the time allowed for the task, are set out in the Additional Parts of the Examination Regulations. For multiple-choice format examinations, the provisions of Appendix 5 shall apply.
- (4) In an oral examination, candidates shall generally be tested by two examiners (so-called *Kollegialprüfung*) or by one examiner with a competent observer present, depending on the subject or the examiners' specifications. Candidates shall be tested either individually or in groups of up to five students. Observers shall be consulted before a grade is awarded. The main topics of the examination, the assessment, and the key considerations in the assessment decision shall be minuted. The minutes shall be signed by the examiners or by the examiner and the observer.
With the agreement of the examination board, oral examinations may in exceptional circumstances also be conducted as video conferences, provided it can be ensured that the examination work or coursework is completed in line with regulations. Departing from Clause 1, final examination retakes, whose failure would result in a candidate's failure and thus termination of the degree programme, shall always be conducted by two examiners.
- (5) In a written assignment, candidates shall independently complete a subject-specific or interdisciplinary task. In appropriate cases, the solutions found may be presented orally in a way that is typical of the profession.

- (6) In a design project, candidates shall complete a subject-specific or interdisciplinary task that presents design and construction problems, taking into account particularly planning aspects. An architectural design project also includes understanding and analysing a subject-specific or interdisciplinary task as well as finding and presenting an adequate solution based on this. As part of a design project task, candidates may have to present their work and give reasons for their decisions in a discussion. Details, in particular concerning the type, scope, and time allowed for architectural design projects, are set out in the Additional Part of the Examination Regulations concerned.
- (7) A presentation comprises the following:
1. A candidate's own discussion of a problem, generally in writing, which considers and analyses the relevant literature.
 2. An oral presentation and communication of the candidate's findings followed by a discussion.
 3. Where there is no written paper, minutes shall be prepared detailing the main items of the assessment and the key considerations in the assessment decision.
- (8) The development and documentation of computer programs generally comprise the following:
1. A description and clear definition of the task.
 2. Creating the theoretical framework for completing the task, particularly the selection of suitable methods and consulting and analysing the relevant literature.
 3. Writing the necessary algorithms in a suitable programming language.
 4. Testing the program with several sets of sample data and checking the results for correctness.
 5. Documenting the program, particularly the methods used, the flowchart, the program log (source program) and the result log.
- (9) An experimental project comprises theoretical preparation, setting up and conducting an experiment, documenting the individual steps, the test sequence and findings, and a critical assessment.
- (10) A portfolio comprises the following:
1. A module portfolio (*Leistungsmappe*), compiled by the student himself or herself, as a way of presenting and reflecting on the learning outcomes and skills acquired in the module, in either paper-based or electronic format; and, where applicable:
 2. A discussion of this portfolio with an examiner and a competent observer, either by individual students or in groups of up to five students.
- (11) A written examination+ is a written examination as intended in (3) where, at the request of the student, the results of graded or ungraded coursework are included and account for up to 50 % of the examination result. The coursework, which shall be specified in the Additional Part of the Examination Regulations for the same module, shall be completed before the written examination. The Additional Parts of the Examination Regulations shall specify in particular the percentage share in the overall grade or assessment for the written examination, and the time when the request must be made.
- (12) All written work must be original work, i.e. work completed by the student himself or herself, that has not been submitted for another assessment. All written work must be submitted together with a signed declaration of originality, in which the student states that the written work (or, in the case of a collaborative project, specified parts of the work) is his/her own work, has not been submitted for another assessment, and that only the authorised or specified sources and aids have been used. All written work shall be in German, unless submission in English or another language has been agreed with the examiner. The examination task shall be set by the examiner(s). Where the examiners cannot agree on an examination task, the task shall be set by the examination board. Candidates may be given the opportunity to propose an examination task. The examiner shall assess any written work (including dissertations) in writing, stating the key factors in his/her assessment.

- (13) At the start of each semester, the examination board shall set the dates for oral and written examinations, as well as the dates for setting tasks and the submission deadlines for all other scheduled examinations. The examination board shall notify candidates in good time of the type and number of examinations to be completed and their respective dates. The board may delegate the tasks in Clauses 1 and 2 to the examiners.
- (14) Students with an illness or a disability may apply to the competent examination board for an adjustment. To be granted an adjustment, a student shall be required to give evidence that s/he is unable to take an examination or examinations or parts of an examination or examinations in the specified form. As regards the evidence, medical certificates shall provide sufficient information for the examination board to ascertain the symptoms, type, scope and duration of the impairment. Where the specified criteria are met, the examination board shall grant an adjustment. This is a discretionary decision, which takes into account in particular proportionality and equality, to avoid both insufficient and excessive adjustment. Possible adjustments would be in particular: extending the total examination period; allowing more time (for instance, for completing written examinations, assignments and dissertations); rest breaks (for instance, during written examinations); substituting oral work for written work, or theoretical work for practical work, and vice versa; waiving compulsory attendance, where applicable (substituting it with alternative work); permission to use the necessary aids and assistance (for instance, a sign language interpreter); making available (examination) papers in adapted formats (for instance, in large print); and consultation of candidates in scheduling examinations wherever possible. Adjustments for long-term impairments can only be made where a candidate's ability to present knowledge in an examination is concerned. There can be no adjustment for long-term impairments of a capability that is due to be assessed in the examination. This shall not apply in cases where candidates are given only the same aids as would be made available to them in their professional work.
- (15) Students in special social circumstances (such as pregnancy, parenting or caring for relatives) may apply to the examination board for an adjustment. To be granted an adjustment, a student shall be required to give evidence that s/he is unable to take an examination in the specified form. In such cases, the examination board shall grant an adjustment. As regards possible adjustments, Subsection 14 Clause 6 shall apply. Periods of maternity leave shall be taken into account.
- (16) Additional Parts of the Examination Regulations may make provisions that certain examinations may be taken only after other examinations to be specified in the Additional Parts of the Examination Regulations have been successfully completed. This shall not affect the provisions of Section 14 (9).

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Public character of oral examinations

The following shall be permitted to attend oral examinations as audience: students who are due to take the same examination, as well as other university students and staff asserting a legitimate interest (Section 9 (4)). At a candidate's request, the Gender Equality Officer may also attend the examination as audience. This permission shall not extend to the consultation and announcement of a candidate's examination result. At a candidate's request, audiences under Clause 1 may be excluded. Requests under Clauses 2 and 4 shall be made to the examiners.

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Withdrawal, absence, deception and breach of regulations

- (1) Where no other provisions are made in the Additional Parts of the Examination Regulations, students may withdraw their registration for examination without giving reasons up to one week before a topic or task is set. In the case of written examinations, registrations shall be withdrawn by the end of the penultimate working day before the examination date. For the purposes of this provision, Saturdays shall not count as working days.

Unless otherwise provided in the Additional Parts of the Examination Regulations, withdrawals from a portfolio examination are possible up to one week before submission of the module portfolio, provided no other deadlines for withdrawal have been published at the start of the course under Section 9 (2) Clause 3, 2nd half of the clause.

Withdrawals shall be made in writing or electronically to the department responsible for registrations.

- (2) Examinations shall be considered “insufficient” (grade 5.0) where a candidate has given no good reasons for
 1. not attending the examination;
 2. withdrawing from the examination after it has started or after the end of the authorised withdrawal period;
 3. not completing an examination in accordance with Section 9 or not completing the dissertation within the submission deadline specified;
 4. not observing the deadline set for registration or for retaking an examination.

Clause 1 shall apply also where this would result in a candidate's failure of the degree.

- (3) Where there are no other provisions regarding competence in the Additional Parts of the Examination Regulations, candidates shall immediately notify the examination board or other authorised bodies in writing of the reasons for their withdrawal or absence and provide the appropriate evidence. The examination shall otherwise be graded as “insufficient” (grade 5.0). A candidate's termination of registration or authorised leave of absence are not considered good reasons. In the event of an illness, candidates shall submit a medical certificate or, if required by the examination board in individual cases, particularly in cases of repeated medical leave, a certificate from an officially appointed doctor (*Amtsarzt*). A student's illness and the illness of a dependent child for whom the student is largely the sole carer shall be treated in the same way. This shall also apply in cases of illness of a close relative who is medically certified as requiring care, where the student can provide evidence from an official body that s/he is responsible for this close relative's care. Where the reasons are accepted, a new examination date shall be set. This is generally the next regular examination date. Where a candidate has good reasons for not keeping to a submission deadline, the submission deadline may be extended. Unless a shorter deadline is specified in the Additional Parts of the Examination Regulations, deadlines may generally be extended by up to six weeks. In the case of a prolonged illness, a new topic is generally set after this time.
- (4) Where a candidate attempts to alter the result of his/her coursework or examination through deception or the use of unauthorised aids, the coursework or examination concerned shall be graded as “fail” or “insufficient”. Taking an aid that can be used for deception into an examination room shall be considered deception. The examiner shall announce at the start of an examination what aids are authorised and the handling of unauthorised aids. In especially severe cases, the examination board may also decide that a candidate has failed the complete examination or coursework, and thus failed the entire degree programme. Especially severe cases include particularly plagiarism, the use of unauthorised electronic aids during the examination, also for communication, the organised collaboration of several people, and repeated deception. Examiners and invigilators shall have the power to exclude from an examination any candidate who interrupts the proper examination procedure. In such cases, the candidate's examination shall be awarded the grade “insufficient” or “fail”. Candidates who are suspected of deception as set out in Clause 1 may continue with the examination after surrendering the unauthorised aid. Unauthorised aids may be confiscated until the procedure is complete. Unauthorised aids shall be returned no later than the date when the decision becomes enforceable.

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Assessment of coursework and examinations; individual grades and module grades

- (1) Every coursework assignment and examination shall be graded by the relevant examiner or, where an assessment is to be given by two examiners, by both examiners. The results of written examinations shall generally be published no later than four weeks after an examination has been completed.

(2) The following grading scale shall apply for all examination work:

1 = sehr gut (very good)	= excellent work
2 = gut (good)	= work that is considerably above average requirements
3 = befriedigend (satisfactory)	= work that meets average requirements in every respect
4 = ausreichend (sufficient)	= work that has some shortcomings but still meets minimum requirements
5 = nicht ausreichend (insufficient)	= work that has severe shortcomings and therefore does not meet requirements

Each grade may be raised or lowered by 0.3 to permit a differentiated assessment. Grades shall be used in this form to calculate the overall grade. The following grades are not permitted: 0.7; 4.3; 4.7; 5.3. Coursework may be graded either as set out in Clause 1 or as pass/fail. In the calculation of overall grades, grades for coursework are disregarded, except in the written examination+ (*Klausur+*) type. Where grades for an examination are based on an assessment by more than one examiner, the final grade may have smaller increments than 0.3 (see Subsection 3 Clause 4).

Where the results are published in the form of notices, candidates shall be informed when such notices are posted, how long for, and where. Notices shall be posted for at least one month. Where a candidate fails at the final attempt, s/he shall be notified in writing. This notification shall include details on how to appeal against the decision.

- (3) Modules are generally completed with a coursework assignment and/or an examination. Examinations that are graded as “sufficient” or “pass” or higher, shall be considered a “pass”. Where an examination is assessed by two examiners, it shall be considered a “pass” if both examiners grade the work as “sufficient” or “pass” or higher. The grade for an examination pass is calculated as the average of the individual grades awarded by the examiners. Where the reasons for an assessment are not given together with the assessment, they shall be communicated to candidates in writing on request and the key considerations included. The reasons shall be kept with the examination script in a candidate's examination records.
- (4) Where a grade is calculated in accordance with Subsection 3 Clause 4, only the first decimal point shall be considered. All other decimal points shall be disregarded and not rounded. The following grade descriptors are used:
- “sehr gut” (very good) for grade averages up to and including 1.5
 - “gut” (good) for grade averages from 1.6 up to and including 2.5
 - “befriedigend” (satisfactory) for grade averages from 2.6 up to and including 3.6
 - “ausreichend” (sufficient) for grade averages from 3.6 up to and including 4.0
 - “nicht ausreichend” (insufficient) for grade averages from 4.1
- (5) Where a candidate takes an examination that s/he was not entitled to retake, the examination result shall be disregarded. This shall generally apply also where a candidate takes an examination that s/he has not been admitted to.
- (6) Examinations that are graded as “sufficient” or “pass” or higher, shall be considered a “pass”. Where, as an exception, an examination comprises several examinations or coursework assignments, the examination shall be considered a “pass” if each examination or coursework assignment is graded as “sufficient” or “pass” or higher, unless the Additional Parts of the Examination Regulations specify for individual examinations that examination work graded as “insufficient” may be compensated for by work with a higher grade. Provided no other provisions are made in the Additional Parts of the Examination Regulations, module grades are calculated from the grade averages for the individual examinations weighted according to the number of credits awarded. Subsection 2 Clause 6 shall apply accordingly. Modules that are completed with a coursework assignment shall be disregarded in the calculation of the overall grade.

Free attempts, examination retakes

- (1) An examination that is failed on the first attempt may be retaken twice. Once a candidate passes an examination, s/he shall not be permitted to retake it, unless it was taken as a free attempt under (2).
- (2) Where a candidate's first attempt at an examination is within the standard period of study, it shall be considered a free attempt. Where a candidate passes an examination in a free attempt, s/he may register to retake it once to improve his/her result, but no later than the end of the second semester after the free attempt. The better result shall count. Where there are reasons justifying a withdrawal under Section 11 (3), the period during which an examination may be taken as a free attempt shall be extended only on request. Retaking an examination graded as 1.0 to improve the result shall not be permitted. A second free attempt at the same examination shall not be permitted. The above rules on free attempts shall not apply to the completion of research assignments and Bachelor's or Master's dissertations.
- (3) Where a candidate has accumulated the number of credits required to pass a degree programme, s/he shall be entitled to an examination retake only if s/he notifies the examinations office of his/her intention to improve his/her result within two weeks after accumulating the necessary credits.
- (4) Where a free attempt does not concern a compulsory subject, candidates may switch to a different examination subject by the end of the second semester after the free attempt, provided no other provisions are made in the Additional Parts of the Examination Regulations. The Additional Parts of the Examination Regulations may include provisions stating that a maximum of three examinations in electives or compulsory electives that a candidate did not pass at the first attempt need not be retaken outside the standard period of study. In both cases, the candidate shall notify the examination board accordingly.
- (5) Where a candidate's final attempt at an examination is graded or considered as "insufficient", s/he shall be considered to have failed his/her Bachelor's or Master's degree. Where an examination retake concerns a written examination or written examination+, the grade "insufficient" shall only be awarded after the candidate has taken an additional oral examination. The additional oral examination shall be conducted by two examiners; beyond these provisions, Section 9 (4) shall apply accordingly. In awarding a grade for the examination retake, which can only be either "sufficient" or "insufficient", the examiners shall take due account of the written work and the result of the additional oral examination. An additional oral examination shall not be permitted where a written examination is graded as "insufficient" under Section 11 (2) or (4). Candidates shall agree a date for the additional oral examination with the examiner and notify the examination board or another authorised body of this within one month after publication of the results of the written examination. The examiner shall set the date for the additional oral examination to take place no later than two months after publication of the results of the written examination. Candidates shall have the opportunity to view the failed examination paper before the examination date. Where a candidate fails to notify the examination board of the date for the additional oral examination within a month, the examination board shall set an examination date. The Additional Parts of the Examination Regulations may make provisions that depart from this procedure. Under Section 11 (2) APO, where a candidate does not attend the additional oral examination, s/he shall be awarded the grade 5.0 for this examination and the overall examination. Under Section 17 (3) APO, this shall result in failure of the degree programme. Where there is good reason under Section 11 (3) APO, the examination board may extend the deadline in individual cases. Candidates shall immediately notify the examination board in writing of such reasons.
- (6) The rules of procedure for examinations shall also apply to examination retakes, unless other provisions are made in the Additional Parts of the Examination Regulations.

Bachelor's and Master's dissertations

- (1) In a Bachelor's or Master's dissertation, candidates shall demonstrate that they are able to treat a problem from the specialist area of their choice independently within a set deadline, using scientific methods. The dissertation topic and assignment shall be appropriate to the purpose of the examination (Section 2) and the deadline under (5). The type of task and the assignment shall be set when a candidate is assigned his/her topic. Students shall be enrolled until they have completed the last item of work for the relevant degree programme and/or submitted their dissertation.
- (2) Where the topic permits this, a Bachelor's or Master's dissertation may be completed as a collaborative dissertation. In such a case, each candidate's contribution to be assessed as examination work shall be clearly identifiable and assessable on the basis of sections, page numbers or other objective criteria specified, and meet the requirements in (1).
- (3) Dissertation topics may be assigned by a member of academic staff or a full-time unsalaried lecturer (*Privatdozent*) in the disciplines responsible for the degree programme. Topics may also be assigned by retired professors in the disciplines, and, with the consent of the examination board, by other persons authorised to act as examiners under Section 5 (1). Where a topic is assigned as set out in Clause 2, the second examiner shall be a full-time professor in the discipline.
- (4) Topics shall be set by the first examiner. On request, the examination board shall ensure that the candidate is given the topic in good time. Candidates are assigned their topic by the chair of the examination board or another authorised body; this shall be recorded. With the assignment of the topic, the examiner who has set the topic (first examiner) and a second examiner shall be appointed.
- (5) Where no other provisions are made in the Additional Parts of the Examination Regulations, 12 credits shall be awarded for a Bachelor's dissertation and 30 credits for a Master's dissertation. The deadlines for submission of the dissertation shall be three months and six months respectively. Candidates wishing to change their dissertation topic may do so only once and only within the first third of the submission deadline specified in Clause 1. On request and with reasons given, the examination board may as an exception extend the deadline in individual cases by up to one third. The Additional Parts of the Examination Regulations may set shorter deadlines than those specified in Clauses 1 and 3.
- (6) On submission of their dissertation, candidates shall state in writing that the work – or, in the case of a collaborative dissertation, specified parts of the work – is their own work and that only the authorised or specified sources and aids were used. Beyond these provisions, Section 9 (11) shall apply.
- (7) Where no other provisions regarding the form are made in the Additional Parts of the Examination Regulations, dissertations – generally two bound copies and an additional electronic copy – shall be submitted within the deadline to the chair of the examination board or other authorised bodies. The time and date of submission shall be recorded.
- (8) In accordance with Section 12 (2) to (4), dissertations shall generally be assessed by both examiners within four weeks of submission.
- (9) Only candidates who meet the requirements set out in the Additional Parts of the Examination Regulations, and who have accumulated at TU Braunschweig at least one third of the credits required to successfully complete the degree programme shall be permitted to complete their Bachelor's or Master's dissertation. The examination board may permit exceptions on request.
- (10) The Additional Parts of the Examination Regulations may specify that a colloquium or presentation be conducted as part of the Bachelor's or Master's dissertation. Details, also concerning the award of credits, shall be set out in the Additional Parts of the Examination Regulations.

Resubmission of Bachelor's and Master's dissertations

A Bachelor's or Master's dissertation that is graded or considered as “insufficient” may be resubmitted once. A second resubmission is not permitted. When resubmitting their dissertation, candidates may change the dissertation topic only if they have not already done so when completing the original dissertation (Section 14 (5) Clause 2). Candidates shall request assignment of a topic for resubmission of the dissertation no later than three months after the result of the original dissertation is published, unless the Additional Parts of the Examination Regulations specify that the examination board set the deadlines for assignment of topics for resubmitted dissertations. Where the deadline is not met, the examination board shall assign a topic in agreement with the first examiner.

16

Examination results, termination of studies

- (1) Candidates shall have passed a Bachelor's or Master's degree when they have passed all examinations required under the Additional Parts of the Examination Regulations, including the dissertation, with a grade “sufficient” or higher, as well as passing any required coursework assignments and accumulating the required number of credits, generally 180 or 120 credits.
- (2) The overall grade for a Bachelor's or Master's degree shall be calculated from the grade averages for the individual modules including the Bachelor's or Master's dissertation, weighted according to the number of credits awarded for each. Section 12 (4) and (6) shall apply accordingly. Where a candidate accumulates more credits for a module than specified in the Examination Regulations, the overall grade shall be calculated using only the number of credits specified in the Examination Regulations, in chronological order, starting with the date of the first examination attempt. Unless otherwise provided in the Additional Parts of the Examination Regulations, the grade for each module shall be calculated from the average number of credits included for all examinations. Each module shall count only with the number of credits specified in the Examination Regulations.
 Where a candidate completes more modules than specified in the Examination Regulations and the examinations are not marked as additional examinations, the module grades shall be used in chronological order of the date each module is completed until the maximum number of credits to calculate the overall grade is reached or exceeded, unless otherwise provided in the Additional Parts of the Examination Regulations.
 The total number of credits for compulsory modules and the dissertation shall be included in the calculation of the overall grade. The overall grade shall also be calculated from the average of all included module grades. The Additional Parts of the Examination Regulations may specify that grades for individual examinations be given a particular weighting in the calculation of the overall grade, or that individual examinations be disregarded on request. Unless otherwise provided in the Additional Parts of the Examination Regulations, only grades up to a maximum of 12 credits for Bachelor's programmes or 10 credits for Master's programmes may be disregarded. Disregarding only some credits for a module is not permitted. The Additional Parts of the Examination Regulations may specify that a “pass with distinction” be awarded to candidates who have achieved overall excellent results.
- (3) The degree programme shall be considered failed in the following cases:
 - Where a candidate has failed an examination subject because of a severe case of deception under Section 11 (4) Clause 2.
 - Where a candidate no longer has the option of retaking a failed examination.
 - Where a candidate's resubmitted Bachelor's or Master's dissertation is graded or considered as “insufficient”.
- (4) A candidate's right to participate in examinations for closed degree programmes shall expire no later than when twice the standard period of study has elapsed, counting from the last possible enrolment date for the first semester.
 In cases of particular social or personal hardship, such as illness or the care for relatives, the examination board may extend this deadline.

This shall not affect the earlier or later expiry of a candidate's right to participate in examinations because of other provisions.

The registration of candidates whose right to participate in examinations has expired shall be terminated at the end of the semester.

17

Transcripts and certificates

- (1) Candidates who have passed the Bachelor's or Master's degree shall receive promptly, where possible within eight weeks, a transcript showing in particular the overall grade, the completed modules including the credits and grades awarded, the dissertation topic, and the grade and number of credits awarded for the dissertation. For degrees completed on or after 1 October 2013, transcripts shall be prepared using the template in Appendix 1. Transcripts shall bear the date when the last coursework assignment was submitted or the last written or oral examination was taken. Together with the transcript, candidates shall receive a Bachelor's or Master's degree certificate based on the template in Appendix 2. This shall document the award of the academic title. Clauses 2 and 3 shall apply accordingly. Every transcript shall be accompanied by a diploma supplement (Appendix 3) containing details of the skills acquired in the degree programme. Transcripts, degree certificates and diploma supplements shall be issued in German and English. They shall include the names and/or signatures of the incumbents holding the relevant offices at the time the documents are issued.
- (2) In addition to the overall grade, transcripts shall show an ECTS grade according to the following relative grading scale:

“A”: best 10 %

“B”: next 25 %

“C”: next 30 %

“D”: next 25 %

“E”: next 10 %.

The reference grades for these are the overall grades achieved by graduands in the previous four semesters (excluding the ongoing semester). This shall apply also where the Examination Regulations have changed but the content of the degree programme concerned remains essentially the same. The relevant cohorts shall be determined on 31 October and 30 April of each year. ECTS grades shall be shown only where the total number of reference grades is at least 30. The Additional Parts of the Examination Regulations may provide that ECTS grades be specified also for the individual grades in a transcript.

- (3) Where a candidate has not yet completed all work, or where s/he has completed all work but the assessment is not yet complete, s/he may request, providing the appropriate evidence, that the examination board issue a written certificate. Such a certificate shall list the modules a candidate has passed fully or in part at the time the certificate is issued, including the grades and credits awarded. Where a candidate requests such a certificate before completing his/her last examination, this shall be stated in the certificate. The certificates shall always state the number of credits missing or pending results required to pass the Bachelor's or Master's degree. Where a module has only been partly completed or partly graded, the certificate shall show the number of credits that would be awarded for the completed examinations. On request, candidates shall be issued with an additional certificate showing only completed examinations.
- (4) The examination board shall notify in writing candidates who have failed their Bachelor's or Master's degree. Such notifications shall include details on how to appeal against the decision. Certificates as set out in (3) Clause 1 shall be issued and included and no request shall be required for this.

18

Additional examinations

- (1) Students may accumulate credits beyond the scope specified for a degree programme until the end of the semester in which they have passed all examinations and coursework required to complete the degree. Before registering for an examination, a student shall apply to the examination board to have an examination count as an additional examination. Courses from other Bachelor's or Master's programmes may also be used, provided there is sufficient capacity. Students on a Bachelor's programme may accumulate up to 35 credits from Master's programmes in this way. The Additional Parts of the Examination Regulations may specify that students can choose to replace up to three examination passes in electives or compulsory electives with additional examinations in the electives or compulsory electives concerned. Irrespective of any special provisions, candidates shall register with the examination board all examinations to be considered as additional examinations before completing the last examination required for passing the degree programme. Departing from the provisions in Section 17, the transcript shall be issued at a later date accordingly.
- (2) At a candidate's request, the results of additional examinations and the number of credits awarded shall be included in the transcript. The results shall, however, not be included in the calculation of the overall grade.

19

Qualifying examination

- (1) Departing from the rules on admission to the final examinations for a Bachelor's or Master's degree and on permission to complete the dissertation, admission is also possible for candidates who demonstrate in a qualifying examination that they have the skills and knowledge taught in certain modules of the degree programme concerned.
- (2) Only candidates who can provide the following in their application shall be admitted to the qualifying examination:
 1. Evidence of having the entrance qualifications for the degree programme concerned.
 2. Evidence of completed professional training or of five years' professional experience in a field that is of benefit to their chosen degree studies, or of having equivalent practical experience acquired in another way.
 3. Appropriate evidence of having acquired the skills required for the qualifying examination.
- (3) The following shall not be admitted to the qualifying examination: candidates who are enrolled at a university on a degree programme in this discipline or who were enrolled on such a programme in the previous three years; candidates who have failed a preliminary examination, a Bachelor's or Master's degree or an equivalent state or church examination, a qualifying examination or an external examination for such a degree programme at the final attempt; and candidates who have not been admitted to a qualifying examination or an external examination for such a degree programme at the final attempt.
- (4) Applications for taking the qualifying examination shall be made to the competent examination board. Applications shall include the following:
 1. A statement indicating in what scope and for which modules candidates are requesting a transfer of credits
 2. The evidence specified in (2)
 3. A curriculum vitae outlining a candidate's educational and professional history
 4. The statements specified in (3)
- (5) The examination board shall rule on all applications. Where a candidate is unable to submit any of the supporting documents required under (4) in the specified format, the examination board may accept evidence in a different format.

- (6) Where there are doubts regarding the requirements specified in Subsection 2 (2) and (3), the examination board may rule that a technical discussion lasting at least 30 minutes shall be conducted with the candidate. The examination board shall appoint two examiners for this purpose, one of whom must be a member of academic staff. Beyond these provisions, Section 9 (4) shall apply. The two examiners shall establish whether the candidate meets the requirements under Subsection 2 (2) and (3). After candidates are informed of the outcome of the technical discussion, they shall be permitted to withdraw their application or amend it regarding (4) Clause 2 (1).
- (7) Candidates shall receive a written notification stating the result of the application procedure. Irrespective of the rules governing enrolment, candidates who are admitted shall have the right to attend course units as academic auditors in order to find out what knowledge and skills are taught in the modules concerned. Candidates who are not admitted may resubmit their application once. The letters of notification referred to in Clause 1 shall specify the period during which candidates shall not be permitted to resubmit their application. This period shall be no shorter than one year and no longer than three years.
- (8) The examination board shall determine the examination type and set the dates for qualifying examinations. Qualifying examinations shall be conducted according to the same procedure as is used for the corresponding examinations in a degree programme. The requirements shall be based on the content of the examinations associated with the modules concerned, or on the skills taught in these modules. In appropriate cases, the examinations may be held together with the examinations for students enrolled on the degree programme.
- (9) Sections 9, 10, 11, 12 and 13 shall apply accordingly to the assessment and retakes of qualifying examinations.
- (10) Candidates shall receive a written notification stating the result of the qualifying examination. The letter of notification may contain conditions such as the completion of certain examinations within a set time after the start of the degree programme. The letter of notification may also specify that candidates be placed in a different semester than the one applied for. Transcripts under Section 18 (1) shall only consider work completed after the start of the degree programme.

20

Annulment of examination results

- (1) In the event of cheating during an examination, which becomes known only after the transcript has been issued, the examination board may in retrospect declare the complete examination or parts of it a "fail", or amend the grade.
- (2) Where a candidate did not meet the requirements for admission to the examination but made no deliberate attempt to deceive, and where this fact only becomes known after the transcript has been issued, this fault is considered remedied by the passing of the examination. Where a candidate made a deliberate attempt to deceive in order to obtain admission, the examination board shall rule on the action to be taken, taking into account legal provisions for the withdrawal of unlawful administrative acts.
- (3) Candidates shall be given the opportunity to discuss the matter with the examination board before a decision is taken.
- (4) The incorrect examination transcript shall be confiscated and replaced with a correct transcript or a certificate under Section 18. Where an examination is graded as "fail" or "insufficient" because of a deception, the Bachelor's or Master's degree certificate shall be confiscated along with the incorrect examination transcript. Decisions under (1) and (2) Clause 2 shall not be possible after a period of five years following the date of the examination certificate.

21

Viewing of examination records

- (1) Once an examination is complete, candidates shall be granted access to view their examination scripts, the examiners' comments, and the examinations record sheets on request. Such requests must be made to the examination board within one year after an examination or a Bachelor's or Master's dissertation has been completed or notification of failing the examination has been sent. The examination board shall determine where and when the viewing may take place.
- (2) Notwithstanding the provisions of (1), the examiners generally announce a date when the assessed examination scripts may be viewed.

22

Publication in the university

- (1) These General Examination Regulations and the Additional Parts of the Examination Regulations shall be published in the university. The individual examination boards shall ensure that these General Examination Regulations and the Additional Parts of the Examination Regulations are made available to the students in a suitable form.
- (2) The examination board or other authorised bodies may publish in the university decisions and other actions taken on the basis of these Examination Regulations, particularly admission and non-admission to examinations, registration and examination dates and deadlines, and examination results in line with local practice. Data protection and privacy legislation shall be observed in this.

23

Individual decisions, appeals procedure

- (1) The individual grades and module grades calculated in accordance with Section 12 shall be announced by or on behalf of the examiner. The grades for dissertations, final attempts and failure of the degree shall be announced by or on behalf of the examination board. Unless otherwise specified in the individual provisions, all other decisions under these Examination Regulations shall be made by the examination board. Alternative provisions may be made in the Additional Parts of the Examination Regulations.
- (2) Where an appeal is brought against an administrative act by the examination board, and provided leave to appeal is granted, the departmental council shall act as the appeals authority. Where an appeal is brought against an administrative act by an authority other than the examination board or the departmental council, and provided leave to appeal is granted, the examination board shall act as the appeals authority. Grades cannot be lowered in an appeals procedure. The rules of the appeals procedure shall apply accordingly to decisions to reconsider assessments that are not administrative acts.

24

Transitional provisions, scope

Where the Additional Parts of the Examination Regulations refer to a previous version of these General Examination Regulations, the references shall be interpreted in such a way that the rules referred to previously shall be superseded by the rules relating to the subject that is being referred to. This shall apply also where a new version of the General Examination Regulations departs from the previous version. Where an examination or a period of residence abroad for study purposes has already started, Section 6 (9) shall not be applied.

25
Entry into force

These General Examination Regulations shall enter into force on 01 April 2018. At the same time, the previously valid General Examination Regulations, official journal of TU Braunschweig no. 908 dated 12 September 2013, shall cease to be in force.

Appendix 1



Appendix 4

Consent form for the use of plagiarism detection software on my work

At TU Braunschweig, submitted coursework and examination work may be screened for plagiarism.

With my signature, I give my consent

(First name, last name printed, student ID (Matrikelnummer))

that all work to be authored and submitted by me as coursework or examination work may be screened automatically after submission to detect plagiarism.

Work is only screened anonymously, i.e. my personal details (first name, last name, student e-mail address) shall not be used.

Unless I give my separate express consent, my work shall not be permanently stored for plagiarism screening. Where such express consent to permanent storage is not given, the screening report and all other files shall be deleted with the definitive completion of the screening procedure.

This does not affect the university's other record-keeping obligations.

I understand that the use of another person's work without acknowledging the sources represents a deliberate attempt to deceive.

Date

Student's signature

Voluntary extended consent:

I give my consent that all work authored by me may be used as a reference for plagiarism detection in other work for a period of 10 years after completing my degree.

A refusal to sign this consent shall not disadvantage me during my studies.

Date

Student's signature

*Detection procedures that limit the storage of documents to TU Braunschweig shall be given preference.

Appendix 5

Use of multiple choice format

All examination questions shall be set by two examiners. When setting the examination questions, the examiners shall specify the correct answers. All possible solutions must be predicted and questions shall be worded in such a way as to be understandable, without contradictions, and unambiguous. Where only one correct solution is intended, no other suggested solution may be possible.

The examination questions shall be reviewed again for correctness after the examination but before determining the examination result. Particular attention shall be paid to conspicuous response behaviour. Where, for instance, good candidates very frequently choose a solution that is assessed as incorrect, this may indicate flaws in the question. Where the review shows that individual questions are flawed, the solutions concerned shall not be taken into account in determining the examination result. This reduces the number of questions specified in advance accordingly. The assessment shall then be based on the reduced number of examination questions. The reduction in the number of examination questions shall not disadvantage a candidate.

To pass a multiple-choice test, candidates shall have to answer correctly, for instance, 60 questions, or at least 50 percent; or the number of questions answered correctly must be no more than 22 percent lower than the average performance by first-time candidates. Where fewer than 30 percent of candidates are first-time candidates, the reference group for determining the relative pass mark shall be extended to include all examination candidates.

Where the number of examination questions has been reduced prior to assessment, but the correct answer shall nevertheless count for a candidate under (1), the excluded examination question shall be taken into account in determining the relative pass mark. Where an excluded examination question has been answered incorrectly, it shall be disregarded in both the assessment and in determining the relative pass mark.

Examination work shall be assessed as outlined below.

Candidates who have correctly answered the minimum number of questions required to pass the examination shall be awarded the following grades:

“sehr gut” (very good) for answering at least 75 percent;

“gut” (good) for answering at least 50 but less than 75 percent;

“befriedigend” (satisfactory) for answering at least 25 but less than 50 percent;

“ausreichend” (sufficient) for answering no additional or less than 25 percent more than the minimum number of questions required to pass the examination.

Where incremental grades (1.3, 1.7 etc.) are awarded, the number of correct answers equivalent to each percentage shall be calculated. Candidates who have not correctly answered the minimum number of questions required to pass the examination shall be awarded the grade “nicht ausreichend” (insufficient).

Where individual examination questions are given different weightings, the pass marks and distribution of grades shall be determined based on the maximum possible score and not on the number of questions.

Where multiple-choice questions form part of a written examination, the above requirements shall apply accordingly.

Examples of an absolute pass mark of 60 percent and of a relative pass mark:

Student X has taken an examination where an average of 80 % of questions were answered correctly. X achieved only 59 %, which was below the absolute pass mark. The relative pass mark was 62.4 % ($22 \% \text{ of } 80 = 17.6$), which X did not achieve either.

Student Y has taken an examination where an average of 55 % of questions were answered correctly. Y achieved only 48 %, which was below the absolute pass mark. The relative pass mark was 42.9 % ($22 \% \text{ of } 55 = 12.1$). Y's result was above the relative pass mark and she therefore passed the examination.