Examinations

Christa Hellert, May 25th, 2023
Agenda

- Examination regulations
- Study and examination achievements
- Examination preparation
- Examination dates
- Registration of examinations
- Deregistration from examinations
Examination Regulations
The General Examination Regulations / Allgemeine Prüfungsordnung (APO) apply to all bachelor's and master's degree programmes:
- Recognition of study and examination achievements
- Admission to examinations
- Types of coursework and examinations
- ...

The Specific Part of the Examination Regulations / Besondere Prüfungsordnung (BPO) applies to a specific degree programme:
- Structure of the study programme
- Module descriptions and their corresponding study and examination achievements
- Regulations that differ from the APO
- ...
Examination Regulations
Where to find the documents...

Homepage der Fakultät für Maschinenbau


Files & Downloads

Zulassungsordnung / Admission Regulations

- Allgemeine Zulassungsordnung TU Braunschweig (General Admission Regulations TU Braunschweig)
- Besondere Zulassungsordnung "Sustainable Engineering of Products and Processes" (de)
- Special Admission Regulations, SEPP, B.Sc. (eng) - *published soon*

Curriculum

- Curriculum / Studienplan - German Track (Muster)
- Curriculum / Studienplan - English Track (Muster)

Modulhandbuch / Course Handbook

- Modulhandbuch SEPP, B.Sc. / Course handbook SEPP, B.Sc. (de/eng)

Prüfungsordnung / Examination Regulations

- Allgemeine Prüfungsordnung TU Braunschweig (General Examination Regulations)
- BPO - Besondere Prüfungsordnung, SEPP, B.Sc. (de)
- BPO Anlage 1
- BPO Anlage 2
- BPO Anlage 3

- BPO - Special Examination Regulations, SEPP, B.Sc. (eng)
The Specific Part of the Examination Regulations include the following:

- **Annex 1:** Module catalogue
- **Annex 2:** Module descriptions of the study programme
- **Annex 3:** Programme learning outcomes

Exemplary module description in Annex 2

<table>
<thead>
<tr>
<th>Modulnummer</th>
<th>Modul</th>
<th>Qualifikationsziele:</th>
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</thead>
<tbody>
<tr>
<td>MB-WuB-50</td>
<td>Energy Systems</td>
<td>(E) Students know components and systems for the supply of electrical and thermal energy. They are able to explain the fundamentals of different conventional and renewable energy systems. They can calculate energy balances and electrical and thermal efficiencies. The students can design simple energy systems on their own and can select suitable energy system architectures for specific problems.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Modulnummer</th>
<th>Modul</th>
<th>Prüfungsmodalitäten:</th>
</tr>
</thead>
<tbody>
<tr>
<td>MB-WuB-50</td>
<td>Energy Systems</td>
<td>(E) examination: 1 written exam (120 min) (D) Prüfungsleistung: 1 Klausur (120 min)</td>
</tr>
</tbody>
</table>

**LP:** 5  
**Semester:** 3
Examination Regulations
Examination attempts

- First attempt → Fail
- Retake → Fail
- Second retake → Fail

Oral supplementary examination → If second retake was a written examination

- Final failure of degree programme / termination of enrolment

- All examination attempts need to be registered individually.
Examination Regulations
Free Attempt / Freiversuch

Examination Attempt 1 = „Free Attempt“ / „Freiversuch“

- **Free Attempt (Freiversuch)** = first attempt within the standard period of study

- The examination can be repeated once at the latest at the end of the next but one semester after registration in order to improve the grade even though the student has passed the examination.

- The better result counts towards the final grade.

- Change of the examination subject possible if the free attempt was not taken in a compulsory area
Examination Regulations
Deception/Cheating

Not allowed during examinations:

- Use of unauthorized notes, smartphone or similar
- Plagiarism
- Any kind of unauthorized assistance, “team work”
- ...

Violation of regulations will result in 5.0 = fail

Important note: Make sure to follow all instructions given before and during your examination by the invigilators.

Attempts of cheating can result in termination of enrolment.
Study and examination achievements
Study and examination achievements

- Bachelor course of study
  - Examination achievements (Prüfungsleistungen)
    - Grades count towards final grade
      - examinations of compulsory modules
      - examinations of elective modules
      - project work
      - bachelor's thesis
      - ...
  - Coursework/study achievements (Studienleistungen)
    - Grades do not count towards final grade
      - internship
      - Integrated Module
      - laboratory
      - ...
  - 180 CP (credit points) consist of coursework and examination achievements
Examination preparation
Examination preparation
Recommendations

- **Revise** regularly already during the lecture period.
- Prepare in good time.
- Obtain **old examination papers** („Klappe“ of the student council).
- Organise **study groups**.
- Take the offer of **office hours** and **mock examinations**.
Examination dates
Examination dates
Centrally planned examination dates

➢ Check the faculty’s website: [www.tu-braunschweig.de/fmb](http://www.tu-braunschweig.de/fmb)
Examination dates
Centrally planned examination dates

https://www.tu-braunschweig.de/fmb/aktuellestermine/termine

<table>
<thead>
<tr>
<th>Übersicht</th>
<th>Wintersemester 2022/23</th>
<th>Sommersemester 2023</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feiertage</td>
<td>03.10.2022; 31.10.2022; 25. und 26.12.2022; 01.01.2023</td>
<td>01.05.; 18.05.; 29.05.2023</td>
</tr>
<tr>
<td>Weihnachtsferien</td>
<td>23.12.2022 - 06.01.2023</td>
<td></td>
</tr>
<tr>
<td>Exkursionswoche</td>
<td></td>
<td>28.05. bis 04.06.2023</td>
</tr>
<tr>
<td>Tag des Maschinenbaus- Absolventenfeier</td>
<td>13.05.2023 zur Website</td>
<td>13.05.2023 zur Website</td>
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<tr>
<td>Prüfungsanmeldung</td>
<td>15.12.2022 - 15.01.2023</td>
<td>01.06.2023 - 30.06.2023</td>
</tr>
<tr>
<td>Prüfungstermin</td>
<td>Fak. für MB und Fak.1/Wing.: 13.02. - 31.03.2023</td>
<td>Fak. für MB: 24.07. - 09.09.2023; Fak. 1/Wing.: 24.07. - 16.09.2023</td>
</tr>
<tr>
<td>zentral geplante Klausurtermine Bachelor</td>
<td>MB, WI-Ing, BCP-SEPP</td>
<td>MB, WI-Ing, BCP-SEPP</td>
</tr>
<tr>
<td>zentral geplante Klausurtermine Master</td>
<td>MB, KFZ, LRT, MuM, WI-Ing, BCI, NET, Pharming, PharmaVT</td>
<td>MB, KFZ, LRT, MuM, WI-Ing, BCI, NET, Pharming, PharmaVT</td>
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<tr>
<td>Mündliche Ergänzungsprüfungen</td>
<td>bis 30.04.2023</td>
<td>bis 31.10.2023</td>
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<tr>
<td>Klausureinsicht</td>
<td>Termine werden von Instituten</td>
<td>Termine werden von den Instituten bekannt</td>
</tr>
</tbody>
</table>
Examination dates
Centrally planned examination dates

- Centrally planned examination dates summer term 2023 (excerpt)

<table>
<thead>
<tr>
<th>Pflichtbereich</th>
<th>Datum</th>
<th>Prüfung</th>
<th>Prüfer*in</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Montag, 24. Juli 2023</td>
<td>Einführung in die Masstechnik</td>
<td>Tutsch</td>
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<tr>
<td></td>
<td>Mittwoch, 26. Juli 2023</td>
<td>Digitale Werkzeuge</td>
<td>Hemas</td>
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<tr>
<td></td>
<td>Mittwoch, 26. Juli 2023</td>
<td>Bioverfahrenstechnik</td>
<td>Knoll</td>
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<td></td>
<td>Donnerstag, 27. Juli 2023</td>
<td>Grundlagen der BWL - Finanzwirtschaft und Produktion &amp; Logistik</td>
<td>Spengler/Gutter</td>
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<tr>
<td></td>
<td>Donnerstag, 27. Juli 2023</td>
<td>Production Systems and Supply Chains</td>
<td>Spengler</td>
</tr>
<tr>
<td></td>
<td>Freitag, 28. Juli 2023</td>
<td>Organische Chemie</td>
<td>Linke</td>
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<tr>
<td></td>
<td>Montag, 31. Juli 2023</td>
<td>Regelungstechnik</td>
<td>Friedrich, Schröder</td>
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<td></td>
<td>Mittwoch, 2. August 2023</td>
<td>Grundlagen der Volkswirtschaft</td>
<td>Ludwig</td>
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<tr>
<td></td>
<td>Freitag, 4. August 2023</td>
<td>Grundlagen komplexer Maschinenanlagen und Antriebe</td>
<td>Villa, Fröhlich</td>
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<tr>
<td></td>
<td>Freitag, 4. August 2023</td>
<td>Grundoperationen der Flussverfahrenstechnik</td>
<td>PoL</td>
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</tbody>
</table>

- Details such as times and rooms will be given by the institutes – please make sure to obtain all necessary information in good time.
Examination dates
Decentralised examination planning

- Examinations of courses with few students are usually planned by the institutes.
- If an examination date cannot be found on the faculty’s main website, please check with the institute offering the course/examination.
- Examination dates that are planned decentrally are not published in the main document but only by the individual institutes.
- In this case only the institutes can give information on the planned dates and times.
<table>
<thead>
<tr>
<th>Examination</th>
<th>CP</th>
<th>examiners</th>
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</thead>
<tbody>
<tr>
<td>Technische Mechanik 1</td>
<td>8</td>
<td>Böll</td>
</tr>
<tr>
<td>Grundlagen des Konstruierens</td>
<td>8</td>
<td>Vietor</td>
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<tr>
<td>Sustainable Business Economics</td>
<td>6</td>
<td>Spengler/Asghari</td>
</tr>
<tr>
<td>Faszination Maschinenbau</td>
<td>5</td>
<td>Vietor</td>
</tr>
<tr>
<td>Überfachliche Profilbildung/ Integrated Module, if applicable</td>
<td>?</td>
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=> 4+ examinations
Registration for examinations
Registration for examinations
Prerequisite

- Internship
  - Recognised basic/pre-study internship
  - OR: application of deferral handed in
  - In order to upload your internship report and all necessary documents you need your GITZ-ID and your student number
  - [www.tu-braunschweig.de/fmb/studium/praktikum](http://www.tu-braunschweig.de/fmb/studium/praktikum)
Registration for examinations
Dates and deadlines summer term 2023

Examinations need to be registered.

when: 01.06.2023 - 30.06.2023
how: Online portal „TUconnect“ at https://connect.tu-braunschweig.de
you need: GITZ log-in ID („y-Nummer“) and password

➢ Please contact the faculty’s SERVICEteam if any problems occur.
➢ Examination period: 24.07.2023 – 09.09.2023
Registration for examinations
TUconnect

https://connect.tu-braunschweig.de

**Important notice:**
Since 02.12.2022, new functions have been activated in TUconnect in the area of examination management for students and employees.

If you experience technical problems, please send us an email to is.service.desk@tu-braunschweig.de. We will then process your request as quickly as possible.

Please note that due to the current increased volume of requests, processing may take longer than usual.

Thank you for your understanding!

**Welcome**
Welcome to TUconnect, the TU Braunschweig university portal.

If you are an applicant, please switch to the Applicants tab to register and apply for admission at TU Braunschweig.

If you are a student, you can log in with your y-number. Customize your personal start page for easy access to all of the relevant functions, information, and documents for your studies.

As an employee from faculties, institutes, examination offices, the Enrollment Office, and the International House, you can use different functions and complete tasks after logging in with your GITZ employee ID (depending on your role).

If you work for an external party, such as an insurance agency, you can verify the authenticity of enrollment certificates submitted to you here. You will need to enter the verification key printed at the bottom of the certificate.

The English translation of TUconnect is currently under construction and may still be incomplete in some parts. In case of doubt, the German version is the legally binding one.

We are happy to receive any suggestions for improvement at is.service.desk@tu-braunschweig.de.
Registration for examinations
TUconnect

Mein Studium

Studienplaner mit Modulplan
Module vormerken, Veranstaltungen belegen und Prüfungen anmelden

Angemeldete Prüfungen und belegte Veranstaltungen
Leistungsübersicht über Prüfungen und Veranstaltungen

Leistungen
Verschaffen Sie sich einen Überblick über Ihre Leistungen, d.h. über abgelegte Prüfungen und über besuchte Veranstaltungen.

Studienservice
Studentische Daten, Gebühren und Bescheinigungen

Arbeiten hochladen

Praktikumsverwaltung
Deregistration from examinations
Deregistration from examinations

Deadlines

Examination deregistration

**when:** Examination registration has to be withdrawn by the end of the penultimate day before the date of the examination.

**how:** online at https://connect.tu-braunschweig.de

- Please contact the faculty’s SERVICEteam if any problems occur.
Deregistration from examinations
Deadlines in case of illness / medical certificate

Examination deregistration in case of illness

**when:** A medical certificate and the completed deregistration form need to be submitted to the Faculty‘s Office by the end of the third working day (date of the examination = first day, Saturdays are not considered working days). The date of the receipt stamp or, if sent by post, the date of the postmark is considered the decisive factor.

**how:** Documents can be handed in in-person at the SERVICEpoint during office hours. After hours they can either be posted in the faculty’s mailbox (at the entrance of the faculty’s office) or sent by post.

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<th>Do</th>
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</table>

P – Prüfungstag
A – Attest muss bei Geschäftsstelle vorliegen
Good luck!

- Please check the faculty’s and the university’s central websites for any news regarding your studies and your study programme.

- Good luck for your examinations!

Best wishes
Your Faculty‘s Office