Bitte leise!
Prüfung!

Examinations

Christa Hellert, December 4th, 2023
Agenda

- Examination regulations
- Study and examination achievements
- Examination preparation
- Examination dates
- Registration of examinations
- Deregistration from examinations
Examination Regulations
Examination Regulations
General and Specific 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
  - ...

Technische Universität Braunschweig
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>Title</th>
<th>Energy Systems</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number</td>
<td>2520500</td>
</tr>
<tr>
<td>ECTS</td>
<td>5.0</td>
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<tr>
<td>Compulsory requirements</td>
<td></td>
</tr>
<tr>
<td>Compulsory attendance</td>
<td></td>
</tr>
<tr>
<td>Expected performance/Type of examination</td>
<td>1 examination element: written exam, 120 minutes or oral exam, 30 minutes</td>
</tr>
<tr>
<td>Course achievement</td>
<td></td>
</tr>
<tr>
<td>Module grade composition</td>
<td></td>
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<tr>
<td>Objective qualification</td>
<td></td>
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</tbody>
</table>

**Objective qualification**

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.
Examination Regulations
Examination attempts

- First attempt → Fail
- Retake → Fail
- Second retake → Fail
- Oral supplementary examination → If second retake was a written examination

➢ All examination attempts need to be registered individually.
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 $5.0 = \text{fail}$

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 – B. Sc. SEPP

Examination achievements (Prüfungsleistungen)

- examinations of compulsory modules
- examinations of elective modules
- project work
- bachelor’s thesis
- ...

Grades count towards final grade

Coursework/study achievements (Studienleistungen)

- internship
- Integrated Module
- laboratory
- ...

Grades do not count towards final grade

Bachelor course of study

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 – B. Sc. SEPP

➢ Check the faculty’s website: www.tu-braunschweig.de/fmb
<table>
<thead>
<tr>
<th>Übersicht</th>
<th>Wintersemester 2023/24</th>
<th>Sommersemester 2023</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginn und Ende der Lehrveranstaltungen</td>
<td>23.10.2023 - 10.02.2024</td>
<td>12.04.2023 - 22.07.2023</td>
</tr>
<tr>
<td>Feiertage</td>
<td>03.10.2023; 31.10.2023; 25. und 26.12.2022; 01.01.2024</td>
<td>01.05; 18.05; 29.05.2023</td>
</tr>
<tr>
<td>Weihnachtsferien</td>
<td>23.12.2023 - 05.01.2024</td>
<td></td>
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<tr>
<td>Exkursionswoche</td>
<td></td>
<td>28.05. bis 04.06.2023</td>
</tr>
<tr>
<td>Tag des Maschinenbaus - Absolventenfeier</td>
<td>04.05.2023 zur Website</td>
<td>13.05.2023 zur Website</td>
</tr>
<tr>
<td>Prüfungsanmeldung</td>
<td>15.12.2023 - 15.01.2024</td>
<td>01.06.2023 - 30.06.2023</td>
</tr>
<tr>
<td>Prüfungsterminen</td>
<td>Fak. für MB und Fak.1/Wing: 12.02.30.03.2024 (Samstag)</td>
<td>Fak. für MB: 24.07. - 09.09.2023; Fak. 1 Wing: 24.07. - 16.09.2023</td>
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<tr>
<td>zentral geplante Klausurtermine Bachelor</td>
<td>MB, Wing, BCPI, SEPP</td>
<td>MB, Wing, BCPI, SEPP</td>
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<tr>
<td>zentral geplante Klausurtermine Master</td>
<td>MB, KEF, LRT, MuM, Wing, BCPI, NET, Pharmeling, PharmaVT</td>
<td>MB, KEF, LRT, MuM, Wing, BCPI, NET, Pharmeling, PharmaVT</td>
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<tr>
<td>Mündliche Ergänzungsprüfungen</td>
<td>bis 30.04.2024</td>
<td>bis 31.10.2023</td>
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<tr>
<td>Klausureinsicht</td>
<td>Termine werden von Instituten bekannt gegeben und haben bis zum 30.04.2024 zu erfolgen.</td>
<td>Termine werden von den Instituten bekannt gegeben und haben bis zum 30.10.2023 zu erfolgen.</td>
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<tr>
<td>Ende der Notenmeldungen durch Prüfer*innen</td>
<td>4 Wochen nach Prüfungstermin, spätestens bis 30.04.2024</td>
<td>4 Wochen nach Prüfungstermin, spätestens bis 31.10.2023</td>
</tr>
</tbody>
</table>
Examination dates
Centrally planned examination dates - B. Sc. SEPP

- Centrally planned examination dates winter term 2023/24 (excerpt)

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 - B. Sc. SEPP

- 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.
**Examination dates winter 2023/24**
**Bachelor SEPP 1st semester**

<table>
<thead>
<tr>
<th>Examination</th>
<th>CP</th>
<th>examiners</th>
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<tbody>
<tr>
<td>Technische Mechanik 1 / Engineering Mechanics 1</td>
<td>8</td>
<td>Böl / Al Natsheh</td>
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<tr>
<td>Werkstoffwissenschaften / Materials Science</td>
<td>6</td>
<td>Rösler / Dilger</td>
</tr>
<tr>
<td>Ingenieurmathematik A / Mathematics for Engineers A</td>
<td>8</td>
<td>Langemann</td>
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<tr>
<td>Faszination Maschinenbau (if applicable)</td>
<td>5</td>
<td>Vietor</td>
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<tr>
<td>Überfachliche Profilbildung/ Integrated Module, if applicable</td>
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=> 3+ examinations
Registration for examinations
Registration for examinations
Prerequisite - B. Sc. SEPP

- 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
Examinations need to be registered.

**when:** 15.12.2023 - 15.01.2024

**how:** Online portal „TUconnect“ at [https://connect.tu-braunschweig.de](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: 12.02.2024 – 30.03.2024
Registration for examinations
TUconnect
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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P – Prüfungstag
A – Attest muss bei Geschäftsstelle vorliegen
A small request...

Please fill in the "Evaluation First semester" / "Erstsemesterumfrage", for which you have already received a link and TAN. Thanks!
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.

Wishing you peaceful holidays and a Happy New Year.

Best wishes
Your Faculty‘s Office