

**According to Art. II of the resolution of the senate of April 11, 2009, we herewith publish below the new amendment of the General Examination Terms of the Technical University Darmstadt (GET) General Examination Terms of the Technical University Darmstadt (GET) of April 19, 2004 (Staatsanzeiger no. 25 of June 21, 2004, page 1998) as amended with the 3<sup>rd</sup> novella of 11-02-2009 (Satzungsbeilage 1/09, page 3).**

Darmstadt, dated 09-04-2009

The President of the Technical University Darmstadt

Prof. Dr. H. J. Prömel

**General Examination Terms of the Technical University Darmstadt (GET) of April 19, 2004 (Staatsanzeiger no. 25 of June 21, 2004, page 1998) as amended with the 3<sup>rd</sup> novella of 11-02-2009 (Satzungsbeilage 1/09, page 3).**

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## **1<sup>st</sup> Novella of General Examination Terms**

### **Art. I**

According to §2 section 1lit. b i of the basic regulation, the senate of the Technical University Darmstadt herewith resolves the following 1<sup>st</sup> novella of the General Examination Terms of the Technical University Darmstadt (GET) of April 19, 2004 (Staatsanzeiger no. 25 of June 21, 2004, page 1998):

#### Preamble

The General Examination Terms of the Technical University Darmstadt (GET) include the common rules applying to the entire examination matters as defined under §33 HHG (Hessisches Hochschulgesetz (Law on University education of the German state of Hessen) of July 31, 2000, GVBl. I. p. 374). Modulization is mandatory for bachelor and master studies. For the other courses of studies it shall be realized as soon as possible. The approval of the examination regulations for bachelor and master studies shall be made with a time-limit in agreement with the accrediting times.

#### §1 Purpose of examination

- (1) The examinations shall show whether the candidates have reached the goal of the study section or of the course of studies. The Diploma examination, Bachelor examination, Master examination and Magister examination lead to graduation from studies qualifying for a profession. The intention of these examinations is to determine whether the candidate has acquired the necessary thorough technical knowledge required for transition into professional practice, oversees the interrelations in his field, and has the skill to work and further develop self-reliantly according to scientific methods.
- (2) In the interim test the candidate shall prove that he has acquired the basic knowledge of the subject, a set of methodical instruments, and systematic orientation that qualify him to continue the further studies successfully.

#### I. General examination terms

#### §2 Academic degrees

- (1) The Technical University Darmstadt awards the following academic degree depending on course of study after having successfully passed the final examination:

Academic degree	Abbreviation	English transcription
Diplom-Biologe	Dipl.-Biol.	Diploma Biologist
Diplom-Informatiker	Dipl.-Inform.	Diploma Information Scientist
Diplom-Ingenieur	Dipl.-Ing.	Diploma Engineer
Diplom-Mathematiker	Dipl.-Math.	Diploma Mathematician
Diplom-Physiker	Dipl.-Phys.	Diploma Physicist
Diplom-Psychologe	Dipl.-Psych.	Diploma Psychologist
Diplom-Soziologe	Dipl.-Soz.	Diploma Sociologist
Diplomsportwissenschaftler mit Schwerpunkt Informatik	Dipl.-Sportwiss.	Diploma Sports Scientist
Diplom-Wirtschaftsinformatiker	Dipl.-Wirtsch.-Inform.	Diploma Business Information Scientist
Diplom-Wirtschaftsingenieur	Dipl.-Wirtsch.-Ing.	Diploma Business Engineer
Magister Artium	M.A.	
Bachelor of Arts	B.A.	
Master of Arts	M.A.	
Bachelor of Education	B. Ed.	
Bachelor of Engineering	B. Eng.	
Bachelor of Science	B. Sc.	
Master of Education	M. Ed.	
Master of Engineering	M. Eng.	
Master of Science	M. Sc.	

Women will be granted the female form of the academic degree as far as this is usual. The execution terms define the degree to be awarded. Diploma, Magister Artium and Master of Technical University Darmstadt are scientific degrees of equal value, and they generally qualify the holder for doctorate proceedings under the General Terms of the doctorate proceedings regulation of the Technical University of Darmstadt.

Graduates may add the suffix "TU Darmstadt" to the awarded academic degree.

- (2) Other degrees might be awarded for master courses of study that qualify further and for courses that are not consecutive.

### §3 Examination terms and regulations for studies

- (1) The examinations are subject to the statutory regulations, the provisions of these general terms of examination, and the implementing regulations of the faculties. These are adopted as far as explicitly required by the general examination terms, and not opposed by the implementing regulations. Where study departments are responsible for a course of study, these will be considered equal to faculties under these regulations. The Magister examinant will be taken according to the definitions in the implementing regulations in one major subject and two minor subjects or in two major subjects. The first major subject is the subject in which the candidate writes the Magister thesis.

- (2) An interim examination takes place before the final examination. This does not apply to courses of study that end with a Bachelor or Master examination. The interim examination is likewise subject to section (1).
- (3) Interim examinations will take place in following studies:  
  
As pre-diploma examination in Diploma courses of study,  
As interim examination in Magister courses of study,  
As interim examination for courses of study to qualify as teachers for high schools and professional schools.
- (4) For modularized courses of study, the specification of the modules has to include contents and qualification targets and teaching forms as well as – if appropriate – also conditions for participation, suitability, requirements for awarding scores, and for granting them. The frequency of the offer modules, the work efforts (1 credit per 25-30 hours for the students) and the duration of the modules also have to be stated. The contents of the modules have to be measured in a manner that they can normally be taught during one term or during one year. Module examinations are likewise subject to the regulations for technical examinations and for conditions and procedures of examinations as defined in section III.
- (5) The standard study time for diploma courses of study is ten semester unless otherwise specified in Appendix I. The same applies to the courses of study that lead to the Magister Artium. The standard time of studies for Bachelor studies is six semester, and four semester for Master courses of studies, unless otherwise defined in the implementing regulations of the faculties. The implementing regulations define the times by when the technical examinations, interim examinations, and the final examinations should be taken. Examinations might be taken earlier than foreseen in the regulations.

### §3a

#### Securing the success of studies

- (1) The implementing regulations shall foresee rules for securing the success of studies in the bachelor studies or until the interim examination in the Diploma and Master studies. The faculties may use one or several of the following instruments for this purpose:
  - a. Instruments or prep phases providing orientation designed according to the requirements of the subject, that secure successful continuance of studies, according to section 4;
  - b. Review of the suitability for the course of studies prior to enrolment by way of procedures to determine suitability (§63 par. 4 p. 1 HHG) according to section 5;
  - c. Minimum achievements according to section 6;

- d. Prep tests according to section 7.
- (2) After two terms, the faculties provide counseling with the purpose of giving recommendations for planning further studies. Normally, the responsible mentor (m/f) will counsel. Deviations from this procedure are subject to special cause and approval.
- (3) Unless included in the instruments under §3a par. 1 a, the faculty has to over supporting coaching instruments (in particular mentoring programs, tutorials).
- (4) Instruments specific for the subject
  - a. The implementing regulations may foresee special instruments specific for the subject in order to secure the success of studies. For this purpose, the instruments defined in section 1 can be modified or combined if appropriate for reasons of culture of this subject.
  - b. The implementing regulations have to define the foreseen procedures, rating scales and instances as well as coaching instruments.
  - c. The competent examination committee, or an organ it appointed, will make the decisions.
- (5) Procedures for determining suitability

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

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

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

- d. Skills and knowledge to be proven for the selected studies prior to enrolment,
- e. Whether enrolment under reservation according to §63 par. 4 line 3 HHG shall be possible or not;
- f. Details of the procedure and the rating criteria for the procedures for determining suitability.

Procedures for determining suitability may rely on assessments, written tests, marks specific to the subject in the qualification to study at university, a professional training specific to the subject, or professional activities specific to the subject. The average grade of the qualification to study at university can be considered if the relevance for the evidence defined

under a) is reasoned. Tests shall be held under standardized conditions. Results of general external tests rating the suitability to study can be referred to if these correspond to the acknowledged quality standards and criteria (as for instance DIN 33 430 for job-related suitability rating) and include proof as required under a).

(5) Minimum achievements

- a. The implementing regulations can define that a minimum achievement has to be realized by the end of the second term (minimum sum of credits, one or several examination achievements).
- b. This period will be prolonged accordingly for part-time students.
- c. If the services required under a) are not delivered, the mentor will discuss the previous course of studies and the planning of the future studies with the candidate. The process of the future studies will be defined in a studies agreement to be executed between the student and the dean of studies. The studies agreement defines time requirements for delivery of examination services and proof of credits.
- d. If the studies agreement is not fulfilled, or the student does not show on a counseling date, the competent examination committee will determine that the entire examination is failed, and the candidate is excluded from further sections of study. The competent examination committee can waive the determination if the candidate can prove that non-fulfillment or non-appearance was due to serious circumstances not in the control of the student, and successful completion of studies can be expected.

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

- a. The implementing regulations can define a minimum achievement (minimum sum of credits, one or several examination achievements) to be delivered by the end of the second term.
- a. If a candidate does not attend a prep test without real cause (§15 par. 3) the entire examination will be considered not passed.

#### §4

##### Reform models

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

- (2) Implementing regulations for testing a reform model shall be approved only if the related studies regulations have been adopted, benchmarking with similar courses of studies in other German states is given, has been acknowledged, and the budget requirements for the reform model are warranted.

## §5

### Elements and type of examination

- (1) The graduation examination and the interim examination consist of written and/or verbal examinations in the subject. The graduation examination also includes the final thesis. As far as courses of studies are not based on accumulation of credits, the number of achievement in studies and examinations in one course of studies shall not exceed the upper limit of 45 in total.
- (2) Examinations (graduation examinations, interim examinations, examinations in the subject) are examination events that can be repeated with limitations and will be rated with grades. Study achievements are graded examination events that are delivered related to classes or lectures without having to register or to be admitted, and can be repeated as often as required. The implementing regulations define which examinations are final, and which examinations are scheduled not at the end of the basic or major studies, but during and parallel to the studies.
- (3) Examinations can be made within certain modules provided this is ruled in the implementing regulations. The implementing regulations have to define the examination and study achievements to be taken within each module. They can define that examinations in a subject that were not passed in a module can be compensated by other passed examinations in a subject in the same module. The regulations may foresee that the student has to pass a minimum number of examinations in a subject within one module.
- (4) The implementing regulations rule in which subjects examinations have to be taken in writing and/or verbally. Other forms of examinations may also be foreseen (in particular combinations of verbal and written examinations, integration of computers in the examination process, and examinations supported by multimedia) if it is warranted that equal examination conditions and scales of rating are provided for all. If examination or studies achievements are taken in writing and not as a supervised test, they have to be labeled with a declaration according to §33 par. 7.
- (5) If the implementing regulations offer an option of choice, the examiners have to announce no later than by the date of registration whether the examination will be held in writing and/or verbally.
- (6) Examinations can be made in parallel to lectures. In this case, the number of the sub-examinations offered during the lecture period in parallel to the lecture, and the process for determination of the grade, have to be determined. The decision will be

taken by the dean of the faculty offering the examination in agreement with the deans of other concerned faculties. The dates of the sub-examinations in parallel to the lectures and the process for determination of the grades have to be disclosed at the beginning of the lecture period. The sub-examinations in parallel to the lecture will not be rated separately. The sub-examinations in parallel to the lecture don't have to be passed individually. Individual sub-examinations in parallel to the lecture cannot be repeated on their own.

- (7) The implementing regulations have to specify and limit the examination requirements in the different subjects or the modules as good as possible.
- (8) Transfer of achievements to other courses of studies shall be based on a scoring system considering the European credit transfer system. In courses of studies where the credit score system is applied with reference to the ECTS the total of credits per year of study are 60 as a rule. The implementing regulations define the number of credits per examination and study achievement or module. The implementing regulations may foresee certain terms in which to take study or examination achievements, or give recommendations for it.

## II. Administration of examinations

### §6

#### Central examination office

- (1) The central examination office is the administration organ for interim examinations (with the exception of the Magister studies), the examinations for teachers at high-schools, and for Bachelor examinations. The other examinations will be administered by the examination offices of the faculties.
- (2) The president reports annually to the senate about the development of examinations and times of study.

### §7

#### Examination committees

- (1) Normally one examination committee will be set-up for every course of study, and this committee will be competent for the examinations in this course of study. Normally the examination committee will have up to seven members.
- (2) The examination committee will be appointed by the council of the faculty to which the course of study is assigned. If several faculties are involved in a course of study, the related faculties will normally appoint the same number of members each. The examination committee can appoint members of other faculties as members of the

examination committee as far as they are involved in the course of study. The majority of the group of professors has to be warranted.

- (3) Normally the faculties will appoint up to five members from the group of professors, one representative of the group of scientific employees, and of the group of students, as members in the examination committee. The scientific employees have to have graduated with the same or a comparable examination.
- (4) The terms of office shall be at least two years if they are members of the group of professors, otherwise for at least one year. Care shall be taken to provide an overlap of the terms of office.
- (5) The president in agreement with the senate can appoint a representative for examination matters from the group of professors according to §8 paragraph 3 no. 1 HHG who will be a contact person for candidates in case of conflict.
- (6) An examination board will be set-up for interim and final examinations in Magister courses of study after the registrations for the examinations. This board shall fulfill the duties of the examination committee. This board will be staffed with the examiners in the subjects and the dean of the faculty leading the Magister as the chairman. As long as the examination board has not been set-up, the dean of the first major subject shall fulfill this function.
- (7) The competent teams can set-up committees of special responsibilities (for instance grading committees).

## §8

### Proceedings of the examination committees

- (1) The examination committees will elect a chairman from the ranks of professors represented in the committee who shall manage the business as well as one deputy. The term of office shall be two years. It shall be possible to re-elect the chairman. Duties of the examination committee can be transferred to the chairman under §9 in general or from case to case. This shall not prejudice §7 paragraph 5.
- (2) An examination committee shall reach a quorum if at least half of the members are attending. It shall resolve with the majority of the attending members, this majority has to include the majority of the votes of the attending members of the group of professors. Abstentions or invalid votes are considered as No-votes. In case of equality of votes, the proposal shall be considered rejected. In case of decisions concerning the grading of an examination achievement abstentions are not permissible. The representatives of the group of students have no vote in decisions according to sentence 5.

## §9

### Duties of the examination committee

- (1) The examination committees take care to comply with the regulations of the examination terms. They shall take the necessary decisions unless other competence is reasoned in this examination terms. They shall decide in dialogue with the related examiner about the acknowledgement of study and examination achievements.
- (2) The examination committees of the faculties shall define the examiners and assessors (§22) for the individual examinations.
- (3) The members of the committee have the right to attend the examinations.
- (4) The examination committees report annually to the competent faculties based on the registered examination data about the development of examinations and time of study. The university has to disclose these reports in a suitable manner.
- (5) The president shall decide in issues of procedure and about interpretation of these general examination terms and in matters that concern all or several courses of study up to interim or bachelor examination in order to warrant harmonized examination procedures. The president shall decide for interim examinations (with the exceptions of Magister studies) and Bachelor examinations about prolongations of deadlines or offenses in examinations, and issues notifications declaring the final failure according to §33 par. 1. The examination committees can transfer to the president further duties in particular admission to the examinations, the determination of deadlines for registration for examinations, and the acknowledgement of reasons for rescission in general or from case to case.
- (6) The members of the examination committees and their deputies are subject to professional secrecy. As far as they are not public servants, they have to be obliged to secrecy by the chairman.

## §10 Authorization to examine, assessor (m/f)

- (1) Members of the group of professors are authorized to examine in the subjects they are teaching.
- (2) Examinations will be held by the members of the group of professors, scientific employees and lecturers who offer courses in the subjects of examination, or who could be ordered to offer such courses. The involvement of scientific employees in examinations at university is subject to the condition that they are authorized to teach in the subject of examination. The candidate may propose to the chairman of the examination committee a member of the group of professors or a member of the group of scientific employees with a doctor's title and authorized to teach, coach and grade in the subject, who shall define the topic of the examination, coach the thesis,

and rate it according to §26. If there is reason, the examination committee may differ from the proposal of the candidate.

After the end of their active working time professors may be authorized by resolution of the council of the faculty to take exams for a limited period of time.

- (3) The examiners and assessors of an examination in a subject will be appointed by the examination committees of the faculties. Assessors have to have graduated with equal or comparable examinations.
- (4) §9 paragraph 6 applies mutatis mutandis for the examiners and assessors.

### III. Requirements and procedures of examination

#### §11

##### General requirements for admission

- (1) The admission to an examination is subject to the student having properly studied according to the studies regulations in the related course of studies, and has registered for the examination. At the date of registration or taking an examination, the candidate has to be enrolled in the related course of studies at the Technical University Darmstadt. When the student has changed the university or the faculty, or has resumed studies, he may apply to the examination committee for exemption from the obligation of being enrolled at the date of registration. The competent examination committee shall decide about applications for exemption from the obligation to be enrolled in pending examinations in subjects during the course of examination.
- (2) The implementing regulations may foresee that prior to admission to an examination or an examination section, the candidate has to complete an internship outside the university. In which case the implementing regulations have to rule realization of the internship.
- (3) The implementing regulations may define special procedural requirements for delivering examinations supported by multimedia.
- (4) The condition for enrolment and admission of foreign candidates in a Bachelor or Master course of studies oriented towards foreign countries where the teaching language is German right from the start is presentation of at least the UNICert level II certificate in German. The related examination committee may acknowledge comparable certificates in agreement with the language center.
- (5) The condition for enrolment and admission of foreign candidates in a Bachelor or Master course of studies oriented towards foreign countries where the teaching language is English at least in their first year is presentation of at least the UNICert level II certificate in English. The related examination committee may acknowledge comparable certificates in agreement with the language center.

## §12

### General evidence needed to register for examination

- (1) Following documents are required when registering for an examination:
  - a) Certificates of study achievements and other documents as required in the implementing regulations of the faculty,
  - b) Evidence of the requirements for admission according to §11 section 2 as far as defined in the implementing regulations;
  - c) A declaration whether the candidate has already tried, passed or failed a final examination or interim examination in the same course of study or in the same subject;
  - d) When registering according to §14 paragraph 2 the agreed examination date has to be stated.
- (2) Where there is the option of choice, the candidate has to present his individual examination plan no later than with registration for the first examination in the subject of choice and this plan has to be approved by the examination committee. The examination committee may approve changes of the examination plan for important cause.
- (3) At registration for the first examination subject of the final examination the candidate also has to present a transcript of the passed interim examination of the same course of study as far as foreseen in the implementing regulations.

## §13

### Admission to examinations

- (1) The chairman of the related examination committee decides upon admission to the examinations.
- (2) Admission to the final examination, interim examination or technical examination has to be refused,
  - a) if the candidate finally fails the related examination at the Technical University Darmstadt or at another scientific university;
  - b) if the candidate fails to bring the evidence defined under §12.
- (3) The competition examination committee may decide about exceptions in certain cases upon application from the candidate.

## §14

### Registration periods

- (1) A registration period will be defined for examinations that take place regularly during examination periods. The competent examination committee announces the registration periods for examinations no later than four weeks prior to the start of the registration periods on the bulletin board of the dean or at the central examination office. In case of non-compliance with the registration periods, admission to the examinations is not permissible. The chairman of the competent examination committee shall decide about a remedy period in certain reasoned exceptions.
- (2) In case of individual examinations (§19 section 1 sentence 2) the candidate has to register in the competent examination office no later than at least four weeks prior to examination.

#### §15 Rescission and default

- (1) Rescission from a technical examination is permissible until four weeks prior to the examination date without having to give reasons. The rescission has to be reported in writing to the competent examination office. If electronic media are provided by way of Internet platforms, the deadline under sentence 1 may be reduced to one week prior to the examination date. Electronic media shall be used wherever possible. Otherwise, written form is required. As far as the implementing regulations define certain dates for examinations (prep tests, repeater examinations) rescission according to sentence 1 is excluded.
- (2) After the date mentioned in section 1, rescission from the technical examination is permissible only upon application with health or comparably serious reasons. The application has to be filed immediately upon getting aware of the reasons. The reasons have to be made credible. In case of illness the candidate has to present a doctor's certificate stating beginning and end of the illness. In case of doubt, a detailed doctor's expertise or an certificate from an official health officer can be requested. As far as keeping of deadlines for registration for examinations, repetition of examinations, reasons for failure to take examinations and compliance with processing times of examination papers are concerned, the illness of a child the candidate has to raise mainly on his own is considered equal to an illness of his own. The chairman of the competent examination committee shall decide, if possible before the date of examination, whether to acknowledge the reasons. A doctor's certificate has to be presented no later than one week upon the date of recovery as stated on the doctor's certificate.
- (3) Examination in a subject will be rated "not passed" if the candidate does not show for the examination date without reason, or rescinds from an examination he has begun to take. The same applies if his reasons are not acknowledged by the examination committee, or if he handed in an empty paper in a written supervised test, or did not speak in a verbal examination.

IV. Acknowledgement of examinations and study achievements

§16 Acknowledgement of terms, times of study, study achievements and examination achievements delivered in Germany

- (1) Terms, study achievements, examination achievements and interim examinations will be acknowledged provided they are of equal value. Times of study, study achievements and examination achievements are considered of equal value if they essentially correspond to the requirements of the study at Technical University Darmstadt. The comparison has to consider the entire picture and entire rating and should not be made just by sticking to a scheme of comparison.
- (2) Study and examination achievements may not be acknowledged if achievements shall be acknowledged for more than half of the credits to be scored. The final paper and achievements not entering the total rating shall not be considered. It is permissible to differ from sentence 1 under agreements with other universities.
- (3) Relevant professional activities will be acknowledged as required internships provided this is in line with the requirements of the course of study.
- (4) Where study and examination achievements will be acknowledged, the grades – as far as the grading systems are comparable – shall be taken over and considered in the total mark. Where rating systems are not comparable, the remark “passed” shall be taken up. It is permissible to mark the acknowledgement in the transcript.
- (5) When the conditions under section 1 are given, the candidate has a legal claim for acknowledgement if the achievement to be acknowledge is not older than five years at the date of acknowledgement. The competent examination committee shall decide about acknowledgement of older examination achievements under consideration of the current state of the art.
- (6) The competent examination committee shall decide about acknowledgement, if required under reference to an examiner in the related subject. The competent examination committee will define one term. The student has to present the documents required for acknowledgement.

§17 Acknowledgement of times of study, study achievements and examination achievements delivered abroad

- (1) Times of study, study achievements and examination achievements acquired abroad shall be acknowledged as far as of equal value. Times of study, study achievements and examination achievements are considered equal if they essentially correspond to the requirements of the related studies at Technical University Darmstadt. The

comparison has to consider the entire picture and entire rating and should not be made just by sticking to a scheme of comparison.

When acknowledging times of study, study achievements and examination achievements delivered outside of Germany, the equivalency agreements adopted by the conferences of the secretaries of culture and the conference of the directors of universities as well as agreements under university partnership programs have to be considered (for instance ECTS).

- (2) The acknowledgement of study and examination achievements is not permissible as far as achievements of more than half of the credits to be scored shall be acknowledged. The final paper as well as achievements not entering the total rating shall not be considered. It is permissible to differ from sentence 1 under agreements with other universities.
- (3) The competent examination committee shall decide about acknowledgement of examination achievements older than five years under consideration of the current state of the art.
- (4) If study and examination achievements are acknowledged, the marks – as far as the grading systems are comparable – shall be taken over, and considered in the total rating. The examination committee may define factors of conversion if this makes marking systems comparable. Where rating systems are not comparable; the remark “passed” shall be entered. It is permissible to mark the acknowledgement in the transcript. §16 par. 5 applies mutatis mutandis.

#### §17a Conditions for admission to master courses of study, classifying examinations

- (1) The faculties in their implementing regulations define criteria, and where necessary, classifying exams with type and extent for review of the qualification for admission to Master courses of study. Passing of the classification test is a condition for enrolment in these cases. In all other courses of study, the implementing regulations may define classification tests as the basis for qualification for a certain term of study.
- (2) The admission test verifies the state of knowledge required for the intended studies. The faculties may also refer to admission or classification tests of other universities or private suppliers of acceptable standards.
- (3) The competent examination committee defines the date of admission or classification tests and appoints the examiners.
- (4) The examiners decide whether the candidate has the necessary knowledge for the intended course of studies. The decision may be made conditional upon certain restrictions that enable the candidate to acquire the missing knowledge in a defined

period of time during his studies at the Technical University Darmstadt. If the student fails to fulfill the restrictions, the related decision shall be revoked.

- (5) The university does not issue certificates of passing the admission or classification tests.
- (6) §§15 par. 2 and 3 and 38 par. 1 and 3 apply mutatis mutandis.

#### V. Study achievements, examinations and final thesis

##### §18 Requirements for admission

- (1) The implementing regulations rule in which cases and in which form the student has to deliver achievements as requirement for the admission to interim examinations or final examinations or individual examination sections.
- (2) The implementing regulations may also foresee that the student has to deliver achievements before the end of the examination period. The achievements have to be listed in the related regulations of study.

##### §19

##### Examination dates

- (1) With the exception of examinations in parallel to lectures as defined under §5 par. 6, examinations will normally take place twice a year during the period in which there are no lectures. Examinations may take place outside the regular examination period in agreement with the competent examination committee if this was notified in due time prior to the beginning of the registration period, and the deadlines for registration and rescission have been complied with. In reasoned exceptions, dates for individual tests may be defined by the competent examination committee in agreement with the candidate and the examiner. In certain exceptions and with approval from the examination committee, different forms of examination may be foreseen provided they are of equal value.
- (2) The competent examination office in case of paragraph 1 sentence 2 in agreement with examiners announces in a examination plan time, place and subjects of examination, as well as the names of the examiners and candidates. If it is necessary for mandatory reasons to differ from this examination plan, the date may be rescheduled only with the approval of the chairman of the competent examination committee.

##### §20

##### Technical examinations and study achievements

- (1) The implementing regulations define the technical examinations and/or achievements with which the candidate may acquire the necessary credits for passing the interim and final examination. This has to be in line with the regulations of studies.
- (2) In addition to the examination subjects to be defined according to section 1, every candidate has the right to deliver study and examination achievements in other courses of studies without limited admission at Technical University Darmstadt and to acquire the related credits. Admission to such an examination is excluded if the student did not yet take an exam in the course of study for which he is enrolled. In courses of studies with limited admission, the admission has to be approved by the examination committee of the course of studies with limited admission. Students in Bachelor courses of studies may take additional voluntary exams differing from §12 par. 3 for up to 30 CP in a related consecutive Master course of studies at Technical University Darmstadt. Credits and exams of voluntary additional examinations including any failures will be acknowledged only when taking up a consecutive Master course of studies, or in case of a change of course studies.

#### §21 Selection of examiners

- (1) The examination committee normally appoints a member of the group of professors who teaches in this subject to hold the examination.
- (2) If several examiners are authorized to examine for a subject (§10), the examination committee shall appoint the examiner. The candidate's wishes shall be considered.
- (3) In reasoned cases, several examiners may be appointed jointly to give an examination.

#### §22

##### Performance of examinations

- (1) Verbal examinations have to be held in one examination event per examination subject, and shall be graded with a mark.
- (2) The implementing regulations rule the duration of the verbal examination. It shall be no more than 15 minutes per candidate and subject. Written questions may also be requested in verbal examinations. The focus is on the examination discussion. When an examination is held by only one examiner alone, an assessor has to be appointed. Prior to grading the mark, the examiner shall hear the other examiners involved in the examination or the assessor.
- (3) Students who want to take the same verbal examination at a later examination date shall be admitted to listen to the examination as far as there is room, unless the

candidate objects to this. The admission does not cover the consulting and disclosure of the examination results to the candidate.

- (4) The essential objects and results of the verbal examinations have to be noted in a report. The result has to be disclosed to the candidate after the verbal examination. Upon request the decision has to be reasoned. This also applies to special forms of examination according to §5 paragraph 4 sentence 2 as far as these examinations include verbal parts.
- (5) As far as the implementing regulations require tests (under supervision) the candidate shall prove in them that he may recognize problems in a limited time and with defined instruments with the standard methods of his subject, and find concepts for solution. The minimum duration of a test under supervision is 45 minutes.
- (6) Where the implementing regulations require special forms of examination under §5 paragraph 4 sentence 2, the minimum duration has to be defined in line with the last section.
- (7) The candidate has to furnish written papers made without supervision (for instance presentations, theses) with an index of all referred sources, including sources from the Internet, and all other tools, as well as a declaration that he wrote the paper on his own, and has listed all sources he has used.

## §23 Final thesis

- (1) The final thesis has the following form in the different courses of study:

In the Diploma course of studies	the Diploma thesis,
In the Bachelor course of studies	the Bachelor thesis,
In the Master course of studies	the Master thesis,
In the Magister course of studies	the Magister thesis.
- (2) The final thesis shall show that the candidate is able to handle a task on his own with the methods of the science or art. When the topic is suited, it might be permitted to work in groups, provided the contribution to be rated as an examination achievement can be clearly separated. Individual assignment shall be made with objective criteria, allowing clear demarcation, for instance by stating sections, page numbers, or focus of contents.
- (3) The object of the final thesis may be defined not before the candidate is admitted to the first technical examination. As far as all technical examinations have to be completed prior to making the final thesis, the final thesis topic shall be given no later than four weeks after the last technical examination. The candidate can propose to the chairman of the examination committee a member of the group of professors, or a member of the group of scientific employees authorized to teach and rate in the

subject, who shall give out the topic, coach the thesis, and rate it according to §26. Where there is reason, the examination committee may differ from the proposal of the candidate. The candidate's wishes for topic shall be considered as far as possible. The implementing regulations may request that the topic be approved by the examination committee.

- (4) The final thesis may be made in an institute outside the university with consent of the chairman of the examination board, coaching by a member of the group of professors provided.
- (5) The implementing regulations shall define the period during which to write the final thesis and to submit it to the examination committee. The term for writing the final thesis must not be longer than six months. A longer period may be defined in certain exceptions. The topic must be of a nature that allows handling it in the given time. The examiner may prolong the period in reasoned exceptions by half of the defined time, but for no more than three months. The dates the topic was given and the final thesis was submitted have to be taken on record.
- (6) The candidate may return the given topic before the middle of the defined period, but no later than after two months. Upon return, a new topic will be given out immediately. It is not permissible to return the new topic
- (7) The candidate has to furnish the final thesis with an index of all sources and tools he used and with a declaration that he wrote the thesis on his own, and has listed all sources he used, including the sources from the Internet, and all other instruments.
- (8) The candidate has to file two copies of his final thesis. The proof copy of the final thesis will be made part of the examination folder. When submitting his paper, the candidate transfers to the university the right of publishing the final thesis in the library. One copy of the final thesis will normally be made accessible to the public in the library of the university.

#### §24

##### Compensation of disadvantages

- (1) Examination procedures have to consider type and gravity of a handicap. If a candidate proves that during his long-term or permanent physical handicap he is not able to take the examination wholly or partly in the defined form, the examiner may compensate this handicap by extending the deadline or by redesigning the examination procedure. Upon request the candidate has to submit a doctor's certificate.
- (2) The examiner shall make decisions according to section 1, in case of doubt the examination committee in agreement with the examiner.

- (3) Sections 1 and 2 apply mutatis mutandis to verbal examinations and study achievements.

## VI. Rating of examination and study achievements

### §25 Definition and weighing of grades

- (1) The marks of the individual examination and study achievements are defined by the examiners. Upon request of the examiner, essential reasons for the decision have to be disclosed. Rating of examination and study achievements shall follow the following rating scheme:

1= Excellent	= an excellent achievement
2 = Good	= an achievement considerably above average requirements;
3 = Satisfactory	= an achievement fulfilling the average requirements
4 = Pass	= an achievement that still satisfies the requirements regardless of defects;
5= Failed	= an achievement that fails to fulfill the requirements because of considerable defects.

For differentiated rating of examination or study achievements, individual marks can be marked up or down by 0.3 to make intermediate marks. Marks 0.7, 4.3, 4.7 or 5.3 are excluded.

- (2) If a technical examination consists of several tests and study achievements, the mark in the subject will be calculated from the mean average of the marks of the different tests and achievements. The implementing regulations may define a weighing according to the credits assigned to the achievements. The same applies to examination modules. Only the first decimal digit after the comma will be considered. All other digits will be eliminated without rounding. The mark in the subject is:

For an average up to and including 1.5	= Excellent
For an average from 1.6 up to and including 2.5	= Good
For an average from 2.6 up to and including 3.5	= Satisfactory
For an average from 3.6 up to and including 4.0	= Pass
For an average from 4.1	= Failed.

If the mark in the subject is used to calculate the total rating, the following values shall represent the marks in the subject:

1.00 – 1.19	= 1.0
1.20 – 1.59	= 1.3
1.60 – 1.89	= 1.7
1.90 – 2.19	= 2.0
2.20 – 2.59	= 2.3

2.60 – 2.89 = 2.7

2.90 – 3.19 = 3.0

3.20 – 3.59 = 3.3

3.60 -3.89 = 3.7

3.90 – 4.09 = 4.0

(3) When calculating the mark, the examiner may improve the calculated value of the examination mark by up to 0.3 (bonus regulation) if this better represents the achievements of the candidate in all, and the deviation has no influence on passing or failing. In particular the achievements in exercises or other seminars shall be considered. The reasoning for application of the bonus regulation shall be documented comprehensibly.

(4) The marks shall be supplemented by an ECTS mark to be entered in the transcript of records. The ECTS rating scheme considers statistical aspects of the rating as follows:

A the best 10%

B the next 25%

C the next 30%

D the next 25%

E the next 10%

The calculation shall be made by the competent authority under §6 par. 1 based on the statistical evaluation of the ratings given in the related examination. This shall be based on a period from 3 – 5 years. Minimum figures have to be defined for the reference groups to allow bearable statements.

## §26

### Rating of examination and study achievements

(1) Marks are generally defined by the examiners of the subjects. When the examination is held by two examiners, and they fail to agree, the competent examination committee after hearing the involved examiners shall decide upon the final rating.

(2) The final thesis shall be rated in writing by one member of the group of professors who gave the topic and coaches the thesis, and at least one other member of the group of professors or an assessor. The rating procedure shall take no longer than four weeks. Prior to defining the marks, the examiner shall hear the other examiners or assessors involved in the rating of the final thesis. The implementing regulations may foresee that the final thesis is rated by the examination committee. If in case of sentence 1 the final thesis is rated “failed” the rating of another teacher of the university shall be obtained. In case the ratings disagree, the examination committee

shall finally decide the rating after having heard the involved examiners or assessors. The student representatives (§7 par. 3) have no vote in these decisions. In case of objections against the rating of the final thesis, the procedure shall follow sentence 6 to 7.

- (3) The implementing regulations may define that only a certain proportion of the passed achievements in a module shall be considered in calculating the total rating of this module.

## §27

### Pass and fail

- (1) The candidate passed an examination subject if the mark is at least “passed” (4.0) An individual subject rated with “failed” is not passed.
- (2) The candidate passed the interim examination if he passed all technical examinations required in the implementing regulations, and delivered all required study achievements.
- (3) The candidate passed the final examination if he passed all technical examinations required in the implementing regulations, and delivered all required study achievements and the final thesis was rated with at least “passed”.
- (4) The candidate passed a module if the number of achievements defined in the implementing regulations was delivered, and the candidate passed the module examination with at least “passed” (4.0).
- (5) <sup>1</sup>In choice options, the candidate has to deliver the achievements defined in the individual examination plans or in the implementing regulations. <sup>2</sup>The implementing regulations define the credits to be achieved in the choice options. <sup>3</sup>For calculation of the total rating, the achievements in the choice option, beginning with the best achievement, will be considered up to the required number of credits. <sup>5</sup>For this purpose, the delivered achievements will be considered in ascending sequence by marks realized. <sup>6</sup>Where there are equal marks, the order will be descending by credits. <sup>7</sup>The excess will not be considered in calculation of the total rating.
- (6) If the final thesis is not filed within the deadline, it will be rated as “failed”. This shall not prejudice §23 par. 5 sentence 4.
- (7) If a candidate failed individual technical examinations, or his final thesis was not rated at least with “passed” the examiner will disclose this result to the candidate. In case of absence without leave the result will be disclosed by the chairman of the examination committee.

- (8) Otherwise the regulations under §15 sections 2 and 3 apply.

## §28

### Total rating of passed examination

- (1) A total rating maybe formed for the interim examination and must be formed for the final examination.
- (2) The total rating for the interim examination is calculated from the marks in the subjects, and the total rating of the final examination is calculated from the marks in the subjects and the mark of the final thesis.
- (3) §25 section 2 applies to calculation of the total rating. The implementing regulations may require that individual examination and study achievements be specially weighed in calculation of the mark in the subject and/or individual marks be specially weighed in calculating the total rating and/or weighing according to the credits assigned to achievements. The same applies to the mark of the final thesis.
- (4) They may also define that the average mark of all study achievements is considered as if it were a mark in the total rating, and that individual study achievements be specially weighed, as far as of equal value in requirements and procedure as an examination achievements, and the total examination was passed anyhow.
- (5) The total rating of a passed interim examination or final examination is:

For an average of up to and including 1.5	= Excellent,
For an average of 1.6 up to and including 2.5	= Good,
For an average of 2.6 up to and including 3.5	= Satisfactory,
For an average of 3.6 up to and including 4.0	= Pass,
For an average from 4.1	= Failed.

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

## §29

### Summary of examination results (Transcript of Records)

- (1) An overview in the form of a spreadsheet will be made for every candidate, including the results of the technical examinations, study achievements, and rating of the final thesis. This list shall include the results with subject of examination, name of examiner, date, mark, and credits.

- (2) After every section of examination and completion of the entire process, the candidate upon request shall be given access to his written tests, the related surveys, and the test records.

VII. Repetition and time-limit for examinations; failure in total examination

§30 Repeater examination

- (1) If a technical examination is rated “not passed” or a technical examination is considered failed, it might be repeated upon application. The same applies for the final thesis. If a technical examination consists of several parts, the implementing regulations may require that only the failed parts of the examination be repeated. Prior to repetition of an examination subject, the examination committee may request the candidate to fulfill certain restrictions. Failed technical examinations (failed trials) which would have to be acknowledged according to §16 in case of success have to be considered trials. In certain cases, in particular in case the candidate changed his course of studies, the examination committee may waive acknowledgement.
- (2) The implementing regulations may foresee that a repeater examination be taken at a certain examination date. Then the candidates are considered registered for this examination. Rescission for important cause (§15 section 3) is not prejudiced. With the consent of the examination board, the examiner may offer a repetition date sooner, and limited the participation to those candidates who failed in the previous examination date.
- (3) Passed examination parts may not be repeated with the exceptions defined under §30a. Study achievements rated “not passed” or considered failed may be repeated several times. This does not prejudice §32 section 1. If the implementing regulations foresee a choice of minor subjects, the minor subject may be changed once for important cause upon application. In this case, the repeater examinations required under section 1 sentence 1 in conjunction with §27 section 3 are redundant. The change is subject to the consent of the examination committee, which if required modifies the examination plan, and approved the new minor subject.

§30a

Free trial

- (1) A final technical subject in the interim examination or final examination which is failed for the first time is not considered taken if it is completed within the related regular time of study of the basic or major studies (see §3 section 4) (free trial). Free trials for examinations in parallel to studies are excluded. No more than one free trial in a subject is permissible. Sentence 1 does not apply if the examination was declared failed due to unlawful behavior, in particular due to attempt at fraud.

- (2) One quarter of the examinations to be taken may be repeated once for improving the marks if passed in a free trial upon application by the end of the next but one examination section. The better result shall cont. When calculating the quarter, digits after the colon will be rounded up to the next full figure. If unlawful behavior, in particular an attempt at fraud, is determined in this examination, the technical examination, including the free trial, may be declared failed according to section 1. After receipt of the transcript of the interim or final examinations, trials to improve marks are excluded.
- (3) Times during which the candidate was exempt on leave within the regular time of studies applying to the related study section according to §67 section 2 HHG shall not be considered in the number of terms in the free trial. The number of terms will be determined by the students' office.

### §31

#### Second repetition

- (1) A second repetition of an examination subject is possible. The second repeater examination has to be rated by two examiners in case of written exams, and in case of verbal exam by several examiners (exam by peers). If only one examiner is available for a subject, an assessor has to be appointed. Prior to defining the mark, the examiner shall hear the other examiners involved in the rating or the assessor. In case the ratings disagree, the examination committee shall hear the involved examiners and decide upon the final rating. The implementing regulations may require that in case of written examinations, the second repeater test may be held verbally in agreement between examiners and candidate.
- (2) A second repetition of the final thesis is excluded.
- (3) Prior to the second repeater examination, the faculty has to offer extensive counseling to the candidate in the faculty. The implementing regulations may schedule a certain date of the repeater examination.

### §32 Time-limit for examinations

- (1) The implementing regulations may foresee that under the conditions of §68 section 4 HHG (Hessisches Hochschulgesetz of **September 28, 2007 (GVB. I. p. 640)**) the examination committee may set a time-limit for the examination procedure. The time-limit may be furnished with restrictions that allow successful completion of the examination within the time-limit.
- (2) Extension of the deadline according to section 1 is possible upon application if the candidate was unable to meet the deadline for important cause. The examination committee shall decide upon the application. The application shall be filed as soon as

the applicant recognizes the necessity of extending the deadline. The application has to be filed prior to expiry of the deadline specified in section 1 sentence 1.

### §33

#### Failure to pass the entire examination

- (1) The entire examination is failed if
  - a) the second repeater examination according to §31 section 1 was rated “not passed”;
  - b) the repeated final thesis was rated “not passed”;
  - c) the candidate is exmatriculated according to §68 section 4HHG;
  - d) the deadline under §32 section 1 expired, and the candidate did not apply for extension of the deadline under §32 section 2, or extension of the deadline was not granted according to §32 section 2 in this time;
  - e) the repeater examination was rated “not passed” more often than specified under §31 section 1 sentence 1;
  - f) a repeater examination was rated “not passed” in a subject, and a second repeater examination is excluded according to §31 section 1 sentence 1;
  - g) admission to another study section is excluded according to the study regulations, the implementing regulations, or by resolution of the examination committee, or an orientation-providing test has been finally failed.
- (2) The competent authority will mail the information including all examination results and the reasons for failure in the entire examination to the candidate who finally failed his interim or final examination. This information has to be furnished with an instruction on legal remedies.
- (3) Objections against decisions in examination matters are permissible. Objections have to be filed before the examination committee or the president. If the objection is not remedied, the president will mail an information on the objection.

#### VIII. Diploma Supplement, examination record and certificate

### §34 Diploma Supplement

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

### §35

#### Examination record

- (1) A transcript of every passed interim and final examination including marks in the subjects and the total rating will be issued within four weeks of the last examination achievement. The topic or field of the final thesis also has to be included. The names of the examiners may be listed in the transcript. The implementing regulations may require that credits and study achievements are listed in the transcript with topic or field. The marks of the examinations according to §20 section 2 may be added upon application of the candidate, separate from the results of the actual interim examination or final examination. Voluntary, graded study achievements and credits may be entered in the transcript in a special section or in an attachment to the transcript upon request of the candidate.
- (2) The examination transcript will be signed by the chairman of the competent examination committee and the president of the Technical University Darmstadt. The seal of the university has to be attached. The transcript bears the date of the day on which the last examination achievement was delivered by the candidate.

### §36

#### Certificate

- (1) After having passed the final examination, the candidate will receive immediately, if possible within four weeks, further to the transcript defined in §35, a certificate certifying the award of the academic degree. The certificate will be signed by the dean of the faculty to which the course of study is assigned, and by the president of the Technical University Darmstadt.

- (2) The certificate will be the following in the different courses of studies:

Diploma course of study	Diploma certificate,
Bachelor course of study	Bachelor certificate,
Master course of study	Master certificate,
Magister course of study	Magister certificate.

The certificate shall bear the date of the transcript, and the seal of the university has to be attached.

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

#### IX. Infringement against examination rules

### §37 Unlawful admission to examination

- (1) If the requirements for admission to an examination were not fulfilled but the candidate did not want to attempt at fraud thereby, and the fact comes to knowledge

only after delivery of the certificate, this defect shall be considered remedied by having passed the examination.

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

### §38

#### Fraud and unlawful behavior

- (1) If it turns out that a candidate attempted or performed fraud in an examination event, the examination can be declared “not passed”. The examiner shall make the decision. In case of doubt together with the competent examination committee. Attempted fraud is given also if the candidate gave a misrepresentation under §§22 section 7, 23 section 7.
- (2) Attempted fraud is also given if the candidate gave a misrepresentation under §§22 section 7, 23 section 7, or another work, an edition of another work, a revision of another work, is represented wholly or fully in the examination without citing it (plagiarism).
- (3) If the fact comes to knowledge after delivery of the certificate, the examination committee may subsequently correct the mark, and – if appropriate – declare the entire examination failed. The faulty examination transcript and the faulty certificate have to be collected. If the final examination is declared failed, the awarded academic degree has to be revoked.
- (4) In other cases of examination events under unlawful conditions, the examination committee shall decide about validity and rating.

#### X. Regulations for the transition

### §39 Coming into effect

- (1) The amendments of the 3<sup>rd</sup> novella of the General Examination Terms shall come into effect on 01-05-2009. They will be published in the university bulletin of the TU Darmstadt. Otherwise, the General Examination Terms of the Technical University Darmstadt (GET) of April 19, 2004 (Staatsanzeiger no. 25 of June 21, 2004, page 1998) as amended with the 2<sup>nd</sup> novella of April 09, 2008 (Satzungsbeilage 1/08, page 7) remain in effect.
- (2) Upon coming into effect of these General Examination Terms the faculties will adopt the required implementing regulations. Implementing regulations and examination rules shall remain in effect unless colliding with these General Examination Terms.

- (3) Upon coming into effect of these amendments, the General Examination Terms of the Technical University Darmstadt (GET) of April 19, 2004 (Staatsanzeiger no. 25 of June 21, 2004, page 1998) as amended with the 1<sup>st</sup> novella of July 01, 2006 (Satzungsbeilage 2/06, page 4) shall lose their effect with the exception of §39 section 3<sup>1</sup>.

Darmstadt, dated April 09, 2009

The President of the Technical University Darmstadt

Prof. Dr. H. J. Prömel

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<sup>1</sup> §39 section 3 in the version of July 1, 2006: The regulation of §3a applies to all students who commence their studies in the first term from the winter semester 2007/2008. IF the implementing regulations do not define a regulation by July 1, 2007, §3a section 1 lit. c. in conjunction with section 6 shall apply with the reservation that 20 credits have to be achieved.