

HOCHSCHULE FÜR TECHNIK UND WIRTSCHAFT BERLIN

Study and Examination Framework Regulations for Bachelor's and Master's Programmes at HTW Berlin (RStPO)

English Translation

(This English-language translation is provided for information purposes only. The original German version, published in HTW Berlin Official Information Circular No. 04/13, page 37 ff., is binding.)

On the basis of § 12, section 1, (1) of the new edition of the Articles of the HTW Berlin regarding deviations from the regulations set out in the Berlin Higher Education Act (Berliner Hochschulgesetz, henceforth abbreviated to 'BerLHG') (HTW Berlin Official Information Circular (No. 29/09)) in connection with § 61, section 5, sentence 1 of the BerLHG in the edition from the 26th of July 2011 (Law and Official Gazette p. 378), the Academic Senate passed these Study and Examination Framework Regulations on the 2nd of July 2012*:

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* Confirmed by the University Board on the 10th of July 2012. Confirmed by the Berlin Senate Department for Education, Youth and Science on the 7th of September 2012, the 25th of October 2012, and the 27th November 2012.

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A: General

§ 1 Application and Scope

(1) These study and examination regulations set out the basic framework for study and examination in all programmes offered by the Hochschule für Technik und Wirtschaft Berlin (University of Applied Sciences), hereafter referred to as HTW Berlin. These regulations are supplemented by HTW Berlin's University Regulations (Hochschulordnung, hereafter referred to as the HO), and further specifics are set out in each programme's respective study and examination regulations and HTW Berlin's Internship Regulations for Bachelor's and Master's Programmes (Ordnung für die Durchführung des Fachpraktikums in den Bachelor- und Masterstudiengängen der HTW Berlin, hereafter referred to as the PraxO).

(2) Deviating regulations may be applicable for further education Master's programmes ending with the conferral of an academic title, and for programmes which are taught jointly with other higher education institutions.

(3) Study and examination regulations which fundamentally deviate from this framework may be implemented by departments for the purposes of testing potential reform models in so far as they remain within the boundaries laid out in the BerlHG. This testing, and the respective regulations, shall be time-limited and subject to evaluation.

(4) The provisions set out in §§ 2 and 3 are mandatory for all Bachelor's and Master's programmes.

(5) Departments shall issue their respective study and examination regulations in agreement with HTW Berlin's Office for University Development and Quality Management. Regulations are subject to ratification by the University Board. The University Board may call for a vote in the Academic Senate prior to its decision.

§ 2 Programme Aims

(1) Teaching and study serve to develop professional competences for a career in employment or self-employment. Within the framework of a broad, application-oriented, academically grounded qualification incorporating the detailed examination of practical examples, students should be prepared for the concrete requirements of the world of employment and empowered to stay abreast of continual changes in science, culture, employment and society. The aim of studying is the acquisition of the multidisciplinary and subject-specific knowledge and skills necessary in achieving this. Thorough subject knowledge should go hand-in-hand with personal and social competence, with an elevated degree of intellectual independence, decisiveness and an appetite for solutions together with a fundamentally open attitude to new ideas.

(2) The following skills lie at the centre of the competence profile to be developed in students:

- the application of scientific and/or artistic and creative methodology and knowledge in employment;
- co-operative action and a constructive attitude to conflict;
- intercultural and international communication and collaboration, and;
- critical thought and responsible action on a basis of free, democratic and public-spirited values.

(3) To aid the fulfilment of the aims outlined in (1) and (2), the following comprise integral elements of the teaching of all programmes of study:

- humanities, communication, social science and artistic programmes and/or;
- programmes fostering improved foreign language competence and understanding of the cultures of different peoples and/or;
- programmes designed to develop individual and social competence.

(4) Obligatory language teaching of at least one foreign language, the offering of some modules in the English language and an advanced/mobility semester designed for international exchange offer students the opportunity for preparation for an internationally oriented career.

(5) As a rule, the modules offered by each individual programme are open to all HTW Berlin students subject to available capacity. For the purposes of supporting the multidisciplinary nature of study and boosting flexible organisation, departments are required as far as possible to acknowledge all study which has taken place outside the framework of the programme curriculum where this study has led to a comparably valuable increase in competence.

(6) HTW Berlin obliges itself to ensure that all programmes of study culminating in the conferment of an academic degree are subject to internal and external quality management. The process of ensuring quality of teaching shall involve both students and alumni. Corresponding regulations are set out in HTW Berlin's Regulations for the Evaluation of Teaching and Study (Grundsätzen der Evaluation von Lehre und Studium an der HTW Berlin) in their respectively valid editions.

B: Study and Examination Framework Regulations

§ 3 Programme Profile, Learning Outcomes, Regular Study Period, Programme Structure

(1) The **Bachelor's Degree** is the first-level academic terminal degree. Bachelor's degree programmes are academically diverse and qualify graduates for a broad range of vocations and a professional approach in the workplace. Bachelor's degree graduates possess a critical understanding of the academic basis of their subject and have learnt to develop and broaden their knowledge independently. They are able to systematically accumulate relevant information, derive from this well-grounded conclusions and apply the theories and methods of their discipline in the planning and execution of a comprehensive range of subject-related tasks in their professional environment. They are at the same time able to consider social and ethical factors and communicate their view and proposals for action to both specialists and laypersons.

(2) The **Master's Degree** represents the second-level academic terminal degree. Master's degree programmes effect a marked increase in the depth or breadth of knowledge and understanding; at HTW Berlin these programmes are as a rule oriented toward application. Master's degree graduates possess skills in independent and creative problem-solving in new and complex situations and multidisciplinary contexts. They are able to reach well-grounded decisions on the basis of limited information, and they have learnt to act in an ethically responsible and largely self-reliant fashion. They are capable of assuming specific responsibility in teams and of engaging in academic rigorous communication with both laypersons and specialists. The successful graduation at Master's level also permits graduates to commence doctoral-level studies.

(3) **Consecutive Master's programmes** can – regardless of a break in studying or a possible change of university – (a) represent a deeper, broader or interdisciplinary continuation of a Bachelor's programme or (b) not build on a particular Bachelor's programme but nevertheless require a student to have previously gained a higher education degree. **Further education Master's programmes** require at least one year's professional experience after the conferment of a Bachelor's degree and serve to develop and broaden the professional experience thereby acquired through means of academic study. They place the same demands upon graduates as the consecutive Master's degree and culminate in the same level of qualification with the same access in terms further study or employment.

(4) Bachelor's programmes include an obligatory specialist internship or another suitable form of practical phase; Master's programmes may include similar elements.

(5) Bachelor's and Master's programmes conclude with the completion of a final thesis (Bachelor's thesis or Master's thesis) and an oral examination.

(6) A workload expressed in hours is assumed for the **achieving of learning outcomes** and the gaining the programme qualification by students; this comprises contact time in teaching, (supervised) personal study, examination and examination preparation, thesis- and assignment-writing and, if applicable, practical phases. The guideline for student workload comprises, depending on the programme, between 1,500 and 1,800 hours a year including the non-teaching period. As a rule, 60 credits are awarded per year, 30 per semester. Every set of

study regulations must set out how many hours a credit stands for in the respective programme.

(7) As a rule, the **standard study period** for a Bachelor's degree at HTW comprises 6 or 7 semesters and therewith 180 or 210 credits. Corresponding to this, consecutive Master's degrees as a rule last 4 or 3 semesters with a workload of 120 or 90 credits. Master's programmes must comprise at least 60 credits. For a Master's degree to be conferred, a total of 300 credits must be verifiable. Respective programmes' regulations stipulate the total number of credits required for successful graduation.

(8) Departments are obliged to implement their study and examination regulations, the modularisation of their programme content and their curriculum in such a manner that programme graduation and immediate continuation of study on a Master's programme may be performed within the standard study period. The requirements of students as stipulated by maternity protection legislation, for students with children, for disabled students or those suffering from chronic ill-health as well as students with caring responsibilities as detailed in carer legislation should be taken into account to a reasonable extent. For programmes with shortened or extended study periods (accelerated or part-time programmes), the accumulation of more or fewer credits per semester should be planned.

(9) For Bachelor's programmes, curriculum planning should allow for a mobility semester scheduled after the programme's halfway point which enables students to study in a foreign country or at another German university. The accreditation of as a rule 30 credits for study completed outside HTW Berlin should be facilitated through the provision study contracts for exchange semesters.

§ 4 Type and Scope of Teaching, Modules, Programme Organisation

(1) Modules represent self-contained academic units, which, in connection with various teaching and learning methods and a designated average workload, should result in a defined increase in competence and are completed via a graded examination. The learning objectives of a modules should be conceived in such a manner that they can as a rule be achieved within a semester. Modules should be described as shown in Annex 1 of this document. Modules on a Bachelor's programme are divided between those that can be studied with no requirements (1a) and those that stipulate requirements (1b). The same distinction is made between Master's modules designated (2a) and (2b). The requirements may be mandatory or merely advisory.

(2) The study and examination regulations of individual programmes should contain the following points relating to the modules as they appear in the module description in accordance with Annex 1:

- a) Module name
- b) ECTS Credits,
- c) Level
- d) Learning outcomes and competences,
- e) Requirements/pre-requisites (modules which must have been successfully completed in advance of the module in question or modules which in the event of a repeat examination have to be taken again in the following semester [see HO § 19, (3), sentence 3]),
- f) Assigned units (type of teaching) with respective number of weekly study hours,
- g) Module status (compulsory or elective module).

A standard module comprises at least 5 credits. Larger modules as a rule comprise multiples of 5 credits. In the case of foreign languages and supplementary modules (Allgemeinwissenschaftlichen Ergänzungsfächern - hereafter referred to as supplementary AWE modules), modules comprising 2 or 4 credits may be defined. Practical study periods in a Bachelor's programme should be allocated a total of 15 to 25 credits.

(3) The completion of the Bachelor's thesis equates to a workload comprising as a rule 12 credits and as a minimum 10. As a rule, the Bachelor's thesis is completed in conjunction with a seminar and a final oral examination on the thesis topic comprising 3 credits. The completion of the Bachelor's thesis equates to a workload comprising as a rule 25 credits and as a

minimum 20. As a rule, the Master's thesis is completed in conjunction with a seminar and a final oral examination on the thesis topic comprising 5 credits.

(4) With the exception of specialist internships, successful participation in a module is evidenced via an examination conducted in accordance with these regulations and the examination regulations of the respective programme. Modules can only be completed in their entire form. Every set of study regulations includes a model programme plan with a list of all modules per semester.

(5) As a rule, classes take one of the following forms with didactically determined group sizes:

- Lecture (L)
- Seminar-style Lecture (SL)
- Seminar/Project Seminar (S)
- Supervised Activities (SA)
- Practical Activities/Practical Laboratory/Studio Work (PA/PL/SW)
- eLearning (EL).

A lecture is a teaching presentation conducted with various didactic tools for the purposes of knowledge transfer in a large auditorium.

A seminar-style lecture is designed for a smaller group of participants and combines practical exercises and systematic interaction between teacher and student.

A (project) Seminar is based on intensive interaction between teacher and student to utilise a collaborative processing of new issues and problems with academic methodology through interplay between presentation and discussion.

Supervised Activities are directly connected with a lecture or seminar-style lecture and deepen understanding via practical tasks for small groups.

Practical exercises, practical laboratories and studio work prioritise active contributions from students under the supervision of a teacher; they support the acquisition and deepening of knowledge and understanding as well as the practical mastering of competences. These include, among other exercises, practical applications and activities in technical/computer laboratories and artistic/technical workshops together with simulations, group work and research, etc.

E-Learning designates online classes which are primarily based on media-supported communication and interaction between teachers and students. eLearning can be implemented as a teaching method in its own right, or as a portion of one of the teaching forms described above.

(6) Modules are either compulsory (C) or elective (E). A programme's compulsory modules are defined and mandatory. Elective modules allow selection from a defined set of alternative modules. For every elective module, at least two modules should be offered for selection. For Bachelor's and Master's programmes, elective modules should be offered comprising as a rule 20 % of the scheduled credits. Electives in the specialist subject portion of the curriculum may be offered in the form of individual elective modules, as advanced options, as specialisations each comprising multiple modules with related content, or as projects. Supplementary AWE modules and foreign-language modules are offered exclusively as electives. In the case of fewer than ten participants, there is no obligation that elective modules be offered.

(7) As long as free places are available, students may register in a higher number of modules than that stipulated for the semester. However, successful completion of the modules prescribed by the curriculum and evidence of the credits required is the decisive factor for successful graduation.

§ 5 Module Coordination

(1) For each module, the respective faculty council shall appoint a full-time member of HTW Berlin's teaching staff from that faculty to be module coordinator. The module coordinator is the contact person for the faculty councils, the programme directors, the faculty administration and for all teaching staff and students for all questions regarding the module.

(2) The module coordinator is in particular responsible for the following activities:

- a) developing and updating the module in collaboration with other teaching staff;
- b) ensuring consistent module assessment;
- c) advising and supporting the faculty council and the faculty administration in the planning and coordination of teaching staff, in particular freelance teachers;
- d) advising the module teaching staff with regard to ongoing day-to-day teaching.

§ 6 Programme Counselling

(1) Programme counselling is the responsibility of the faculties. These should support students through the provision of subject-specific counselling accompanying programmes of study and focussing particularly on study possibilities and working methods as well as the design, structure and implementation of the programme and examinations.

(2) Particularly able students interested in commencing a doctoral degree upon completion of their Master's programme should receive academic and organisational support in the appropriate form during the final phase of their studies.

(3) As a rule, the faculty council responsible should appoint at least one full-time member of academic staff for each programme of studies to act as subject guidance co-ordinator for a period of four semesters. Programme counselling works together with the university's general Study Advisory Service, Careers Service and Entrepreneurship Service.

§ 7 Inclusion and Scope of Supplementary Modules and Foreign Language Teaching

(1) Supplementary AWE modules serve the acquisition of multidisciplinary competence as outlined in § 2, paragraph 3 and should not focus on areas which will directly extend or complement specific subject programme content.

(2) For Bachelor's programmes, supplementary AWE modules comprise at least 12 credits and classes totalling 12 weekly study hours. These include at least 8 credits in foreign language study and 4 or more credits in other supplementary modules, advanced study of the first foreign language or the study of a second foreign language. For consecutive Master's programmes, parts of the programme may be reserved for supplementary AWE modules. These may comprise foreign language study or another supplementary module. Within a Bachelor's programme and its corresponding consecutive Master's programme, supplementary AWE modules should total at least 16 credits. If a Master's programme does not include supplementary AWE modules in its curriculum, these 16 credits must be offered in the corresponding Bachelor's programme.

(3) Aside from foreign languages, and in accordance with (1), all supplementary AWE modules offered by HTW Berlin are open to all students.

(4) In Bachelor's programmes, students may as their first language choose English, French, Russian or Spanish. Tuition in specialised language for the first foreign language begins for English at the level intermediate 2 (corresponding to Central European Framework of Reference for Languages - CEFR - level B2), and in the other foreign languages at the level intermediate 1 (corresponding to CEFR B1). Programmes may in their study regulations recommend the study of English as the first foreign language. If the first language is studied at advanced level or a second foreign language is chosen, 4 credits and 4 weekly study hours are allocated. The second foreign language may be studied at any level. In so far that it is planned in the programme's study regulations, skills in languages other than those offered at the Foreign Languages Centre may be accredited as a second foreign language. In this case, evidence of the scope and level of the language learning undertaken according to the CEFR must be presented to the Foreign Languages Centre.

(5) Students who have been enrolled at the university in a language other than German may complete their programme's foreign language teaching requirements by studying German as a foreign language (intermediate level 3 and advanced level 1) if this option is given in their programme's study regulations.

(6) Deviating regulations regarding foreign language teaching may be laid down for international programmes of study or programmes of study in English.

(7) HTW Berlin permits the accreditation of voluntary activities as part of a programme's supplementary teaching as per Annex 2.

§ 8 Framework Regulations for Examinations and Programmes' Examination Regulations

(1) These framework examination regulations determine HTW Berlin's right to perform assessment for all Bachelor's and Master's programmes in accordance with the provisions of the BerlHG, the Standing Conference of Ministers and the Accreditation Board. The competence level designated by the awarding of a degree is based on Germany's established qualifications framework. The framework examination regulations are mandatory for all programmes of study unless exemption clauses stipulate otherwise.

(2) The framework examination regulations determine the following:

- a) Module examinations: examination type and form, modalities, grading, passing and failing, repeatability, refusal or inability to sit examinations, deception and misconduct, appeals,
- b) Examination boards and examination panels: composition, tasks and responsibilities,
- c) Final examinations: admission, implementation and grading of the final thesis and final oral examination, free attempts,
- d) Overall degree grade, absolute and relative grades,
- e) Graduation documents: grade transcript, degree certificate, Diploma Supplement, transcript of records,
- f) Accreditation of prior learning.

(3) Each programme's study regulations and examination regulations determine in particular the following:

- a) Module examinations for which only one examination opportunity is provided per semester (§ 15, (2), sentence 3),
- b) Modules which receive an undifferentiated grade (§ 14, (2)),
- c) Equivalence and therewith accreditation options for modules from other programmes to replace modules of the programme in question (§ 29),
- d) Deviating criteria regarding permission to commence the final thesis (§ 22),
- e) The awarding of academic degrees and, if applicable, additional titles (§ 28 (5)),
- f) The module grades included in the calculation of the overall grade as X_1 (§ 27, (1)),
- g) For the grade transcript: formulation of module groups and the order of modules/module groups on the grade transcript (§ 14, (8), § 28, Annex 4),
- h) For the Diploma Supplement: the programme-specific aspects (§ 28, no.3 ff, Annexes 6 and 7).

The required type and form for a module examination as well as the recommended and mandatory prerequisites are regulated in accordance with § 4, (2), sentence 1 and Annex 1.

§ 9 Module Examinations

(1) Module examinations establish the extent to which the student has achieved the learning objectives of the module. Successful completion of a module is evidenced by the student passing a standardised module examination. A module examination may comprise a final oral or written examination (Final Module Examinations – §§ 10 and 11) in the examination period and/or up to two in-module assessments completed during study of the module (§ 12). In-module assessment is completed during the semester in the teaching or non-teaching period. This may be planned when the module's aspired portfolio of competences requires a differentiated approach to assessment and an examination format which differs from the standard final examination formats.

(2) If a module examination comprises multiple examination components, these must assume different examination formats except in specifically justified exceptions.

(3) In order to be classified as consistent module examinations, module examinations comprising multiple components as per (1), sentence 2, must be conceived as part of a consistent overall examination concept. Module examinations following (1) and (2) should be graded as per § 14, (4).

§ 10 Written Module Examinations

(1) Final module examinations in written form are carried out under examination conditions. Information on permitted support materials should be provided by the examiner in good time.

(2) As a rule, written examinations should last between 90 minutes and 180 minutes.

(3) If a written final examination contains a multiple choice section, the marks awarded for this section must not exceed 50 percent of the total marks available.

§ 11 Oral Module Examinations

(1) Final module examinations in the oral form are carried out by at least two examiners (joint examination) or by one examiner and an informed observer. In exceptional cases, an oral final module examination may be performed with one examiner participating via video conference.

(2) Final module examinations in oral form should last between 30 minutes and 60 minutes per student.

(3) The principle subject and results of the module's final oral exam should be recorded in writing and added to the examination file. The result shall be presented to the student immediately following the conclusion of the oral examination.

§ 12 In-Module Assessment

(1) In-module assessment comprises assessable work which demonstrates the level of competence aspired to in the module. This can take the form of presentations, essays or logs as well as practical activities, assignments and project reports, for example.

(2) § 11, (1), does not apply in the case of orally assessed certifications of attainment accompanying the module as long as this assessment is undertaken during teaching sessions.

(3) The type and scope of in-module assessment shall be so designed that this assessment can be completed within the module's allocated workload.

§ 13 Modalities, Organisation, Implementation of Module Examinations

(1) Final module examinations and in-module assessment are as a rule performed or submitted as individual examinations or assignments. Group examinations are only permitted in cases where examinees' contributions can be identified and graded individually.

(2) Module examination should be conducted in the language of the module's teaching. The completion of module examination in a language other than the language of teaching is subject to agreement between the student and the examiner. This agreement shall be made in written form prior to the beginning of the semester.

(3) Module examinations' type, form and scope should be set out in the module description. If a module description stipulates alternative module examination forms, their requirements must be comparable with conventional examinations. Respective module examinations of the same type must be graded using the same criteria. Examination modality including timings is decided upon by the examiner in line with the provisions of the relevant examination regulations and in consultation with students. They should be informed at the beginning of the teaching period in suitable form; from this point on only examination dates may be changed.

(4) The examiner is authorised to conduct identity checks of participating students.

(5) As per § 9, (1), sentence 3, the two final weeks of the teaching period and the first week of the non-teaching period are assigned as the first examination period, and the last week of the non-teaching period plus the first week of the subsequent semester as the second examination period. Only one module examination may be conducted per module per examination period.

(6) Admission to a module examination may be associated with certain requirements. Participation in all module examinations requires that students have registered for the module as per HO § 19 and have also registered for the examination itself. If one or more pieces of in-module assessment have been submitted by students in advance of the first examination period, then examination registration is effected by the teacher registering the grades. Further requirements for participation in a module examination can be set out in the programme's study regulations and examination regulations.

(7) Students must register for examinations as per (6) by two weeks before the first examination period commences at the latest (the registration deadline). Examination registration should be performed for the same module that the student previously registered for as per HO § 19. Until this deadline, examination registration may be withdrawn or changed without explanation.

(8) If a student fails or is absent from an examination in the first examination period, a second examination opportunity is offered in the second examination period. If a student fails or is absent from an examination in the second examination period, a further examination opportunity is not possible until the following semester at the earliest. Each scheduled examination requires examination registration before the registration deadline. Repeat participation in the corresponding module in a subsequent semester cannot be guaranteed by the university notwithstanding the provisions of HO § 2, (5), sentence 1, and § 19, (3).

(9) Students may be permitted to complete a module examination in an alternative comparable form than that planned for the module. This requires the student to submit a written request to the examination board as a rule within six weeks of the semester demonstrating credibly that he/she is unable to sit module examinations or portions thereof in the planned form for reasons outside of his/her control. In this case the examination board shall reach a decision without delay in liaison with the examiner and inform the student in writing via the Examinations Office.

§ 14 Examinations and Module Grades

(1) The grades for individual module examinations or examination components as per § 9, (1) are decided by the respective examiner. The following scale shall be used for grading. The calculation of the overall grade is performed as per § 27, (1). For written examinations, grading following the scale below:

Relative Grading*	Grade	Grade (German)	Worded grade	
95 to 100%	1.0	1.0	very good	Outstanding performance
90 to less than 95%	1.3			
85 to less than 90%	1.7	2.0	good	Performance which considerably exceeds average requirements
80 to less than 85%	2.0			
75 to less than 80%	2.3			
70 to less than 75%	2.7	3.0	satisfactory	Performance which matches the average requirements
65 to less than 70%	3.0			
60 to less than 65%	3.3			
55 to less than 60%	3.7	4.0	sufficient	Performance which despite weaknesses satisfies requirements
50 to less than 55%	4.0			
Less than 50%	5.0	5.0	Insufficient	Performance which due to considerable weaknesses does not satisfy requirements

*) The relative mark is expressed as a percentage of the total marks available.

(2) Undifferentiated examinations should be marked "successful" (mit Erfolg – mE) or "unsuccessful" (ohne Erfolg – oE).

(3) A module examination is considered to have been passed if it is graded as at least "sufficient" (4,0) or as "successful". When a student passes a module examination, the credits allocated to the module in the programme's study regulations are accredited to the student.

(4) When a module examination contains multiple components as per § 9 (1) and (2), the module grade shall be calculated from the mean of the grades attained in the individual components. The weighting of the component grades should be set out in the module description. The calculation of a mean grade means that the module examination as a whole can be passed even when certain components are graded as a 5,0. In exceptional cases when different examination components aim to assess different competences (e.g. a practical laboratory exercise and a theoretical examination), modules may stipulate that students must pass all examination components in order to pass the module. Examination components which receive an undifferentiated grade must be passed but do not influence the module grade.

(5) Modules accounting for up to 25 percent of the credits required for successful graduation may be subject to undifferentiated grading. In art and design programmes as per § 10, (5), sentence 1, of the BerlHG, modules accounting for a greater proportion of credits may also be subject to undifferentiated grading.

(6) If modules accounting for more than 75 percent of the credits required for graduation are subject to differentiated grading, the respective programme's study and examinations regulations shall stipulate which module grades are not included in the calculation of factor X_1 for the overall grade. A total of 25 percent of all credits required for graduation from a programme should not be included in the factor X_1 for the overall grade.

(7) For Bachelor's and Master's programmes not covered by (5), sentence 2, all modules with the exception of specialised internships should be subject to differentiated grading. In Bachelor's programmes, calculation of factor X_1 for the overall grade as per § 27 shall not include

module grades from the first programme semester; for distance-learning Bachelor's programmes without specialised internship, this shall apply for the module grades from the first to the third programme semester.

(8) If multiple modules together constitute a programme specialisation, the respective examination regulations may stipulate that the individual module grades are combined to form a module group grade when calculating the overall grade for the specialisation in question. The weighting of module grades in a module group shall correspond to the number of credits awarded for each module; module grades and credits which are not included in the overall grade shall not be taken into account. Programmes' examination regulations may stipulate deviating weightings.

(9) Combined module grades and grades for specialisations shall be calculated to two decimal places and rounded to one decimal place as per column 1 of the grade scheme in (2). If this calculation results in a grade which lies exactly upon a grade boundary, the higher grade shall be awarded.

(10) Module grades must be authenticated online by the examiner and submitted in signed written form to the faculty administration responsible within three weeks of the completion of the 1st examination period and five weeks of the completion of the 2nd examination period. In the case of written module examinations, students shall be granted access to view the assessed work for the duration of the appeals period (§ 18, (1)).

§ 15 Repeating Module Examinations

(1) Repeating an examination with the aim of improving a grade of at least "sufficient" (4.0) which has already been awarded is not permitted. If a failed examination is repeated, the repeat examination grade shall replace the previous grade.

(2) Repeat module examinations shall take place during the examination periods. In-module assessment must be repeated within the respective semester. If the nature of the in-module assessment is such that only one assessment per semester is possible, this must be stated in the examination regulations and in the module description.

(3) Failed module examinations may only be repeated twice.

(4) In the event that a module examination has been failed on three attempts, the examination board shall obtain a second grading of the examination by another examiner. In this case the resulting grade shall represent the arithmetic mean of the individual grades as per § 14, (3). Grading should be completed within four weeks for the first examination period or within six weeks for the second examination period.

(5) Repeat module examinations must be undertaken during the semester concerned or at the latest within the two subsequent semesters (the repeatability period). The repeatability period begins with the semester when the student first registered on the module.

(6) The repeatability period can be extended by:

- a) A vacation semester,
- b) A semester during which the module is not on offer,
- c) Semesters spent outside the university during which practical phases allocated at least 15 credits or 11 weeks are completed, semesters completed abroad and/or exchange semesters,
- d) Time periods during which the student is not enrolled.

For students with a disability, the examination board can, upon request in exceptional cases, grant an extension to the repeatability period when the module is first registered for. The repeatability period is subject to the conditions of the German Maternity Protection Act (Mutterschutzgesetz, MuSchG) § 3, (2) and § 6, (1).

(7) If the repeatability period's deadline is exceeded for reasons beyond the student's control, an extension may be granted in circumstances of exceptional hardship. Requests must be submitted in writing without delay (delays in excess of three working days render the student culpable) to the Examination Office following the last possible examination date and include

evidence of the reason for the student's inability to complete the module examination. Decisions shall be made by the examination board responsible.

(8) Following three failed examination attempts or following the end of the repeatability period, successful completion of the programme of study concerned is no longer possible.

(9) In the case of supplementary AWE modules or elective modules NOT related to programme specialisations, one opportunity is given to replace an irrevocably failed elective or supplementary AWE module with another elective or supplementary AWE module, in deviation from (8). In the case of elective modules related to foreign language teaching or programme specialisations, one opportunity is given to replace an irrevocably failed language or specialisation with another language or specialisation, in deviation from (8).

(10) HTW Berlin's policy regarding mentoring as per HO § 20 shall apply accordingly.

§ 16 Refusal or Absence in Module Examinations

(1) A module examination shall be graded "insufficient" (5,0) or "unsuccessful" ("Ohne Erfolg" - oE) if the student attends but refuses to complete the examination.

(2) If a scheduled module examination is not attended, then it is not counted as an examination attempt as per § 10 or § 11. This does not apply for non-attendance of in-module assessment as per § 12. In this case, if the student is absent from the arranged assessment and does not provide evidence that the reason for this absence is beyond his/her control, the in-module assessment shall be graded as "insufficient" (5,0) or "unsuccessful". The examination board shall determine whether these reasons will be accepted.

§ 17 Deception and Misconduct in Module Examinations

(1) In the event that a student makes use of unauthorised aids during a module examination, fails to state sources utilised, or by other unauthorised means attempts to gain advantage, the student shall be barred from the module examination and a grade of "insufficient" (5.0) or "unsuccessful" recorded.

(2) In the event that a student disrupts the orderly completion of an examination, he/she may be barred from the module examination; in this case a grade of "insufficient" (5.0) or "unsuccessful" shall be recorded.

(3) (1) also applies if the deception is discovered after the event. Permission to complete the final examinations shall be revoked; any grade transcript awarded shall be retracted.

(4) If the examination board discovers a particularly severe case of deception, the examination shall be considered "irrevocably failed" and the student shall be de-registered from the university.

(5) Decisions made according to (1) and (2) shall be made by the examiner; decisions made according to (3) and (4) shall be made by the examination board, justified in writing and placed in the student's examination file.

§ 18 Appealing against Module Examination Grading

(1) Grading must be explained to students upon request. In the event that a student does not agree with the grade awarded for a module examination, he/she may submit a written appeal to the chairperson of the examination board within six weeks of the publication of the grading.

(2) The chairperson of the examination board shall forward the appeal to the examiner, who shall provide a written statement justifying the grade, or re-grade the examination without delay. In the event of a procedural error, the examination board shall determine on the basis of the examiner's statement whether a second grading is required. If evidence indicates that the examiner is biased, or if he/she is unavailable for re-grading, a second grading shall be arranged in all cases. The second grading shall then replace the initial grading.

§ 19 The Examination Board

(1) Departments shall appoint an examination board for every programme of study. Members of the board shall be appointed by the faculty council. The examination board must comprise as a minimum:

- a) The faculty dean or a professor from HTW Berlin as chairperson,
- b) Two further faculty professors, at least one of which as a rule must come from the corresponding programme,
- c) A student of the programme of study concerned who has successfully completed two semesters of a Bachelor's programme,
- d) A further colleague from the faculty administration with an advisory vote.

The university's representative for students with disabilities shall participate in hearings and decisions affecting students with disabilities.

(2) The members defined in (1), sentence 3, letters a), b) and d) together with their deputies shall be appointed for the duration of four semesters; the member defined in (1), sentence 3, letter c) and his/her deputy shall be appointed for the duration of two semesters; however, these appointments shall only remain in force as long as the faculty council responsible remains in office.

(3) The examination board is responsible for decisions made in accordance with these regulations. Acting together with the Examinations Office, it shall ensure that the provisions set out in the programme's examination regulations are adhered to. The examination board can offer suggestions for reforms to study and examination regulations and programme plans. In the event that programmes of study are discontinued, the examination board shall determine whether examinations continue to be offered.

(4) The examination board shall reach decisions with a simple majority. Abstention is not permitted. The examination board is quorate when the members defined in (1), sentence 3, letters a) and b) at least are present. In the event of a tied vote, the chairperson's vote shall be decisive. No member may vote upon a decision which affects him/her or any relation of his/hers.

(5) The examination board can transfer all duties and powers for a fixed period to the chairperson via a simple majority vote involving all members. If cases of particular urgency, decisions can be agreed via the circulation of relevant information.

(6) Decisions made by the examination board shall be justified and communicated in writing without delay to the student via the Examinations Office. Notices containing an administrative deed must be supplemented with information on legal remedies available.

(7) Members of the examination board and their deputies have the right to observe examinations of the respective programmes of study.

(8) Members of the examination board and their deputies are subject to official secrecy. If they do not occupy a position of public office, they shall be obliged by the chairperson to secrecy.

§ 20 The Examination Panel

(1) Examination panels shall be set up for final examinations; the examination board shall arrange one such panel for each student. In the event that students complete a collaborative final thesis or that thematically similar and connected final theses are submitted (group work), a combined examination panel shall be set up.

(2) The examinations panel must contain at least two members who are entitled to vote, namely:

- a) one examiner who is a professor or full-time member of academic staff at HTW Berlin, supervised the final thesis and completed the first grading as chairperson,
- b) As second examiner the second grader of the final thesis.

The second examiner can also be a person experienced in professional practice and training who does not teach at HTW Berlin, but is qualified to at least the same level as the academic

degree for which the examination is taking place. The first grader may also be a professor from HTW Berlin who is currently in retirement or an honorary professor of HTW Berlin.

(3) The examination panel may involve persons, in particular those described below, in an expert advisory capacity:

- teaching staff who have taught the student at an advanced stage in his/her studies,
- representatives from companies or other institutions of professional practice with whose assistance the final thesis was completed.

(4) In the event that a member of the examinations panel is unable to fulfil his/her role for compelling reasons, the chairperson of the examination board responsible shall appoint a replacement with immediate effect.

(5) The examination panel shall administer the final examination and grade the final thesis and the student's performance in the final oral examination.

(6) The examination panel is quorate when all members entitled to vote are present or represented. The examination panel shall reach decisions via a simple majority. Abstention is not permitted.

(7) In the event that the graders' final thesis grades differ by more than 1.0 or the graders are unable to agree on a final grade, the chairperson of the examination panel shall inform the examination board. The examination board may request another member of staff with competence in the field to carry out a third grading. The examination panel's grading of the final thesis shall consider the third assessment on an equal footing. The final grade shall be calculated from the arithmetic mean of the three gradings; if two graders assess the thesis to have failed, a fail shall be given as the final grade. The final grade shall in this case be awarded by the examination board.

(8) In the event that members of an examination panel are unable to agree on the grading of the final oral examination, the chairperson's decision is final.

(9) Members of the examination panel and advisory experts defined in (3) are subject to official secrecy. If they do not occupy a position of public office, they shall be obliged by the chairperson of the examination board to secrecy.

§ 21 Final Examinations

(1) The final examinations for both Bachelor's and Master's programmes comprise a thesis and a final oral examination.

(2) The final examination is considered to have been passed when the final thesis and the final oral examination have been graded as at least "sufficient" (4.0). § 17 applies as appropriate.

(3) The final examinations shall be coordinated by the respectively responsible faculty with the support of the Examinations Office. Implementation of the examinations is the responsibility of the examination board and the respective examination panel.

§ 22 Admission to Final Examinations

(1) Permission to complete the Bachelor's or Master's thesis shall be granted to students who are enrolled on the programme concerned at HTW Berlin, have registered for the final examinations, and have completed all of the modules stipulated as prerequisites for the completion of the final thesis. The modules and number of credits required shall be stipulated in the examination regulations. A candidate may also receive admission to the final examinations if:

- a) He or she has not yet completed modules as defined in sentence 2 collectively totalling up ten credits and;
- b) The successful completion of all modules is possible and anticipated in the semester during which the thesis is being written and;
- c) The type and scope of the outstanding modules have no significant impact on the thesis topic or completion period.

(2) Students shall offer proposals for a thesis topic and supervisors upon registration for the final examinations. The examination board shall determine in writing the composition of the examination panel, the topic of the final thesis and the beginning and end of the completion period. In the event that the student does not offer such proposals, the examination board shall decide upon a final thesis title and/or appoint supervisors. If the measures above are taken, the student and the Examinations Office shall be informed with immediate effect

(3) Subject to the permission of the examination panel, the final thesis may be completed as a piece of group work between two students. The contributions of each student must be definable and subject to individual assessment. Programme examination regulations may prohibit group submissions, or stipulate that groups may comprise more than two students.

(4) The thesis topic should be formulated such that the thesis can be successfully completed within the completion period (expressed in credits) stipulated in the respective programme's study regulations. A given topic may only be assigned once per semester.

§ 23 Final Examination Process

(1) With the final thesis, the student should prove that he/she is able to use appropriate methodology to engage independently with complex, subject-specific thematic content, and address and resolve problems within a limited time frame.

(2) The Bachelor's thesis title may be changed once only, and only within the first four weeks of the completion period. The Master's thesis topic may be changed once only, and only within the first six weeks of the completion period. The new topic and examination panel must then be determined without delay as per § 22, (2).

(3) If requested for the purposes of disadvantage compensation, the examination board may define a longer completion period. An extension of the completion period is only possible in exceptional circumstances; decisions on extensions are made by the examination board upon request. The completion period may be extended to double its original length as a maximum. In the event of illness, the submission deadline shall be extended as per (2) by the same amount of time as the illness lasts, as long as this is evidenced via a medical certificate (if necessary an official medical certificate from a public health officer) including a clear description of the impediment to work posed by the illness and proof of its duration. In the event of pregnancy, the submission deadline shall be extended by the length of statutory maternity leave.

(4) The final thesis must be submitted to the faculty administration before the deadline. The time of submission shall be officially recorded and passed on to the Examinations Office. Details shall be determined by the examination board. In the event that the thesis is not submitted before the deadline with no good cause shown it shall be graded "insufficient" (5.0).

(5) When submitting the final thesis, the student is required to complete a written testimony which states that his/her thesis has been completed independently and that no sources or aids other than those acknowledged have been utilised. This testimony shall be included as part of the examination file. The provisions set out in § 17 shall apply.

(6) During the completion of the final thesis, the first grader is obliged to instruct and guide the student. The student must advise the supervisor responsible of the thesis' progress at regular intervals.

(7) Every final thesis must be submitted as one electronic and one printed and bound copy each for respectively the grader and, if applicable, advisory experts as per § 20, (3), and two copies (one electronic, one printed) for the university library. The examination panel can stipulate deviating forms for the thesis submission to the grader. If the student has reached a confidentiality agreement with a company, and notified the university of this agreement, a copy of the thesis must not be submitted to the university library.

§ 24 Thesis Grading

(1) The final thesis must be graded within a period of 6 weeks in Bachelor's programmes and 8 weeks in Master's programmes.

(2) Grading of the final thesis shall be performed by means of a differentiated grade as per the grading scheme in § 14, (1), column 2.

(3) According to the student's wishes, the grade shall be explained to him/her by the examiner responsible before the oral defence of the final thesis.

(4) In the event that the final thesis is graded "insufficient" (5.0), the thesis must immediately be repeated with a different title. The process thereafter shall be determined by the examination board. Notice of a failed final thesis shall be given to the student via a corresponding communication from the Examinations Office. If the repeat thesis cannot be completed in the current semester, the student is required to re-register for the following semester.

(5) In the event that the repeated thesis is similarly graded "insufficient" (5.0), a further repetition is not permitted. The student is then considered to have irrevocably failed the final examination of the respective programme of study.

§ 25 Final Oral Examination

(1) A student shall be granted admission to the final oral examination of his/her thesis topic when:

- a) The final thesis has been successfully completed and,
- b) All required modules of the respective programme of study have been successfully completed.

The time for the final oral examination shall be set by the examination panel in consultation with the student. In the event that final theses were completed by a group (§ 22, (3)), the oral defence of the final theses shall be conducted as a group examination.

(2) Following submission of the Bachelor's thesis, the oral examination must be completed within two months; following submission of the Master's thesis, the oral examination must be completed within three months. This period shall only commence once all required programme modules have been completed, but this must happen within 12 months of the thesis submission deadline. If the required modules have not been completed by this time, the final examinations are considered to have been failed and must be repeated, unless the student is not responsible for the delay.

(3) As far as places are available, the oral defence of the final thesis shall be open to university students and staff, unless the student objects, or arrangements of confidentiality have been made. Listeners are obliged to refrain from influencing the examination in any way. Discussion and communication of the examination result shall follow in a private meeting of the examination board.

(4) The oral defence of the final thesis shall in the main be oriented toward the thesis' theme including related and complementing fields of knowledge. The oral defence of the final thesis should establish whether the student can independently verify the methodological procedures and the outcomes of the final thesis; possesses secure knowledge and understanding of the field addressed by the thesis; and has mastered requisite presentation and communication skills. One aspect of the oral defence of the final thesis is a presentation of approx. 15 minutes during which the student offers a summary of the thesis' main points.

(5) The oral defence of the final thesis shall be carried out by the examination commission under the direction of the chairperson. All members of the examination panel must be in attendance. § 11, (1), sentence 2 applies as appropriate.

(6) The duration of the oral defence of the final thesis for each student, including the presentation outlined in paragraph 4, should be not less than 45 minutes without exceeding 60 minutes.

(7) The grading of the oral defence of the final thesis is performed by means of a differentiated grade according to the mark scheme in § 14 (1), column 2.

(8) In the event that the oral examination is graded as "insufficient" (5.0), the procedure shall be repeated upon consultation with the student within three months at the latest. The grade awarded the repeat examination shall then replace the grade awarded the initial examination. In the event that the repeat examination also fails to reach a grade of "sufficient" (4.0), the student concerned is considered to have irrevocably failed the final examination for the respective programme of study at HTW Berlin.

(9) The oral examination shall also be graded "insufficient" (5,0) if the student does not attend the arranged date or attends but withdraws from the examination without a permitted reason. Reasons for withdrawal must be evidence without delay (as a rule within three working days). The examination board shall determine whether these reasons will be accepted.

§ 26 Free Attempts

In the event that the first attempted final examination takes place within the standard study period and all required modules have been successfully completed in advance of this attempt, all or part of the final examination attempted shall be annulled if it is graded with "insufficient" (5.0). If the final thesis is failed, the final examinations must be completed on a new topic without delay. If the oral examination is failed, § 25, (8), sentences 1 and 2 shall apply. If a second repeat is required, § 24, (4) and (5), and § 25, (7), shall apply.

§ 27 Calculation of the Overall Degree Grade

(1) The final degree grade is calculated from the overall grade (X), which in turn is calculated as the arithmetic mean of the component grades (X₁, X₂, X₃) according to the formula $X = aX_1 + bX_2 + cX_3$ to two decimal places via truncation and rounded to one decimal place. The component grades are:

- a) The weighted mean of the module grades entered into the calculation of the final grade as per § 14, (5) to (7) (factor X₁); the calculation is performed to two decimal places via truncation,
- b) The grade awarded the final thesis (factor X₂) and,
- c) The grade of the oral examination (factor X₃).

The following weighting factors apply for Bachelor's programmes:

$$a = 0.75, b = 0.15, c = 0.10.$$

The following weighting factors apply for Master's programmes with 90 credits:

$$a = 0.50, b = 0.40, c = 0.10.$$

The following weighting factors apply for Master's programmes with 120 credits:

$$a = 0.60, b = 0.30, c = 0.10.$$

The overall degree grade is displayed as follows on the grade transcript:

Overall grade up to 1.5 with "very good"
up to 2.5 with "good"
up to 3.5 with "satisfactory"
up to 4.0 with "sufficient".

(2) The grade "with distinction" shall be awarded in place of the grade of "very good" in the event that X is less than 1.3.

(3) Alongside the absolute weighted grade used to calculate the overall degree grade, a relative grade is also calculated for every graduate in accordance with ECTS standards.

The relative grade is given in the following gradations:

A – the best 10%

B – the next 25%

C – the next 30%

D – the next 25%

E – the next 10%.

The relative grade is calculated differently according to whether the programme enrolls new students every semester, or annually. For programmes which enrol every semester, the relative grade is calculated using the overall grades achieved by graduates from the last two semesters. For programmes which enrol annually, the relative grade is calculated using the grades achieved by graduates from the last four semesters. The relative grade is only calculated if a statistically representative number of graduates is available.

This provision does not apply for the calculation of the relative grade for graduates in art and design programmes.

§ 28 Graduation Documents

(1) The successful graduate shall promptly receive a transcript listing the examined modules, their grades, the degree specialisation if applicable, the title and grade of the final examination, the grade for the oral examination and the final degree grade alongside the overall grade.

(2) Elective modules, advanced options and specialisations listed in the transcript shall be identified as such.

(3) When receiving the transcript, the graduate shall be given an English-language Diploma Supplement listing the principle information regarding content and profile of the programme of study alongside an English-language transcript of records listing the completed modules, the credits thereby earned and the grades awarded.

(4) The transcript shall be signed by the faculty dean and the chairperson of the examination board and bear the stamp of HTW Berlin; it shall also include the date when the final examination was successfully completed. The Diploma Supplement is signed by the chairperson of the examination board. The Diploma Supplement bears the date it was awarded.

(5) Together with the transcript, the graduate shall also receive a degree certificate stating that the academic degree has been awarded. The certificate shall be signed by the President of HTW Berlin and bear the stamped seal of HTW Berlin. For the Bachelor's and Master's programmes listed in Annex 3, the following sentence is included below the overall grade: "In accordance with § 1, (1), letter a), of the new edition of the German Engineer's Law (Ingenieurgesetz, IngG) from the 1st of November 2011 (Law and Official Gazette p. 690) in its valid edition, he/she is entitled to bear the professional title 'Engineer' in Germany. Special cases for professional titles are listed in Annex 3.

(6) The graduation documents as per (1) to (5) shall be awarded in both German and English. English-language versions of templates for grade transcripts and certificates for Bachelor's and Master's programme are included as Annex 4 and 5 of these regulations; English-language versions of the Diploma Supplement for Bachelor's and Master's programmes are included as Annex 6 and 7 of these regulations.

(7) Copies of grade transcripts, certificates and Diploma Supplements represent valid versions with authenticated electronic signatures stored by the Examination Office.

§ 29 Accreditation of Prior Study Periods and Prior Learning

(1) Study periods and module examinations completed at another nationally recognised university shall be acknowledged in the event that their content and scope are comparable and their successful completion is comparably assessed. Failed attempts from other universities in the Federal Republic of Germany under the jurisdiction of the Higher Education Act (Hochschulrahmengesetz – HRG) shall be acknowledged, as far as the programmes concerned are of comparable content and scope. Accredited module examinations are listed on the grade transcript.

(2) When accrediting study periods and module examinations completed outside of the Federal Republic of Germany, the equivalence lists authorised by the Standing Conference of Ministers and the German Rector's Conference, arrangements made with HTW Berlin's partner universities and, where appropriate, individual learning agreements with students, shall be taken into consideration.

(3) If module examinations are accredited which were subject to differentiated grading, the grades shall be transferred or converted. In the case of undifferentiated grading, a grade of "sufficient" (4.0) shall be accredited unless the student explicitly opts for accreditation to be waived. § 14 applies as appropriate.

(4) Accreditation requires the student to provide all necessary documentation (module descriptions, the type of assessment, grading and credits) in good time (see HO § 18, (1)), in a complete and verifiable form. The student shall produce written verification under oath that all documentation is complete and accurate. Acknowledgement is determined by the respective examination board or an academic member of staff appointed by it. If accreditation is not granted, this shall be explained in writing. Accreditation of prior study and examinations both within and outside of the Federal Republic of Germany shall be performed in accordance with the guidelines set out at the Lisbon Convention (as published in the German Federal Law Gazette of 2007, Part II, pages 712 ff.).

(5) In the event of renewed enrolment or a change of programme, accreditation of prior studies completed at or accredited by HTW Berlin shall be undertaken by the examination board responsible in collaboration with the Examinations Office ex officio. In the event of a change of programme, the student shall join the new programme at a semester appropriate to the scope of accreditation of prior studies. Semesters completed on the same programme will be carried forward. (1), sentence 1, shall apply as appropriate.

(6) In the following sections relating to the accreditation of prior study, HO § 18 and Annex 3 shall apply.

§ 30 Prior Learning Examination and Accreditation of Extra-Curricular Competences

(1) In the event that students or applicants appropriately qualified for university entry have acquired knowledge and skills by means other than academic study which are verifiable and comparable with one or more of the modules for the respective programme of study, they may apply for these to be accredited and receive credits toward a programme of study. If no differentiated grade is available for the prior knowledge to be accredited, evidence of comparability must be proved via a special prior learning examination for the module in question. No more than half of the credits required for a programme of study may be gained via prior learning examinations.

(2) The examination board responsible for the prospective programme of study shall handle the application process. A prior learning examination may not be repeated.

C: Final Provisions

§ 31 Alignment and Provisional Regulations

Programmes of study are required to determine and stipulate necessary additions and amendments to these regulations by releasing new versions of their study and examination regulations. Deviations to these regulations must be explained in writing and passed by the respective faculty council before being approved by the University Board. The previous study and examination regulations shall continue to apply until the new versions' entry into force.

§ 32 Entry into Force / Publication

These regulations come into force on the day after their publication in HTW Berlin's Official Information Circular.

§ 33 Expiry

On the same day, the Examination Framework Regulations of HTW Berlin (Rahmenprüfungsordnung - RPO) from the 5th of July 2004 (FHTW Official Information Circular 17/04), last amended on the 18th of July 2011 (HTW Official Information Circular 40/11) and the Study Framework Regulations for Bachelor's and Master's programmes at HTW Berlin (Rahmenstudienordnung - RStO - Ba/Ma) from the 12th of December 2005 (FHTW Official Information Circular 08/06), last amended on the 31st of May 2010 (HTW Official Information Circular 31/10) shall expire, with the exception of their validity for the study and examination regulations of outgoing/discontinued Diplom programmes.

For information purposes only. German law is not binding.

Module Description

Module descriptions in the module database and for module handbooks shall contain the following information:

Module Description:

Module Name	<i>Name according to programme's study regulations</i>
Module Coordinator	<i>Name of a member of full-time teaching staff</i>
Scheduled Semester	<i>Semester during which the module is taught according to the regular programme plan</i>
Duration	<i>One semester</i>
Module Status	<i>Options: Compulsory Module Elective Module</i>
Regularity of teaching	<i>Options: - Every semester - Summer semester only - Winter semester only - Occasional</i>
ECTS Credits,	<i>How many credits are awarded for this module?</i>
Module contact time in weekly study hours	<i>Please give the module's contact time in weekly study hours.</i>
Learning Outcomes/Competences	<i>Which learning outcomes are achieved with the completion of the module? Which competences are acquired in the process (differentiation between competences which are dependent on or independent of the specialist subject)?</i>
Level	<i>Options - 1a (prerequisite-free module, in Bachelor's programmes) - 1b (Module with prerequisites, in Bachelor's programmes) - 2a (prerequisite-free module, in Master's programmes) - 1b (Module with prerequisites, in Master's programmes) A module is considered to have prerequisites if obligatory or recommended requirements are defined.</i>
Requirements	<i>Which modules <u>must</u> have been successfully completed before this module is attempted? Must this module be taken again in subsequent semesters in the event of examination repetition?</i>
Recommended Prerequisite	<i>Which modules should have been successfully completed before this module is attempted?</i>
Examination Type	<i>Which examinations and/or assessed activities and/or assessed in-module work are stipulated?</i>
Examination Grading	<i>Options - differentiated into grades - undifferentiated</i>
Assigned Units	<i>It is indicated here whether a module comprises one or more classes (units).</i>
Module Applicability	<i>In which HTW Berlin programmes may this module be used as a replacement? Where is this module recognised on other HTW Berlin programmes?</i>
Recognised Modules	<i>The modules listed here from other HTW Berlin programmes may be taken as replacements for the module described. The credits and grades achieved in these modules will be accredited. What do we as a programme accredit?</i>
Notes	<i>Text to complement the module description</i>

Unit Description:

Unit Name	<i>Unit Name</i>
Corresponding Module Name	<i>Module name</i>
Language	<i>Teaching Language</i>
Proportion of workload for the unit	<i>Please give the proportion of the total module workload taken up by this unit as a percentage (please include both contact time and non-contact learning time).</i>
Proportion of contact time in WSH	<i>Give contact time in WSH</i>
Learning Form	<i>Options</i> <ul style="list-style-type: none">- <i>Lecture (L)</i>- <i>Seminar-style Lecture (SL)</i>- <i>Seminar/Project Seminar (S)</i>- <i>Supervised Activities (SA)</i>- <i>Practical Exercises (PE)</i>- <i>Practical Laboratory Work (PL)</i>- <i>Studio Work (SW)</i>- <i>eLearning (EL).</i>- <i>Bachelor's or Master's Seminar (S)</i> <i>(Information given here must be identical to that given in the programme's study regulations.)</i>
Unit Content	<i>Description of the content covered, explanation of the key content points</i>
Literature	<i>Recommended or required literature</i>
Notes	<i>Text to complement the unit description</i>

Guidelines, criteria and procedures for the accreditation of voluntary work in study programmes at HTW Berlin

A Guidelines:

- 1) Voluntary work both within and outside of the university can be accredited within the portion of the programme assigned to supplementary AWE modules. Accreditation to replace other modules is possible in accordance with the Regulations for the Accreditation of Prior Learning (Grundsätzen zur Anrechnung von Studienleistungen) (HO from 16.04.2012, § 18 in connection with Annex 3 from the HO from 16.04.2012).
- 2) Accreditation in the form of credits is determined by the comparability of learning; though for accreditation within the scope of supplementary AWE modules, only the overall general aims of the HTW Berlin programme (§ 2 of these regulations) can be cited. The limitation set out in § 7, (1), second clause (no broadening or supplementing of the subject-related programme content) does not apply in the case of accredited voluntary work.
- 3) Accreditation is implemented via credits and can only be performed for entire modules; in the scope of supplementary AWE modules this means as a rule either 2 or 4 credits. This is additionally generally dependent on the required learning and working time having been completed within one semester. An examination of knowledge and skills gained through accredited voluntary work undertaken outside of the university is not carried out.
- 4) Modules with a service learning focus are actively encouraged within the scope of the supplementary AWE modules. Extra-curricular involvement in student "macro projects" can likewise be accredited.
- 5) Voluntary work within the university or "service learning" seminars may not take the place of activities which would normally receive remuneration.

B Criteria:

- 1) Voluntary work can be accredited when it involves willing, unpaid involvement in an activity which can be evidenced as being oriented toward common welfare within a co-operative organisation with other participants within the university or at a recognised welfare facility, and when this activity includes or is connected with critical reflection on the experiences acquired (e.g. in the form of group coaching, project reports etc.).
- 2) Accreditation of voluntary work requires that such work comprises a workload of at least 60 hours per semester.
- 3) Membership of clubs, campaign groups, departmental student associations, committees, etc. alone cannot be accredited. Clearly defined activities involving a level of commitment can be accredited.
- 4) Important for the accreditation decision is that the proposed voluntary activity involves the acquisition of competences comparable with those gained through interdisciplinary supplementary AWE module study.

C Procedure:

- 1) Voluntary activities which a student wishes to have accredited as part of his/her studies should as a rule be explained to the member of the faculty leadership team responsible for teaching, or alternatively to the examination board responsible. He/She/They shall then as rule reach a decision before the commencement of the semester, i.e. during the period in which the supplementary AWE module options are being formulated, on accreditation, evidence required and the type of grading, and set up a corresponding service learning module.

- 2) Evidence of the activities should be provided in a suitable form (e.g. via a detailed certificate from the organisation or project leadership or a signed activity report produced by the student including details of the hours involved).
- 3) In order to ensure that a differentiated grade can be established, a procedure to ensure objectivity and a coordinating teacher should be detailed in the module description in good time. Alongside written and oral reports, a vote of external project supervisors or self assessment of the project group may be utilised in the grade-determination process. The central basis for the grading is the degree of individual reflection performed by the student.

D Example Models:

- 1) Voluntary activities I: Students are involved in an initiative seeking to organise extra-curricula training in technical and scientific fields for young people. Their tasks include the development of appropriate teaching sessions (incl. testing, software programming, sponsorship acquisition, bookkeeping, participant acquisition and supervision, event organisation and implementation, public relations work etc.). The students apply for accreditation as part of their studies by naming the aims, the organisation (if applicable) and the (individual) tasks they intend to implement. Suitability for accreditation is established, and at the same time the requirements regarding evidence, the presentation of individual (project-based) experiences and - if applicable - the basis of a differentiated grading are laid out. Evidence could in this scenario take the form of a log of the goals achieved during the semester in question (i.e. the goals achieved by the project) and individual time logs. The process of reflection on the project experiences could take place in regular project group meetings and be recorded in a short report containing information on the learning effects experienced. This could then form the basis for a differentiated grade if required.
- 2) Voluntary activities II: The students' union organises a campus event for the new students, the first semester party, a mentoring programme for incoming exchange students, their own information event about Kids Uni events etc. Again, as long as the activity is a one-off event that is not regularly repeated, suitability for accreditation is applied for, as a rule both for the project itself and for each of the persons involved. Evidence is provided as detailed in scenario I.
- 3) "Service Learning" Seminar: As part of a programme's subject study (e.g. in Communication Design or Business Administration or Public Management), a teacher assigns students the task of developing a corporate design or sponsorship concept for a communal youth education centre. The module thereby takes on the character of a project study which through its reference to the concrete requirements of a non-profit organisation has become a typical example for "service learning".

Bearing the professional title Engineer

Upon graduation from the HTW Berlin's outgoing technical and scientific university degree 'Diplom' programmes, the academic degree "Diplomingenieur/in" ("Diplom-Engineer") was awarded. Upon graduation from a HTW Berlin Bachelor's or Master's programme, Bachelor's or Master's degrees are awarded.

At the same time, graduates from technically and scientifically oriented programmes as per § 1, (1), letter a) of the new version of the German Engineer's Law (Ingenieurgesetz, hereafter referred to as IngG) from the 1st of November 2011 (Law and Official Gazette p. 690), and are as such entitled to bear the title 'Engineer' in Germany.

This applies to the following Bachelor's and Master's programmes at HTW Berlin with the following degrees:

Bachelor's Programme Professional Title (in Germany)

Civil Engineering (B.Sc.)	Engineer
Clothing Technology/Fabric Processing (B.Sc.)	Engineer
Corporate Environmental Information Technology (B.Sc.)	Engineer
Computer Engineering (B.Eng.)	Engineer
Facility Management (B.Sc.)	Engineer
Automotive Engineering (B.Sc.)	Engineer
Electrical Engineering (B.Eng.)	Engineer
Building Energy and Building Information Technology (B.Eng.)	Engineer
Information Technology/Distributed Systems (B.Eng.)	Engineer
Computational Science and Engineering (B.Sc.)	Engineer
Conservation-Restoration/Field Archaeology Focus: Field Archaeology (B.A.)	Excavation engineer
Life Science Engineering (B.Sc.)	Engineer
Mechanical Engineering (B.Sc.)	Engineer
Microsystems Technology (B.Eng.)	Engineer
Communication Engineering (B.Eng.)	Engineer
Environmental Engineering/Regenerative Energies (B.Sc.)	Engineer
Business Administration and Engineering (B.Sc.)	Business engineer
Environmental Informatics (B.Sc.)	Engineer

Master's Programme Professional Title (in Germany)

Applied Automation (M.Eng.)	Engineer
Systems Engineering (M.Eng.)	Engineer
Information and Communication Technology (M.Eng.)	Engineer
Environmental Engineering/Regenerative Energies (M.Sc.)	Engineer
Civil Engineering (M.Eng.)	Engineer
Construction and Real Estate Management (M.Sc.)	Engineer
Facility Management (M.Sc.)	Engineer
Automotive Engineering (M.Eng.)	Engineer
Mechanical Engineering (M.Sc.)	Engineer
Corporate Environmental Information Technology (M.Sc.)	Engineer
Life Science Engineering (M.Sc.)	Engineer
Business Administration and Engineering (M.Sc.)	Business engineer
Clothing Technology/Fabric Processing (M.Sc.)	Engineer

Grade Transcript

Ms/Mr _____

born on _____ in _____

has completed the Bachelor's / Master's degree programme in

(Programme name)

at the Hochschule für Technik und Wirtschaft Berlin (University of Applied
Science).

Overall grade achieved in the Bachelor's/Master's degree programme:

» _____ «

Berlin,

Chairperson
Examination Board

Dean

**Grade Transcript
for Ms/Mr**

Grades achieved in degree module/module groups:

Designation	_____

Specialised Projects:

Designation	_____
Designation	_____
Designation	_____

Specialised Elective Modules or
-Specialisations

1)	_____
2)	_____
3)	_____

Supplementary Modules

(1 st Foreign Language)	_____
(if applicable Supplementary Module 1)	_____
(if applicable Supplementary Module 2)	_____

*) Grade recognised

Possible grades in degree modules:
very good, good, satisfactory, sufficient.

Topic of Bachelor's / Master's Thesis:

Possible overall grades
"excellent", "very good", "good", "satisfactory", "sufficient".

Assessment of Bachelor's / Master's Thesis:

The degree has been awarded in accordance with the Examination Regulations in effect on _____ published in Amtliches Mitteilungsblatt der HTW (Official Information Bulletin), No. ____ of _____.

Assessment of Oral Examination

Bachelor's Degree Certificate

Ms/Mr _____

born on _____ in _____

has completed the Bachelor's / Master's degree programme in

Programme (programme name)

He/She has been awarded the academic degree

Bachelor/Master of _____
(Arts (B./M.A.) or Engineering (B./M.Eng.)
or Law (LL.B./M.) or Science (B./M.Sc.)

Where applicable: In accordance with § 1, (1), letter a) of the German Engineer's Law (Ingenieurgesetz - IngG), from the 29th of January 1971 (German Law and Official Gazette p. 323), in its valid edition, she/he is entitled to bear the professional title of Engineer.

Berlin,

The President

(Seal)

This certificate has also been issued in the German language.

HTW Berlin
Diploma Supplement
- Bachelor (*programme name*) -

1 Graduate 1. Family Name

1.2 First Name

1.3 Date of Birth

Place of Birth

Country of Birth

1.4 Student ID

2 Qualification 2.1 Qualification name in full
(see Annex 4 and programme examination regulations)

Qualification/abbreviated
(see Annex 4 and programme examination regulations)

2.2 Main fields of study for the qualification
(see Annex 4 and programme examination regulations)

2.3 Institution Awarding the Qualification
Hochschule für Technik und Wirtschaft Berlin

Department
Department (Department Name)

Status (Type)
Fachhochschule (FH)
University of Applied Sciences (see section 8)

Status (control)
State-governed

2.4 Administering Institution
See 2.3

2.5 Language(s) of Instruction and Examination
German

3 Level of Qualification

3.1 Level of Qualification

First professional degree from a university of applied science (see section 8.1 and 8.4.2) including a Bachelor's thesis

3.2 Programme Duration (regular study period)

Regular study period: 6/7/8 semesters (3/3.5/4 years)

Workload: (no. credits x hours per credit) hours

Credits (ECTS): 180/210/240

including internships (no.) credits and Bachelor's Thesis (10 – 12) credits

3.3 Admission Requirements

General university/university of applied sciences entry qualifications

or specialist entry qualifications in accordance with § 11 of the Berlin Higher Education Act

and, where applicable, preparatory internship

and, where applicable, suitability assessment (see section 8.7)

4 Programme Content and Aims

4.1 Mode of Study

Full-time, on-campus

where applicable: part-time programme, distance-learning programme

(see programme examination regulations)

4.2 Programme Requirements/Graduate Qualification Profile

(see *programme examination regulations*)

Programme components:

(see *programme examination regulations*)

4.3 Programme Details

See the "Bachelor's Degree Grade Transcript" for further details regarding areas of specialisation and the Bachelor's thesis topic, including grades.

4.4 Grading Scheme and Notes on Grading

Numerical grade*	Worded grade	Grading Scheme	
1,0 ($\geq 90\%$)	very good Outstanding performance	A	very good
2,0 ($\geq 75\%$)	good Performance which considerably exceeds average requirements	B	good
3,0 ($\geq 60\%$)	satisfactory Performance which matches the average requirements	C	satisfactory
4,0 ($\geq 50\%$)	sufficient Performance which despite weaknesses satisfies requirements	D	sufficient
5,0 ($< 50\%$)	insufficient Performance which due to considerable weaknesses does not satisfy requirements	F	fail

*) Given as a percentage of the total points available

4.5 Overall Grade

- Final grade (not rounded off) -

5 Entitlement of Qualification

5.1 Access to further study

This degree entitles the holder to take up Master's studies; additional requirements may be stipulated by the relevant

admissions regulations. (see section 8)
5.2 Professional Status

6 Additional Information

6.1 Additional Information
Accredited by (name of the accreditation agency)

6.2 Further Information
HTW Berlin: www.htw-berlin.de

7 Certification

Place/Date of Certification
Berlin, Date

This Diploma Supplement refers to the following original documents
Bachelor's Degree Certificate from
Bachelor's Grade Transcript from

Official Stamp/Seal

Head of Examination Board

For information purposes only. German version is binding.

HTW Berlin
Diploma Supplement
- Master (*programme name*) -

1 Graduate 1. Family Name

1.2 First Name

1.3 Date of Birth

Place of Birth

Country of Birth

1.4 Student ID

2 Qualification 2.1 Qualification name in full
(see Annex 4 and programme examination regulations)

Qualification/abbreviated
(see Annex 4 and programme examination regulations)

2.2 Main fields of study for the qualification
(see Annex 4 and programme examination regulations)

2.3 Institution Awarding the Qualification
Hochschule für Technik und Wirtschaft Berlin

Department
Department (Department Name)

Status (Type)
Fachhochschule (FH)
University of Applied Sciences (see section 8)

Status (control)
State-governed

2.4 Administering Institution
See 2.3

2.5 Language(s) of Instruction and Examination
German

3 Level of Qualification

3.1 Level of Qualification

Postgraduate terminal university-level degree with a strongly application-oriented profile studied after the completion of a Bachelor's or German Diplom programme (see section 8.1 and 8.4.2), including a Master's thesis

3.2 Programme Duration (regular study period)

Regular study period: 3/4 semesters (1.5/2 years)

Workload: (no. credits x hours per credit) hours

Credits (ECTS): 90/120

Including Master's thesis (20 - 25) credits

3.3 Admission Requirements

Bachelor of Arts or Science or Engineering or Laws in (Name) programme or as a minimum a Bachelor of Arts or Bachelor of Science or Bachelor of Engineering or Bachelor of Laws in similar programmes or international equivalents and specific selection criteria

and, where applicable, suitability assessment

and, where applicable, English language skills (see section 8.7)

4 Programme Content and Aims

4.1 Mode of Study

Full-time, on-campus

where applicable: part-time programme, distance-learning programme (see programme examination regulations)

4.2 Programme Requirements/Graduate Qualification Profile

(see programme examination regulations)

Programme components:

(see programme examination regulations)

4.3 Programme Details

See the "Master's Degree Grade Transcript" for further details regarding areas of specialisation and the Master's thesis topic, including grades.

4.4 Grading Scheme and Notes on Grading

Numerical grade*	Worded grade	Grading Scheme	
1,0 (≥ 90%)	very good Outstanding performance	A	very good
2,0 (≥ 75%)	good Performance which considerably exceeds average requirements	B	good
3,0 (≥ 60%)	satisfactory Performance which matches the average requirements	C	satisfactory
4,0 (≥ 50%)	sufficient Performance which despite weaknesses satisfies requirements	D	sufficient
5,0 (< 50%)	Insufficient Performance which due to considerable weaknesses does not satisfy requirements	F	fail

*) Given as a percentage of the total points available

4.5 Overall Grade

- Final grade (not rounded off) -

Composition of final grade:
(Master's with 90 credits:)
50 % Module grades
40 % Master's thesis
10 % Oral examination

(Master's with 120 credits:)
60 % Module grades
30 % Master's thesis
10 % Oral examination

5 Entitlement of Qualification

5.1 Access to further study

This degree entitles the holder to take up doctoral studies; additional requirements may be stipulated by the relevant admissions regulations.
(see section 8)

5.2 Professional Status

The Master's degree allows entry to higher grade public service professions in Germany.

6 Additional Information

6.1 Additional Information

Accredited by (name of the accreditation agency)

6.2 Further Information

HTW Berlin: www.htw-berlin.de

7 Certification

Place/Date of Certification

Berlin, Date

This Diploma Supplement refers to the following original documents

Master's Degree Certificate from

Master's Grade Transcript from

Official Stamp/Seal

Head of Examination Board