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TECHNISCHE UNIVERSITÄT ILMENAU

Examination Regulations

- General Provisions -

For courses of study referring to Bachelor programs and Master's degrees

According to § 3 par. 1 in conjunction with §§ 33 par. 1 Nr. 1, 49 par. 1 of the Thüringer Hochschulgesetz (Thuringian University Act, ThürHG) dated 21 December 2006 (GVBl., page 601), last amended by article 16 of the Act dated 21 December 2011 (GVBl. Page 531), the Technische Universität Ilmenau (hereinafter referred to as “university”) has enacted the following Examination Regulations – General Provisions – for study courses in Bachelor and Master's degrees (PO-AB).

The Senate of the Technische Universität Ilmenau determined the regulations on 4 December 2012. The University President approved the document on 22 February 2013. The regulations were submitted to the Ministry for Education, Science and Culture of the Free State of Thuringia in a letter dated 25 February 2013.

Table of contents

I. General section

- § 1 Scope of the regulations
- § 2 Academic degree and purpose of the examination
- § 3 Modularization / Module manual
- § 4 ECTS / Credit points
- § 5 Standard period of study and credit points
- § 6 Part-time study, distance learning
- § 7 Acknowledgement of study and examination results

II. Examination procedure

- § 8 Passing examinations
- § 9 Module examinations
- § 10 Examination results
- § 11 Results of oral examinations
- § 12 Credit recognition and certificates of attendance
- § 13 Records of examinations
- § 14 Organization of examinations
- § 15 Admission to examinations
- § 16 Assessment of the examinations, examination results and determination of the grade
- § 17 Determination, administration and issuing of examination results
- § 18 Repetition of examinations
- § 19 Examination periods and deadlines
- § 20 Freiversuch (“free attempt“) and improving a grade

§ 21 Withdrawal from examination, non-attendance, cheating / fraudulent behavior in examinations, infringement of regulations

§ 22 Final loss of the examination entitlement

§ 23 Invalidity of an examination

III. Final examination and concluding assignment / leaving certificate / final grade certificate

§ 24 Admission

§ 25 Concluding assignment

§ 26 Assessment of the concluding assignment

§ 27 Leaving certificate, Diploma Supplement, degree certificate

IV. Examination board and examiners

§ 28 Examiner and assessors

§ 29 Examination committee

V. Final and transitional provisions

§ 30 Inspection of examination files

§ 31 Legal protection

§ 32 Coming into force, scope

Attachments

1. Regulations for acquiring a Double Degree
2. Leaving certificate for Double Degree program
3. Guidelines for examination results in e-examinations

I. General rules

§ 1 Scope of the regulations

- (1) These regulations refer to all study courses, in which the university awards the academic degree “Bachelor“ or “Master“. They are detailed and clarified by special provisions (Besondere Bestimmungen, PO-BB as BPO-BB for Bachelor study courses or MPO-BB for Master’s programs) and study regulations for each single study course, which determine as independent examination or study regulations the subject-specific content-related regulations. In case regulations of PO-BB are not compatible with PO-AB, the PO-AB have priority.
- (2) For study courses which are offered by the university together with other universities, the regulations respectively agreed upon are valid. They can choose these regulations for the study courses in question completely or partially.
- (3) The terms used throughout to denote persons refer to both males and females equally.

§ 2 Academic degree and purpose of examination

- (1) When the Bachelor examination is passed, the academic degree "Bachelor" is awarded according to the BPO-BB in question.
- (2) When the Master's examination is passed, the academic degree "Master" is awarded according to the MPO-BB in question.
- (3) For achieving a double-degree (Double Degree) in the framework of a collaboration agreement with a national or international partner university, the university awards the academic degree contrary to the provisions mentioned in the paragraphs 1 and 2 of these regulations and according to the regulations mentioned in the attachment 1 to these regulations. The PO-BB can contain further supplementary regulations. This applies mutatis mutandis to students of the university when they meet the requirements of the university concerned. The leaving certificate based on an awarded academic degree contains the information that the academic degree has been jointly awarded by the two universities involved (attachment 2). Should the requirements stated in attachment 1 not have been met, the student then receives a certificate listing all achieved results at the two universities involved.
- (4) The MPO-BB determine if the program is referred to as a consecutive or post-graduate Master's course. As a general rule, the Master's programs of the university are arranged "more research-oriented" according to the criteria set by the Accreditation Council, also taking international trends into consideration. For each Master's program, the profile of the appropriate study regulations are determined and described in the Diploma Supplement.
- (5) The Bachelor examination determines if the student has grasped scientific competency of the subjects which are part of the study program, if he/she is able to use scientific methods and knowledge and if he/she has gained the necessary extensive expertise for the transition into a profession, as the Bachelor degree represents the first qualification for employment.
- (6) The Master's examination determines if the student has grasped the competency of the chosen field of knowledge in the special program and if he/she has gained more specific, in-depth knowledge and skills. The Master's degree confirms and certifies training / education of scientific quality and the ability of working independently on scientific topics using scientific methods in the appropriate study course.

§ 3 Modularization / Module manual

- (1) The study program is organized in modules. One module consists of one or more courses which are well-coordinated with regard to content and timing. Such a module is to be understood as a unit which facilitates gaining certain competences and skills. Modules can consist of several different coordinated units as regards content and timing forms of teaching and learning (e.g. lectures, lessons, tutorials, practical training, seminars, project work, term paper).
- (2) One module can cover the content of one single semester or of one academic year, but it may also refer to several semesters.
- (3) Content-related and organizational responsibility for a module is carried by the providing faculty and its module manager, who is appointed by the Faculty Board. The examination board of the respective study course makes decisions on examination procedures according to these

regulations or according to the appropriate PO-BB.

- (4) Modules can be offered as a compulsory module, optional or optional-compulsory module. All students of a study course have to take compulsory modules, and the associated examination has to be passed. In case of optional-compulsory modules, students can choose modules within a thematically limited field to the extent that they acquire stipulated credit points according to the study regulations in question. The optional-compulsory modules also cover a module examination which has to be passed. In case of optional modules, students can choose these modules within a defined offer and amount/scope of credit points as determined in the relevant study regulations. If the required examination is failed, the optional module can be replaced by another module within the period for retaking the examination. Modules can also be designed to allow students to choose from an offer of several different courses within one module.
- (5) Each module is defined uniformly at the university and considers the structural guidelines of the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder and other regulations decided by the university. The content and the results to be achieved, the used set of teaching / education techniques and forms, the preconditions for participation, the usability of the module, the preconditions for receiving credit points, the frequency of the module offer, the workload and the duration of the module are mentioned in the module description. Furthermore, the module description also offers information on the person responsible for the module, and it advises on preparatory and supporting literature.
- (6) The module manual bindingly describes all modules available in a study course. The Faculty Board decides on the manual and its changes, and the President of the University approves the manual. The module manual has to be updated in time for all changes to be published before the beginning of the new semester; later changes are not permitted. This statement does not refer to semester-related specification of examination forms (§ 9 par. 3 and 4) and the preparatory and supporting literature, which can be updated for a course any time by the module manager. The university has to publish the module manual for each course of study online.

§ 4 ECTS / Credit points

The assignment of credit points follows the European Credit Transfer System (ECTS). According to ECTS, the credit points of a module inform about the entire workload of a student. One credit point corresponds to a working time of 30 hours. As a rule, 30 credit points are assigned to one semester. When successfully completing a module / course, a certain number of credit points can be achieved. The modular sub-division of the program with the credit points awarded for each course and the respective number of hours per week during a term are described in the study regulations (Attachment Syllabus).

§ 5 Standard period of study and credit points

- (1) The standard period of study in Bachelor programs amounts to six or seven semesters. Depending on the standard period of study, the required number of credit points for a successful completion of the study course differs and amounts to 180 or 210 credit points.
- (2) The standard period of study in Master's programs amounts to three or four semesters. Depending on the standard period of study, the required number of credit points for a successful completion of the study course amounts to 90 or 120 credit points, and, when considering the prior Bachelor results, there are at least 300 credit points.

- (3) Preconditions allowing students to deviate from the standard period of study are determined in the regulations for admission and enrolment (Immatrikulationsordnung) of the university.
- (4) The total amount of credit points achieved in the course of studies and determined for each program and the appropriate modules is fixed in the PO-BB.
- (5) The university ensures the opportunity to properly complete the course of study within the standard period of study by offering the required curriculum. The university provides the required modules, the corresponding graded and non-graded requirements as well as the appropriate circumstances for the degree theses.

§ 6 Part-time study, distance learning

- (1) Students can also study on a part-time basis. The relevant provisions of the regulations for admission and enrolment contain detailed information.
- (2) Students can also choose distance learning / correspondence courses insofar as this option is considered by PO-BB, and the relevant study regulations offer a curriculum. More detailed information is regulated by the general examination regulations and study regulations for distance learning / correspondence courses of the university.

§ 7 Acknowledgement of study and examination results

- (1) The decision on whether to accept study and examination results obtained at external institutions is taken by each examination board upon the student's request; in the case of a change of the course of studies within the same university the decision will be made ex officio. The decision-making process shall last 4 weeks at the latest, given that all the necessary documents have been turned in completely to the examination board. In case of a negative response, this must contain the reasons as well as information on legal remedy.
- (2) Study results and examinations that have been passed in the same or a similar course of studies shall be accepted if they comply with the desired study and examination results as regards amount, requirements and content. The focus of the evaluation should be whether or not relevant knowledge and skills of the course of studies have been proved by the examination in question. In case the evaluators are unable to do so, the responsible examiner is to be consulted.
- (3) Whenever the change of the course of studies occurs within the same university, both passed examinations as well as unsuccessful attempts have to be registered. In the case of an unsuccessful attempt, it has to be verified whether the module had already been finally failed. On the other hand, if there remained another attempt to pass the respective module before the change of studies, the student must be granted at least one more try for the corresponding examination in the new course of studies.
- (4) The decision upon the acknowledgement is based on appropriate information on the qualifications for the desired acknowledgement. The student is required to place the necessary information at the evaluators' disposal. The burden of proof that an application does not fulfill all the requirements lies with the examination board.
- (5) Every time study and examination results are acknowledged, the marks are to be transferred whenever grading systems are comparable and to be included into the final grade according to each examination regulation. Should the grading systems not be comparable or whenever ungraded study

results have been achieved, these shall be included as “passed”. It is allowed to designate the respective acknowledgement on the certificate. For each study or examination result that is acknowledged, TU Ilmenau awards the respective number of credit points.

(6) In study courses that require practical training, these will be acknowledged accordingly. Further details can be found in the respective study regulations.

(7) A thesis that has not been undertaken at TU Ilmenau will not be acknowledged unless explicitly agreed upon between TU Ilmenau and the other institution. Achievements required for a first vocational degree cannot be acknowledged for a master’s degree program for which the prior degree is a precondition in order to be admitted. Once a study or examination result has been obtained at TU Ilmenau, prior achievements cannot be acknowledged afterwards.

(8) Study and examination results obtained abroad will be acknowledged without further examination whenever they have been agreed upon through individual learning agreements or inter-university agreements. It is the faculties’ task to ensure that exchange coordinators meet with the competent bodies before learning agreements and inter-university agreements are issued.

II. Examination procedure

§ 8 Passing examinations

(1) A final exam is passed if all required modules according to the study regulations (appendix study plan) including the thesis are successfully completed.

(2) The successful completion of a module is regulated by the provisions in this section and amended in section III for the thesis.

§ 9 Module examinations

(1) A module is usually completed with a module exam. The module exam is to be designed in a way that examines whether the desired learning results of each module have been achieved. Whether a module is completed by a module exam or by other means is regulated in the study program (appendix study plan). The number of module exams according to the study plan should not exceed six per semester.

(2) Other than stated in paragraph 1, a module exam can also consist of several exams or a combination of study and examination results as well as proofs of participation. This is especially the case whenever a module comprises several semesters or different learning results from varying teaching and learning methods are desired. The taking into consideration of alternative exam results obtained throughout the study program of the whole module is especially allowed when different learning results from varying teaching and learning methods are desired that require differing forms of examinations, when the students are offered important choices by dividing module exams or when a reduction of workload during the examination period at the end of each semester can be achieved.

(3) The module guide specifies the means of examination(s) for each module. Study results and participation certificates must also be listed if they are part of the module exam. In case the module grade is not made up according to § 16 par. 5 in conjunction with § 16 par. 3, the weighting of each grade must be stated.

(4) It is allowed to concretize the means of examination every semester. The examiners decide on the means of examination in accordance with the module responsible and include their decisions in the module guide. Every change must be reported at the commencement of the respective class, four weeks after the start of the semester at the latest, and included into the module guide. As for alternative examination results during the semester according to § 10 sec. 1 sentence 1 point 3, § 3 sec. 6 sentences 3 and 4 apply.

(5) A module exam is passed if all corresponding study and exam results have been graded at least “sufficient” (4.0) and all further ungraded study results as well as participation certificates have been obtained.

§ 10 Examination results

- (1) Examinations can be realized
- in writing
 - orally or
 - as alternative exams in the course of the semester (e.g. reports, presentations, papers, protocols, constructive or other development tasks, tests, etc.)
 - as multiple choice tests.

When using multiple choice tests, the regulations in appendix 3 of this document must be adhered to.

(2) Whenever exams are realized as group work, each student’s achievement must be clearly distinguishable and evaluable.

(3) The duration of an exam depends on the extent and content of the module. The following parameters apply:

1.1.a) The duration of a written exam or a similar written task should not be less than 60 minutes and more than 180 minutes.

1.1.b) The duration of an oral exam should be of minimum 15 and maximum 60 minutes for each student.

In case a module examination comprises more than one exam, the maximum duration of the overall exam shall not exceed the duration stated in sentence 2, unless the extent or duration of the respective module may require this. The effort for alternative exam results obtained during the semester within a module must be born in mind when designing the final exam.

(4) Whenever a student can prove that either because of a long or permanent disability or a chronic disease, s/he is unable to realize the whole or parts of the exam in the stipulated way or time, s/he can make a written request with the competent examination board to be allowed to take the exam in a way that takes into account the respective disadvantage. The adjustment of the exam may include both the way and the duration of the exam or the allowed resources during the exam. The request must be presented before the examination board and supported by appropriate certificates, usually from medical specialists. A refusal of the request must be justified and provided with information on legal remedy. A positive decision must specify the duration of the adjustment. As long as the adjustment is valid, the student must notify the respective examination board of the right to adjusted exams each semester four weeks prior to the commencement of the period for exam registration at the latest. In order not to disturb the exam organization, later notices can only be allowed for if the examiner agrees to it or if the

adjustment does not imply greater organizational requirements for the realization of the exam. The same applies for study results and participation certificates.

(5) Exams for modules or classes that are no longer part of the final exam will be offered for the last time at least four semesters after their cancellation. The content of an exam depends on the content of the class in the respective exam semester. This also holds true for exams that must be repeated.

(6) The language of choice in classes and exams at TU Ilmenau is German, unless the acquisition of knowledge in a foreign language is the aim of the class. The specified exam regulations may decide on a different language for classes and exams in their respective course of studies or for individual modules. The actual language of classes and exams of a module is regulated in the module guide by the module responsible. Differing class and exam languages according to sentences 1 or 2 must be approved by the respective examination board.

(7) An exam is passed if it has been graded at least “sufficient” (4.0).

§ 11 Results of oral examinations

Oral examinations, as group examinations or individual examinations, are taken either in front of two examiners or in front of one examiner in the presence of another qualified observer. Before deciding on a grade, the examiners who have given the examination have to consult with each other. If the grades of the examiners differ, the mean is taken, according to § 16 par. 3. Qualified observers are listened to before determining the grade. The discussion of grades is not public. Students are to be informed about their examination results separately, immediately after the oral examination and the subsequent discussion of grades.

Students who want to take the same examination at a later date during another examination period can be admitted to the examination room as listeners, if room capacity is sufficient and if the examination candidate agrees. However, admission to the examination does not include the discussion of grades and the announcement of examination results.

§ 12 Credit recognition/Study results/Course assignments and certificates of attendance

For successfully completing a module, course assignments and certificates of attendance may have to be submitted, either additionally or exclusively. Course assignments, graded or not graded, may be required just as examination results. However, course assignments are not subject to any regulations concerning deadlines for taking and retaking an examination and to the restrictions of retaking an examination. In addition, the regulations of this paragraph apply to any examination results, respectively, unless these Examination Regulations state anything different. A certificate of attendance certifies the active participation in a course. It only constitutes a permissible part of or is the subject matter of a module examination, if student course attendance is mandatory for this course, because intended learning outcomes are not achievable or not achievable to that extent otherwise. This has to be set out in the module manual for the respective module examination.

§ 13 Records of examinations

(1) The important items and results of the oral examination are to be recorded in minutes. The minutes are to be signed by the examiners and the qualified observers, and they are to be kept with the examination records.

- (2) Proceedings of the written examination are to be recorded by an invigilator who has to be present during the entire examination time. These minutes include the beginning and the end of the examination time, special incidents during examination time and the invigilator's name and attendance time. They are to be signed and kept with the examination documents.

§ 14 Organization of examinations

- (1) Examination periods of the semesters are specifically defined by the "Studienausschuss" (Studies Committee) for every academic year and will be published on the university websites or made public in another customary way by the university president's office.
- (2) At the latest, five weeks prior to the end of classes of a semester, an examination schedule for the relevant examination period has to be published, if possible, in the electronic examination system.
- (3) All examinations, with the exception of alternative course-related examinations, are to be offered every semester. Written examinations are to be scheduled for the respective examination period. Individual exceptions to this rule can be made by the "Prüfungsausschuss" (Examination Committee). Oral examinations can also take place before or after the examination period, if both student and examiner agree. Alternative course-related examinations take place at least every other semester, in combination with the corresponding course, and, commonly, before or after the examination period.
- (4) The participation in an examination requires the electronic registration for it. Exceptions from this method of registering can be made by the Examination Office. For examinations and their repetitions which are given during the examination period, the application period expires two weeks prior to the end of classes of a semester, respectively. The "Prüfungsausschuss" (Examination Committee) has to accept a later registration, if the student has missed the deadline through no fault of his/her own, which the student has to substantiate at late registration, and if the registration occurs as soon as the impediment ceases to exist (*restitutio in integrum*).
- (5) For certain modules or individual courses, an individual registration may be required for planning the course. Deadlines and provisions of registration are laid down in the module manual. Provided that the participation in a module or an individual course is subject to prior registration, the registration for this module or individual course constitutes the registration for the examination of this module or individual course, if this module or course finishes with such an examination.
- (6) Students can cancel the registration electronically or at the Examination Office up to four days before the examination date, without any negative consequences for him/her. The "Prüfungsausschuss" (Examination Committee) has to accept a later cancellation, if the student has missed the deadline through no fault of his/her own, which the student has to substantiate, and if the cancellation occurs as soon as the impediment ceases to exist (*restitutio in integrum*).
- (7) The provisions of registration for alternative course-related examinations are announced in class at the start of the semester. Withdrawal after a previous registration is only possible according to § 21 par. 1 in this case.

§ 15 Admission to module examinations

- (1) All students who are enrolled for the respective study courses and have not lost their examination entitlement are to be admitted. Further prerequisites for admission to the relevant examinations (e.g. certificates of particular course assignments or already passed module examinations) can be specified in the Special Provisions of the Examination Regulations. They are to be spelt out in the module manual.
- (2) Students on leave of absence are not entitled to take any examinations or course assignments or complete anything to receive a certificate of attendance. This does not apply to the retaking of failed examinations and such credit courses which already should have been completed by the “Fachsemester” (study course semester)--recorded as the semester on leave of absence--they are scheduled for, according to the “Studienplan” (curriculum).

§ 16 Assessment of the examinations, examination results and determination of the grade

- (1) The grades of the individual examinations are determined by the respective examiners. For the assessment of examination results, the following grades are to be used:

1 = very good	an outstanding performance,
2 = good	a performance that lies considerably above average requirements,
3 = satisfactory	a performance that meets average requirements,
4 = passed	a performance that still satisfies the requirements despite deficiencies,
5 = failed	a performance that no longer satisfies the requirements because of substantial deficiencies.

- (2) For a more fine-grained assessment of examination results, the following grades can be given: 1.0, 1.3, 1.7, 2.0, 2.3, 2.7, 3.0, 3.3, 3.7, 4.0 and 5.0.
- (3) If a module examination consists of several examinations, the grade is calculated from the weighted average based on credit points (weighted arithmetic mean) of the grades of the individual graded examinations. The second digit after the point and all further digits are to be discarded.

For the following averages, the grades will be:

- from 1.0 to 1.5 = very good
- from 1.6 to 2.5 = good
- from 2.6 to 3.5 = satisfactory
- from 3.6 to 4.0 = passed
- from 4.1 onward = failed.

- (4) Examiners' grades may deviate from the arithmetically calculated grades for an examination, if that better represents the student's actual proficiency based on the overall impression. In particular, bonus points can be given for course assignments during the semester, unless these already contribute to the module grade as alternative course-related examinations. These bonus points, however, must not exceed 30 points, if the overall examination score were 100 points. Course assignments which can merit bonus points are to be made public in an appropriate way before the start of a semester. Acquired bonus points do not expire before the end of the second semester following the semester in which the bonus points were given. Bonus points do not form part of the module examination and can exclusively improve the module grade.

- (5) The module examination completing a module is assessed and assigned a module grade. For a module which is completed by several examinations, a module grade is generated, according to paragraph 3. No examination may contribute to more than one module grade of the same study course.
- (6) The overall grade shown on the final grade certificate is calculated from the individual module grades including the bachelor's or master's thesis, according to the procedure described in paragraph 3. In the Examination Regulations (Appendix "Studienplan" (curriculum)), it can be laid down that individual module examinations and examination assignments including the bachelor's or master's thesis contributing to the overall grade are weighted differently from the weight given by the corresponding credit points. If only course assignments or certificates of attendance are required for a module, credit points thus acquired are not taken into account when calculating the overall grade. Students achieving an average grade of up to 1.2 will be awarded the overall assessment "mit Auszeichnung" (passed with honor) by the "Prüfungsausschuss" (Examination Committee).
- (7) Credit points and grades are to be recorded separately. Apart from showing a grade based on the German grade scale from 1 to 5, an ECTS grading table in conjunction with the ECTS Users'-Guide is to be shown with the final grade. The ECTS grading table follows the guidelines for the introduction of credit point systems and the modularization of study courses (Appendix to "Ländergemeinsamen Strukturvorgaben für die Akkreditierung von Bachelor- und Masterstudiengängen" (Common Structure Guidelines of all Counties for the Accreditation of Bachelor and Master Degree Study Courses) – Resolution of the Conference of Ministers of Education dated 10 December 2003 in the version of 4 February 2010).

§ 17 Determination, administration and issuing of examination results

- (1) On the basis of the written evidence (examination records, the examiners' grade lists, written examinations, degree thesis), the results of the individual examinations together with the examination subject, the name of the examiner, the date, and the grade, are entered into the examination file or database that is maintained for each student at the Examination Board.
- (2) All grades are to be announced to the participating students immediately after the assessment either by entering them into the database of the electronic examination system, or individually in a suitable way. If the grade is entered into the electronic examination system, it is considered to be announced one week after entering it into the database. The assessment procedure has to be concluded two weeks after the beginning of the next semester.
- (3) The results of oral examinations are announced in accordance with § 11 section 1.

§ 18 Repetition of examinations

- (1) Each failed examination can be repeated once. The second repetition of an examination is possible in six cases in the bachelor program, and in three cases in the master program. The Examination Regulations – Special Provisions – can define a larger number of up to 40 out of 100 examinations provided for in the course of study.
- (2) The repetition of an examination is to be carried out within the following two semesters (period for repetition). An interim deregistration does not extend the period for repetition. If repeat examinations are not taken within the period for repetition, they are considered to be taken and failed

(assessed “insufficient”) unless the student is not responsible for the delay. § 20 section 3 shall apply correspondingly.

(3) If a module examination consists of several examinations and/or academic achievements, and one examination or academic achievement is assessed as failed, the respective examination or academic achievement has to be repeated.

(4) Repeat examinations which are finally failed, thus entailing the loss of the examination entitlement in the course of study, are normally assessed by at least two examiners, of which at least one has to be a university lecturer. For the last repeat examinations in oral form, the regulation in § 11 section 1 sentence 1 shall remain unaffected.

(5) In agreement with the respective examiner and at the student’s request, an oral examination can be arranged for the repeat examination according to section 4, which is not in accordance with § 9 sections 3 and 4. Evidence of the agreement is to be provided during the registration for the repeat examination.

§ 19 Examination periods and deadlines

All module examinations should be taken during the subject-related semester recommended in the curriculum. If the module examinations are not completely taken up to the end of the fourth semester following the standard period of study, the missing examinations – with the exception of the concluding assignment - will be regarded as taken but not passed for the first time unless the student is not liable for this failure. § 20, section 3, is valid accordingly.

§ 20 “Freiversuch” (free attempt) and improving a grade

The Examination Regulations – special provisions – may stipulate that an examination not passed for the first time is regarded as not taken if it is taken for the first time before or during the subject-related semester recommended by the study regulations (Annex Curriculum). In such case, the examination Regulations – special provisions – fix the exact number of admissible “Freiversuche”. The declaration of using a “Freiversuch” must be irrevocably submitted in writing to the Examination Board by the end of the registration period for the first re-examination.

Examinations passed can be repeated once for improving the grade if they are taken for the first time before or during the subject-related semester recommended by the study regulations (Annex Curriculum). In such a case, the better grade will be regarded as valid. The examination regulations – special provisions – fix the exact number of admissible attempts for improving the grade. The declaration of improving the grade must be submitted irrevocably in writing to the Examination Board at the moment of registration for the attempt at retaking the examination. The student may take advantage of an attempt at improving the grade at the latest until the prerequisites according to § 8, section 1, are fulfilled. An extension of the deadline according to § 10, section 5, sentence 1, may not be inferred from this.

For establishing whether the examination has been taken in time as provided for in section 1 or 2, the following aspects will not be considered:

- (3) times during which the student was forced to interrupt his/her studies because of illness or for another compelling reason,
- (4) times by which the study was extended because of a long-lasting or permanent hinderance or chronic disease,
- (5) times during which the student was limited in his/her study abilities due to the birth of a child and the necessary child-care activities, a maximum of two semesters,

if the student was not already granted leave during those time periods. The students will have to establish facts that shall lead to the exclusion of those times. The examination committee will take the final decision on the recognition of these facts. The committee shall give reasons for a negative decision and provide information concerning legal remedies.

§ 21 Withdrawal from examination, non-attendance, cheating, infringement of regulations

(1) An examination will be assessed with the mark “nicht bestanden” (inadequate – 5.0) if a candidate withdraws from the examination after the withdrawal deadline in accordance with § 14 section 6, or if a candidate does not attend the examination. This procedure shall not come into effect if the Examination Committee, on the candidate’s request, accepts the withdrawal or non-attendance as not the candidate’s fault. The same applies if a written examination assignment is not completed within the prescribed time. The reasons must be immediately communicated in writing to the Examination Committee, demonstrating their plausibility. In the case of withdrawal from the examination or non-attendance because of illness, a medical certificate containing information on the illness and attesting the probable inability to take an examination must be submitted immediately. Credit is to be given to existing examination results if those were achieved before the withdrawal from or non-attendance of the examination. The non-recognition of the reasons given must be communicated to the person concerned by written notification, together with explanations as well as information on the candidate’s statutory rights.

(2) In the case of repeated or long-term illness, the Examination Committee is entitled to request a medical certificate obtained from a public health official (Amtsarzt), giving further information.

(3) If a candidate attempts to manipulate the result of his or her examination assignment by cheating or using aids which are not permitted, the respective examination achievements will be assessed with the mark “nicht ausreichend” (5.0). The person concerned must be given an opportunity to comment on the matter before such a decision is made. Candidates who disrupt the orderly conduct of an examination can be excluded from taking any further part in the examination by the relevant examiners or head supervisors; in this case the relevant examination will be marked “nicht ausreichend” (5.0). In very serious cases, the Examination Committee may exclude the candidate from taking part in any further examinations.

(4) Within four weeks and in writing, candidates may request a review of the decisions made by the Examination Committee according to section 3.

§ 22 Final loss of the examination entitlement

In the degree plan chosen, the final degree will no longer be awarded (final loss of the examination entitlement) if

(6) a second repetition of an examination is marked “not sufficient” (5.0) (“definitely failed”);

(7) a student does not pass the first repetition examination and if the admissible number of second repetitions of examinations have already been fully exploited, thus allowing for no further second repetition (“definitely failed”);

(8) the final examination paper has been marked repeatedly “not sufficient”.

In those cases, the Examination Board will inform the student about this in writing, including instructions about available legal remedies.

§ 23 Invalidity of an examination

(8) If a student has cheated in an examination, with this fact becoming known only after awarding the certificate, the Examination Board has the right to subsequently declare the examination, either completely or partially, to be “not passed”, and to accordingly change the grades for that/those examination result/s in which the student has cheated demonstrably.

- (9) In the case that some requirements for the admission to an examination were not fulfilled, without the student intending to deceive, and if this fact is established subsequently, this situation will be remedied if the examination is passed. If the student has intentionally obtained access to an examination or also to the degree program unjustly, the Examination Board will decide concerning the legal consequences in compliance with the Thuringian administrative procedural laws in the respective current version. Before a decision is made, the student concerned must be given the opportunity to comment.
- (10) The incorrect examination transcript shall be confiscated and, where applicable, a new one must be issued. If the examination has been declared “not passed” due to cheating, not only the incorrect examination transcript but also the final certificate shall be confiscated, and the academic title shall be withdrawn. A decision according to section 1 and section 2, sentence 2, is excluded after expiry of a period of 5 years from the date of the examination transcript.

III. Final examination and Concluding assignment / Final grade certificate

§ 24 Admission

- (3) The concluding assignment is an examination which is subject to prior admission. The examination regulations - special provisions - lay down the admission prerequisites.
- (4) Master’s degree students whose admission to the degree program is bound to some conditions must furnish proof of the fulfillment of these conditions before being admitted to write the Master’s thesis.

§ 25 Concluding assignment

- (8) The concluding assignment is an examination paper which shall prove that the student is able to solve a problem independently and autonomously by applying scientific methods within a pre-defined time period. It is completed by a colloquium, as far as this is provided by the Examination regulations – special provisions.
- (9) The topic of the concluding assignment can be proposed either by a member of the group of university lecturers or by another authorized examiner in compliance with the ThürHG. The student must be given the opportunity to propose a topic for the concluding assignment. Also, he/she can propose the university lecturer who shall prescribe the topic without, however, establishing a legal right. On request of the student, the Examination Board will ensure that the student gets a topic for the concluding assignment within four weeks. The topic will be issued by the examination committee. The issue date is to be placed on record.
- (10) The topic, the task setting and the scope of the assignment must be limited so as to make sure that the workload provided for working on the topic does not exceed the deadline. According to the examination regulations – special provisions - , a total of 6 to 12 credit points may be obtained for a Bachelor’s thesis, and 15 to 30 credit points for a Master’s thesis.
- (11) The topic – together with a written statement - can be returned to the examination board once within the first four weeks of the processing period in the case of a Bachelor’s thesis, and within the first eight weeks in the case of a Master’s thesis. Immediately after having returned the topic, a new one must be agreed with the student, at the latest within four weeks after returning it.
- (12) In arrangement with the academic supervisor, the concluding assignment can be drawn up either in German or in English.

- (13) The processing period for the concluding assignment, the amount of time necessary for processing the topic as well as the optimum moment for working on it within the whole study period, are laid down by the examination regulations - special provisions -. This period covers a maximum of 6 months. It can be prolonged by the examination committee by no more than 3 months on the written reasonable request of the student. If, however, the student proves that he/she is not able to continue working on the topic for reasons he/she is not responsible for, the processing period is suspended. If, due to such reasons, the prolonged processing period according to sentence 3 is also exceeded, the topic will be regarded as returned without affecting the admissible number of topics returned according to section 4, or the number of admissible repetitions according to § 26, section 3.
- (14) The concluding assignment must be submitted to the Examination Board, within the period stipulated, in three hardback copies and – for examination-procedural reasons – in electronic form as well. The document must be prepared in a machine-readable format. The date of submission must be placed on record. Furthermore, any electronic sources quoted in the concluding assignment must be added to the paper on a conventional data carrier at the request of the examiner. When handing in the paper, the student has to confirm in writing that he/she has drawn it up independently, that no other sources or auxiliary means than those cited have been used, and that the paper has not been submitted as an examination paper, neither in the same nor similar way, at another university yet.
- (15) Together with the concluding assignment, an abstract in the German as well as in the English language has to be drawn up for the purpose of publication and submitted in electronic form, too. The Examination Board may prescribe the paper submitted in a well-defined electronic format by stipulating more detailed provisions. The Faculty is entitled to make the delivery of the certificate subject to the fulfillment of this obligation. The university library is entitled to publish and disseminate the abstract even without the express authorization of the student.

§ 26 Assessment of the concluding assignment

- (1) The concluding assignment must be assessed by two examiners in independent expert reports. The assessment period should not be longer than four weeks.
- (2) The grade of the concluding assignment is established on the basis of the grades fixed in the two expert reports prepared on the written assignment, and of the grade fixed in a colloquium to be held if necessary. The examination regulations – special provisions – prescribe the procedure of the grade determination as well as the weighting of the partial grades. If the individual assessments of the concluding assignment differ from each other by at least 2.0 points, or if an examiner has marked the concluding assignment “not sufficient” (5.0), the chairman of the examination committee will invite a third examiner. Unless the examination regulations – special provisions – contain different arrangements, the overall grade for the written concluding assignment is formed on the basis of the mathematical average of the grades fixed in the expert reports. The concluding assignment will be regarded as “not passed” if at least two examiners have marked it separately “not sufficient” (5.0). If a colloquium is held, a module grade is calculated from the concluding assignment and the colloquium according to §16, sections 3 and 5.
- (3) If the student fails to submit the concluding assignment in time, it will be marked “not sufficient” (5.0).
- (4) The concluding assignment will be regarded as “not passed” if the overall grade is not at least “sufficient” (4.0). It can be repeated once. The examination committee will ensure that the student, on request, gets another topic within one year after the notification of the examination

result for repeating the concluding assignment (period for retaking the examination according to §18, section 2, sentence 3). The second topic may be returned only if the student had not made use of this possibility in the case of the first topic.

(5) The concluding assignment, its assessment and the grade become part of the examination file.

§ 27 Leaving Certificate, Diploma Supplement, Degree Certificate

- (1) The student is awarded a certificate of the results of the examinations passed as well as the academic achievements. The certificate bears the date of the day on which the last examination was passed or the last academic achievement was completed. It is signed by the Dean of the faculty with the respective degree program and by the chairman of the Examination Committee responsible for the respective degree program, and it bears a seal.
- (2) Additionally, the student receives a Diploma Supplement in accordance with the Diploma Supplement modelled on the European Union / Council of Europe/ UNESCO.
- (3) Together with the certificate, the student is awarded a degree certificate with the date of the certificate. This certifies the conferment of the academic degree. The degree certificate is signed by the Dean of the respective faculty and by the President of the university and bears the embossed stamp of the university.

IV. Examination Committee and examiners

§ 28 Examiners and assessors

- (1) The Examination Committee appoints the examiners and assessors.
- (2) The examiners must have at least the same qualification which is to be determined by the examination, or an equivalent qualification. In case more than one examiner is to be appointed, at least one examiner must have taught the subject of the examination.
- (3) As an assessor can only be appointed a person who has at least the qualification to be obtained with the relevant examination.

§ 29 Examination Committee

- (1) The Examination Committee of the relevant course of study is responsible for the organization of the examinations and its assigned tasks according to these examination regulations and procedures. The Examination Board supports the Examination Committee to fulfill its assigned tasks and to implement its decisions. According to these examination regulations, the Examination Committee can transfer first instance decisions to the Examination Board if these decisions are suitable by their very nature, and, in particular, no expert assessment will be necessary, or only compliance with formal examination regulations needs to be checked. In case of students' complaints about such decisions or filed objections, the Examinations Committee is obliged to review the decision. The regulations applying to responsibility in the opposition procedure shall remain unaffected by this.
- (2) The members of the Examination Committee are appointed by the Department Council of the faculty the course of study has been allocated to. An examination committee can also be responsible for several courses of study. The Examination Committee has at least five members (three members out of the group of professors, one member each out of the groups of academic staff as well as the students). The members' term of office is three years, the student member's term is one year. If a member resigns before the end of his or her term of office, a successor shall be determined for the remaining term of office. The Chairman as well as his or her deputy must belong to the group of professors.
- (3) The Examination Committee decides by simple majority; in the event of a tied vote, the Chairman shall have the casting vote. The Examination Committee has a quorum when in addition to the Chairman and his or her deputy, one professor and a further voting member are present. The

Examination Committee may pass urgent resolutions by written or electronic circulation procedure if all members agree to this method of voting. In this case the resolution to be passed, together with the required documents are to be sent to all members of the Examination Committee. In order to take an effective decision, all members need to vote on the specific resolution to be passed.

(4) A meeting of the Examination Committee is to be convened within the lecture period with two weeks' notice when a voting member requests such a meeting to be held; such a request must be submitted in writing to the Chairman or his or her deputy.

(5) All members of the Examination Committee are entitled to attend the examinations.

(6) The members of the Examination Committee shall be obliged to maintain confidentiality concerning all their activities. As long as they are not public sector employees they are to be sworn to silence by the Chairman.

(7) The decisions of the Examination Committee shall be immediately reported to the student concerned.

V. Final and transitional provisions

§ 30 Inspection of examination files

(1) After the announcement of the assessment of an examination or study performance, the student normally has the right to inspect the corrections of the written exam papers or the minutes of the oral examination within up to eight weeks after the start of the next lecture period.

(2) In addition to this opportunity, after the completion of the respective examination process candidates can upon application inspect examination files, including the examiners' assessments as well as the examination minutes contained therein. Normally this opportunity is reserved for up to one year after issuing the certificate. The Examination Committee shall determine the procedure, venue and time of the inspection of the examination files.

(3) Written exam papers have to be kept for two years, the concluding assignment for five years, each period beginning on the day after the announcement of the results.

(4) The examination files are maintained in the Examination Office and remain there for one year after the student's deregistration. They are then transferred to the archive to be further kept there.

§ 31 Legal protection

The Examination Committee decides on students' objections against decisions taken in examination proceedings, in so far as it upholds the opposition. The Rector, or a body acting on his behalf, in consultation with the responsible Examination Committee, decides whether the complaint is justified or not.

§ 32 Coming into force, scope

(1) These examination regulations apply to all students taking up studies in a Bachelor or Master degree course offered at the university and starting in winter semester 2013/ 2014. They shall come into force on the day following their publication in the Official Notices of the university (Announcements).

(2) For students already registered for a Bachelor or Master degree course offered at the university before the winter semester 2013/ 2014 the Examination Regulations – General Provisions – for courses of study leading to a Bachelor's degree as well as the Examination Regulations – General Provisions – for courses of study leading to a Master's degree continue to apply.

Ilmenau, 22 February 2013

(Signature)

Univ.-Prof. Dr. rer. Nat. habil.

Dr. h.c. Prof. h.c. mult. Peter Scharff

Rector

Annex 1: Regulations for acquiring a Double Degree

1. If the university and the respective faculty have a cooperation agreement or several cooperation agreements with one or more national or international partner universities on providing a Double Degree, the acquisition of a university degree and a degree acquired at the respective partner university requires the following:

- a) Students must attain a minimum of 50% of credit points at the sending university and more than 20% of the credit points at the host university
- b) Students need to have a sufficient knowledge of the respective foreign language
- c) One examiner of each the sending and the host universities supervises the master thesis
- d) The respective course of study must be successfully completed at the home university.

2. The participating universities, in close professional cooperation, compile the study program at the partner university, thus ensuring that examination and study achievements gained at the partner university are acknowledged at the sending university. Details can be found in the Examination Regulations – Special Provisions (PO-BB) of the respective course of study as well as in the regulations of the respective cooperation agreement.

3. The students must be registered at the respective partner university.

Annex 2: Leaving certificate for Double Degree program

Document with the following note:

“This course of study was effected in cooperation with University. This certificate, together with the leaving certificate of University, shall constitute a joint certificate.”

Annex 3: Guidelines for achieving examination results in e-examinations

To be set up according to the stipulations made by the Academic Committee and the Senate