

HOCHSCHULE FÜR TECHNIK UND WIRTSCHAFT BERLIN

Study and Examination Framework Regulations

for Bachelor's and Master's programmes

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(The *Rahmenstudien- und -prüfungsordnung für Bachelor- und Masterstudiengänge*, abbreviated henceforth as RStPO - Ba/Ma)

dated the 10th of June 2024 and the 14th of July 2025

On the basis of § 12, paragraph 1, sentence 1, no. 3 of the Articles of HTW Berlin dated the 16th of December 2024 (HTW Berlin Official Information Circular No. 12/25) in connection with § 31, section 1, sentence 1 of the Berlin Higher Education Act (Berliner Hochschulgesetz, henceforth abbreviated to 'BerLHG') in the edition from the 26th of July 2011 (Law and Official Gazette p. 378), last legally amended on the 24th of February 2025 (Law and Official Gazette p. 149), the Academic Senate adopted the following Study and Examination Framework Regulations for Bachelor's and Master's Programmes at HTW Berlin (RStPO - Ba/Ma) on the 10th of June 2024 and the 14th of July 2025*:

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* Confirmed by the Executive Committee of HTW Berlin on the 10th of July 2024 and the 23rd of July 2025.

Confirmed by the Senate Department for Higher Education and Research, Health and Long-Term Care on the 8th of June 2025 and the 26th of August 2025. (Only the original German version is binding).

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For information purposes only. German version is binding.

A: General Information

§ 1 Application and Scope

(1) ¹These framework regulations determine the fundamental aspects of studying and examinations for all programmes offered by the Hochschule für Technik und Wirtschaft Berlin (University of Applied Sciences), henceforth referred to as HTW Berlin. ²These regulations are supplemented by HTW Berlin's University Regulations (*Hochschulordnung*, henceforth referred to as the University Regulations), 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*, henceforth 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, for programmes which are taught jointly with other higher education institutions and for orientation semesters in Bachelor's programmes.

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

(4) ¹Faculties shall issue their respective programme and examination regulations in agreement with HTW Berlin's Office for University Development and Quality Management. ²Regulations are subject to ratification by the Executive Committee. ³The Executive Committee may call for a vote in the Academic Senate prior to its decision.

§ 2 Programme Aims

(1) ¹Teaching and studies serve to develop professional competence for sound scientific work and responsible and ethical behaviour in professional activities. ²Within 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. ³The aim of studying is the acquisition of the multidisciplinary and subject-specific competence and skills necessary in achieving this. ⁴Thorough subject knowledge should go hand-in-hand with personal and social competence, with an elevated degree of intellectual independence, critical scrutiny, decisiveness and an appetite for solutions together with a fundamentally open attitude to new ideas and willingness to instigate change and innovation.

(2) ¹The 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;
- interdisciplinary co-operation,

- critical thought and responsible action on a basis of free, democratic and public-spirited values,
- willingness to instigate change and resilient behaviour,
- independent lifelong learning and
- the use of modern information and communication technologies.

²In the process, the ability to think and act sustainably in subject-specific, interdisciplinary and non-subject-specific ways should be systematically implemented in every study programme to a pronounced degree.

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

- humanities, communication, social science, artistic and interdisciplinary programmes and/or
- programmes fostering improved foreign language competence and intercultural understanding and/or
- programmes designed to develop individual and social competence.

These form an integral part of the module offered on each degree programme.

(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 Bachelor's students in particular 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.

(6) For the purposes of supporting the multidisciplinary nature of study and boosting flexible organisation, programmes are required 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.

(7) ¹HTW Berlin obliges itself to ensure that all programmes of study culminating in the conferral of an academic degree are subject to internal and external quality management. ²The process of ensuring quality of teaching shall involve both students and alumni. ³Corresponding regulations are set out in HTW Berlin's Regulations for the Evaluation of Teaching and Study (*Grundsätze für die Qualitätssicherung im Bereich Studium und Lehre an der HTW Berlin*) in their respectively valid edition.

(8) HTW Berlin supports students on maternity leave, parental and/or caregiver leave as well as students with disabilities or chronic illnesses by offering suitable counselling services during their studies.

B: Framework Regulations for Programmes of Study and Examinations

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

(1) ¹The **Bachelor's** degree is the first academic degree qualifying for employment. ²Bachelor's programmes are academically diverse, qualify graduates for a wide range of professional fields and teach skills for a professional approach in the workplace as well as digital skills and the ability to work together in multicultural teams. ³Bachelor's graduates possess a critical understanding of the academic basis of their subject and have learnt to develop and broaden their knowledge independently and to adapt to continually changing circumstances. ⁴They 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. ⁵They are at the same time to consider social and ethical factors and communicate their view and proposals for action to both specialists and laypersons. ⁶They also show a continuous willingness to learn.

(2) ¹The **Master's** degree is the second academic degree qualifying for employment. ²Master's programmes effect a marked increase in the depth or breadth of knowledge and understanding; at HTW Berlin these programmes are as a rule application-orientated. ³Master's graduates have the ability to develop independent and creative solutions to problems in new and complex situations, multidisciplinary contexts, and digital environments. ⁴Master's programmes promote students' adaptability to rapidly changing professional requirements and environments. Graduates 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. ⁵They are capable of assuming specific responsibility in teams and engaging in academically rigorous communication with both laypersons and specialists. ⁶The successful graduation at Master's level also permits graduates to commence doctoral-level studies.

(3) ¹**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 be based on a particular Bachelor's programme but nevertheless require a student to have previously gained a higher education degree. ²**Further education Master's programmes** require as a rule 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.

(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 a final oral examination.

(6) ¹A workload expressed in hours is assumed for students to achieve learning outcomes and in so doing acquire the programme's qualification; this comprises taught contact time, (supervised) personal study, examination and examination preparation, thesis and assignment-writing and, if applicable, internships. ²The guidelines for student workload stipulate between 1,500 and 1,800 hours a year according to the programme including the non-teaching period. As a rule, 60 credits are

awarded per year, 30 per semester. ⁴Every set of programme and examination regulations must set out how many hours a credit represents in the respective programme.

(7) ¹As a rule, the **standard study period** for a Bachelor's degree at HTW Berlin comprises 6 or 7 semesters and therewith 180 or 210 credits. ²Corresponding to this, consecutive Master's degrees as a rule last 4 or 3 semesters with a workload of 120 or 90 credits. ³Master's programmes must comprise at least 60 credits. ⁴For a Master's degree to be conferred, a total of 300 credits must as a rule be verifiable. ⁵Respective programme and examination regulations shall stipulate the total number of credits required for successful graduation.

(8) The standard period of study in Bachelor's programmes is extended by one or two semesters for orientation studies if (a) separate or (b) integrated study and examination regulations for the orientation semester(s) (StPO-OS) supplement (a) or replace (b) the study and examination regulations of the respective degree programme.

(9) ¹Faculties are obliged to implement their programme and examination regulations, the modularisation of their programme content and their curriculum in such a manner that programme graduation can be achieved within the standard study period, and that continued study on a Master's programme – if offered – is possible in the subsequent semester. ²The interests of students on maternity and on parental and/or caregiver's leave, and those of disabled or chronically ill students must be given appropriate consideration in order to ensure equal opportunities. ³For programmes with shortened or extended study periods (accelerated or part-time programmes), the accumulation of more or fewer credits per semester should be planned. ⁴For individual part-time study, students generally complete half of the credit points in a semester, whereby the modules offered by HTW Berlin in the scheduled time during the lecture period remain weekly or in blocked form – even if, in exceptional cases of projects or theses, modules comprise more than 15 credit points per semester. ⁵The programme counselling supports students in selecting a suitable content sequence for the modules in the individual part-time study programme.

(10) ¹For 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. ²The accreditation of as a rule 30 credits for study completed outside HTW Berlin should be facilitated through the provision study contacts for exchange semesters.

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

(1) ¹Modules 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 be completed via a graded examination. ²The learning objectives of a modules should be conceived in such a manner that they can as a rule be achieved within a semester. ³Modules should be described in accordance with paragraph 2. ⁴Modules on a Bachelor's programme are divided between those that can be studied with no requirements (level 1a) and those that stipulate requirements (level 1b). ⁵The same distinction is made between Master's modules designated (2a) and (2b). The requirements may be mandatory or merely recommended.

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

- a) module designation,
- b) ECTS credits,
- c) level (according to type of degree and required modules),
- d) qualification objectives (learning outcomes and skills),
- e) requirements/prerequisites (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),
- f) recommended prerequisites (modules that should be successfully completed beforehand in the course of study),
- g) assigned courses with the respective number of study hours per week,
- h) module status (compulsory or elective module),
- i) frequency of the modules offered (rotation) and subject semester according to the curriculum,
- j) module duration in semesters,
- k) workload in hours,
- l) module assessment (undifferentiated/differentiated).

²In addition to the points stated in sentence 1, the following additional points must be included in the description of a module, which can be updated each semester before enrolment:

- a) full-time lecturer responsible for the module,
- b) module contents,
- c) exam type, form, duration and weighting,
- d) admission requirements for the examination,
- e) applicability of the module (recognition in other degree programmes at the university),
- f) recognised modules (from other degree programmes at the university),
- g) literature
- h) notes:

If necessary, points c) and d) can be changed until the end of enrolment prior to archiving.

³A module comprises five or more credits. ⁴Practical study periods in a Bachelor's programme should be allocated a total of 15 to 25 credits.

(3) ¹The completion of the Bachelor's thesis equates to a workload comprising at least 6 credits and a maximum of 12 credits. ²The Bachelor's thesis may be accompanied by a seminar module comprising at least 3 credits. ³The completion of the Master's thesis equates to a workload comprising at least 15 and a maximum of 30 credits. ⁴The Master's thesis may be accompanied by a seminar module. ⁵The degree programme always concludes with a final oral examination.

(4) ¹As a rule, successful participation in a module is evidenced via an examination conducted in accordance with these regulations and the study and examination regulations of the respective programme. ²Modules can only be completed in their entire form. ³Every set of study and examination regulations includes a model study plan with a list of all modules per semester.

(5) ¹As a rule, classes take one of the following forms with didactically-determined group sizes:

- Lecture (L)
- Teaching Presentation (TP)
- Seminar-style Lecture (SL)
- (Project) Seminar (PS)
- Supervised Activities (SA)
- PC Activities (PCA)
- Practical Activities/Practical Laboratory/Studio Work (PA/PL/SW)
- eLearning (EL)
- Specialist internship (SI)
- Bachelor's/Master's Thesis (BT/MT)
- (Final) Oral Examination (FOA).

²A lecture/teaching presentation is a lecture designed with interaction between teachers and students to convey facts and methods to a larger (L) or smaller (TP) auditorium.

³A seminar-style lecture is designed for a smaller group of participants and combines practical exercises and systematic interaction between teacher and student.

⁴A (project) seminar/final oral examination is based on intensive interaction between teacher and student to utilise collaborative exploration of new issues and problems with academic or artistic methodology through interplay of presentation and discussion, including diverse, longer contributions from students.

⁵Supervised activities are directly connected with a lecture or seminar-style lecture and further develop understanding via practical tasks for small groups.

⁶PC activities involve students actively participating in activities in PC pools using specialised software applications.

⁷Practical exercises, practical laboratories and studio work prioritise active contributions from students under the supervision of a teacher; they support the acquisition, deepening and reflection of knowledge and understanding as well as the practical mastering of skills. ⁸These include, among other exercises, practical applications and activities in technical/computer laboratories and artistic/technical workshops together with simulations, group work and research etc.

⁹eLearning designates online classes which are primarily based on digital media-supported communication and interaction between teachers and students. ¹⁰eLearning can be implemented as a

teaching method in its own right (with a teaching percentage of at least fifty per cent) or as a portion of one of the teaching forms described above.

¹¹The specialist internship is as a rule a full-time job with a defined curricular workload at a location outside HTW Berlin. ¹²The training objective of the specialist internship is to deepen the theoretical knowledge acquired during studies in a modern working environment and to acquire new knowledge and skills through practical work. ¹³Specialist internships may be replaced by practical projects in justified exceptional cases. ¹⁴The subject of these practical projects is the acquisition of skills equivalent to those acquired in a specialist internship by means of simulated tasks from professional practice related to the degree programme. ¹⁵In justified exceptional cases, a supervised start-up project may also be carried out as a specialist internship. ¹⁶The decision on the admission and form of proof of individual practical projects or start-up projects is made by the internship coordinator of the degree programme.

¹⁷In the final thesis (Bachelor's or Master's thesis), scientific or artistic methodology, acquired knowledge and skills are independently applied by students to new problems. ¹⁸The first assessor is available for supervision at certain intervals. ¹⁹Students' work is largely independent and self-directed.

(6) Modules are structured as compulsory modules and elective modules. ²A programme's compulsory modules are defined and mandatory. ³Elective modules allow students to choose from a predefined list of alternative courses; this also includes elective modules from other degree programmes. ⁴For Bachelor's and Master's programmes, elective modules should be offered comprising as a rule twenty-five per cent of the scheduled credits and no less than twenty per cent of the same. ⁵Electives 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. ⁶Supplementary modules should only be offered as elective modules. ⁷Modules from other degree programmes may also be completed as supplementary modules, subject to the availability of places, provided that they are to be regarded as extra-curricular or interdisciplinary skills enhancement with regard to the curriculum of the student's own degree programme. ⁸If fewer than ten students have enrolled for a elective module, there is no obligation that it be offered. ⁹The study and examination regulations may stipulate that for students who have completed more subject-related elective modules or specialisations or majors than required by the curriculum, the modules, majors and specialisations with the best grades are included in the grade transcript of and taken into account in the calculation of the overall grade. ¹⁰Additionally completed subject-related elective modules are issued as a certificate by the Examinations Office together with the final documents.

(7) ¹As long as free places are available, students may register in a higher number of modules than that stipulated for the semester. ²However, successful completion of the modules prescribed by the curriculum and evidence of the credits required is the decisive factor for successful graduation.

§ 5 Module Coordinators

(1) ¹For 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. ²The 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 and the module description in collaboration with other teaching staff;
- b) ensuring consistent, skills-oriented 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) The provision of a programme counselling service is the obligation of the programme counsellors. These support students through the provision of subject-specific advice accompanying the programme and focusing particularly on study possibilities and working methods as well as the design, structure and implementation of the programme and examinations. ³The diversity of individual educational biographies is taken into account.

(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 phases of their studies and following graduation.

(3) ¹As a rule, the Faculty Council responsible should appoint at least one full-time member of staff for each programme to act as programme counsellor for a period of four semesters. ²The programme counselling service collaborates with the university's Study Advisory Service, the Career Services and Entrepreneurship Guidance Service.

(4) ¹The programme counselling service offers academic counselling to Bachelor's students who, after completing the third semester of full-time studies or the fifth semester of part-time studies, have earned less than one third of the credit points required for the standard period of study. ²The aim is to support students in successfully continuing their studies.

§ 7 General Studies

(1) ¹Each degree programme offers students modules that serve to teach foreign languages, general or interdisciplinary skills as defined in § 2. ²The general studies comprise compulsory and optional modules with the following specialisations:

1. Internationality
2. Foreign languages
3. Interdisciplinarity
4. Sustainability
5. Digitalisation
6. Scientific work
7. Gender and diversity
8. Strengthening extracurricular and interdisciplinary social and personal skills
9. Taking responsibility in terms of society, politics and voluntary work.

(2) ¹In all Bachelor's degree programmes, an independent range of modules with the specialisations in paragraph 1, numbers 2, 4 and 6 must be provided. ²Scientific work should comprise a workload of at least 2 to 5 credit points and can also be offered as part of a more comprehensive module. ³If this course is not included in the curriculum in the first semester, the examination-related aspects of scientific work must be stated clearly at the beginning of the programme. ⁴In addition, all Bachelor's and consecutive Master's degree programmes must offer a supplementary module from the aforementioned specialisations in accordance with paragraph 1.

(3) Deviating regulations regarding foreign language teaching for international programmes of study or programmes of study in English may be stipulated in the study and examination regulations.

§ 8 General Studies: Study-Related Sustainability

¹Every Bachelor's degree programme defines and integrates sustainability into the curriculum as a programme objective and for the graduate profile to be achieved. ²The degree programme must address economic, ecological and social aspects of sustainable development and provide a skills-oriented academic education. ³Aspects of sustainable development should be integrated into the curriculum covering at least 5 credit points in one or more modules.

§ 9 General Studies: Compulsory Foreign Language Training in the Bachelor's Programme

¹The Bachelor's degree programme includes compulsory training in a foreign language in the form of two consecutive modules, each comprising five credit points and four weekly study hours. ²Students may choose English, French or Spanish as their first foreign language. ²At a minimum, tuition in specialised language for the first foreign language begins for English at level B2 (Central European Framework of Reference for Languages (CEFR) B2.1), and in the other foreign languages at level B1 (B1.2 CEFR). ⁴Students who have obtained their higher education entrance qualification in a language other than German may choose German as a foreign language (usually at level B2.2 and C1.1 CEFR) as part of the foreign language training provided for in the study and examination regulations. ⁵The

study and examination regulations of the degree programmes may provide for the second foreign language module in accordance with sentence 1 to be replaced by a subject-related module in English.

§ 10 General Studies: Supplementary Modules

(1) Supplementary modules serve to teach foreign language, general or interdisciplinary skills within the meaning of § 2, para. 3 and § 7, para. 1.

(2) ¹A supplementary module may be chosen by the students

- a) as an in-depth study programme in the foreign language in accordance with § 9 or a second foreign language, each worth five credit points and four weekly study hours, or
- b) from the university's entire range of supplementary modules in accordance with § 7, paragraph 2, sentence 4 or
- c) from the extracurricular or interdisciplinary compulsory or elective modules of other degree programmes, depending on the availability of places and the module requirements.

²A second foreign language in accordance with sentence 1, letter a) may be chosen at any level from the range offered by the Foreign Languages Centre. ³Knowledge of other languages may also be recognised as a second foreign language by the Foreign Languages Centre, which will be confirmed by the institution. ⁴In addition to offering modules with five credit points, sub-modules with two and a half credit points may also be provided for the supplementary module offering in accordance with sentence 1, letter b).

(3) HTW Berlin permits the accreditation of voluntary activities as part of a programme's supplementary teaching as per Annex 1.

§ 11 Framework Regulations for Examinations and Programmes' Examination Regulations

(1) ¹These 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. ²The competence level designated by the awarding of a degree is based on Germany's established qualifications framework. ³The framework examination regulations are mandatory for all programmes of study unless exemption clauses stipulate otherwise.

(2) The framework examination regulations determine in particular 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, the absolute grade and the ECTS grading table,
- e) Graduation documents: grade transcript, degree certificate, Diploma Supplement, transcript of records,
- f) accreditation of prior study periods and prior learning

(3) ¹Each programme's study and examination regulations determine in particular the following:

- a) Module examinations for which only one examination opportunity is provided per semester (§ 18, para. 2, sentence 3),
- b) Modules which receive an undifferentiated grade (§ 17, para. 2),
- c) equivalence and therewith accreditation options for modules from other programmes to replace modules of the programme in question (§ 32),
- d) special admission requirements for the final thesis (§ 25), the awarding of the academic degree and, if applicable, supplements (§ 31, para. 6, annex 2, sentences 3 and 4, annex 4),
- e) the module grades included in the calculation of the overall grade as X_1 (§ 30, para. 1),
- f) for the grade transcript: formulation of module groups and the order of modules/module groups on the grade transcript (§ 31, para. 3, annex 3),
- g) for the Diploma Supplement: the programme-specific aspects (§ 31 para. 4 f.).

(4) ¹In Bachelor's degree programmes with integrated orientation semesters, the total number of standard semesters of study with and without orientation shall be regulated in the study and examination regulations. ²For the degree programmes at HTW Berlin that can be selected after the orientation semesters (change of degree programme), the modules that can be credited for admission from the 2nd semester onwards must be clearly stated.

§ 12 Module Examinations

¹Module examinations are based on assessable work which demonstrates the level of competence aspired to in the module. ²Successful completion of a module is evidenced by the student passing a standardised module examination. The type and scope of module examinations shall be so designed that this assessment can be completed within the module's allocated workload.

(2) ¹The module examination may take a written, oral or practical form or a combination of these. ²The module examinations may take various forms.

(3) ¹A module examination may be carried out as a combined examination by comprising different types and/or forms of examination; it may not consist of more than three examinations. ²A combined examination may only consist of the same form of examination in justified individual cases.

³Combined examinations require a standardised examination concept.

§ 13 Type of Examination: Written Examinations

(1) ¹A written examination may be conducted on paper or digitally. ²Information on permitted support materials must be provided by the examiner in good time.

(2) Written examinations may take the following forms, among others:

- Written examination
- Essay
- Term paper
- Protocol
- Maths problem
- Seminar paper
- Position paper
- Exercise
- Scientific poster.

(3) ¹A written examination is defined as a written examination that takes place in the specified examination periods; as a rule, its duration should not be less than 90 minutes and not exceed 180 minutes. ²Examinations in which fifty or more per cent of the answers are based on the multiple-choice method (e.g. multiple choice) are excluded.

§ 14 Type of Examination: Oral Examinations

(1) Oral examinations are characterised by the spoken word; they can be conducted in the following form, among others:

- Examination interview
- Debate
- Moderation
- Panel discussion
- Presentation
- Lecture.

(2) ¹An examination interview is an oral examination that takes place within the designated examination periods. ²An examination interview must be carried out by at least two examiners (joint examination) or by one examiner and a suitably qualified observer. ³The last possible examination attempts must be carried out by at least two persons authorised to carry out the examination. ⁴An examination interview may also be conducted via video conference with an examiner; students must be informed of this in advance. ⁵Complaints regarding a possible lack of information may only be made at the start of the examination. ⁶In modules that are taught entirely online in accordance with the study and examination regulations of a degree programme (online degree programme), an

examination interview may be conducted entirely online; the module supervisor determines this by including this information in the module description before the start of the semester.

(3) ¹Examination interviews should last at least 15 minutes for each student and should not exceed 60 minutes. ²Group examinations are permitted with up to four students and may not exceed two hours.

(4) ¹The principle subject and results of the examination interview should be recorded in writing and added to the examination file. ²The result shall be presented to the student immediately following the conclusion of the examination interview.

§ 15 Type of Examination: Practical Examinations

(1) ¹Practical examinations focus on the creation of a tangible or intangible piece of work or the situated representation of a process. ²These examination forms may include written documentation or oral explanations. ³Practical tests may be carried out under real or simulated conditions.

(2) Practical examinations may take the following forms, among others:

- Design project
- Draft
- Laboratory test
- Portfolio creation
- Media production
- Fashion show
- Simulation game
- Programming
- Project work
- Creation of a prototype
- Role play
- Simulation
- Workpiece.

§ 16 Modalities, Organisation, Implementation of Module Examinations

(1) ¹As a rule, module examinations are performed or submitted as individual examinations or assignments. ²Group examinations are only permitted in cases where examinees' contributions can be identified and graded individually.

(2) ¹Module examination should be conducted in the language in which the module is taught. ²The completion of module examination in a language other than the language of teaching is subject to

agreement between the student and the examiner. ³Evidence of this agreement shall be obtained prior to the beginning of the semester.

(3) ¹The type, form and scope of module examinations shall be specified in the module description. ²If a module description stipulates alternative module examination forms, their requirements must be comparable with conventional examinations. ³Respective module examinations of the same type must be graded using the same criteria. ⁴The other modalities of the module examination, including the corresponding dates, are demonstrably determined within the framework of the applicable study and examination regulations. ⁵They are announced in a suitable form at the beginning of the lecture period until the end of the enrolment period and, with the exception of dates, may not be altered thereafter, unless unforeseen circumstances require changes. ⁶As a rule, examinations are completed at HTW Berlin or at the institution where the module is taught. ⁷Deviating locations for examinations must be approved by the Examination Board.

(4) The examiner is entitled to carry out an identity check on the participating students during examinations.

(5) ¹As far as written examination and examination interviews are concerned, a first examination period of three weeks within the last three weeks of the teaching period and the first week of the non-teaching period as well as a second examination period of two weeks within the last two weeks of the non-teaching period and the first week of the teaching period of the semester following the first examination period are offered. ²The examination periods are decided by the Academic Senate in connection with the respective teaching periods. ³Only one module examination should be conducted per module per examination period. ⁴For cooperative, distance learning, part-time, dual study programmes and continuing education Master's programmes, different first and second examination periods may be set during the semester.

(6) ¹Admission to a module examination may be associated with certain requirements; para. 3, sentence 1 applies accordingly. ²Participation in all module examinations requires that students have registered for the module in accordance with the HO and have also registered for the examination itself. ³If examinations are taken before the first examination period or in accordance with paragraph 5 sentence 4, the examiner shall register the examination together with the grade notification. ⁴For continuing education, online, dual, part-time and distance learning study programmes as well as for international and cooperative degree programmes, study and examination regulations may stipulate that module registration equates to the examination registration; withdrawal of module registration is then also withdrawal from examination registration. ⁵A mandatory prerequisite for participation in a module examination in a Master's programme is a successful first academic degree. ⁶Further requirements for participation in a module examination can be set out in the programme's study and examination regulations or module descriptions. ⁷Compulsory attendance as an examination requirement for individual modules is only permissible if it is necessary to gain the skills to be acquired (e.g. in technical laboratories or for communication skills). ⁸An exemption clause for absence must in this case be included.

(7) ¹Each scheduled examination requires examination registration before the registration deadline. ²Examination registration should be performed for the same module that the student previously registered for in accordance with the University Regulations.

(8) ¹If 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. ²If 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. ³Repeat participation in the corresponding module in a subsequent semester cannot be guaranteed by the university notwithstanding the provisions of § 2, paragraph 5 and §3, paragraph 9 of these regulations and § 19, paragraph 3 of the University Regulations.

(9) ¹If, within six weeks of the start of the semester, the student submits a written application to the Examination Board and can credibly demonstrate that, for reasons beyond their control, they are unable to take module examinations in whole or in part in the prescribed form, the Examination Board may, at its discretion, allow them to take the module examination in another comparable form and/or, in special exceptional cases, on another date (even outside the examination periods) (compensation for disadvantages). ²The same standards apply to all students with regard to the learning outcomes and skills to be achieved. ³In this case, the Examination Board shall reach a decision without delay in liaison with the examiner and inform the student via the Examinations Office.

§ 17 Examinations and Module Grades

(1) ¹The examination grades are determined by the respective examiner. ²The following scale is used for grading:

Points	Numerical grade	Grade (rounded)	Assessment	
95 - 100	1.0	1.0	very good	Outstanding performance
90 - under 95	1.3			
85 - under 90	1.7	2.0	good	Performance which considerably exceeds average requirements
80 - under 85	2.0			
75 - under 80	2.3			
70 - under 75	2.7	3.0	satisfactory	Performance which matches the average requirements
65 - under 70	3.0			
60 - under 65	3.3			
55 - under 60	3.7	4.0	sufficient	Performance that still meets requirements despite shortcomings
50 - under 55	4.0			
Less than 50	5.0	5.0	insufficient	Performance which due to considerable weaknesses does not satisfy requirements

(2) ¹A module examination is passed if at least half of the points have been achieved.

²Undifferentiated examinations should be marked “successful” (*mit Erfolg – mE*) or “unsuccessful” (*ohne Erfolg – oE*). ³When a student passes a module examination, the credits allocated to the module in the programme’s study and examination regulations are accredited to the student.

(3) ¹In the case of a combination examination, the total number of points is 100, whereby the distribution of points must be shown in the module description. ²If the forms of examination in a combined examination are aimed at testing different skills (e.g. a practical laboratory exercise and theoretical examination), the study and examination regulations may stipulate in exceptional cases that all forms of examination must be passed. ³In the case of combination examinations that aim to test various skills, the total credit points of the module and the learning objectives and skills to be acquired can be allocated proportionately to the examination forms in the study and examination regulations (continued partial achievement); sentence 2 does not apply in this instance. ⁴The type, form, duration and scope of the examination as well as the admission requirements for continued partial achievements must be specified in the study and examination regulations. ⁵Corresponding pro rata crediting of academic or non-academic achievements is possible for continued partial achievements. ⁶The provision in § 18, paragraph 2, sentence 3 shall not apply to continued partial achievements. ⁷In all other respects, the regulations on module examinations apply accordingly to continued partial achievements.

(4) ¹Modules accounting for up to 25 per cent of the credits required for successful graduation may be subject to undifferentiated grading. ²In art and design programmes as per § 10, para. 5, sentence 1, of the BerlHG, modules accounting for a greater proportion of credits may also be subject to undifferentiated grading.

(5) ¹If modules subject to differentiated grading comprise more than 75 per cent of the credits required to complete the programme, the respective study and examination regulations should set out which module grades are not included in the calculation of the factor X_1 for the overall classification. ²As a rule, a total of 25 per cent of a programme’s credits should not contribute to the factor X_1 for the overall classification.

(6) ¹For Bachelor’s and Master’s programmes not covered by para. 4, sentence 2, all modules with the exception of the specialist internship should be subject to differentiated grading. ²In all study programmes, the module grades pursuant to § 10 are not taken into account when calculating the overall grade X_1 pursuant to § 30; in Bachelor’s degree programmes, the module grades of the first semester are not taken into account, and in Bachelor’s distance learning programmes without a specialist internship, the module grades of the first to a maximum of the third semester are not taken into account. ³The second half of sentence 2 may be deviated from in the study and examination regulations of the degree programmes for the calculation of X_1 of the overall grade.

(7) The module grades must be announced by the examiner or the module coordinator of the Examinations Office no later than three weeks after the end of the first or second examination period.

§ 18 Repeating Module Examinations

(1) ¹Repetition of a successfully passed examination is not permitted. ²If a failed examination is repeated, the repeat examination grade shall replace the previous grades.

(2) ¹Two examination options must be offered per semester for on-campus module examinations. ²In face-to-face examinations, the examiner and/or invigilator and examinee are in the same physical or virtual room at the same time. ³If the nature of the module examination is such that only one assessment per semester is possible, this must be stated in the examination regulations and in the module description.

(3) ¹Failed module examinations may only be repeated a maximum of twice. ²In the case of three failed examination attempts, a fourth and final attempt is to be granted if the student makes use of a study advisory service within one month of being requested to do so; the deadline may be extended if there is a valid reason. ³A third resit (4th examination attempt) may also be scheduled during the semester outside the examination periods in agreement with the examiner and upon decision of the Examination Board, provided that at least two weeks have passed between the announcement of grades and the examination.

(4) ¹Last possible examination attempts must be graded by at least two persons authorised to carry out the examination. ²The module grade is calculated, truncated after the second decimal place and commercially rounded to one decimal place in accordance with the grading scale in § 17, para. 1, column 2 of the table. ³If this calculation results in a grade which lies exactly upon a grade boundary, the higher grade shall be awarded. ⁴The overall grading procedure should be completed without delay.

(5) Following the final failed examination attempt, the corresponding module is deemed to have been failed definitively, and the successful completion of the programme of study concerned is no longer possible.

(6) ¹In deviation from paragraph 5, students are granted one opportunity to replace an irrevocably failed module with another module for the below listed elective options a) to d):

- a) one elective module that is not part of a curricular specialisation, or
- b) one of the supplementary modules according to § 10 or
- c) a foreign languages module group from the programme curriculum according to § 9
- d) a specialisation from the programme curriculum (module group).

²For c) another foreign language module group from the programme curriculum must be selected, and for d) another specialisation from the programme curriculum must be selected.

(7) In addition, the HTW Berlin mentoring programme applies as per the University Regulations.

§ 19 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) ¹ A scheduled examination taking the form of a written examination as per § 13, para. 3 which is not attended is not registered as an examination attempt. ²As regards all other forms of examination as per § 13, 14 and 15, students who fail to meet the submission deadline must provide evidence of good cause without delay. If this is not provided then the missing coursework should be graded as “insufficient” (5.0) or “unsuccessful”. ³The Examination Board shall determine whether reasons are valid or not.

§ 20 Deception and Misconduct in Module Examinations

(1) ¹In 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. ²In the event of justified suspicion of cheating, the Examination Board may order an oral re-examination; § 14, para. 2, sentences 2 to 5 apply accordingly.

(2) In the event that a student disrupts the orderly completion of an examination (instance of misconduct), they may be barred from the module examination; in this case a grade of “insufficient” (5.0) or “unsuccessful” shall be recorded.

(3) ¹Paragraphs 1 and 2 shall also apply if attempts at cheating and instances of misconduct are only discovered after the results have been announced. ²Permission to complete the final examinations shall be revoked; any grade transcript awarded shall be retracted.

(4) ¹If the Examination Board discovers a particularly severe case of deception, the examination shall be considered “irrevocably failed” and the student shall be exmatriculated from the university. ²As a rule, the following are regarded as particularly serious cases:

- a) repeated cheating – also if occurring in the same semester or
- b) the planned covert use of unauthorised aids or
- c) full plagiarism or
- d) collusive cooperation.

(5) ¹Decisions made according to paragraphs 1 and 2 shall be made by the examiner; decisions made according to paragraphs 3 and 4 shall be made by the Examination Board, justified in writing and placed in the student’s examination file. ²If several students are affected, all circumstances must be disclosed to all parties involved.

§ 21 Appealing against Module Examination Grading

(1) ¹After publication of examination results, students must be granted access to the examination within four weeks and be offered an explanation of the grading upon request. ²During the examination review, students are permitted to receive a copy of the graded examination documentation. ³In the event that a student does not agree with the grade awarded for a module

examination, they may submit a written appeal to the chairperson of the Examination Board within six weeks of the end of the grade reporting period.

(2) ¹The Examination Board shall forward the appeal to the respective examiner, who shall send the Examination Board their written assessment (from first grading) and, if applicable, a re-grading together with the examination documents. ²If evidence indicates that the examiner is biased, or if they are unavailable for re-grading, a second grading shall be arranged to replace the initial grading. ³The student must be informed of the decision of the Examination Board together with the examiner's written statement or second grading and, if applicable, the reassessment by the Examinations Office.

§ 22 Examination Board

(1) ¹Faculties shall appoint an Examination Board for every programme of study. ²The appointment of the chairperson of the Examination Board, their deputy and the other members is made by the Faculty Council every two semesters. ³The Examination Board must comprise, as a minimum:

- a) the Vice-Dean or a professor of 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, as a minimum, the second semester of a Bachelor's programme,
- d) an employee of the faculty administration in an advisory capacity.

⁴The university's representative for students with disabilities shall participate in hearings and decisions affecting students with disabilities.

(2) The members defined in paragraph 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 paragraph 1, sentence 3, letter c) and their 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) ¹The Examination Board is responsible for decisions made in accordance with these regulations. ²Acting together with the Examinations Office, it shall ensure that the provisions set out in the programme's study and examination regulations are adhered to. ³The Examination Board may offer suggestions for reforms to study and examination regulations and programme plans. ⁴In the event that programmes of study are discontinued, the Examination Board shall determine whether examinations continue to be offered.

(4) ¹The Examination Board shall reach decisions with a simple majority. ²Abstention is not permitted. ³The Examination Board is quorate when the members defined in (1), sentence 3, letters a) and b) at least are present. ⁴In the event of a tied vote, the chairperson's vote shall be decisive. ⁵No member may vote upon a decision which affects them personally or any relation of theirs.

(5) ¹The Examination Board may transfer all duties and powers for a fixed period to the chairperson via a simple majority vote involving all members. ²Resolutions of the Examination Board may also be passed by way of circulation; this does not apply in the event that a member objects.

(6) ¹Decisions made by the Examination Board shall be justified and communicated in writing without delay to the student via the Examinations Office. ²The creation and dispatch of all examination-related notifications may also be made in digital form to the student's HTW email address. ³Notices containing administrative deeds which place a burden on the recipient 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) ¹Members of the Examination Board and their deputies are subject to official confidentiality. ²If they do not work in the public sector, they shall be obliged by the chairperson to maintain confidentiality.

§ 23 Examination Panel

(1) ¹Examination panels shall be set up for final examinations; the Examination Board shall arrange one such panel for each student. ²In 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) ¹The examination panel must contain at least two members who are entitled to vote, namely:

- a) one examiner who is a professor at HTW Berlin, supervised the final thesis and completed the first grading (first assessor),
- b) a second examiner who completed the second grading of the final thesis (second assessor).

²The Examination Board shall appoint the chairperson of the examination panel from among the assessing HTW professors. ³If none of the supervisors teach on the student's programme, the Examination Board may appoint a professor from the programme as chairperson of the examination panel. ⁴The second assessor can also be a person experienced in professional practice and training who does not teach at HTW Berlin, but is qualified to a least the same level as the academic degree for which the examination is taking place. ⁵The first assessor 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 teach or have taught on the programme or in the subject area,
- 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 examination panel is unable to fulfil their role for compelling reasons, the chairperson of the Examination Board responsible shall appoint a replacement with immediate effect.

(5) ¹The examination panel is quorate when all members entitled to vote are present or represented.

²The examination panel shall reach decisions via a simple majority. ³Abstention is not permitted.

(6) ¹If the assessors' gradings of the thesis differ by up to 1.0, the overall grade can be averaged arithmetically; if the assessors' gradings of the thesis differ by more than 1.0 or if the assessors cannot agree on the final grade, the responsible Examination Board must be informed by the chairperson of the examination panel. ²The Examination Board responsible may request another member of staff with competence in the subject area to carry out a third assessment. ³The examination panel's grading of the final thesis shall consider the third assessment on an equal footing. ⁴The final grade is calculated as the arithmetic mean of the three gradings; if two assessors judge the grade to be "insufficient", a "fail" grade shall be recorded as the final grade. ⁵The grade shall in this case be awarded by the Examination Board.

(7) ¹In 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. ²The Examination Board awards the overall degree grade and the final grade.

(8) ¹Members of the examination panel and advisory experts defined in (3) are subject to official confidentiality. ²If they do not work in the public sector, they shall be obliged to maintain confidentiality.

§ 24 Final Examination

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

(2) The final examinations are considered to have been passed when the final thesis and the final oral examination have been graded as at least "sufficient" (4.0). § 20 applies accordingly with the exception of paragraph 1, sentence 2.

(3) ¹The final examinations are organised by the relevant faculty with the support of the Examinations Office. ²Implementation of the examinations is the responsibility of the Examination Board and the respective examination panel.

§ 25 Admission to the Final Examination

(1) ¹Permission 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.

²The modules and number of credits required shall be stipulated in the study and examination

regulations.³Permission may also be granted in the event that candidates have yet to successfully complete modules as per sentence 2 comprising an overall total of fewer than 10 credits.⁴For Bachelor's programmes, the modules of the first three semesters must also have been successfully completed; in Bachelor's distance learning programmes and Bachelor's programmes with orientation semesters the modules of the first four semesters must have been completed, and in part-time Bachelor's programmes the modules of the first six semesters.

(2) ¹Upon registering or applying for permission to begin the process of final examination, the student shall offer a proposal for the topic and assessors of the final thesis. ²The 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. ³In the event that the student does not offer such proposals, or offers an unsuitable proposal, the Examination Board shall decide upon a final thesis title and/or appoint supervisors. ⁴The Examination Board is authorised to independently assign topics for final papers and to appoint examiners. ⁵If the measures above are taken, the student and the Examinations Office shall be informed with immediate effect.

(3) ¹Subject to the permission of the examination panel, the final thesis may be completed as a piece of group work between two students. ²The contributions of each student must be definable and subject to individual assessment. ³Study and examination regulations may prohibit group submissions, or stipulate that groups may comprise up to four students.

(4) ¹The thesis topic should be formulated such that the thesis can be written successfully within the completion period (expressed in credits) stipulated in the respective study and examination regulations. ²A given topic may only be assigned once per semester.

§ 26 Completion of the Final Thesis

(1) With the final thesis, the student should demonstrate that they can independently work on complex topics and solve problems within a limited period of time using the relevant methods of the subject area in question, as well as critically reflect on their own working methods and the results obtained and relate them to other issues in the subject area.

(2) ¹The final thesis title may be changed once only, and only within the first half of the completion period. ²The new topic and examination panel must then be determined without delay as per § 25, para. 2.

(3) ¹If requested for the purposes of compensation for disadvantages, the Examination Board may define a longer completion period. ²A extension of the stipulated writing period is only possible in exceptional cases and is decided by the Examination Board upon request. ³In the event of illness, the submission deadline shall be extended as per sentence 2 by the same amount of time as the illness lasts, as long as evidence 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 is accepted by the Examination Board. ⁴The writing period may be increased to double the stipulated time as a maximum. ⁵In cases of pregnancy, the submission deadline is postponed by the duration stipulated by German maternity protection legislation.

(4) ¹The final thesis must be submitted to the faculty administration before the deadline. ²The time of submission shall be officially recorded and passed on to the Examinations Office. ³Details shall be determined by the Examination Board. ⁴In the event that the thesis is not submitted before the deadline with no good cause shown it shall be graded “insufficient” (5.0).

(5) ¹When 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. ²This declaration is added to the examination file. ³The provisions set out in § 20 shall apply.

(6) ¹The student must advise the supervisor responsible of the thesis’ progress at regular intervals. ²During the preparation of the thesis, the first assessor is available to supervise the student at certain intervals.

(7) ¹Each thesis must be submitted in digital form. ²The form in which the thesis is submitted to further assessors may deviate according to the wishes of the examination panel.

§ 27 Grading of the Final Thesis

(1) The final thesis must be graded by the assessors within a period of six weeks in Bachelor’s programmes and eight 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 § 17, para. 1, column 2.

(3) According to the student’s wishes, the grade shall be explained to them by the examiner responsible before the final oral examination.

(4) ¹In the event that the final thesis is graded “insufficient” (5.0), the thesis must immediately be repeated with a different title. ²The Examination Board will decide on the subsequent procedure. ³Notice of a failed final thesis shall be given to the student via a corresponding communication from the Examinations Office. ⁴If the thesis cannot be repeated in the current semester, the student is required to re-register for the following semester.

(5) ¹A final thesis may be repeated twice in the event of failure. ²In the event that the second repeated thesis is also graded “insufficient” (5.0), a further repetition is not permitted. ³The student is then considered to have irrevocably failed the final examination of the respective programme of study.

§ 28 Final Oral Examination

(1) ¹A student shall be admitted to the final oral examination if

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

²The date for the final oral examination is set by the examination panel. ³The wishes of the student shall be taken into account to a reasonable extent. ⁴In the event that final theses were completed by a group (§ 25, para. 3), the final oral examinations shall be conducted as a group examination.

(2) ¹Following submission of the Bachelor's thesis, the final oral examination must be completed within two months; following submission of the Master's thesis, the final oral examination must be completed within three months. ²This deadline is subject to completion of all required modules of the study programme, however it can only be extended to a maximum of twelve months after the end of the writing period of the degree thesis. ³If the required modules have not been completed by this time, the final examinations are deemed to have been failed and must be repeated unless the student is not responsible for the delay.

(3) ¹As far as places are available, the final oral examination shall be open to university students and staff, unless the student objects, or arrangements of confidentiality have been made. ²Listeners are obliged to refrain from influencing the examination in any way. ³Consultation and announcement of the examination results shall take place in a private meeting of the examination panel.

(4) ¹The final oral examination shall be oriented chiefly towards the thesis' theme including related and complementing fields of knowledge. ²The final oral examination 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. ³One section of the final oral examination is a presentation of up to 15 minutes during which the student offers a summary of the thesis' main points and critically reflects on the process of writing it and the sources and resources used.

(5) ¹The final oral examination shall be carried out by the examination panel under the direction of the chairperson. ²All members of the panel must be present. ³A final oral examination can also be held via video conference by connecting an examiner; students must be informed of this in advance.

⁴Complaints regarding a possible lack of information may only be made at the start of the examination. ⁵At the request of the Examination Board, the examination panel may authorise the final oral examination to be held online in justified individual cases. ⁶In online degree programmes, the final oral examination may be held online.

(6) ¹The duration of the final oral examination for each student, including the presentation, should be no less than 45 minutes and not exceed 75 minutes. ²If a final oral examination is conducted as a group examination, the duration of the examination is extended by a minimum of 15 and a maximum of 25 minutes per candidate.

(7) The grading of the final oral examination is performed by means of a differentiated grade according to the mark scheme in § 17, para. 1, column 2.

(8) ¹In the event that the final oral examination is graded "insufficient" (5.0), the examination shall be repeated on consultation with the student within three months at the latest. ²The grade awarded during the repeat examination shall then replace the grade awarded during the initial examination. ³If a student fails to pass a final oral examination, it may be repeated a maximum of two times; if a grade of at least "sufficient" (4.0) is not achieved on the second attempt, the student is deemed to have definitively failed the final examination in the relevant degree programme at HTW Berlin.

(9) ¹The final oral examination shall also be graded “insufficient” (5.0) if the student fails to attend the agreed appointment for the same, or attends but withdraws from the examination without a permitted reason in either case. ²Reasons for withdrawal or non-attendance must be evidenced without delay (as a rule within three working days). ³The Examination Board shall determine whether these reasons will be accepted.

§ 29 Free Attempt

¹In 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 “insufficient” (5.0). ²This free attempt provision shall apply to final theses only if they have been submitted within the standard study period, including extension periods. ³If the final thesis is failed, the final examinations must be completed on a new topic without delay. ⁴If the final oral examination is failed, § 28, para. 8, sentences 1 and 2 shall apply. ⁵If a third repetition is required, § 27, paras. 4 and 5, and § 28, para. 8, sentences 2 and 3, shall apply.

§ 30 Calculation of the Final Grade and the Overall Degree Grade

(1) ¹The overall degree grade is calculated from the final grade (X), which in turn is calculated as the weighted arithmetic mean of the component grades (X_1 and X_2) according to the formula $X = aX_1 + bX_2$, truncated after the second decimal place and then commercially rounded to one decimal place. ²The component grades are:

- a) The weighted mean module grade calculated from the credits for each module which is used to calculate the final grade as per § 17 paras. 4 to 6 (factor X_1); here the grade achieved is truncated after two decimal places, and
- b) the final examination grade (factor X_2).

³The degree programmes regulate the weighting of the final thesis (factor X_2) and final oral examination (factor X_{22}) in the study and examination regulations for the final examination (factor X_{21}), whereby the time and effort required to write the final thesis must be taken into account appropriately. ⁴The calculation of the weighted arithmetic mean of the partial grades X_{21} and X_{22} is carried out in accordance with sentence 2, letter a).

⁵The following applies to the weighting factors of the partial grades within the framework of the overall degree grade in the Bachelor's programme:

$$X_1 = 0.85; X_2 = 0.15.$$

⁶The following applies for the weighting factors in Master's degree programmes:

$$X_1 = 0.75; X_2 = 0.25.$$

⁷The degree classification is displayed as follows on the Degree Grade Transcript:

Final grade	“very good” - up to 1.5
	“good” - up to 2.5
	“satisfactory” - up to 3.5
	“sufficient” - up to 4.0.

(2) The overall degree grade “with distinction” shall be awarded in place of the grade of “very good” in the event that the final grade X is less than 1.3 before rounding.

(3) ¹Alongside 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. ²The reference group covers a period of two years (four semesters) and must include at least 20 graduates. ³In degree programmes with fewer than 20 graduates in this period, the relative ECTS grade distribution is not determined. ⁴The ECTS grading tables are published on the websites for all degree programmes.

§ 31 Graduation Documents

(1) Upon successful completion of their studies, graduates will immediately receive a certificate listing the modules, their grades and credit points, their specialisations (if applicable), the topic and grade of their final thesis, the grade for their final oral examination, and their overall degree grade, supplemented by their absolute final grade and total credit points.

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

(3) ¹If multiple modules are grouped to form one unit of content or belong to a particular area of learning, the respective study and examination regulations may stipulate that the individual module grades are combined to form a module group grade. ²The 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. ³The study and examination regulations may stipulate deviating weightings.

(4) When receiving the transcript, the graduate shall be given a Diploma Supplement listing the principle information regarding content and profile of the programme of study, alongside a transcript of records listing the study time, completed modules, credits, grades, overall degree grade and type of academic degree.

(5) ¹The 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. ²The Diploma Supplement is signed by the chairperson of the Examination Board. ³The Diploma Supplement includes the date on which it was awarded.

(6) ¹Together with the transcript, the graduate shall also receive a degree certificate stating that the academic degree has been awarded. ²The certificate shall be signed by the President of HTW Berlin, bear the stamped seal of HTW Berlin, and be dated as per para. 5, sentence 1. ³For the Bachelor's and Master's programmes listed in Annex 2, the following sentence is included below the overall grade:

In accordance with § 1, no. 1, letter a) of the German Engineer's Law (Ingenieurgesetz, IngG) dated the 1st of November 2011 (Law and Official Gazette p. 690), in its valid version, «first name» «surname» is entitled to bear the professional title of Engineer.⁴Special cases relating to this professional title are listed in Annex 2.

(7) Only if HTW Berlin offers a degree programme in cooperation with another national or international university as a joint degree and the degree is awarded jointly by both universities shall the degree documents bear the signatures of representatives of both cooperation partners, as specified in the study and examination regulations, and the logos of both universities, in accordance with paragraph 5, sentence 1 and paragraph 6, sentence 2.

(8) ¹All graduation documents as per paragraphs 1 to 7 shall be provided in both German and English.

²Samples of the grade transcript and certificate in English for Bachelor's and Master's programmes are attached as Annexes 3 and 4 to these regulations.

§ 32 Accreditation of Prior Study Periods and Prior Learning

(1) ¹Study periods and module examinations completed at another nationally recognised university shall be accredited as long as they do not involve fundamentally different skills. ²Failed attempts from other national universities shall be acknowledged, as far as the programmes concerned are of comparable content and scope. ³Accredited module examinations are listed on the grade transcript.

(2) When accrediting study periods and module examinations completed abroad, the agreements made with HTW Berlin's partner universities and, where appropriate, individual learning agreements with students, shall be taken into consideration.

(3) ¹If module examinations are accredited which were subject to differentiated grading, the grades shall be transferred or converted. ²In the case of undifferentiated grading, a grade of "sufficient" (4.0) shall be accredited unless the student explicitly opts for accreditation to be waived. ³§ 17 applies as appropriate.

(4) ¹Accreditation requires the student to provide all necessary documentation (module descriptions, type of assessment, grading and credits) in good time (see the University Regulations), in a complete and verifiable form. ²The student shall produce written verification under oath that all documentation is complete and accurate. ³The respective Examination Board or a member of teaching staff appointed by it shall decide on accreditation. ⁴If accreditation is not granted, this shall be explained in a verifiable manner. ⁵Accreditation 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 712ff.).

(5) ¹In 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. ²In 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. ³Semesters completed on the same programme will be carried forward. ⁴Paragraph 1, sentence 1 shall apply as appropriate.

(6) Furthermore, the provisions of the University Regulations shall apply with regard to the crediting of academic achievements.

§ 33 Prior Learning Examination and Accreditation of Extra-Curricular Skills

(1) ¹Knowledge and skills of students or applicants acquired outside of academic study be recognised and accredited against one or more modules, accounting for up to half of the credits earned in a programme. ²Accreditation must be applied for and shall only be granted where appropriate evidence of the absence of substantial differences in competence is provided for the module or modules concerned. ³In the absence of a differentiated assessment, evidence shall be provided by means of a special placement test.

(2) ¹The Examination Board responsible for the prospective programme of study shall handle the application process. ²A placement test cannot be repeated.

§ 34 Adaptation and Implementation Provisions

¹The degree programmes must make the necessary additions and adjustments by revising their study and examination regulations with the next planned change or as part of the next reaccreditation of the degree programme or by the end of the winter semester 2030/31 at the latest and define transitional regulations. ²The previous programme regulations and examination regulations remain valid until the new versions come into force.

§ 35 Entry into Force / Publication

This regulation enters into force on the day after its publication in the HTW Berlin Official Information Circular.

§ 36 Expiry

¹The guidelines relating to study and examination regulations for Bachelor's and Master's degree programmes at the Berlin University of Applied Sciences (HTW Berlin) (Study and Examination Framework Regulations for Bachelor's and Master's Degree Programmes – RStPO – Ba/Ma) dated 2 July 2012 (HTW Official Information Circular No. 04/13), most recently amended on the 9th of July 2018 (HTW Official Information Circular No. No. 21/18), shall cease to be valid on the same day. ²The Study and Examination Framework Regulations for Bachelor's and Master's Degree Programmes (RStPO) mentioned in sentence 1, above, applies to examinations in the second examination period of the summer semester 2025.

Annex 1 Guidelines, Criteria and Procedures for the Accreditation of Voluntary Activities in Programmes at HTW Berlin

A Guidelines:

- 1) ¹Voluntary activities both within and outside of the university can be accredited within the portion of the programme assigned to supplementary modules. ²Crediting to other modules is possible in accordance with the principles for crediting academic achievements (see the University Regulations).
- 2) Accreditation in the form of credits is determined by the comparability of learning; though for accreditation within the scope of supplementary modules, only the overall general aims of the HTW Berlin programme can be cited.
- 3) ¹Accreditation is implemented via credits and can only be performed for entire modules; in the scope of supplementary modules this means as a rule five credits, which is usually dependent on the required learning and working time having been completed within one semester. ²An assessment of knowledge and skills gained through accredited voluntary work undertaken outside of the university does not take place.
- 4) ¹Modules with a service learning focus are actively encouraged within the scope of the supplementary modules. ²Extra-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 cooperative 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) Voluntary work is recognised to the extent of the workload of the module (hours per credit point) to which it is credited.
- 3) ¹Membership of clubs, campaign groups, departmental student associations, committees etc. alone cannot be accredited. ²Clearly defined activities involved a level of commitment can be accredited.
- 4) The proposed voluntary activity should involve the acquisition of skills comparable with those gained through interdisciplinary supplementary module study; this aspect influences the accreditation decision.

C Procedure:

- 1) ¹In principle, voluntary activities which a student wishes to have accredited as part of their studies should be explained to the Examination Board responsible. ²It shall then reach a decision before the commencement of the semester, i.e. during the period in which the supplementary 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) ¹In order to ensure that an assessment can be established, a procedure to ensure objectivity and a coordinating teacher should be detailed in the module description in good time.
²Alongside 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. ³The central basis for the grading is the degree of individual reflection performed by the student.

D Example Models:

- 1) ¹Voluntary activities I: Students are involved in an initiative that organises educational offers in the field of technology and natural sciences for young people outside of school lessons.
²Their tasks include the development of appropriate teaching sessions (incl. testing set ups, software programming, sponsorship acquisition, bookkeeping, participant acquisition and supervision, event organisation and implementation, public relations work etc.). ³The students apply for accreditation as part of their studies by naming the aims, the organisation (if applicable) and the (individual) tasks they intent to implement. ⁴Suitability 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. ⁵Evidence 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. ⁶The 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) ¹Voluntary 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. ²Again, as long as the activity is a one-off event that is not regularly repeated, suitability for accreditation should be applied for, as a rule both for the project itself and for each of the persons involved. ³Evidence is provided as detailed in scenario I.
- 3) ¹"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. ²The 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”.

For information purposes only. German version is binding.

Annex 2 Bearing the Professional Title of Engineer

¹Graduates of technical and scientific programmes are, in accordance with § 1, no. 1, letter a) of the German Engineers' Law (*Ingenieurgesetz -IngG*) in its respectively valid edition, entitled to bear the professional title 'Engineer' in Germany. ²This particularly applies to the following Bachelor's and Master's programmes at HTW Berlin at the time when these regulations are published. ³Sentence 1 applies for unlisted or newly created study programmes conferring the degrees Bachelor's of Engineering or Master's of Engineering. ⁴For unlisted or newly created study programmes conferring the degrees Bachelor's of Science or Master's of Science, entitlement to bear the professional title 'Engineer' in Germany according to sentence 1 must be detailed in the study and examination regulations.

Professional Titles for Bachelor's Programmes

Civil Engineering (B.Sc.)	Engineer
Clothing Technology/Fabric Processing (B.Sc.)	Engineer
Computer Engineering (B.Eng.)	Engineer
Electrical Engineering (B.Eng.)	Engineer
Facility Management (B.Sc.)	Engineer
Automotive Engineering (B.Sc.)	Engineer
Building Energy and Building Information Technology (B.Eng.)	Engineer
Health Electronics (B.Eng.)	Engineer
Information and Communication Technology (M.Eng.)	Engineer
Computational Science and Engineering (B.Sc.)	Engineer
Conservation-Restoration/Field Archaeology Specialisation: Field Archaeology (B.A.)	Excavation Engineer
Life Science Engineering (B.Sc.)	Engineer
Mechanical Engineering (B.Sc.)	Engineer
Microsystems Technology (B.Eng.)	Engineer
Renewable Energy Systems (B.Sc.)	Engineer
Environmental Informatics (B.Sc.)	Engineer
Industrial Engineering (B.Sc.)	Industrial Engineer

Professional Titles for Master's Programmes

Civil Engineering (M.Sc.)	Engineer
Clothing Technology/Fabric Processing (M.Sc.)	Engineer
Corporate Environmental Information Technology (M.Sc.)	Engineer
Construction and Real Estate Management (M.Sc.)	Engineer
Electrical Engineering (M.Eng.)	Engineer
Facility Management (M.Sc.)	Engineer
Automotive Engineering (M.Sc.)	Engineer
Building Energy and Building Information Technology (M.Eng.)	Engineer
Information and Communication Technology (M.Eng.)	Engineer
Mechanical Engineering (M.Sc.)	Engineer
Microsystems Technology (M.Sc.)	Engineer
Life Science Engineering (M.Sc.)	Engineer
Renewable Energy Systems (M.Sc.)	Engineer
Industrial Engineering (M.Sc.)	Industrial Engineer

Bachelor's/Master's Grade Transcript

«First name» «surname»

born on «date» in «place of birth», «country of birth»

Has successfully completed the Bachelor's / Master's degree programme

(Programme name)

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

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

» _____ (X.X)«

with a total of X credit points.

Berlin, «date of the final examination»

The Chairperson of the Examination Board

The Dean

This certificate has also been issued in the German language.

Bachelor's/Master's Grade Transcript for «first name» «surname»

Grades achieved in programme modules/module groups:

Module designation/module group	_____	_____ CP
Module designation/module group	_____	_____ CP
Module designation/module group	_____	_____ CP
Module designation/module group	_____	_____ CP
Module designation/module group	_____	_____ CP
Module designation/module group	_____	_____ CP
Module designation/module group	_____	_____ CP
Module designation/module group	_____	_____ CP
Module designation/module group	_____	_____ CP
Module designation/module group	_____	_____ CP

Specialised projects:

Designation	_____	_____ CP
Designation	_____	_____ CP
Designation	_____	_____ CP

Subject-specific elective modules or majors or specialisations:

(Module designation)	_____	_____ CP
(Module designation)	_____	_____ CP
(Module designation)	_____	_____ CP

Extracurricular Studies:

(1 st foreign Language)	_____	_____ CP
(Module designation)	_____	_____ CP
_____	_____	_____ CP
...	_____	_____ CP

*) Recognised examination

Topic of Bachelor's / Master's Thesis:

Assessment of Bachelor's / Master's Thesis:

Assessment of the final oral examination:

Possible examination assessments:
very good, good, satisfactory, sufficient,
passed with success.

Possible overall degree grade:
"with distinction", "very good", "good",
"satisfactory", "sufficient".

This Bachelor's or Master's degree has been awarded in
accordance with the Study and Examination Regulations in
effect on _____ published in HTW Berlin's Official Information
Circular, No. ____, dated _____.

Bachelor's/Master's Certificate

«First name» «surname»

born on «date» in «place of birth», «country of birth»

Has successfully completed the Bachelor's / Master's degree programme

(Programme name)

.

«First name» «surname» 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, no. 1, letter a) of the German Engineer's Law (*Ingenieurgesetz, IngG*) dated the 1st of November 2011 (Law and Official Gazette p. 690), in its valid version, «first name» «surname» is entitled to bear the professional title of Engineer.

Berlin, «date of the final examination»

The President (stamped seal)

This certificate has also been issued in the German language.