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**Faculty
Civil Engineering/
Architecture**



**Examination Regulations
for the
Master study course**

Environmental Engineering

at the Hochschule für Technik und Wirtschaft Dresden
University of Applied Sciences

dated

30.05.2016

On the basis of § 34 Paragraph 1 of the University Freedom Act in the Free State of Saxony (SächsHSFG) in the version published on 15th January 2013 (Gazette on Laws and Ordinances for Saxony – SächsGVBl.) p. 3), most recently amended by Article 11 of the Act on 29th April 2015 (SächsGVBl. pp. 349, 354), the Hochschule für Technik und Wirtschaft Dresden (University of Applied Sciences), hereinafter referred to as the HTW Dresden, has decreed these examination regulations as statutes.

Overview of contents

- § 1 Scope
- § 2 Standard period of study
- § 3 not applicable
- § 4 Examination structure
- § 5 Free attempt
- § 6 Examination deadlines
- § 7 General admission requirements
- § 8 Admission procedure
- § 9 Examination and pre-examination performances
- § 10 Oral examination performances
- § 11 Written examination performances
- § 12 Alternative examination performances
- § 13 Master examination
- § 14 Master thesis
- § 15 Evaluation of the examination performances and calculation of the grades
- § 16 Evaluation of the Master examination
- § 17 Unexcused absence, withdrawal, deception, violation of examination procedure
- § 18 Passing and failing
- § 19 Repeating module examinations
- § 20 Examinations Committee
- § 21 Responsibilities
- § 22 Examiners, observers, Examination Commission
- § 23 Crediting periods of study, study and examination performances
- § 24 Provisions for examination performances achieved abroad
- § 25 Academic grade sheet, Master degree certificate, attestations
- § 26 Invalidity of Master examination
- § 27 Access to the examination files
- § 28 Appeal procedure
- § 29 not applicable
- § 30 Entry into force/Publication

Appendices

- Appendix: Examination schedule

§ 1

Scope

- (1) The Examination Regulations sets out the principles for examinations in the consecutive Environmental Engineering Master study course at the HTW Dresden. The Examination Regulations are complemented by the Study Regulations of the Environmental Engineering Master study course and the Enrolment Regulations of the HTW Dresden.
- (2) These Examination Regulations apply to all examinations of students of the Environmental Engineering Master study course, irrespective of the faculty the examiners belong to.

§ 2

Standard study period

The standard study period for the Master study course is 4 semesters. The standard period of study for the part-time study course is governed by the Part-time Study Regulations of the HTW Dresden.

§ 3

not applicable

§ 4

Examination structure

- (1) The Master examination consists of module examinations, including the Master thesis and its defence. A module is completed in the form of a module examination. Module examinations consist of one or more examination performances in a module. Module examinations are held in parallel to the study, i.e. not later than in the examination section following the teaching units relating to the module.
- (2) With the exception of modules envisaged for the Environmental Engineering Master study course, students can sit other module examinations or subject examinations at the HTW Dresden or other universities (by means of additional modules confirmed by the Examinations Committee). Following completion of the module examinations for the Master examination, no further additional modules may be attended.
- (3) The oral and written examination performances of the module examinations take place in examination sections following the lecture period. Alternative examination performances can generally be sat during the lecture period. Additional examination dates can be held in the last week before (and the first week following) the start of the lecture period in a given semester, and in exceptional cases even beyond – following the decision of the examiners with the approval of the Examinations Committee. In this regard, the deadlines laid down in § 6 Paragraph 4 shall be complied with.
- (4) The number of examination performances per semester may not exceed twelve in number. This does not include repeat examinations.
- (5) During an examination section, a maximum of one examination performance per module (a maximum of six in total per semester) may be sat in accordance with the examination schedule (see Appendix). Insofar as a written or oral examination is sat in a module in the examination section, only one alternative examination performance may be additionally sat in this semester.

§ 5

Free attempt

- (1) Insofar as they are offered for students of senior semesters, module examinations in the Master examination may be sat following enrolment by the student with the Examinations Office before the start of the subject semester specified in the examination schedule – provided that the admission requirements have been met. In this case, a failed module examination shall be deemed as not sat. Examination performances assessed with a minimum grade of "sufficient" (4.0) can be credited in a new examination procedure.
- (2) Enrolment for a module examination to be sat as a free attempt must be received by the Examinations Office not later than four weeks before the date of the examination.
- (3) In cases of Paragraph 1 Sentence 1, following enrolment by the student at the Examinations Office a passed module examination or examination performance can be repeated once for the purpose of improving the grade at the next regular examination date, whereby the better grade will count.

§ 6

Examination deadlines

- (1) The type, organisation and period of the module examinations to be sat – plus their examination performances – are set forth in the examination schedule (see Appendix). The dates of the module examinations are set so as to enable the Master examination (including the Master thesis) to be completely sat during the standard study period. Module examinations should be sat by the end of the respective semester specified in the Study Regulations (study schedule). Examination dates for oral and written examination performances are offered at least one per semester for compulsory modules. Any exceptions shall be confirmed by the Examinations Committee. If examination dates for oral and written examination performances are set outside the examination sections, then non-attendance for the examination will not lead to a transgression of the deadline in accordance with Paragraph 2, and this cannot be assessed due to non-appearance with a grade (5). In the last week before the respective examination section, it is only possible to sit alternative examination performances in exceptional circumstances (such as laboratory work experience/attempts).
- (2) If the module examinations in the Master examination are not sat within four semesters following the completion of the standard study period, they shall be deemed as having been failed. Failed module examinations can be repeated once within one year. Upon expiry of this period, they shall be deemed as having been failed. On application, it is possible to sit a second repeat examination at the next possible examination date. Any further repeat examination is not permissible.
- (3) A deadline transgression, which the student is not responsible for, will not be included in the calculation of the periods for leave of absence and deadlines in the examination procedure. The study period resulting from a deadline transgression in accordance with Sentence 1 will not be taken account of in the standard study period. This also applies to maternity protection periods and parental leave.
- (4) The examination dates (day, time, location) for oral and written examination performances will be announced not later than one month beforehand customary for the location (generally by the Examinations Office on the HTW Dresden website); for oral examination performances, the time will be announced not later than two weeks beforehand. Only one examination performance on a given day will be usually set for a student in accordance with the study schedule. If the announcement of the examination date ensues in the non-lecture period, then the one-month period begins with the start of the lecture period.

- (5) If a student has failed a written examination, he will be informed in accordance with § 15 Paragraph 6. In accordance with § 6 Paragraph 4, he will receive information as to whether (and in what period) the examination performance can be repeated.
- (6) For the Master thesis, the special regulations laid down in § 14 shall apply.

§ 7

General admission requirements

- (1) Those students will be admitted to the module examinations of the Master examination, who
 1. are enrolled in the Environmental Engineering Master study course at the HTW Dresden, and
 2. have provided the pre-examination performances set forth in the examination schedule (see Appendix) for the modules.
- (2) Admission to the module examinations of the Master examination shall only be refused if
 1. the requirements specified in Paragraph 1 are not fulfilled, or the student concerned is not enrolled, or
 2. has previously finally failed an examination required for completion of the Environmental Engineering Master study course.

§ 8

Admission procedure

- (1) Students in the Environmental Engineering Master study course at the HTW Dresden are automatically enrolled for the module examinations specified in accordance with the examination schedule (see Appendix). They shall be admitted provided that they fulfil the general admission requirements laid down in § 7. The Examinations Office shall provide examination lists on all enrolled students, who receive an endorsement for admittance. The admittance or refusal of admittance, including for reasons of non-provided pre-examination performances, will be announced before the examination by the examiner or Examinations Committee. The same applies accordingly to the module examinations in compulsory elective modules, for which the students have enrolled. Upon delivery of the pre-examination performances, the examiner shall inform the students by which date and in which form the evaluation will be announced.
- (2) Students, who repeat or provide an examination performance at a later stage, are automatically enrolled for the next examination date set for the module concerned in compliance with § 4 Paragraph 3, provided that the general admission requirements specified in § 7 are fulfilled. The admittance or refusal of admittance, including for reasons of non-provided pre-examination performances, will be announced before the examination by the examiner or Examinations Committee. The same applies accordingly to the module examinations in compulsory elective modules, for which the students have enrolled. Upon delivery of the pre-examination performances, the examiner shall inform the students by which date and in which form the evaluation will be announced.
- (3) Students can withdraw from the examination performance in writing to the Examinations Office. The withdrawal must be received by the Examinations Office not later than one week before the examination date. With the exception of oral performance controls and tests, the withdrawal from alternative examination performances shall ensue one week before the assignment of the subject announced in accordance with § 12 Paragraph 3 Sentence 2. Withdrawal from an internship is possible up to the beginning of the internship by informing the examiner and shall be communicated to the Examinations Office within two weeks. In the case of withdrawal from the first repeat examinations, the

one-year period as stipulated in § 6 Paragraph 2 Sentence 2 shall be observed. Withdrawal from second repeat examinations is not possible.

- (4) During their leave of absence from the study, students can sit examinations at the HTW Dresden. The sitting of examination performances during leave of absence must be applied for in writing to the Examinations Office not later than one week before the examination date.
- (5) Students, who wish to sit the examination performances in an additional module, must enrol with the examiner at least one week before the examination date – not later than before completion of the last module examination, in accordance with the examination schedule (see Appendix).
- (6) Admittance to a second repeat examination shall be informally applied for with the examiner. The application shall be deemed as submitted on participation in the examination.
- (7) For examinations at partner universities abroad, the provisions set forth in § 24 Paragraph 2 are applicable.

§ 9

Examination and pre-examination performances

- (1) The examination performances of the module examinations of the Master examination are provided by the following types of examinations:
 1. Oral examination performances in accordance with § 10 and/or
 2. Written examination performances in accordance with § 11 and/or
 3. Alternative examination performances in accordance with § 12.As part of the Master examination, a Master thesis shall accordingly be written and defended.
- (2) The number, type and form of the module examinations and their examination performances are laid down in the examination schedule (see Appendix), with the subject matter resulting from the associated module descriptions. A restriction of the examination material to thematic focal areas can be undertaken by the examiner within his area of responsibility. As a general rule, examination performances shall be provided in the English language. Exceptions are specified in the examination schedule (see Appendix).
- (3) In the event that a student can plausibly demonstrate that he is unable to sit the examination performances, in whole or in part, in the manner required – due to a longer lasting or permanent physical handicap or chronic illness, the Examinations Committee shall allow him to provide the examination performances within an extended period of time or provide equivalent examination performances in a different form. In this regard, presentation of a medical certificate from a doctor or public health officer may be required.
- (4) In the event that a student can plausibly demonstrate that he is unable to provide examination performances as required due to looking after his own children (up to 12 years of age) or caring for close family relatives, then the Examinations Committee shall – on request – allow the examination performances to be sat in an equivalent manner. Close family relatives are children, parents, grandparents, spouses and life partners. How the examination performances is to be provided shall be decided by the Examinations Committee in consultation with the responsible examiner after due consideration. The same accordingly applies to pre-examination performances.
- (5) Pre-examination performances are individual academic performances on the part of the student that are evaluated by the examiner but not graded. Passing these is a requirement for admittance to the respective module examinations. However, they do not have any influence on the grade achieved in the module. They can be repeated as often as required. The number, type and form of the pre-examination performances are

listed in the examination schedule (see Appendix). With regard to the form of the pre-examination performances, § 12 Paragraph 1 accordingly applies: the subject matter results from the associated module descriptions. Sections 2 and 3 apply accordingly.

§ 10

Oral examination performances

- (1) In the oral examination performances (OEPs), from his answers to individual questions the student is expected to provide evidence that he recognises the contexts of the subject of examination, while being able to categorise special questions into these contexts. Furthermore, it is expected to establish whether the student possesses pertinent basic knowledge.
- (2) Oral examination performances may be conducted in the form of individual or group examinations. The duration of the examination for each student is a minimum of 15 minutes and a maximum of 60 minutes.
- (3) As part of the oral examination performance, tasks relating to the written treatment may be presented to a reasonable extent, provided that the oral character of the examination is thereby maintained.
- (4) Oral examination performances shall be conducted either by several examiners, one of whom presides over the proceedings, or by a single examiner in the presence of a knowledgeable observer. Before the grade is determined, the examiner presiding shall heed the opinion of the observer. If the result of the examination is a requirement for the continuation of the study, the examination shall generally be conducted by a minimum of two examiners.
- (5) The principal subject matter and results of the oral examination performance are recorded in an examination protocol, to be signed by the examiners and the observer. The result of the oral examination performance shall be announced to the student immediately upon its conclusion.
- (6) Students, who have to sit the same examination performance at a later examination date – but not in the same examination section – shall, upon request, be admitted to observe the examination if there is sufficient room, unless the student taking the examination objects. The admittance does not extend to the consultation and communication of the examination results.

§ 11

Written examination performances

- (1) In written examination performances (WEs), the student is expected to demonstrate that he is able to recognise a problem in a limited period and with the permitted processing aids with the methods common to his study course and find ways for its solution. The student can be given subjects for selection.
- (2) Written examination performances ensue in the form of supervised tests, in which an appropriate number of tasks are to be completed in writing using limited processing aids.
- (3) The duration of written examination performances may not be less than 90 minutes and should not exceed 240 minutes.
- (4) The assessment procedure may not exceed four weeks in general cases.
- (5) Written examination performances, which have to be passed in order to continue the study, shall generally be assessed by a minimum of two examiners. The resulting grade is calculated from the arithmetic mean of the individual assessments. § 15 Paragraph 3 Sentence 3 applies accordingly.

§ 12

Alternative examination performances

- (1) Alternative examination performances are:
 1. Presentations (independent oral depictions of theoretical and/or experimental results with the help of suitable audio-visual media in front of an audience, possibly with subsequent expert discussion).
 2. Projects (written submissions on individual tasks typical of a module, as a homework assignment or independent written works without limitation of processing aids, in which theoretical and/or experimental findings in a self-contained subfield are summarised, assessed and discussed; upon topic assignment, a processing period of three to six weeks can be provided – depending on the amount; a principal component of the project can be an oral presentation as part of a project of up to 30 minutes in duration),
 3. Computer projects (extensive use of software, possibly including assessment and discussion of such),
 4. Oral performance controls (in contrast to the more complex OEP, presentations and/or answering of questions on smaller learning units limited in content, individually or in groups, with a duration of between 10 and 30 minutes),
 5. Written performance controls and tests (in contrast to the more complex WEs, written queries mostly of smaller learning units limited in content, with a maximum duration of 90 minutes).
 6. Protocols (written process description of experiments and of the assessment of the experimental results),
- (2) § 10 Paragraph 4 and § 11 Paragraph 4 and 5 apply accordingly.
- (3) The specific form of alternative examination performances as well as the period, in which they are to be sat, shall be announced by the examiner by the posting of a notice at the beginning of the teaching unit. For alternative examination performances, which take the form of the processing of a previously set subject, the date of the official assignment of the subject will also be announced, said date not to precede the third week of lectures.

§ 13

Master examination

- (1) The Master examination constitutes the professionally qualifying degree in the Environmental Engineering Master study course. The Master examination is intended to determine whether the student has an overview of the relationships between the modules and possesses the ability to apply scientific methods and knowledge gained as well as acquiring the basic specialist knowledge necessary for the transition to professional practice.
- (2) The Master examination consists of module examinations in accordance with the examination schedule (see Appendix), including the Master thesis and its defence.

§ 14

Master thesis

- (1) The Master thesis is the final examination performances of the Master study. It is intended to demonstrate that the student is able to work on a problem from the field of the Environmental Engineering Master study course in a practice-oriented manner in accordance with scientific methods on his own within a set timetable.
- (2) The Master thesis can be mentored (supervised) by any university teacher as well as other persons so authorised in accordance with the Saxony University Freedom Act, insofar as these persons are active at the HTW Dresden in an area relevant to the

Environmental Engineering Master study course. The student can express his wish on the subject matter to be selected.

- (3) The Master thesis shall be written in the English language. It can also be provided in the form of a group work, provided that the contribution of the individual student to be assessed as the examination performance can be clearly distinguished and evaluated on the basis of chapters, page numbers or other objective criteria provided, thus allowing an unambiguous delimitation.
- (4) The assignment and submission scheduling of the Master thesis shall be set so as to enable the assessment procedure to be completed within the standard period of study.
- (5) The Chairman of the Examinations Committee (or a member of the Examinations Committee delegated by him as his deputy) is responsible for assigning the subject of the Master thesis. The subject and the date of assignment shall be placed on record. The requirement for the assignment of the subject of the Master thesis is having successfully completed academic performances in accordance with the study schedule to the amount of 80 credit points. The fulfilment of the admission requirements for the Master thesis shall be announced by the Examinations Office.
- (6) The subject can only be returned once – and within four weeks – following assignment. In the event of the Master thesis being repeated, it is only possible to return the subject of the thesis if this option was not made use of in the first attempt.
- (7) A period of 20 weeks is provided for the Master thesis to be completed. The subject, task and extent shall be defined by the mentor in such a way as to ensure that this deadline for completion of the thesis can be met. In the event that the completion of the Master thesis is not possible in the period specified for unforeseeable reasons, for which the student is not responsible, then on written request to the Examinations Committee, generally following consultation with the mentor of the Master thesis, an extension not exceeding 4 weeks can be granted.
- (8) The Master work shall be timely submitted in the form of both a pdf document and bound print in two identical copies to the Secretariat of the Faculty of Civil Engineering/Architecture; the date of submission shall be placed on record and verification provided to the student.
- (9) When submitting the Master thesis, the student shall confirm in writing that the thesis – if part of a group work, then the part of the thesis accordingly marked – was written by him independently and only the sources and aids specified have been used.
- (10) The Master work shall be graded based on assessments usually to be made by two examiners. One of the examiners should be the person who mentored the Master thesis in the university. The grade awarded to the Master thesis is calculated from the arithmetic mean of the individual assessments. The assessment procedure may not exceed four weeks in general cases. If the Master thesis is awarded a grade of worse than "sufficient" (4.0) by either of the assessments, then the Master thesis shall be deemed to have been failed. Upon request, both the assessments and the grade awarded to the Master thesis shall be announced to the student at the latest before the defence of the thesis.
- (11) In the case of a failed Master thesis, the student shall receive written notification from the Chairman of the Examinations Committee, which will also contain information on the possibility of remedy as well as information as to whether and – as appropriate – to what extent and in what period the Master thesis can be repeated. The application to repeat the Master thesis shall be made to the Examinations Committee. A failed Master thesis can only be repeated once within one year of the grade being announced. Any second repeat is not permissible.
- (12) A Master thesis assessed by both examiners with a minimum grade of "sufficient (4.0) in each case shall in normal cases be publicly defended in the Faculty in front of an Examination Commission. The Examinations Committee shall announce the admission to the defence process. The date of the defence should be within six weeks – but in any case not later than twelve weeks – of the submission of the thesis. This shall only apply if all module examinations in accordance with the study schedule (with the exception of

the Master thesis) have been passed within this period. If the final module examination to be passed in accordance with the study schedule is actually passed after these periods, then the defence should take place within three weeks of said module examination being passed. The defence is an oral, closed-form presentation of the principal contents of the Master thesis, in which all the aids common to lectures can be used. Following on the presentation, a discussion then takes place, in which the student shall answer questions on his Master thesis. The duration of the defence should generally not be less than 30 minutes and not exceed 60 minutes. The overall grade of the defence is composed in equal parts of the individual grades of the lecture and the discussion. If the defence is awarded a grade of "not sufficient" (5), then the defence can be repeated one within four weeks. If the repeat defence is again awarded a grade of "not sufficient" (5), then the Master thesis is finally deemed to have been failed.

- (13) The overall grade of the Master thesis (see § 15 Paragraph 3 Sentence 5 and 6) is formed from the weighted mean of the grade of the Master thesis and the overall grade of the defence. In this process, the grade of the Master thesis is weighted with 3 and the overall grade of the defence weighted with 1 in the evaluation.

§ 15

Evaluation of the examination performances and calculation of the grades

- (1) The grades for the individual examination performances are set by the examiners in each case. The following grades shall be used:

1 = very good	=	an outstanding performance;
2 = good	=	a performance that markedly exceeds average requirements
3 = satisfactory	=	a performance that corresponds to average requirements;
4 = sufficient	=	a performance that despite its deficiencies still satisfies requirements;
5 = not sufficient	=	a performance that is not satisfactory due to significant shortcomings.

For a more differentiated assessment of the examination performances, individual grades can be raised or lowered by 0.3 to intermediate values; the grades 0.7; 4.3; 4.7 and 5.3 are thereby excluded. The setting of the standard for evaluation shall be undertaken by the examiner, whereby an examination performance, in which 50% of the performance required has been provided, is in any case assessed as having passed.

- (2) In the exceptional cases specified in the examination schedule, examination performances are only assessed and not graded. In such cases, the "passed" and "failed" assessments shall be provided by the examiner. Examination performances and module examinations that have not been graded do not go into the further calculation of the grade.
- (3) If a module examination consists of a single examination performance, then the module grade is simultaneously the grade awarded for the examination performance. If a module examination consists of more than one examination performance, then the grade for the module is calculated from the weighed average of the individual examination performances in accordance with the examination schedule (see Appendix). In this process, only the first decimal place is taken into account – all less significant places are deleted.

The module grade is as follows:

for an average of up to and including 1.5	=	very good
for an average from 1.6 up to and including 2.5	=	good
for an average from 2.6 up to and including 3.5	=	satisfactory

for an average from 3.6 up to and including 4.0 = sufficient
for an average from 4.1 = not sufficient.

A similar process is used to obtain overall grades. The overall grade is a grade obtained from several individual grades, or from an overall grade and one single grade. An overall grade is awarded for the Master thesis and its defence in accordance with § 14 Paragraph 12 as well as the Master examination in accordance with § 16.

- (4) A relative grade shall also be awarded for the overall grade of the Master examination. For this purpose, the ECTS grading scale as shown below is used.

The successful students receive the following ECTS grades:

A	the best	10 %
B	the next	25 %
C	the next	30 %
D	the next	25 %
E	the next	10 %

The unsuccessful students receive the following ECTS grades:

FX "Failed – improvements are necessary before the performances can be recognised"

F "Failed – considerable improvements are necessary".

- (5) The grades of the examination performances (with one decimal place) shall be communicated in writing to the Examinations Office by the examiners within one week of the result being determined.
- (6) The examination results shall be announced by the Examinations Office on the online grade portal of the HTW Dresden without delay following their receipt. The announcement date shall be placed on record.

§ 16

Evaluation of the Master examination

- (1) The overall grade of the Master examination is calculated from the non-rounded arithmetic mean of all module grades (MG) and the non-rounded overall grade of the Master Thesis (P) by means of the following algorithm:
Overall grade = $(3 \text{ MG} + 2 \text{ P}) / 5$
- (2) The overall grade is specified with one decimal place. All less significant places are deleted – no rounding takes place.

§ 17

Unexcused absence, withdrawal, deception, violation of examination procedure

- (1) An examination performance is assessed as "not sufficient" (5) if the student does not appear at an examination date that is binding for him, or at a date set to defend his Master thesis without good reason, or if he withdraws from the examination without good reason once the examination or defence of his Master thesis has started. The same shall apply if a written (or alternative) examination performance or the Master thesis is not provided within the period stipulated.
- (2) The reasons invoked for the withdrawal or the unexcused absence must be immediately communicated in writing to the Examinations Office and substantiated. In the case of illness, a medical certificate shall be presented. In addition, the presentation of an attestation from a doctor or a public health officer may be required in exceptional cases. Insofar as the compliance with deadlines for the repeating of examinations, the reasons for the unexcused absence from examinations and the compliance with examination deadlines are affected, the illness of a child to be primarily looked after by him is

equivalent to the illness of the student himself. Following preparation by the Examinations Office, the Examinations Committee shall decide on whether to accept the reasons. If the reasons are accepted, then a new date will be arranged. In this case, the examination results already available shall be credited.

- (3) In the event that the student attempts to influence the result of his examination performance by deception or the use of non-authorized aids, the examination performance concerned will be assessed as "not sufficient" (5). Any student disturbing the orderly examination process, can be excluded from continuing with his examination performances by the examiner or supervisor in question – usually following a warning. In this case, the examination performance concerned will be assessed as "not sufficient" (5). In serious cases, the Examinations Committee may exclude the student from sitting further examination performances.
- (4) Within 14 days following the announcement of the results of the examination, a student can make an informal written request for the decisions to be reviewed by the examinations committee in accordance with Paragraph 3 Sentence 1 and 2. Decisions detrimental to the student shall be immediately communicated in writing, substantiated and accompanied by information on remedies.

§ 18

Passing and failing

- (1) A module examination has been passed if the module grade awarded is at least "sufficient" (4.0).
- (2) not applicable
- (3) A Master thesis has been passed if all module examinations in the Master examination have been passed and the Master thesis (including its defence) has been awarded at least the grade "sufficient" (4.0).
- (4) The Master examination has finally been failed if
 1. the time limit (in accordance with § 6 Paragraph 2) for a module examination in the Master examination has been exceeded for reasons the student is responsible for,
 2. a second repeat of a module examination necessary for completing the study course has been failed,
 3. the repeat of the Master examination has been failed, or
 4. a second repeat of a module examination necessary for completing the study course has not been requested in accordance with § 8 Paragraph 6.
- (5) If a student has finally failed the Master examination, then this shall be communicated to him by the Examinations Office in writing together with information on remedies in accordance with § 28 Paragraph 1.
- (6) If the student has finally failed a module examination, he can still attend other module examinations until the final failing of the Master examination has been definitively determined.

§ 19

Repeating module examinations

- (1) The repeating of a passed module examination or failed individual examination performances as part of a passed module examination is not permissible – with the exception of cases in accordance with § 5 Paragraph 3.
- (2) Failed module examinations may be repeated once within one year following completion of the first examination attempt. The time limit begins with the announcement of the first failed attempt. Upon expiry of this period, they shall be again deemed as having been failed. A second repeat examination can only be sat at the next possible examination

date. Upon expiry of the period, the module examination shall finally be deemed to have been failed. Any further repeat examination is not permissible. Failed attempts in subject-related study courses shall be taken into account.

- (3) If one or more module examination (out of several examination performances) has been failed, then all examination performances not graded at least "sufficient" (4.0) shall be repeated. Examination performances graded at least "sufficient" (4.0) may not be repeated.
- (4) As a general rule, the first repeat examinations of oral and written examination performances shall be sat in the examination section following the failed module examination – but not later than in the second examination section following the failed module examination.

§ 20

Examinations Committee

- (1) The Civil Engineering/Architecture Faculty Council shall appoint a joint Examinations Committee for all the study courses assigned to the Faculty. This shall be composed of three university teachers, one member of the staff and one student. Both the Chairman and his Deputy shall be university teachers. The term of office of the members shall usually be three years, and for students one year. Re-appointment of the members of the Examinations Committee is permissible.
- (2) The Examinations Committee shall be deemed as quorate if – in addition to the Chairman or his Deputy – a further voting member is present. It shall decide by simple majority.
- (3) The Examinations Committee can assign the discharging of its tasks relating to all standard cases and individual tasks to the Chairman. In the event of factual issues, the Chairman shall consult the responsible specialist representatives.
- (4) The members of the Examinations Committee can attend the sitting of examination performances. They shall be subject to official secrecy. If they are not in public service, they shall be sworn to secrecy by the Chairman.

§ 21

Responsibilities

- (1) The Examinations Committee is particularly responsible for:
 1. the organisation of the Master examination of the Environmental Engineering Master study course,
 2. compliance with the Examination Regulations of the Environmental Engineering Master study course in relation to the scope and type of the examination performances,
 3. the appointing of examiners, observers as well as examination commissions for assessing the Master thesis,
 4. Decisions relating to
 - a) the final failing in accordance with § 7 Paragraph 2 No. 2,
 - b) the crediting of study periods, study performances and examination performances both in Germany and abroad generally with the support of the university teacher responsible for the module in accordance with § 23,
 - c) the assignment and time extension of the Master thesis in accordance with § 14,
 - d) the admission to defending the Master thesis in accordance with § 14 Paragraph 12,

- e) unexcused absence, withdrawal, deception and violation of examination procedure in accordance with § 17,
 - f) the recognition of study and examination performances in accordance with § 23 Paragraph 5 and study periods in accordance with § 23 Paragraph 7,
 - g) the declaration of invalidity of the Master examination in accordance with § 26 Paragraph 1,
 - h) decisions on the revoking of academic grade sheets, certificates and diploma supplements in accordance with § 26 Paragraph 3
 - i) objections in accordance with § 28,
 - j) exceptions to the Examination Regulations in exceptional cases,
- 5. reporting on the development of the actual writing time for the Master thesis as well as for suggestions relating to reforming the Study and Examination Regulations,
 - 6. confirmation of the qualification documentation in accordance with § 48 Paragraph 1 Clause 1 No. 2 Bafög (Federal Student Financial Support).
- (2) The Examinations Office is responsible for issuing academic grade sheets, certificates and documents in accordance with § 25.
 - (3) The decision on the passing and failing of examination performances is made by the examiner in accordance with the provisions of § 14 Paragraph 10, § 15 Paragraph 1 and § 18.

§ 22

Examiners, observers, Examination Commission

- (1) Only those members and affiliated members of the HTW Dresden or other universities shall be appointed as examiners, who are authorised for independent teaching of the examination subject concerned. Insofar as is appropriate in accordance with the subject matter of the examination, those persons who only possess competences for independent teaching in a subfield of the examination subject can also be appointed as examiners. In exceptional circumstances, teaching staff for special tasks as well as persons experienced in professional practice and training can also be appointed as examiners, insofar as this is appropriate with regard to the particular quality of the university examination.
- (2) Only those persons shall be appointed as examiners who possess – as a minimum – a qualification equivalent to that which forms the basis of the examination.
- (3) As a minimum, examination commissions shall be composed of one examiner, and one observer to take the minutes.
- (4) The appointment to examiner (or to Chairman of the Examination Commission) is deemed as fulfilled if no compelling reasons exist that require a departure, both in regard to the examination performance to be sat at the date specified in the examination schedule (first examination performance) and to any follow-up and repeat examinations resulting from the first examination performance. The appointment shall be documented in written form.
- (5) The names of the examiners shall be communicated to the student in a timely manner – not later than the announcement of the examination date.
- (6) Both examiners and observers shall be subject to official secrecy in accordance with § 20 Paragraph 4 Sentences 2 and 3.
- (7) With regard to the partiality of examiners, § 1 Saxony State Law on the Regulations of Administrative Procedural and Administrative Notification for the Free State of Saxony (SächsVwVfZG) in conjunction with §§ 20, 21 Administrative Procedure Act (VwVfG) shall apply.

§ 23

Crediting periods of study, study and examination performances as well as non-university qualifications

- (1) On request, study and examination performances provided at a university will be credited unless significant differences exist with regard to the competences acquired. Any refusal of crediting shall be substantiated in writing. The Examinations Committee shall decide on the crediting and the determination of equivalence.
- (2) Study periods, study and examination performances will be credited without an equivalence assessment if they have been provided at a university in the Federal Republic of Germany in the same study course. The decision shall be made by the Examinations Committee.
- (3) Upon request, qualifications acquired outside university study shall be credited to the extent that they are equivalent. Equivalence is deemed to be satisfied if the content, scope and requirements largely correspond to parts of the Environmental Engineering Master study course at the HTW Dresden. In this process, an overall view and overall assessment shall be undertaken – not a schematic comparison. For the crediting of study periods, study and examination performances acquired outside the Federal Republic of Germany, the equivalence agreements approved by the Standing Conference of the Ministers of Education and Cultural Affairs (KMK) and the German Rectors' Conference (HRK) as well as arrangements made within the framework of university partnerships shall be taken into consideration. Qualifications acquired outside university study can replace up to 50% of the study. The decision shall be made by the Examinations Committee.
- (4) not applicable
- (5) Recognition of study and examination performances shall ensue on the basis of the ECTS credits awarded by the Examinations Committee. The awarding of ECTS credits for recognised study and examination performances is based on the study regulations (study schedule).
- (6) Recognition of examination performances acquired as part of exchange programmes abroad shall ensue on the basis of learning agreements in accordance with § 24.
- (7) If study and examination performances or qualifications acquired outside university study are credited in accordance with Paragraph 1-3, the crediting of the corresponding study periods shall ensue on an ex officio basis. The decision shall be made by the Examinations Committee. In the cases of Paragraph 1 and 2, the grades – where the grading systems are comparable – shall be adopted. The grades shall be included in the calculation of the overall grade. If the grading systems are not comparable, then the endorsement "passed" is recorded. Identification of the crediting in the academic grade sheet is permissible.
- (8) The student shall present the documents required for the crediting, in particular, supporting documents, which describe the subject-specific contents (module descriptions).
- (9) Requests according to Paragraph 1 for recognition of study and examination performances as well as the crediting of study periods shall be submitted in writing not later than four weeks before the first examination date to the Examinations Committee – for alternative examination performances, not later than the examination date.
- (10) In the case of resumption of studies following leave of absence, the study and examination performances achieved hitherto shall continue to apply unchanged. The same shall apply to the continuing or a fresh start of the study at the HTW Dresden in the same study course.
- (11) The issuing of an academic grade sheet on the Master examination solely based on examination performances achieved at other universities is not permissible.

§ 24

Provisions for examination performances achieved abroad

- (1) As preparation for recognition of performances achieved abroad, learning agreements (binding specifications in relation to modules to be taken at the partner university) shall be concluded.
- (2) With regard to admission, deadlines, type, scope and modalities of the examination performances at partner universities abroad, the provisions of the applicable examination regulations of the respective partner university for the corresponding study course shall be decisive.
- (3) A prerequisite for recognition is presentation of appropriate evidence, which contains the description of the subject-specific contents (module descriptions) in German or English, the number of weekly hours per semester, the ECTS credits awarded and the grades. If the grading systems are not comparable, then the endorsement "passed" is recorded.

§ 25

Academic grade sheet, Master degree certificate, attestations

- (1) Following the successful completion of the Master examination, an academic grade sheet containing details of the Environmental Engineering Master study course will be issued. The academic grade sheet contains the module grades (including verbal formulations with matching ECTS credits), the subject of the Master thesis and its overall grade (including the verbal formulation) as well as the overall grade and the overall assessment of the Master examination in accordance with Paragraph 2, including the relative final grade (ECTS grade). It will also show the standard study period as well as (on application to the Examinations Office – to be submitted not later than the date of the final examination performance) the actual duration of studies. Performances achieved at other universities both in the Federal Republic of Germany and abroad shall be identified in an appropriate manner. The grades shall be specified with one decimal place in accordance with § 15 Paragraph 3. The academic grade sheet will be signed by the Dean of the Faculty of Civil Engineering/Architecture and the Chairman of the Examinations Committee and the university seal added.
- (2) The overall assessment is the verbal formulation of the overall grade of the Master examination in accordance with § 15 Paragraph 3 Sentence 5 and 6. For particularly outstanding performances, the overall assessment "excellent" is awarded. The prerequisite for this is that the overall grade of the Master examination is "very good" and that no grade of a module examination is worse than "good" and that the overall grade of the Master examination is at least 1.2 or better.
- (3) In addition to the academic grade sheet on the Master examination, a Master degree certificate on the conferring of the appropriate Master degree is issued on the same date. The certificate will be signed by the Rector of the University and the Dean of the Civil Engineering/Architecture Faculty and the university seal added. The certificate and the academic grade sheet will also include an English translation.
- (4) Due to the successfully passed Master examination, the

Master of Engineering, M.Eng.

academic degree is awarded. With the issue of this certificate, the holder is entitled to bear the title of the academic degree.

- (5) A diploma supplement will be issued to the graduate in accordance with the Diploma Supplement Model of the European Union/Council of Europe/UNESCO. As a representation of the national education system, the text agreed between the Standing Conference of the Ministers of Education and Cultural Affairs and the German Rectors' Conference Text shall be used in the currently valid version

- (6) Upon request by the student to the Examinations Office, examination results in additional modules will be entered into the academic grade sheet and accordingly identified, although not taken into consideration in calculating the overall grade. The request shall be submitted to the Examinations Office not later than the date of the final examination performance.
- (7) Both the academic grade sheet and the certificate shall bear the date of the final examination performance provided.
- (8) If a student has failed the Master examination, he will (on request) be issued with an attestation, which contains all the examination performances provided and their grades, and shall indicate that the Master examination has been failed.

§ 26

Invalidity of Master examination

- (1) If the requirements for sitting a module examination were not fulfilled – without any deception on the part of the student, and this fact did not become known until the grade sheet was issued, then this deficiency will be remedied by his passing the module examination. If a student obtained admission to sit the module examination by intentionally deceitful means, then the module examination can be declared as "not sufficient" and the Master examination as "failed".
- (2) If a student was guilty of deception in an examination performance and this fact did not become known until after the issuing of the academic grade sheet, then the grade of the module examination can be corrected in accordance with Paragraph 3. As appropriate, the module examination can be declared as "not sufficient" and the Master examination as "failed". This shall accordingly apply to the Master thesis.
- (3) The incorrect academic grade sheet shall be revoked by the Examinations Committee and – as appropriate – a new one issued. In addition to the academic grade sheet, the Master degree certificate and the diploma supplement shall also be revoked if the Master examination has been declared as failed due to deception.
- (4) The student shall receive an opportunity to react before a decision is made.
- (5) Decisions in accordance with Paragraph 1 Sentence 2 and Paragraph 2 shall be excluded after a time limit of five years from the date of the academic grade sheet.

§ 27

Access to the examination files

Within one year following completion of an examination performance or the Master thesis and announcement of the corresponding grade, a student shall (on request to the examiner) be entitled to view the examination work and the associated examiner assessments as well as the examination protocol and to consult the examiner. The place and date of the viewing shall be decided by the examiner. As a matter of principle, this does entitle the student to make photocopies or duplicates.

§ 28

Appeal procedure

- (1) Decisions made according to these regulations, as a result of which a student may be harmed in his rights, shall be communicated to the student without delay in writing by the authority taking the decision. They shall be substantiated and also include information on a remedy in accordance with § 58 Section 1 Administrative Procedure Code (VwGO). This shall not affect the announcement of examination results – with the exception of the failing of the Master thesis and the defence of the Master thesis.

This is a translation for information purposes. Only the German wording of the study and examination regulations of May 30th 2016 is legally binding.

- (2) Appeals against decisions made in accordance with these regulations shall be raised with the Examinations Committee. In addition, § 70 VwGO, whereby the appeal shall be lodged within one month following the announcement of the administrative act in writing or for the record, shall also apply. The Examinations Committee shall decide on the appeal.
- (3) Insofar as the appeal is directed against the assessment decision of an examiner, the Examinations Committee shall only review the decision, insofar as
 1. the examination procedure was improperly conducted and/or
 2. the examiner assumed an incorrect factual basis and/or
 3. generally valid assessment principles were not complied with and/or
 4. the examiner allowed himself to be guided by irrelevant considerations.This also applies accordingly if the appeal is directed against more than one examiner.
- (4) A final decision on the appeal shall be made within a reasonable time limit – but not later than three months. Insofar as the decision is not redressed, the decision shall be substantiated and information on remedy included.

§ 29
not applicable

§ 30
Entry into force / Publication

These Examination Regulations apply to students who begin their study in the Environmental Engineering Master study course at the HTW Dresden from the 2016/17 winter semester. The Examination Regulations were decided on by the Civil Engineering/Architecture Faculty Council on 20.04.2016 and approved by the Rectorate of the HTW Dresden on 30.05.2016. They shall enter into force on 31.05.2016 and be published.

Drawn up on the basis of a decision by the Civil Engineering/Architecture Faculty Council on 20.04.2016 and the approval of the Rectorate of the HTW Dresden on 30.05.2016.

Dresden, 30.05.2016

Prof. Dr.-Ing. habil. Roland Stenzel
Rector