

This is a translation for information purposes. Only the German wording of the study and examination regulations of July 11<sup>th</sup> 2017 is legally binding.

**Faculty of  
Electrical Engineering**



# **Examination Regulation for the Bachelor's Degree Programme**

## **Electrical Engineering**

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

Dated

**11 July 2017**

Pursuant to § 34 Para. 1 of the Law on Institutions of Higher Education in the Free State of Saxony (Sächsisches Hochschulfreiheitsgesetz (law on autonomy in the institutions of higher education) - SächsHSFG) in the version of the notice dated 15th January 2013 (SächsGVBl. (Saxon Gazette of Laws and Ordinances) Pg. 3), last amended by Article 11 of the law of 29th April 2015 (SächsGVBl. Pgs. 349, 354), the Dresden University of Applied Sciences, hereinafter referred to as the HTW Dresden, has adopted this examination regulation as a statute.

This is a translation for information purposes. Only the German wording of the study and examination regulations of July 11<sup>th</sup> 2017 is legally binding.

## Table of Contents

§ 1	Scope
§ 2	Standard period of study
§ 3	Practical academic stage
§ 4	Examination structure
§ 5	Free attempt
§ 6	Examination deadlines
§ 7	General admission requirements
§ 8	Admission procedure
§ 9	Examinations and preliminary examinations
§ 10	Oral examinations
§ 11	Written examinations
§ 12	Alternative examinations
§ 13	Bachelor's examination
§ 14	Bachelor's thesis
§ 15	Assessment of examinations and grading
§ 16	Assessment of the Bachelor's examination
§ 17	Non-attendance, withdrawal, cheating, infringement of regulations
§ 18	Passing and failing
§ 19	Repeating module examinations
§ 20	Examination Board
§ 21	Responsibilities
§ 22	Examiners, assessors, Board of Examiners
§ 23	Granting of credits for study periods, course achievements and examinations
§ 24	Provisions for examinations taken abroad
§ 25	Certificates, Bachelor's degree certificate, certifications
§ 26	Invalidity of the Bachelor's examination
§ 27	Viewing of examination files
§ 28	Appeal procedure
§ 29	Omitted
§ 30	Coming into effect/publication

Appendix: Examination plan

This is a translation for information purposes. Only the German wording of the study and examination regulations of July 11<sup>th</sup> 2017 is legally binding.

## **§ 1**

### **Scope**

- (1) The examination regulation specifies the principles for examinations of the Bachelor's degree programme in Electrical Engineering at the HTW Dresden. It is supplemented by the study regulation of the Bachelor's degree programme in Electrical Engineering and the Enrolment Regulation of the HTW Dresden.
- (2) This examination regulation applies to all examinations of students from the Bachelor's degree programme in Electrical Engineering, irrespective of the faculty of the examiner.

## **§ 2**

### **Standard period of study**

The standard period of study for the Bachelor's degree programme is eight semesters.

## **§ 3**

### **Practical academic stage**

- (1) The practical academic stage, which is completed at a company or any other institution of professional practice in the eighth semester, comprises a full-time employment period of at least 10 weeks. An internship record has to be compiled during the practical academic stage.
- (2) The current version of the Internship Regulation of the Faculty of Electrical Engineering determines the details.
- (3) If, despite verifiable effort, no internship position can be found, the Examination Board can determine alternatives that have to be completed in the faculty and that suitably contribute to the qualification goals of the degree programme.

## **§ 4**

### **Examination structure**

- (1) The Bachelor's examination is a set of module examinations including the Bachelor's thesis and its defence. A module examination takes place at the end of each module. Module examinations consist of one or more examinations in one module. Module examinations are taken simultaneously during the study programme, i.e., no later than in the examination stage following the module lectures.
- (2) In addition to the modules intended for the Bachelor's degree programme in Electrical Engineering, students can take other module examinations or subject examinations at the HTW Dresden or other universities (additional modules confirmed by the Examination Board). Additional modules may no longer be taken after completing the module examinations of the Bachelor's examination.
- (3) The oral and written module examinations are conducted in examination stages following the lecture period. Alternative examinations are usually taken during the lecture period. Additional examination dates can be set for the last week before and the first week after the start of lectures of each semester. Dates outside these time frames can be set in exceptional cases as decided by examiners with the approval of the Examination Board. Time frames in accordance with § 6 Para. 4 must be observed.
- (4) The maximum number of examinations per semester may not exceed twelve. This does not include re-examinations.
- (5) During an examination stage, students can take a maximum of one examination per module and, therefore, a maximum of six examinations per semester according to the examination

This is a translation for information purposes. Only the German wording of the study and examination regulations of July 11<sup>th</sup> 2017 is legally binding.

plan (Appendix). If one written or oral examination is taken in the examination stage in a module, a maximum of one alternative examination may be taken in this semester.

## **§ 5**

### **Free attempt**

- (1) If the admission requirements are met, the module examinations of the Bachelor's examination, provided that they are offered to students of higher subject-specific semesters, may be taken after the student's registration with the Examination Office before the start of the subject-specific semester specified in the examination plan. In this case, a failed module examination is considered as not taken. Examinations passed with a minimum grade of "average" (4.0) can be considered as taken in a new examination procedure.
- (2) The application for a module examination, which is passed in a free attempt, must be submitted to the Examination Office no later than four weeks before the examination date.
- (3) After the student has submitted the application to the Examination Office, in the cases of Para. 1 Sentence 1, a passed module examination or examination can be repeated once for grade improvement on the next regular examination date. The better grade will be regarded as valid.

## **§ 6**

### **Examination deadlines**

- (1) The examination plan in the Appendix specifies the nature, structure and period of the module examinations to be passed and of the examinations included in them. The schedule of module examinations is set in such a way that the Bachelor's examination, including the Bachelor's thesis, can be completed within the standard period of study. Module examinations should be taken by the end of the semester specified in the study regulation (study schedule). Dates for oral and written examinations are offered at least once per semester for compulsory modules. Exceptions must be confirmed by the Examination Board. If examination dates for oral and written examinations occur outside the examination stages, non-attendance of the examination shall not be considered as a missed deadline according to Para. 2 and a grade 5 cannot be given due to non-attendance. Alternative examinations may be taken in the last week before the respective examination stage in exceptional cases only (including laboratory internships and laboratory internship attempts).
- (2) If module examinations of the Bachelor's examination are not taken within four semesters after the end of the standard period of study, they are considered as failed. Failed module examinations can be repeated once within one year. At the end of this period, they will be considered as failed. Admission for a second re-examination is possible at the next possible examination date only upon request. Another re-examination is not allowed.
- (3) A missed deadline, for which the student is not responsible, shall not be included in the calculation of leaves of absence and deadlines in the examination procedure. The period of study resulting from exceeding the deadline according to Sentence 1 is not included in the standard period of study. This also applies to maternity protection periods and parental leave.
- (4) The examination schedule (date, time, place) for oral and written examinations must be announced at least one month in advance in a manner that is customary to the place (usually by the Examination Office on the HTW Dresden website). For oral examinations, the time must be announced at least two weeks in advance. For a student, only one examination must be scheduled on one day as a rule according to the study schedule. If

This is a translation for information purposes. Only the German wording of the study and examination regulations of July 11<sup>th</sup> 2017 is legally binding.

the examination date is announced in the semester break, the one-month time limit commences with the start of the lecture period.

- (5) If the student has not passed a written examination, he/she will be informed in accordance with § 15 Para. 6. In accordance with § 6 Para. 4, he/she is informed about whether and within what deadline the examination can be repeated
- (6) The special regulations as laid down in § 14 shall apply for the Bachelor's thesis.

## **§ 7**

### **General admission requirements**

- (1) Admissions to module examinations of the Bachelor's examination are granted to students who
  1. have enrolled for the Bachelor's degree programme in Electrical Engineering at the HTW Dresden and
  2. have completed the preliminary examinations for modules as laid down in the examination plan (Appendix) and fulfil other admission requirements.
- (2) Admission to module examinations of the Bachelor's examination shall be denied if
  1. the requirements set out in Para. 1 are not met or the student is not enrolled or
  2. the student has not definitively passed an examination required for the completion of the Bachelor's degree programme in Electrical Engineering.

## **§ 8**

### **Admission procedure**

- (1) Students of the Bachelor's degree programme in Electrical Engineering at HTW Dresden are automatically enrolled for the module examinations included in the examination plan (appendix). They are granted admission if they meet the general admission requirements as set out in § 7. The Examination Office compiles examination lists of all registered students and contains a note about admission. The granting or refusal of admission is announced by the examiner before the examination. The same applies to the module examinations in elective modules for which students have enrolled. At the time of the preliminary examination, the examiner informs students about when and how the assessment will be announced.
- (2) Students, who have to complete or repeat an examination, are automatically enrolled for the next examination date set for the relevant module, taking into account § 4 Para. 3, provided that the general admission requirements as set out in § 7 are met. This also applies during the practical academic stage. The granting or refusal of admission is announced by the examiner before the examination. The same applies to the module examinations in elective modules for which students have enrolled. At the time of the preliminary examination, the examiner informs students about when and how the assessment will be announced.
- (3) Students can submit a written application for de-registration from an examination to the Examination Office. The de-registration application must be submitted to the Examination Office no later than one week before the examination date. De-registration from alternative examinations, with the exception of oral performance assessments and tests, takes place one week before the subject is announced according to § 12 Para. 3. Students can approach the examiner for de-registration for a laboratory practical until the beginning of the laboratory practical. This must be reported to the Examination Office within two weeks. In case of de-registration for the first re-examination, the annual deadline as set out in § 6 Para. 2 Sentence 2 must be observed. De-registration for the second re-examination is not possible.

This is a translation for information purposes. Only the German wording of the study and examination regulations of July 11<sup>th</sup> 2017 is legally binding.

- (4) Students can take exams during their leave of absence from studies at the HTW Dresden. Students who wish to take an examination during a leave of absence must submit a corresponding written application to the Examination Office no later than one week before the examination date.
- (5) Students who wish to take examinations in an additional module must inform the examiner at least one week before the examination date, at the latest before the end of the last module examination according to the examination plan (Appendix).
- (6) An informal request for admission to the second re-examination must be made to the examiner at the beginning of the examination. The application is deemed to have been submitted if a student sits for the examination.
- (7) The regulation of § 24 Para. 2 applies in the case of examinations at partner universities abroad.

## **§ 9**

### **Examinations and preliminary examinations**

- (1) Module examinations of the Bachelor's examination are conducted as follows:
  1. oral examinations in accordance with § 10 and/or
  2. written examinations in accordance with § 11 and/or
  3. alternative examinations in accordance with § 12.A Bachelor's thesis must be written and defended in accordance with § 14 as part of the Bachelor's examination.
- (2) The number, nature and structure of module examinations and examinations included in them are specified in the examination plan (Appendix). The topics are derived from the corresponding module descriptions. The examiner can limit the examination topics to the main areas of specialist focus. Usually, examinations are to be held in German. Exceptions are indicated in the examination plan (Appendix). Examinations in a foreign language module are held in the corresponding language.
- (3) If a student demonstrates that he/she is unable to take, in part or in full, the examinations in the prescribed form due to prolonged or permanent physical disability or a chronic illness, the Examination Board should allow him/her to take the examination within an extended period of time or take an equivalent examination in a different form. In cases of doubt, a medical certificate can be requested.
- (4) If a student demonstrates that he/she cannot take examinations as required due to the care of his/her own children up to the age of 12 or the care of close relatives, the Examination Board allows him/her to take the examinations in an equivalent manner on request. Children, parents, grandparents, spouses and life partners are considered as close family members. The Examination Board and the responsible examiner decide, according to their best judgement, about how the examination is to be taken. The same applies to preliminary examinations.
- (5) Preliminary examinations are course achievements that are assessed by the examiner and not individual course achievements of the student. Passing them is a prerequisite for admission to the respective module examinations. However, they have no influence on the module grade. They can be repeated as often as required. The number, nature and structure of the examinations are specified in the examination plan (Appendix). § 12 para. 1 applies accordingly to the structure of the preliminary examinations. The topics are derived from the corresponding module descriptions. Paragraphs 2 and 3 apply by analogy.

## **§ 10**

### **Oral examinations**

This is a translation for information purposes. Only the German wording of the study and examination regulations of July 11<sup>th</sup> 2017 is legally binding.

- (1) In an oral examination, the student is required to prove that he/she recognises the contexts of the subject of the examination and is able to classify special questions in these contexts by answering individual questions. Furthermore, an oral examination is intended to determine whether the student possesses relevant basic knowledge.
- (2) Oral examinations can be held as individual or group examinations. The examination duration is at least 15 minutes and not more than 60 minutes for each student.
- (3) During an oral examination, written tasks may also be given to a reasonable extent, as long as this does not undermine the oral nature of the examination.
- (4) Oral examinations are to be taken by several examiners, one of whom presides over the examination, or by one examiner in the presence of a competent assessor. The examiner takes the opinion of the assessor before deciding on a grade. If the examination result is a prerequisite for the continuation of the study programme, the examination is usually to be taken by at least two examiners.
- (5) The main topics and results of an oral examination must be recorded in an examination report that is signed by the examiners and the assessor. The result of an oral examination must be announced to the student immediately after he/she concludes the examination.
- (6) Students who have to sit for the same examination on a later examination date but not in the same examination stage can submit an application to the examiner to be admitted as observers in the examination if there is sufficient room, provided that the student agrees. Such admission does not extend to consultation and announcement of the examination results.

## **§ 11**

### **Written examinations**

- (1) In a written examination, the student is required to prove that he/she can identify a problem and find solutions for it within a limited time, with approved resources, and using the standard methods of his/her degree programme. Students can be given topics to choose from.
- (2) Written examinations are supervised examinations in which an appropriate number of tasks are to be solved in writing using limited resources.
- (3) The duration of written examinations may not be less than 90 minutes and should not exceed 240 minutes.
- (4) As a rule, the assessment procedure may not exceed four weeks.
- (5) Written examinations that students are required to pass for the continuation of their study programmes are usually to be assessed by two examiners. The grade is the arithmetic mean of the individual evaluations. § 15 Para. 3 Sentence 3 applies accordingly.

## **§ 12**

### **Alternative examinations**

- (1) Alternative examinations include:
  1. Laboratory internships (experimental, completed scientific tasks which are usually carried out independently, including the evaluation of measurement data, as well as the assessment of and discussion on measurement results in the written form of a protocol. This can include a colloquium and written answering of tasks before or during the internship)
  2. Computer projects (use of software and, if necessary, evaluation of and discussion on the software),

This is a translation for information purposes. Only the German wording of the study and examination regulations of July 11<sup>th</sup> 2017 is legally binding.

3. Written performance assessments (in contrast to the more complex written examinations, written surveys lasting a maximum of 90 minutes, usually with learning units having limited content),
  4. Documents (written elaborations of individual tasks of a module, prepared during the course or in the self-study period),
  5. Presentations (independent oral presentation of theoretical and/or experimental results using suitable audio-visual media in front of an audience, followed by a technical discussion, if necessary),
  6. Internship documents (documents that summarise, evaluate and discuss the experimental findings independently developed in the practical academic stage. The processing time corresponds to the time of the practical academic stage. Details are regulated by the Internship Regulation).
- (2) § 10 Para. 4 and § 11 Para. 4 apply accordingly.
- (3) The examiner announces the specific design of alternative examinations and the period in which they must be taken by putting up this announcement at the beginning of the course. In the case of alternative examinations which require students to handle a previously assigned topic the date of the official allocation of topics will also be announced. It may not occur before the third week of lectures.
- (4) For computer-based module examinations, adequate technical and organisational measures must be taken to ensure that
1. the identity of the participating student can be ascertained and verified beyond doubt and that entries can be made by the respective participant only,
  2. violations as set out in § 17 Para. 3 Sentence 1 are prevented,
  3. the data protection provisions according to the Saxon Data Protection Act are observed, in particular, that only those persons involved in the examination procedure have access to the documents and data relating to the examination procedure and
  4. the examination documents are archived unchanged and unalterably during the retention periods applicable for other examinations and that they can be retrieved and reproduced at any time.

### **§ 13**

#### **Bachelor's examination**

- (1) The Bachelor's examination is the professionally qualifying degree of the Bachelor's degree programme in Electrical Engineering. It should determine whether the student has an overview of the correlations between the modules and possesses the skills to apply scientific methods and knowledge, and has acquired the thorough specialist knowledge necessary for transition to professional practice.
- (2) The Bachelor's examination is a combination of module examinations in accordance with the examination plan (appendix) and the Bachelor's thesis and its defence.

### **§ 14**

#### **Bachelor's thesis**

- (1) The Bachelor's thesis is a performance that concludes the Bachelor's studies. It should demonstrate that the student can work independently on a problem from the area of the Bachelor's degree in Electrical Engineering in a practical manner using scientific methods.
- (2) The Bachelor's thesis can be supervised by any professor and other persons authorised to conduct examinations in accordance with the Saxon law on autonomy in the institutions of higher education, provided they are working at the HTW Dresden in a field relevant to the



This is a translation for information purposes. Only the German wording of the study and examination regulations of July 11<sup>th</sup> 2017 is legally binding.

Bachelor's degree programme in Electrical Engineering. Students can name their topics of interest.

- (3) The Bachelor's thesis must be written in German or, upon consultation with the supervisor, in English. It may also be completed in the form of group work if the individual student's contribution, which is to be assessed as an examination, is to be clearly distinguished and assessed based on the specification of sections, page numbers or other objective criteria that allow a clear demarcation.
- (4) The time and date of submission of the Bachelor's thesis are to be determined in such a way that the assessment process can be completed within the standard period of study.
- (5) At the request of the student, the topic of the Bachelor's thesis is assigned by the chairperson of the Examination Board or an Examination Board member appointed by him/her. The topic and date of assignment are to be recorded. The prerequisite for assigning the topic of the Bachelor's thesis is the successful completion of all required module examinations up to and including the end of the seventh semester. The Examination Office should announce whether the admission requirements for the Bachelor's thesis are met or not.
- (6) A topic that has been assigned can be returned only once, and only within four weeks of its allocation. Returning the topic when writing a Bachelor's thesis for a second time is allowed only if it has not been previously used. If the topic is returned, a new topic must be requested no later than four weeks after the first topic has been returned.
- (7) The Bachelor's thesis should be completed within 10 weeks. The topic, task and scope should be limited by the supervisor in such a way that the deadline given for completing the thesis can be observed. If it is not possible to complete the Bachelor's thesis within the specified period of time for unforeseeable reasons that are beyond the control of the student, then an extension of a maximum of four weeks may be granted upon submission of a written application to the Examination Board, usually after consultation with the supervisor of the Bachelor's thesis.
- (8) The Bachelor's thesis should be submitted in time as a PDF document and as a bound printed version in two identical copies to the secretariat of the Faculty of Electrical Engineering. The submission date must be recorded and an acknowledgement of submission must be handed over to the student.
- (9) When submitting the Bachelor's thesis, the student must assure in writing that the work – in the case of group work, the correspondingly marked section – has been written independently and that no sources or resources other than those specified have been used.
- (10) The Bachelor's thesis should be graded on the basis of assessments that are usually to be made by two examiners. One of them should have supervised the Bachelor's thesis at the university. The grade of the Bachelor's thesis is the arithmetic mean of the evaluations of the assessments. As a rule, the assessment procedure may not exceed four weeks. If one or both assessments grade the Bachelor's thesis as less than "average" (4.0), the student does not pass the Bachelor's thesis. The assessments and the grade of the Bachelor's thesis must be disclosed to the student upon request at the latest before the defence.
- (11) If a student does not pass the Bachelor's thesis, then the chairperson of the Examination Board sends a written notice to the student about this, informing him/her of the right to appeal and providing information on whether and, if so, to what extent and within what deadline the Bachelor's thesis can be repeated. If the Bachelor's thesis is not passed because it was not completed within the stipulated time, this notice is sent by the Examination Office. If a student fails to obtain a passing grade in the Bachelor's thesis, he/she can request the Examination Board for permission to attempt it again once within one year from the announcement of the grade. In the event of failure, permission for a second attempt of the Bachelor's thesis must be requested from the Examination Board within two months of the announcement of the grade of the first attempt.

This is a translation for information purposes. Only the German wording of the study and examination regulations of July 11<sup>th</sup> 2017 is legally binding.

- (12) A Bachelor's thesis that is graded at least "average" (4.0) in both assessments is generally to be publicly defended in front of an Examination Committee in the faculty. The Examination Board announces admission to the defence. The date of defence should occur within six weeks, but no later than within twelve weeks, of submission. This applies only if all module examinations in accordance with the study schedule, with the exception of the Bachelor's thesis, have been passed within these periods. If the last module examination to be passed in accordance with the study schedule is passed only after these periods, the defence should take place within three weeks after passing this module examination. Defence is a verbal, closed presentation of the main content of the Bachelor's thesis, in which all tools used for presentation can be used. The presentation is followed by a discussion in which the student has to answer questions related to his/her Bachelor's thesis. The duration of the defence should not be less than 30 minutes and should not exceed 60 minutes. The overall grade of the defence is an equal combination of individual grades for the presentation and the discussion. If the defence is graded as "not adequate" (5), it can be repeated once within one year. The defence should take place within four weeks of the announcement of the grade. If the defence is graded as "not adequate" (5) again, it can be repeated for one last time upon submission of an application. The application must be submitted to the Examination Board within two weeks of the announcement of the grade. The defence should take place within four weeks of submitting the application. If the defence is once again graded as "not adequate" (5), then the Bachelor's thesis is definitively considered as not passed.
- (13) The overall grade of the Bachelor's thesis (see § 15 Para. 3 Sentences 5 and 6) is a combination of the weighted average grade of the Bachelor's thesis and the overall grade of the defence. The grade of the Bachelor's thesis with weight 2 and the overall grade of the defence with weight 1 are taken into account in the evaluation.

## § 15

### Assessment of examinations and grading

- (1) Grades for individual examinations are determined by the respective examiners. The following grades should be used:
- |                  |   |  |
|------------------|---|--|
| 1 = very good    | = | an excellent performance;  |
| 2 = good         | = | a performance that markedly exceeds average requirements;                                |
| 3 = satisfactory | = | a performance that meets average requirements;   |
| 4 = average      | = | a performance that meets the requirements but shows shortcomings;                        |
| 5 = not adequate | = | a performance that no longer satisfies requirements due to its significant shortcomings. |
- For a differentiated assessment of examinations, individual grades can be increased or decreased by 0.3 to intermediate values. Grades such as 0.7; 4.3; 4.7 and 5.3 are therefore excluded. The assessment benchmark is determined by the examiner, whereby an examination, in which 50% of the required performance is delivered, must always be regarded as passed.
- (2) In the exceptional cases set out in the examination plan, examinations are assessed but not graded. Here, the assessments "passed" or "failed" are to be given by the examiner. Ungraded examinations and module examinations are not taken into consideration in the subsequent grade calculation.
- (3) If a module examination consists of a single examination, the grade awarded for this examination is also the module grade. If a module examination consists of several examinations, the module grade is calculated as the weighted average of the individual examinations according to the examination plan (Appendix). Only the first decimal place after the decimal point is taken into account. All other places are ignored.

This is a translation for information purposes. Only the German wording of the study and examination regulations of July 11<sup>th</sup> 2017 is legally binding.

Module grades are as follows:

For an average of up to and including 1.5	=	very good
For an average of 1.6 up to and including 2.5	=	good
For an average of 2.6 up to and including 3.5	=	satisfactory
For an average of 3.6 up to and including 4.0	=	average
For an average of more than 4.1	=	not adequate.

The grading procedure for overall grades is similar. An overall grade is a grade made up of several individual grades or one overall grade and one individual grade. An overall grade is awarded for the Bachelor's thesis and the defence in accordance with § 14 Para. 12 and for the Bachelor's examination in accordance with § 16.

- (4) A relative grade must also be shown for the overall grade of the Bachelor's examination. The following ECTS grading scale is used for this.

Students who have passed 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%

Failed students receive the following ECTS grades:

FX	"Failed – improvements needed for performance to be recognised"
F	"Failed – significant improvements needed".

- (5) Examiners must inform the Examination Office about the grades with one decimal after the decimal point in writing within one week of determining the result.
- (6) Immediately after receipt of the examination report, the Examination Office should announce the examination results on the online grade portal of the HTW Dresden. The announcement date should be recorded.

## § 16

### Assessment of the Bachelor's examination

- (1) The overall grade of the Bachelor's examination is a combination of the linear average of all module grades (MN) and the overall grade of the Bachelor's thesis (P), which is not rounded off. It is calculated using the following algorithm:  
Overall grade = (3 module grades + 1 overall grade of the Master's thesis) / 4
- (2) The overall grade is written with one decimal after the decimal point. All other places are deleted without rounding.

## § 17

### Non-attendance, withdrawal, cheating, infringement of regulations

- (1) An examination is graded as "not adequate" (5) if the student does not appear for it on a date that is applicable to him/her or does not appear on the date of defence of the Bachelor's thesis without good reason, or if he/she withdraws, without good reason, from the examination after the examination or the defence of the Bachelor's thesis has commenced. The same applies if a written or alternative examination or the Bachelor's thesis is not completed within the specified processing time.
- (2) The reasons provided for withdrawal or non-attendance must be immediately reported to the Examination Office in writing, and substantiated. A medical certificate should be

This is a translation for information purposes. Only the German wording of the study and examination regulations of July 11<sup>th</sup> 2017 is legally binding.

submitted if illness of the student is the reason for withdrawal or non-attendance. In addition, the submission of an official medical certificate may be required in exceptional cases. In matters concerning the compliance with deadlines for re-examinations, the reasons for non-attendance of examinations and the adherence to deadlines required for examination work, the illness of a child to be cared for by the student alone is also considered in the same light as the illness of the student. The Examination Board decides on whether to accept the reasons after preparation by the Examination Office. A new date is scheduled if the reasons are accepted. The examination results that are already available should be considered in this case.

- (3) If the student attempts to influence his/her examination result by cheating or by using means that are not allowed, the respective examination is graded as "not adequate" (5). A student who interferes with the proper process of the examination may be excluded from completing the examination by the respective examiner or supervisor, usually after a warning has been given. In this case, the respective examination is graded as "not adequate" (5). In serious cases, the Examination Board may exclude the student from sitting for further examinations.
- (4) The student can request in writing within 14 days of the announcement of the examination result that the decisions according to Paragraph 3 Sentences 1 and 2 be reviewed by the Examination Board. Negative decisions should be communicated to the student in writing without delay. They should be justified and should contain an instruction about the right to appeal.

## **§ 18**

### **Passing and failing**

- (1) A module examination is considered as passed if the module grade is at least "adequate" (4.0). In the justified exceptional cases indicated in the examination plan (appendix), the passing of the module examination additionally depends on the passing of individual examinations. The ECTS credits assigned to the module in the study regulation (study schedule) are acquired when the module examination is passed.
- (2) The practical academic stage is assessed as passed or failed without being graded.
- (3) The Bachelor's examination is considered as passed when a student has passed all module examinations of the Bachelor's examination and the Bachelor's thesis and its defence have been graded at least "average" (4.0).
- (4) The Bachelor's examination is considered as definitively failed if
  1. the deadline for a module examination of the Bachelor's examination according to § 6 Para. 2 has been missed for reasons that the student is responsible for,
  2. a second attempt to complete a module examination required for completing the degree programme has not been passed, or
  3. a second attempt to complete a module examination required for completing the degree programme was not applied for in due time in accordance with § 8 Para. 6 and § 14 Para. 11.
- (5) If the student has definitively failed the Bachelor's examination, this must be notified to him/her in writing by the Examination Office along with the instruction about the right to appeal in accordance with § 28 Para. 1.
- (6) If the student has definitively failed a module examination, he/she can still take the other module examinations as long as the definitive failure of the Bachelor's examination has not yet been definitively determined.

## **§ 19**

### **Repeating module examinations**

This is a translation for information purposes. Only the German wording of the study and examination regulations of July 11<sup>th</sup> 2017 is legally binding.

- (1) Taking a re-examination for a passed module examination or individual failed examinations of a passed module examination is not permitted, except in cases according to § 5 Para. 3.
- (2) Failed module examinations may be repeated once within one year after the first examination attempt. The period begins with the announcement of the first failure result. These module examinations will be considered as once again failed upon expiry of this period. Admission for a second re-examination is possible only upon request at the next possible examination date. After expiry of the period, the module examination is considered as definitively failed. Another re-examination is not allowed.
- (3) If a failed module examination consists of several examinations, all examinations that have not received a minimum grade of “adequate” (4.0) must be repeated. Examinations that have received a minimum grade of “adequate” (4.0) may not be repeated.
- (4) First re-examination attempts of oral and written examinations are usually to be taken in the examination stage following the failed module examination, but no later than in the second examination stage following the failed module examination.

## **§ 20**

### **Examination Board**

- (1) The Faculty Board has to appoint an Examination Board for the Faculty of Electrical Engineering. This comprises three professors, one employee and one student. The chairperson and his/her deputy are professors. The tenure is usually three years for members and one year for students. Members of the Examination Board are allowed to be re-appointed.
- (2) The Examination Board has the quorum if, in addition to the chairperson or his/her deputy and one more professor, at least one other voting member is present. The Examination Board shall decide with simple majority.
- (3) It may delegate the performance of its duties for all regular cases and individual tasks to the chairperson. The latter consults the responsible technical representatives in the event of any specialist questions.
- (4) Members of the Examination Board can be present for examinations. They are subject to official secrecy. If they are not in the public service, they are to be sworn to secrecy by the chairperson.

## **§ 21**

### **Responsibilities**

- (1) The Examination Board is especially responsible for:
  1. organising the Bachelor’s examination of the Bachelor’s degree programme in Electrical Engineering,
  2. adhering to the scope and nature of the examination in accordance with the examination regulation of the Bachelor’s degree programme in Electrical Engineering,
  3. appointing examiners, assessors and Board of Examiners to assess the Bachelor’s thesis,
  4. decisions about
    - a) definitive failure pursuant to § 7 Para. 2 No. 2,
    - b) granting credits for study periods, course achievements and examinations taken in Germany and abroad, usually with the assistance of the university lecturer in charge of the module according to § 23,
    - c) issuing and extending the deadline for the Bachelor’s thesis, as well as applications for a second attempt according to § 14,

This is a translation for information purposes. Only the German wording of the study and examination regulations of July 11<sup>th</sup> 2017 is legally binding.

- d) the admission to defend the Bachelor's thesis as set out in § 14 Para. 12,
  - e) non-attendance, withdrawal, cheating, infringement of regulations as set out in § 17,
  - f) recognition of course achievements and examinations pursuant to § 23 Para. 5 and study periods pursuant to § 23 Para. 7,
  - g) the declaration of invalidity of the Bachelor's examination as set out in § 26 Para. 1,
  - h) the confiscation of certificates, documents and diploma supplements as set out in § 26 Para. 3,
  - i) appeals as set out in § 28,
  - j) exceptions to the examination regulation in exceptional cases,
- 5. the reporting on the development of actual processing times for the Bachelor's thesis, as well as suggestions for reforming the study and examination regulations,
  - 6. the certification of the qualification document as set out in § 48 Para. 1 Sentence 1 No. 2 of the BAföG (Federal Training Assistance Act).
- (2) The Examination Office is responsible for issuing certificates, documents and certifications as set out in § 25.
  - (3) The decision about the passing and failing of examinations is made by the examiner(s) in accordance with the provisions of § 14 Para. 10, § 15 Para. 1 and § 18.

## **§ 22**

### **Examiners, assessors, Board of Examiners**

- (1) Only members and employees of the HTW Dresden or other universities, who have the authority to independently teach the examination subject in question, may be appointed as examiners. Insofar as this is appropriate for the subject matter of the examination, persons who have the authority to independently teach only one sub-field of the examination subject can also be appointed as examiners. In special, exceptional cases, teachers for special tasks, as well as persons with experience in professional practice and training, may also be appointed as examiners, provided that this is appropriate according to the nature of the university examination.
- (2) Only those individuals, who have themselves obtained at least the qualification that is to be determined by the examination or an equivalent qualification, may be appointed as examiners.
- (3) Boards of Examiners are made up of at least one examiner and one assessor who maintains the protocol.
- (4) Unless there are compelling reasons to override the appointment as examiner or chairperson of the Board of Examiners, the appointment applies both to the examination that is conducted as per the schedule in the examination plan (first examination) as well as to the follow-up and re-examinations resulting from the first examination. It should be documented in writing.
- (5) The names of the examiners should be communicated to students in due time, at the latest with the announcement of the examination date.
- (6) Examiners and assessors are subject to official secrecy in accordance with § 20 Para. 4 Sentences 2 and 3.
- (7) § 1 of the SächsVwVfZG (law on regulation of the administrative procedure and the law on service in administrative procedures for the Free State of Saxony) and §§ 20, 21 of the VwVfG (Administrative Procedure Act) are applicable in matters related to the partiality of examiners.

This is a translation for information purposes. Only the German wording of the study and examination regulations of July 11<sup>th</sup> 2017 is legally binding.

### § 23

#### **Granting of credits for study periods, course achievements and examinations, as well as for qualifications acquired outside the university**

- (1) Credits for course achievements and examinations that have been completed at a university are granted upon application, unless there are significant differences in the acquired competencies. Refusal to grant credits must be justified in writing. The Examination Board decides about granting credits and determining equivalence.
- (2) Credits for study periods, course achievements and examinations are granted without an equivalence assessment if they have been completed in the same degree programme at a university in the Federal Republic of Germany. The decision is made by the Examination Board.
- (3) Credits for qualifications obtained outside of university studies are granted upon application if they are equivalent. Equivalence is established if the content, scope and requirements essentially correspond to parts of the Bachelor's degree programme in Electrical Engineering at the HTW Dresden. This is not a schematic comparison, but an overall consideration and overall assessment. When credits are granted for study periods, course achievements and examinations completed outside the Federal Republic of Germany, the equivalence agreements approved by the Kultusministerkonferenz (Conference of Ministers of Education) and the German Rectors' Conference must be taken into account in the framework of university partnerships. Qualifications acquired outside of university studies can replace at most 50% of the study programme. The decision is made by the Examination Board.
- (4) Omitted
- (5) Course achievements and examinations are recognised by the Examination Board on the basis of the ECTS credits awarded. The study regulation (study schedule) is applied when awarding ECTS credits for recognised course achievements and examinations.
- (6) Examinations that have been completed as part of exchange programmes abroad are recognised on the basis of "learning agreements" in accordance with § 24.
- (7) If credits for course achievements and examinations or qualifications acquired outside of university studies are granted in Para. 1-3, credits will be granted ex officio for the corresponding study periods. The decision is made by the Examination Board. In the cases of Para. 1 and 2, grades shall be adopted if the grading systems are comparable. The grades should be included in the calculation of the overall grade. A "passed" note is added in the event of incomparable grading systems. Credits may be indicated on the certificate.
- (8) The student must submit the documents required for the granting of credits, especially proofs that describe subject-specific contents (module descriptions).
- (9) Applications pursuant to Para. 1 for recognising course achievements, examinations and study periods must be submitted to the Examination Board in writing no later than four weeks before the first date of the examination for which the student is enrolled, and no later than by the examination date of alternative examinations.
- (10) When a student resumes studies after a leave of absence, the course achievements and examinations completed by then continue to be valid. The same applies to continuing or restarting studies at the HTW Dresden in the same degree programme.
- (11) Issuing a certificate for the Bachelor's examination solely on the basis of examinations taken at other universities is not permitted.

This is a translation for information purposes. Only the German wording of the study and examination regulations of July 11<sup>th</sup> 2017 is legally binding.

## § 24

### Provisions for examinations taken abroad

- (1) "Learning agreements" (binding stipulations regarding modules to be attended and passed at the partner university) must be concluded as preparation for the recognition of achievements performed abroad.
- (2) The provisions of the applicable examination regulation for the respective degree programme of the respective partner university are decisive when it comes to the admission, deadlines, nature, scope and modalities of examinations taken at partner universities abroad.
- (3) Prerequisite for recognition is the existence of appropriate evidence that describes the technical content (module descriptions) in German or English, the number of semester hours per week, ECTS credits obtained and grades. A "passed" note is added in the event of incomparable grading systems.

## § 25

### Certificates, Bachelor's degree certificate, certifications

- (1) After a student passes the Bachelor's examination, a certificate mentioning the Bachelor's degree programme in Electrical Engineering is issued immediately. The certificate mentions module grades including verbal formulations with assigned ECTS credits, the topic of the Bachelor's thesis and its overall grade including verbal formulation and the overall grade and overall evaluation of the Bachelor's examination in accordance with Para. 2, as well as the final relative grade (ECTS grade). It indicates the standard period of study as well as the actual duration of the study programme (upon application to the Examination Office, which must be submitted no later than by the day of the last examination). Examinations taken at other universities in the Federal Republic of Germany and abroad must be marked as such. Grades should be indicated with one decimal place after the decimal point as set out in § 15 Para. 3. The certificate is signed by the Dean of the Faculty of Electrical Engineering and the Chairperson of the Examination Board, and has the seal of the university stamped on it.
- (2) The overall evaluation is the description in words of the overall grade of the Bachelor's examination as set out in § 15 Para. 3. The overall evaluation "excellent" is awarded for outstanding performance. The prerequisite is that the overall grade of the Bachelor's thesis is "very good", no grade of any module examination is lower than "good", and the overall grade of the Bachelor's examination is at least 1.2 or higher.
- (3) In addition to the certificate for the Bachelor's examination, a Bachelor's degree certificate for the award of the corresponding Bachelor's degree is issued on the same date. The certificate is signed by the Rector of the university and the Dean of the Faculty of Electrical Engineering, and has the seal of the university stamped on it. An English translation is attached to the certificate.
- (4) The degree of  
Bachelor of Engineering, B.Eng.  
is awarded due to passing of the Bachelor's examination. This certificate entitles students to use their university degree as their title.
- (5) A "Diploma Supplement" is issued for graduates according to the "Diploma Supplement Model" of the European Union/Council of Europe/UNESCO. The text as agreed between the Conference of Ministers of Education and the German Rectors' Conference should be used in the respective valid version to represent the national education system.
- (6) Upon submission of an application to the Examination Office, examination results of additional modules are also indicated in the certificate and marked as such, but they are not taken into account when calculating the overall grade. The application must be submitted to the Examination Office by the day of the last examination.



This is a translation for information purposes. Only the German wording of the study and examination regulations of July 11<sup>th</sup> 2017 is legally binding.

- (7) The certificate and document bear the date of the day on which the last examination was taken.
- (8) If a student has not passed the Bachelor's examination, a certificate, which mentions all examinations and their grades and shows that the Bachelor's examination has not been passed, will be issued upon request.

## **§ 26**

### **Invalidity of the Bachelor's examination**

- (1) If the prerequisites for taking a module examination were not met without the student intending to cheat, and if this fact comes to light only after the certificate has been handed over, then this shortcoming is remedied by the student passing the module examination. If the student has attempted to sit for the module examination by intentionally deceitful means, then the module examination can be graded as "not adequate" and the Bachelor's examination can be declared as failed.
- (2) If the student has cheated during an examination, and this fact comes to light only after the certificate has been handed over, the grade of the module examination can be corrected as set out in Para. 3. If necessary, the module examination can be declared as "not adequate" and the Bachelor's examination declared as failed. The same applies to the Bachelor's thesis.
- (3) The incorrect certificate must be withdrawn by the Examination Board and, if necessary, a new one should be issued. The Bachelor's degree certificate and the Diploma Supplement must also be withdrawn along with the certificate if the Bachelor's examination has been declared as failed due to cheating on the part of the student.
- (4) The student is given the opportunity to make a statement before a decision is made.
- (5) Decisions as set out in Para. 1 Sentence 2 and Para. 2 are excluded after a period of five years from the date of the certificate.

## **§ 27**

### **Viewing of examination files**

Within one year from the completion of an examination or the Bachelor's thesis and the announcement of the corresponding grade, the student is entitled, upon submitting a corresponding application to the examiner, to view the examination paper and the related assessments of examiners and examination protocols and to consult the examiner. The place and time of viewing are determined by the examiner. In principle, the student cannot make copies or take photographs of the examination files.

## **§ 28**

### **Appeal procedure**

- (1) Decisions according to this regulation, which can adversely affect the rights of a student, should be communicated to the student immediately in writing by the authority that has made these decisions. They must also be justified and an instruction about the right to appeal in accordance with § 58 Para. 1 of the VwGO (Code of Administrative Court Procedure) must also be provided. This does not apply to the announcement of examination results, except if a student fails the Bachelor's thesis and the defence of the Bachelor's thesis.
- (2) Appeals against decisions under this regulation must be lodged with the Examination Board. § 70 of the VwGO also applies. It states that the appeal must be lodged in writing or for recording within one month of the announcement of the administrative act. The Examination Board issues the ruling on the appeal.

This is a translation for information purposes. Only the German wording of the study and examination regulations of July 11<sup>th</sup> 2017 is legally binding.

- (3) If an appeal is lodged against an assessment decision of an examiner, the Examination Board reviews the decision only to check whether
1. the examination procedure was carried out properly and/or
  2. the examiner made the assessment based on incorrect facts and/or
  3. generally valid assessment principles were observed and/or
  4. the examiner was guided by irrelevant considerations.
- The same applies if an appeal is lodged against the decisions of several examiners.
- (4) A final decision on the appeal must be taken within a reasonable period, but no later than after three months. If the appeal is not remedied, the ruling on the appeal must be substantiated and an instruction about the right to appeal must also be provided.

### **§ 29**

**Omitted**

### **§ 30**

#### **Coming into effect/publication**

This examination regulation applies to students who are going to take up studies in the Bachelor's degree programme in Electrical Engineering from the winter semester of 2017/18 at the HTW Dresden.

The examination regulation was decided upon by the Faculty Board of the Faculty of Electrical Engineering on 10 July 2017 and approved by the Rectorate on 11 July 2017. It takes effect on 12 July 2017 and will be published.

Issued based on the decision of the Faculty Board of the Faculty of Electrical Engineering on 10 July 2017 and the approval of the Rectorate of the HTW Dresden on 11 July 2017.

Dresden, 11 July 2017

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