

CLEAN VERSION –

The clean version is an amalgamation of the existing valid regulations and the amendments to the standing rules. It provides a clear overview and a good service.

General Study Programme and Examination Regulations of the University for Sustainable Development Eberswalde¹ of 23.03.2016

First amended version of the standing rules dated 27.01.2021

Preliminary Comments (Preamble, Legal Notes)

Based on § 23, sect. 2, sentence 1 and § 64, sect. 2 in connection with § 9, sect. 1 to § 9, sect. 5 of the Higher Education Act of Brandenburg (BbgHG) of 28 April 2014 (GVBl. I/14, no.18) in the version of 1 July 2015 (GVBl. I/15, no.18) and the Regulations on Examinations in Higher Education (HSPV) of 4 March 2015 (GVBL. II/15, no. 12) and § 21 of the Basic Statutes and Regulations of the University for Sustainable Development (HNEE) of 21.09.2015, the Academic Senate of the HNEE concluded the following General Study Programme and Examination Regulations on 27.01.2016 and 23.03.2016.

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¹ This document is a translation of the original German "Rahmenstudien- und Rahmenprüfungsordnung der HNE Eberswalde" and serves informational purposes only. In the event of doubt or difference, the German version applies exclusively. All regulations declared herein are subject to the laws of the Federal Republic of Germany.

I General (programme-related section)

§ 1 Scope of Application

These General Study Programme and Examination Regulations apply to all study programmes offered at the HNEE. Issues specific to a study programme are regulated by the faculty responsible in the programme-specific Study Programme and Examination Regulations. Issues pertaining to co-operative study programmes completed at other universities are governed by the respective university regulations or the applicable agreement on the co-operation for the respective part as per Appendix 1.

§ 2 General Admission Requirements and Procedures for Study Programmes with Admission Restrictions

- (1) The general admission requirements for Bachelor's and Master's study programmes comply with § 9 of the Higher Education Act of Brandenburg. The admission procedure for study programmes with admission restrictions is in accordance with the provisions of the Brandenburg law on admission to higher education.
- (2) If admission to a Master's programme demands further eligibility and qualification requirements beyond a first vocational university degree in accordance with § 9, sect. 5, p. 2 BbgHG, these must be regulated in the programme-specific regulations on admission. A regulation is only valid if the additional eligibility and qualification prerequisites due to the particular subject-related requirements of the Master's study programme are verifiably necessary, and the applicable legal basis of § 9, sect. 5, p. 2 of the Higher Education Act of Brandenburg is cited properly in the programme-specific regulations.
- (3) The regulation on eligibility and qualification requirements in accordance with § 9, sect. 5, p. 2 BbgHG generally applies in the following cases:
 1. The number of credit points of the first vocational bachelor's degree for students with a bachelor degree or the standard regulated study period for students with another vocational degree as per § 4, sect. 7, p. 2 of the Regulations on Examinations in Higher Education
 2. Language requirements if the study programme is offered entirely or in part in a language other than German or if subject resources and literature are generally or to a significant degree provided in a language other than German
 3. Subject and content-related requirements placed on the first vocational university degree must be verifiable as being prerequisite for acceptance to the Master's study programme. They must be stated clearly in the programme-specific regulations for admission. The following constructions in particular are inadequate:
 - a. "in a subject significant to the Master's study programme"
 - b. "in a subject relevant to the Master's study programme"
 - c. "is appropriately related to the Master's study programme"
 - d. "a first vocational degree in a scientifically-based course of study"Adding examples of vocational degrees in different subjects that are accepted for admission to the constructions listed above meets the requirement of clear definition of the subject orientation of the first degree for admission to the Master's programme.
- (4) The regulation on additional eligibility and qualification requirements for admission to a Master's programme is not valid in the following cases in particular
 1. assessment of motivation of the applicant
 2. requiring letters of reference or recommendation

- (5) Applicants without a vocational degree can only be admitted to further development Master's programmes in exceptional cases as per § 9, sect. 5, p. 4 BbgHG. In this case, the Master's study programme must be a particular study programme for further professional development as per § 9, sect. 5, p. 4 BbgHG and the applicant can prove knowledge and skills equal to the knowledge and skills acquired through the completion of a vocational degree in an entrance examination.
- (6) The programme-specific regulations must clearly state the particularities of the further development Master's programme as per section 5. It must be stated why and how the requirements for a first, vocational degree can be waived for this study programme, in deviation of the norm. The specific nature of the programme can be declared in reference to either the subject or target audience. The specificity of the further development Master's study programme must be reflected in its content and structure.
- (7) The nature and duration of the professional qualification of the target audience of the special further development study programme must satisfy the assumption that knowledge and skills equal to those acquired with a vocational university degree have been acquired through the professional qualification. This generally means a prerequisite of 5 years of professional experience in the sense of § 9, sect. 2, no. 1 - 10 BbgHG or 7 years in the sense of § 9, sect. 2, no. 11 BbgHG.
The type of professional qualification required is determined by the content of the special, further development Master's study programme. However, the experience acquired must have included holding professional responsibility.
- (8) The details of the entry examination must be provided in the programme-specific Study Programme and Examination Regulations.
- (9) The programme-specific Study Programme and Examination Regulations settle any special requirements for admission to dual study programmes. An apprenticeship training contract from a training body recognized and approved by the HNEE must be submitted in addition to the application for admission to a dual study programme with integrated apprenticeship (§ 14, sect. 3, sentence 4 BbgHG)
- (10) The university selection procedure for Bachelor's and Master's degrees with restricted admissions is governed by the HNEE statute on student selection for study programmes with regional restrictions.

§ 3 Study Period and Degree

- (1) Full-time study programmes leading to a Bachelor's degree must comprise at least 6 and at most 8 semesters. Full-time study programmes leading to a Master's degree must comprise at least 2 and at most 4 semesters.
- (2) The standard study period is extended respectively for part-time programmes. § 4 governs individual part-time study programmes.
- (3) The programme-specific Study Programme and Examination Regulations in accordance with § 9, sect. 3, HSPV state which degree is awarded following successful completion of the programme. Upon successful completion of a Bachelor's programme, and depending on the content of the study programme, the degree of Bachelor of Science (B.Sc.) or Bachelor of Arts (B.A.) or Bachelor of Engineering (B.Eng.) is conferred. Upon successful completion of a Master's programme, and

depending on the content of the programme, the degree of Master of Science (M.Sc.) or Master of Arts (M.A.) or Master of Engineering (M.Eng.) is conferred.

§ 4 Part-Time Study

- (1) Study programmes can be offered in part-time form.
- (2) The programme-specific Study Programme and Examination Regulations state whether a study programme is suitable for part-time study or not. Regulations for part-time study are provided in the programme-specific Study Programme and Examination Regulations. The time requirement per semester must be at least half of the time required for a regular, full-time study programme.
- (3) Furthermore, students can apply for part-time study at the respective Examination Board during the re-registration period by email or in writing for important personal reasons (e.g. child care, homecare of a close relative, illness, social commitment, working in university administration, dependence on other employment as the sole source of income) for the following semester if they cannot pursue full-time study. Relevant documentation must be provided as proof in support of the application.
- (4) Students pursuing part-time study have the same rights and obligations as full-time students. Students in individual part-time study have no claim to the provision of specialized or adjusted teaching. Specific regulations (extension of study period, maximum extension) are made by the Examination Board responsible.

§ 5 Programme Structure, Modularization and Credit System

- (1) Study programmes have a modular structure. They comprise compulsory modules and, in some cases, elective modules. Elective modules are offered at least once during the prescribed period of study. There is no obligation for an elective module to take place if fewer than five students have registered for the module.
- (2) Compulsory modules must be completed successfully by all students enrolled in a study programme. Elective modules can be selected from the course offering defined in the Study Programme and Examination Regulations for the applicable study programme.
- (3) Modules can also be taken optionally (optional modules). Students are entitled to have optional modules declared on their certificates with grade and credit points (these, however, do not contribute to the final grade). If a student does not sit the examination at the end of the module, the module is not passed. This does not forfeit the examination right.
- (4) A module can consist of several partial modules. Modules are generally concluded with a graded activity or task.
- (5) A particular number of credit points (hereinafter "credits") in accordance with the European Credit Transfer System (ECTS) and dependent on the amount of work required by the students must be assigned to each module. A credit accounts for a student workload of 25 to 30 hours.
- (6) The programme-specific Study Programme and Examination Regulations state the amount of credits awarded for each module. Modules must have at least 5 (preferably 6) credits. In justifiable

cases, modules may have fewer credits provided that this does not increase the examination load above average. The number of examinations per semester must be appropriate.

- (7) Credits will only be awarded for a module if the module grade is at least "sufficient" ("ausreichend") or the evaluation results in a "pass" ("mit Erfolg").
- (8) The applied teaching and learning forms are specified in the respective module description. These are, for example, lectures, exercises, seminars, excursions, e-learning, practical experience, project work.
- (9) Full-time study programmes are generally structured to achieve 30 credits per semester. For the Bachelor's degree, at least 180 credits (6 semesters) are required, while for the Master's degree at least 300 credits, including those recognized during the prior degree course, must be achieved. The credits required per semester for part-time study programmes are reduced in accordance with the relevant curriculum.
- (10) The programme-specific Study Programme and Examination Regulations must provide for a period of at least 12 weeks to give students the opportunity to attend other universities, spend time abroad or gain practical experience or work on projects. The programme-specific Study Programme and Examination Regulations determine the scope of mobility (place, duration, activity).

§ 6 Student Advisory Service and Academic Review

- (1) The respective faculty organizes the programme-specific offering of the Student Advisory Service. The programme-specific offering is provided by, for example, Heads of Study Programmes, tutors, mentors or other staff assigned by the faculty.
- (2) By the end of the 3rd semester, students of Bachelor's study programmes must have gained at least 2/3 of the total credits required by this stage for the relevant study programme. In the event that this is not the case, the student may be invited to academic review by the Examination Board.

If Bachelor's or Master's students have not passed an examination 4 study semesters after the time point specified in the curriculum, they are required to attend an academic review. The academic review is held after the 6th study semester for Bachelor's students and after the 4th study semester for Master's students.

The academic review is used to set a plan for the subsequent course of study and a binding, individual examination schedule (learning agreement), approved by the Examination Board. The learning agreement is provided in written form and signed by the student and the Examination Board. If the student does not attend the academic review or does not comply with the learning agreement, the student forfeits the examination right. In this case, the student is disqualified and deregistered from the University, in accordance with § 14, sect. 5, sentence 2, no. 2 BbgHG.

§7 Disadvantage Compensation and Special Study Plans

- (1) Students who have documented disadvantages through physical, mental or psychological disabilities or issues can apply for disadvantage compensation for taking examinations (e.g. for a different form of examination or extension of time). The application must be submitted to the Examination Board by 6 weeks before the examination period at the latest, and in written form stating the reasons for the application with the relevant documentation of proof.

- (2) The needs of students who have child care or homecare commitments and students with disabilities or health issues must be accommodated with special study plans that facilitate completion of the study programme within the regular study period upon request.
- (3) Time periods in accordance with § 3, sect. 2 and § 6, sect. 1 of the German Maternity Protection Act and the time periods defined by the German Law on Parental Allowance and Parental Leave must be observed.
- (4) The Examination Board decides on applications in accordance with sections 1, 2 and 3. The relevant documentation of proof must be submitted with the application.

II. Examinations (examination-related section)

§ 8 Examiners

Teaching staff and adjunct instructors mainly employed by the university and individuals with appropriate professional and training experience are authorized to serve as examiners and accept and grade examinations. Examiners must hold at least the qualifications determined by the examination or equivalent. The Examination Board decides on any exceptions.

§ 9 Examination Board

- (1) The faculty must nominate an Examination Board to determine all matters relating to examinations. Each study programme must be assigned to an Examination Board. Each Examination Board is comprised of 3 professors, 1 academic staff member, and 2 student representatives. The term of office for board members is 3 years except for student representatives, for whom the term of office on the Examination Board is 1 year.
- (2) Members and their representatives are nominated by the faculty board responsible upon the recommendation of the respective status group. The Chair of the Examination Board and his/her representative is elected by the Examination Board. The Chair of the Examination Board must be a Professor.
- (3) In particular, the Examination Board is responsible for
 - a) compliance with the Study Programme and Examination Regulations (applications, exceptions, consequences for violations)
 - b) recognition of examinations and study periods
 - c) examination planning and procedures
 - d) appeals against examinations/examination results
 - e) forfeit of the examination right
 - f) admission to examinations in justified exceptions

All decisions of the Examination Board must be submitted to the HNEE office for academic affairs in writing or by e-mail.

- (4) The Studies Commission decides on appeals against decisions made by the Examination Board (§ 23 of the HNEE University Statutes)
- (5) The HNEE office for academic affairs supports the Examination Boards in the preparation and execution of their decisions as well as the execution of Examination Board meetings. This applies in particular to decisions leading to deregistration from the University, processing appeals and holding compulsory academic reviews in accordance with § 6 (2).
- (6) The Chair summons the Examination Board. The call to meeting must be in writing or by e-mail and have a notification period of at least 1 week. In urgent cases, the notification period may be reduced to 24 hours meaning that decisions can be made by document circulation without holding a meeting in person unless the decision involves loss of the examination right.
- (7) The Examination Board is quorate when, following proper summons of the members of the Board in the sense of section (6), at least 3 members entitled to vote in addition to the Chair or his/her representative are present. The Examination Board decides with a simple majority vote. In the event of a split vote, the Chair's vote has authority.
- (8) The Examination Board can transfer its authority to the Chair on a revocable basis.
- (9) All members of the Examination Board are bound to confidentiality. They have the right to attend examinations.

§ 10 Examination Right, Examination Requirements and Forfeit of the Examination Right

- (1) The examination right comes into effect when the examination prerequisites have been met and the examination right has not been forfeited.

A programme examination may only be taken if the candidate

1. has been properly matriculated at the HNEE
2. is not on a leave of absence for the semester
3. has satisfied all prerequisites of the examination and any other requirements (e.g. practical experience or subject-specific language requirements)
4. has not forfeited his/her examination right by failing to meet the deadlines as per section 2 and
5. has not forfeited his/her examination right by final failure of the same or similar study programme at a university.

Students who have been granted leave on account of family commitments are exempt from no. 2. However, the standard study period of the respective study programme must not be exceeded as a result of this ruling. The request to sit examinations during leave for family reasons with a clear statement of the module in question must be submitted to the Dean responsible at least 4 weeks before the examination period.

- (2) The examination right is forfeited
 1. for a Bachelor's study programme, when the study period taken is double that of the prescribed regular study period,
for a Master's study programme with a regular study period of 4 study semesters, after the 8th study semester,
for a Master's study programme with a regular study period of 3 study semesters, after the 7th study semester,

for a Master's study programme with a regular study period of 2 study semesters, after the 6th study semester or

2. if a repeat examination has been failed for the second time or
 3. in cases as per § 6, sect. 2 above.
- (3) When the examination right has been forfeited, the student must be disqualified and deregistered from the University.
- (4) Any existing examination right within a study programme at the HNEE is lost upon disqualification and deregistration from the University.
- (5) The Examination Board may decide on exceptions in particularly difficult or complex cases.

§ 11 Examination Forms

- (1) Examination forms consist of oral examinations (e.g. presentations, examination discussions, colloquia/defences), written examinations (e.g. written tests, home assignments, term papers, project reports), practical tests (e.g. lab tests, collections, IT-supported assignments) and other examination forms. The programme-specific Study Programme and Examination Regulations specify the actual examination forms for each module. Group examinations are permissible.
- (2) Oral examinations are carried out by at least 2 examiners or by an examiner and one observer knowledgeable in the subject. The observer must have a university degree in a comparable study programme. Examination content and results must be documented. Oral discussions should be between 15 and 30 minutes in duration per candidate for each applicable module. Any other oral examination forms should be at least 15 minutes in duration per student and module and are specified in the Study Programme and Examination Regulations for the respective study programme. Oral examinations can be attended by students and staff of the HNEE unless either the examiner or the candidate objects. This does not apply to the announcement of results and academic review, which are not open to either staff or students other than the examiner and candidate.
- (3) Written examinations are set and evaluated by at least one examiner.
Written examinations should be between 90 and 180 minutes. They must be supervised by the examiner or a qualified person appointed by the examiner or the Chair of the Examination Board. The examination process must be documented.
- (4) Practical and other examination forms must be set and evaluated by at least one examiner.
- (5) Online examinations are to be facilitated as a contemporary form of examination within the context of a trial phase limited to four semesters, starting from the winter semester 2020/2021. Following a joint evaluation after three semesters, which will be carried out by the Ministry for Science, Research and Culture (MWFK) and the universities, a joint decision will be made as to whether and under what conditions the universities can offer online examinations as a form of examination on a long-term basis.
 1. Online examinations are examinations which are carried out in electronic form, without the obligation to be present in person in a prescribed examination room.

The online examination is to be trialled as a contemporary form of examination. It can be offered as an alternative to an examination which requires the student to be present in person.

2. Online examinations can be offered in the form of supervised written examinations (remote written examinations) or as oral or practical online examinations.

a) Remote written examinations will be completed within a prescribed timeframe using electronic communications equipment with video supervision.

b) Oral and practical online examinations will be conducted as video conferences.

3. The methods used to run the examination shall be regulated by Appendix 2 of these General Study Programme and Examination Regulations, which is a component part of these General Study Programme and Examination Regulations. Regulations specific to particular subject areas are to be enshrined in the Study Programme and Examination Regulations specific to each study programme.

(6) Exceptions are decided by the applicable Examination Board.

§ 12 Examination Registration and Withdrawal

(1) Upon enrolment or re-registration, students are registered for the examinations of the compulsory modules as provided for by the respective examination plan including examinations that have not yet been passed.

(2) When a student registers for an elective module in the campus management system, it is treated as a compulsory module in accordance with the examination regulations. If the elective module does not take place, students must select from the remaining electives. Applicable deadlines are set by the faculty responsible.

(3) Students may withdraw from a module examination in the campus management system up to 7 calendar days prior to the examination.

§ 13 Examination Deadlines and Planning

(1) Examinations are generally held in the examination period subsequent to the respective lecture period or, in the case of block courses, directly after the course provided that the programme-specific Study Programme and Examination Regulations do not state otherwise. The Examination Board decides on further exceptions.

(2) The examination plan, which is published in the campus management system 4 weeks before the start of the examination period at the latest, is binding. Any changes can only be decided in urgent cases by the Examination Board.

§ 14 Examination Evaluation and Grading

(1) Examination performance must be graded differentially. The grade levels defined below must be used.

Grades		Characteristics
1.0 ; 1.3	excellent ("sehr gut")	Outstanding
1.7; 2.0; 2.3	very good ("gut")	meets the requirements with a significantly above average performance
2.7; 3.0; 3.3	satisfactory ("befriedigend")	meets the requirements with an average performance
3.7; 4.0	sufficient	meets the requirements in spite of deficiencies
5.0	not sufficient	does not meet the requirements due to significant deficiencies and errors

- (2) Examination performance of a primarily practical content can be graded as "pass" ("mit Erfolg") or "no pass" ("ohne Erfolg").
- (3) If a module examination comprises an examination grade, the examination grade is the grade for the module. If a module examination comprises several examination grades, the module grade is the average of the individual examination grades, or weighted according to the Study Programme and Examination Regulations for the relevant programme. Justified exceptions to these regulations can be provided for in the relevant programme-specific Study Programme and Examination Regulations. Module grades should only have one decimal figure after the decimal separator; any figures thereafter are deleted.
- (4) A grade of at least 4.0 ("sufficient") is required to pass a module examination.
- (5) The overall grade for the final degree and degree certificate is calculated from the grades for all compulsory and elective modules. The programme-specific Study Programme and Examination Regulations can provide weightings for module grades. For the overall grade, only the first figure after the decimal separator is used - all additional figures after that are removed and not rounded up or down.

Overall grades calculated from individual grades are classified as follows:

average of up to 1.5	Grade: excellent ("sehr gut")
average 1.6 - 2.5	Grade: very good ("gut")
average 2.6 - 3.5	Grade: satisfactory ("befriedigend")
average 3.6 - 4.0	Grade: sufficient ("ausreichend")
above 4.0	Grade: not sufficient ("nicht ausreichend")

"With distinction" ("mit Auszeichnung") is stated on degree certificates with final grades of up to 1.3.

- (6) Alongside the overall mark in accordance with paragraph 1, a relative mark is to be indicated in addition to the German mark for final degrees. Students who have successfully completed their degrees will be given the following ECTS marks:

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

The basis for the calculation of the ECTS mark for any given student is the overall set of marks for the final degrees of all the students on the study programme in question in the last six semesters.

The ECTS mark will not be calculated until there are at least 30 overall marks available for the final degree of the study programme in question. If there are not yet 30 overall marks available for the degree being pursued by a particular student, he/she will on request be sent a certificate to confirm his/her relative mark as soon as the mark can be calculated.

ECTS marks will not be awarded for individual modules.

§ 15 Publication of Results, Access Rights, Appeals

- (1) Examination grades are published in the campus management system in compliance with data protection law 6 weeks after the start of the lecture period of the following semester at the latest. Examination results for the last semester of the regular study period must be announced 1 week before the end of the semester. Any exceptions are governed by the Dean upon request of the examiner.
- (2) The right to access examination documents must be provided up to 10 weeks after the start of the subsequent semester. The right to view examination documents does not permit for making copies in any form e.g. by written hand, photocopies. Examination documents are the property of the University.
- (3) Candidates can appeal an examination decision or grade up to 1 month after the end of the right to access period with the Examination Board responsible. Provided that the examination decision was provided to the examinee in written form and included proper and correct legal rights information, the period for appeal is 1 month after announcement of the grade.
- (4) The Examination Board decides on cases for which the period has expired through no fault of the examinee.

§ 16 Repeat Examinations

- (1) Passed examinations cannot be repeated pursuant to the regulations on trial examinations declared in section (8) below.
- (2) If modules comprise several examination grades, examinations may only be repeated if the module grade is worse than 4.0. The calculation of modules is governed by the programme-specific Study Programme and Examination Regulations.
- (3) Failed examinations can be repeated twice. Failed attempts in the same modules must be recognized if the student changes study programme.
- (4) § 19 (16) applies for final theses.
- (5) Repeat examinations are held every 2 semesters at the latest. Shorter cycles can be set in the programme-specific Study Programme and Examination Regulations or by a decision of the Examination Board. Repeat examinations for the last 2 study semesters must be offered in the respective subsequent semester.
- (6) Repeat examinations are generally to be held in the same way as the first examination. The examiner can decide on exceptions.

- (7) Examinations that must be passed in order to proceed with the study programme must be graded by a second examiner. This only applies to written examinations if the examination was failed. The repeat grade is the arithmetic mean of the grades given by the two examiners.
- (8) Trial examinations are only permissible for examinations within the standard study period that are taken by the standard examination deadline in accordance with the programme-specific Study Programme and Examination Regulations.
A maximum of 2 failed examinations can be waived during a Bachelor's programme provided that they were first taken during the first 4 study semesters.
For Master's study programmes, a failed module examination taken during the first 2 study semesters can be waived. Applications to have a failed module examination count as a trial examination and must be submitted to the Examinations Office 4 weeks before the start of the next examination period at the latest. Only one request per module is permitted.
Every module examination, for which a trial examination is claimed, must be taken within the examination period of the 2 semesters following the trial examination.
Withdrawal or an unexcused absence from the trial examination results in the loss of the right to sit a trial examination.
Use of the trial examination regulation cannot lead to an extension of the study period. Trial examinations can be applied for partial module exams, but each attempt at a trial examination counts as a full trial exam attempt.
- (9) Within the framework of the trial examinations permitted as per para. 1, module examinations can also be re-taken once to improve grades, whereby the higher grade is taken as the valid grade. The regulations of section 1 apply.

§ 17 Failure to Attend and Withdrawal

- (1) Examination performance is graded with "not sufficient" ("nicht ausreichend") (5.0) if the examinee fails to meet an obligatory examination deadline or date without good cause or if s/he withdraws after the start of the examination without good cause. If an examination has been completed properly, withdrawal is no longer permissible.
- (2) The reason or cause for withdrawal or an unexcused absence or default must be presented in written form or be made plausible to the HNEE office for academic affairs. In the event of illness, the examinee must provide a doctor's note or, in the case of doubt and as requested by the Examination Board, a certificate from a medical authority. Illness of a child of the examinee that is primarily in the sole care of the examinee is treated in the same way as if the examinee were incapacitated and could not take an exam him/herself.

§ 18 Cheating, Violation of Regulations and Invalid Examinations

- (1) If an examinee attempts to influence the result of his/her examination by cheating or using non-permitted aids or fails to cite sources and aids for a written thesis or assignments, the examination is graded as "not sufficient" ("nicht ausreichend") (5.0). The examiner is responsible for establishing and informing that such activity has taken place.
- (2) An examinee who disrupts proper examination procedure can be excluded from the rest of the examination by the examiner or the supervisory person. In such cases, the examination is graded as "not sufficient" ("nicht ausreichend") (5.0).

- (3) In serious cases, the Examination Board may withdraw the examination right.
- (4) Appeal procedures and deadlines are subject to § 15 above.
- (5) If cheating occurs or participation in an examination has been improperly effected and is made known only after issuance of the certificate, the Examination Board may declare the examination "no pass". In such an event, the degree is revoked and the diploma and certificate recalled. The examinee has the opportunity to make a statement before the Examination Board prior to any decision being reached.

§ 19 Final Thesis

- (1) The final thesis is a written examination task.
- (2) For full-time, Bachelor's study programmes, the credits awarded for the final thesis must be at least 6 and at most 12, and the preparation time can be 9 weeks at most.
- (3) For full-time Master's study programmes, the credits awarded for the final thesis must be at least 15 and at most 30, and the preparation time at most 6 months.
- (4) For part-time study programmes, the preparation period is extended appropriately.
- (5) The preparation period may be extended upon the request of the examinee for reasons for which s/he is not accountable. The maximum period by which the preparation time allowed for the final thesis can be extended is restricted for Bachelor's programmes to 1 month and for Master's programmes to 2 months.
- (6) The Master's thesis may be completed as a group thesis by up to 3 students provided that the contribution of each student is clearly identifiable and individually assessable.
- (7) The subject of the final thesis must be defined at the earliest after successful completion of the significant majority of the programme tasks and examinations, and generally after the successful completion of programme tasks and examinations comprising at least 75% of the total of the credits to be gained in the study programme minus the credits assigned to the final thesis and defence. If the registration deadline is missed or extension of the period is not requested, the final thesis is deemed not passed. Individual details are governed in the programme-specific Study Programme and Examination Regulations.
- (8) Registration of the final thesis must be documented and on record. The registration must state at least the following:
 - subject
 - start date for work on the thesis
 - date for submission of the thesis
 - names of both supervisors
 - declaration granting the University the right to use and exploit the thesis
- (9) Withdrawal of the subject is permitted once within 4 weeks of registration. Re-registration must follow within 4 weeks. The Examination Board decides on any exceptions.
- (10) The final thesis must be submitted to the appropriate Faculty by the deadline. The submission date must be documented and on record. The programme-specific Study Programme and

Examination Regulations govern the exact modalities. The same applies for the procedure for the thesis defence.

- (11) The final thesis and a colloquium as an oral exam, provided for in the programme-specific Study Programme and Examinations Regulations, must be evaluated by at least 2 examiners from the subject area of the thesis. An examiner, generally the first examiner, must meet the appointment requirements for Professors pursuant to BbgHG and have an autonomous teaching responsibility at the University in the subject area of the thesis. The relevant Faculty Council decides on the appointment requirements.
- (12) The Bachelor's thesis must be graded within 4 weeks and a Master's thesis within 6 weeks. Longer deadlines must be declared to the Dean.
- (13) If grades deviate by more than 1.0 from one another, the Examination Board appoints an additional examiner. The overall grade is calculated as the arithmetic mean of all the examiners' grades, which must all be at least "sufficient" ("ausreichend").
- (14) The programme-specific Study Programme and Examination Regulations provide for final theses and defences that do not pass and the loss of examination rights.
- (15) A trial examination is not permitted for final theses. A final thesis graded with "not sufficient" (5.0) ("nicht ausreichend") may be resubmitted once.
- (16) The Dean of the relevant Faculty governs the archiving of the final thesis pursuant to § 73, sect. 3, sentence 2 and 3 BbgHG.

§ 20 Certificates, Diploma Supplements, Transcripts

- (1) Upon successful completion of all tasks and examinations required by the study programme, a degree certificate is issued to the student. This states at least the module grades, subject and grade of the final thesis and the overall grade. The degree certificate is issued with the date of the final exam passed.
- (2) Graduates also receive either a Bachelor's diploma or Master's diploma and a diploma supplement with the certificate. All documents are provided in German and English. Bachelor's and Master's diplomas and certificates are signed by the Dean and the Chair of the Examination Board and bear the official University stamp.
- (3) Transcripts with information for each semester are also provided electronically. The statement of results is provided during the following semester.

§ 21 Recognition of Acquired Competences, Study Periods and Examinations

- (1) Study periods and examination grades from other universities in the Federal Republic of Germany can be recognized provided that they are not significantly different to those of the intended study programme. The acquired competences to be recognized are reviewed holistically in terms of the overall performance and evaluation and not on the basis of a comparative transfer scheme. Any rejection of requests for the recognition of study periods and examinations must be founded.

- (2) Competences rendered effective through study periods and examinations acquired outside the Federal Republic of Germany are recognized provided that they do not represent any significant difference to those to be acquired through the intended study programme. Recognition is governed by the equivalence agreement of the German Conference of the Ministers of Education and Cultural Affairs ("Kultusministerkonferenz") and the German Rectors' Conference ("Hochschulrektorenkonferenz") or agreements made as part of co-operation agreements between partner universities. Any rejection of requests for the recognition of study periods and examinations must be founded.
- (3) Applicable practical study semesters and professional experience can be recognized provided that they constitute components of the University study programme and provided that there is no significant difference to the practical modules integrated into the intended study programme.
- (4) Up to 50% of knowledge and skills acquired outside a university can be recognized if the content and level is equal to that part of the study programme that is to be replaced.
- (5) The Examination Board decides on the recognition of study periods and examination grades upon request of the student or, as required, together with the teaching staff member responsible for the module. Such requests must be submitted by the respective fourth semester week at the latest. Any rejection of requests for the recognition of study periods and examinations must be founded.
- (6) Study periods, credits and examination grades acquired during the pursuit of a Bachelor's degree are not recognized for Master's study programmes.

§ 22 Assessment Test

- (1) Applicants who meet the admission requirements for a study programme can take an assessment test to start in a higher study semester if they have the appropriate level of knowledge and skills.
- (2) The documents required to take the assessment test, in particular
 - certificates
 - curriculum vitae
 - declaration of the study programme and study semester applied for
 - documents proving acquired competences
 must be submitted in written form by 15 January for commencement in the subsequent winter semester or 15 July for commencement in the subsequent summer semester to the academic affairs office of the HNEE.
- (3) The Examination Board responsible decides on admission to the test, test content and procedures for the programme-specific assessment test. If the test is passed, the applicant is admitted to the appropriate study semester of the programme. The applicant is informed of the assessed level of the test results and the decision in writing.
- (4) The assessment test is designed for the applicant to prove knowledge and skills that equate and can be recognized as at least 30 credits.
- (5) Applicants cannot repeat the assessment test.

§ 23 Effective Date, Sections that will Cease to be Valid

- (1) These General Study Programme and Examination Regulations of the University for Sustainable Development Eberswalde come into effect upon publication on www.hnee.de. They are applicable for all programme-specific Study Programme and Examination Regulations and programme-specific Admission Regulations that are published after these General Study Programme and Examination Regulations come into effect.
- (2) § 11, para. 5 and Appendix 2 will cease to be valid on 01.09.2022.

Appendices

Appendix 1: Co-operation Agreements on Dual Study Programmes at HNEE and Partner Universities

Appendix 2: Special Regulations for the Execution of Online Examinations

Resolution of the HNEE University Senate:	27.01.2021
Approved by the President of the HNEE:	27.01.2021
Approved by the Ministry of Science, Research and Culture, Brandenburg (MWFK):	03.02.2021
Published online on www.hnee.de am:	04.02.2021

Appendix 1 to the General Study Programme and Examination Regulations of the University for Sustainable Development Eberswalde (HNEE) of 27.01.2016

Co-operation Agreements on Dual Study Programmes at HNEE and Partner Universities

1. Master's Study Programme Forest Information Technology M.Sc., HNEE Faculty of Forest and Environment and the Faculty of Forestry, Warsaw University of Life Sciences
2. Master's study programme, Management in Organic Agriculture M.Sc., HNEE Faculty Landscape Management and Nature Conservation and the Albrecht Daniel Thaer-Institute of Agricultural and Horticultural Sciences, Humboldt University, Berlin

Appendix 2

Special Regulations for the Execution of Online Examinations

The objective of these regulations is to provide a standardised way of managing online examination procedures and examinations, starting from the winter semester 2020/2021, during the trial phase of running online examinations at the HNEE, which will be limited to four semesters.

They regulate the execution of the online examinations in accordance with § 11 para. 5 of these General Study Programme and Examination Regulations at the Eberswalde University for Sustainable Development, as follows:

1. For those examinations where the examiners will be offering the option of online examinations, this fact is to be clearly indicated in advance to the examination board and to the students in question at an appropriate period of time in advance of the examination.
Participation in online examinations is on a voluntary basis. The voluntary nature of participation is also to be ensured by offering an alternative option at the same time of a physical examination requiring the presence of students. "At the same time" means that the examination is to take place within the same period of time, with strict adherence to the principles of equality of opportunity. The right to choose remains intact even if the examination has to be repeated.
2. Students who would like to take up the offer that has been made to sit an examination online can submit an application to the examiners (written or in electronic form) to do an online examination.
3. Students are to be given the opportunity to test out the examination situation in advance of the examination with regard to technology, equipment and their surroundings.
4. The university is to ensure that the personal data which comes up during the execution of an online examination is processed in compliance with the legal requirements in terms of data protection. Students are to be informed as to the purpose for which their personal data is to be processed and when this data will be deleted, and this information is to be provided in a precise, transparent, comprehensible and easily accessible form. Their attention is also to be drawn expressly to the rights of those concerned in accordance with Art. 12 to 21 of the GDPR (EU Regulation 2016/679 ABl. L 119 dated 4.5.2016).
5. When running online examinations, learning management systems, examination platforms, video conference systems and other technical aids are to be used in such a way that necessary installations onto the students' own electronic communications equipment are only made under the following conditions:
 - a) The functional capacity of the electronic communications equipment will not be impaired outside of the examination and, during the examination, it will only be impaired to the extent that is necessary in order to ensure authentication and to prevent cheating.
 - b) The information security of the electronic communications equipment will not be compromised at any point in time.
 - c) The confidentiality of the information stored on the electronic communications equipment will not be compromised at any point in time.
 - d) Complete de-installation after the online examination is to be possible.

Communications will be archived by means of the minutes of the examination.

For the purposes of participation in online examinations, the person to be examined is to be identified by means of their personal HNEE e-mail address.

6. Before the start of an online examination, students are to show a valid identity document with a photograph in order to verify their identity. The person to be examined can at all times see all the examiners, and vice versa. Storage of the data processed in the context of the authentication procedure is not permitted.
The verification of identity, the question as where the student is fit to do the examination and the sworn declaration that no other aids have been used will be documented in the minutes of the examination and confirmed either by means of a PDF file sent via e-mail or by fax.
7. The secure web conference systems recommended by the IT Service Centre should be used for the online examinations.
8. The online examinations have a duration in accordance with and analogous to § 11 para. 2 and para. 3 of the General Study Programme and Examination Regulations 2016.
9. With a view to equality of opportunity, the examiners must ensure that neither advantages nor disadvantages are accorded to the person to be examined by their use of the online form of examination and that attempts at cheating are excluded as far as is possible.

In order to prevent cheating, it is to be ensured that the person being examined is personally supervised by a person authorised to carry out examinations or supervised via video throughout the entire online examination. In the case of video supervision, it is a mandatory requirement that students activate the camera and microphone functions of the communications equipment being used for the examination. Above and beyond this, there will be no further surveillance of the room. Video supervision is for that matter to be set up in such a way that the protection of the personality and the private sphere of the person in question is not impaired any further than is necessary for the justified purposes of monitoring.

Video supervision is to be carried out by invigilation staff (examiners/observers) from the university. Automated evaluation of image or sound data from the video supervision is not permitted.

Recording the examination is not permitted, and the same applies to any other form of storage of the image or sound data.

10. For oral and practical online examinations, the examination mark will be announced following a consultation with the person authorised to carry out the examination and will be recorded in the minutes of the examination. The signature of the students and the examiners will be obtained by means of a PDF file sent via e-mail or by fax.
11. If, in the case of a remote written examination, the transmission of the examination task, the processing of the examination task, the transmission of the completed examination or the video supervision become impossible for technical reasons that arise during the course of the examination, the examination will be stopped at whatever stage has been reached and the parts of the examination that have been completed will not be marked. The attempt at holding the examination will not be considered to have taken place.

This does not apply in cases where it can be proven that the students were responsible for the disruption.

If, during a remote oral examination, the transmission of the image or sound are temporarily disrupted, the examination will be continued once the issue has been resolved. If the technical disruption continues to the extent that the oral examination cannot be properly continued, the examination will be repeated at a later date. If the technical disruption occurs after a substantial part of the examination has already been completed, the examination can be continued and brought to a close on the telephone, without the use of a video conference system. In the case that the examination is broken off on account of technical problems, the examiners will decide whether the examination is to be continued in the near future or repeated.

12. The minutes of the examination are to be archived in the Examinations Office.
13. Furthermore, all the regulations of the General Study Programme and Examination Regulations at the HNEE shall apply in the respective current version.