

h_da

Summary of most important Examination Regulations

PO 2019

Prof. Dr. Michael Kuhn

Winter 2023/24

Major

- You have been admitted for one major, changing the major is not possible (§8 (3) BBPO)
- Team project, internship and Master's thesis are normally chosen so that the topic suits the respective major.
- Modules M01 (Technical Management) and M02 (Team Project) compulsory for all majors
- Each major has compulsory modules (35 CP) and elective modules (15 CP)
-> Check study plan for an overview of mandatory and elective modules.

Exams (1)

- Exams are offered twice per year (February/March + July/August)
- Registration is required. **Registration after the deadline is not possible.**
- Cancellation of registration is possible until **two days** before the exam (midnight!!)

Registration Deadline 12.11.2023

Exams (5)

- In case you do not attend an exam it will be counted as “failed”
- Grading is performed according to the German grading system:
1.0 (excellent) ; 1.3 ; 1.7 ; 2.0 ; 2.3 ; 2.7 ; 3.0 ; 3.3 ; 3.7 ; 4.0 ; 5.0 (failed)
- Always check web page for latest version of exam schedule

Cheating

- Mobile phones/smartphones/tablets or comparable devices must be switched off and stowed away out of reach **before the start of the exam**.
- Mobile devices must not be taken out during the entire exam, i.e. come within reach. Failure to do so constitutes an act of cheating.
- Cheating or attempting to cheat, even if subsequently discovered, will result in disqualification from the examination.
- In any case of cheating, the examination will not be awarded a pass mark.
- Please note that cheating may result in removal from the student register.

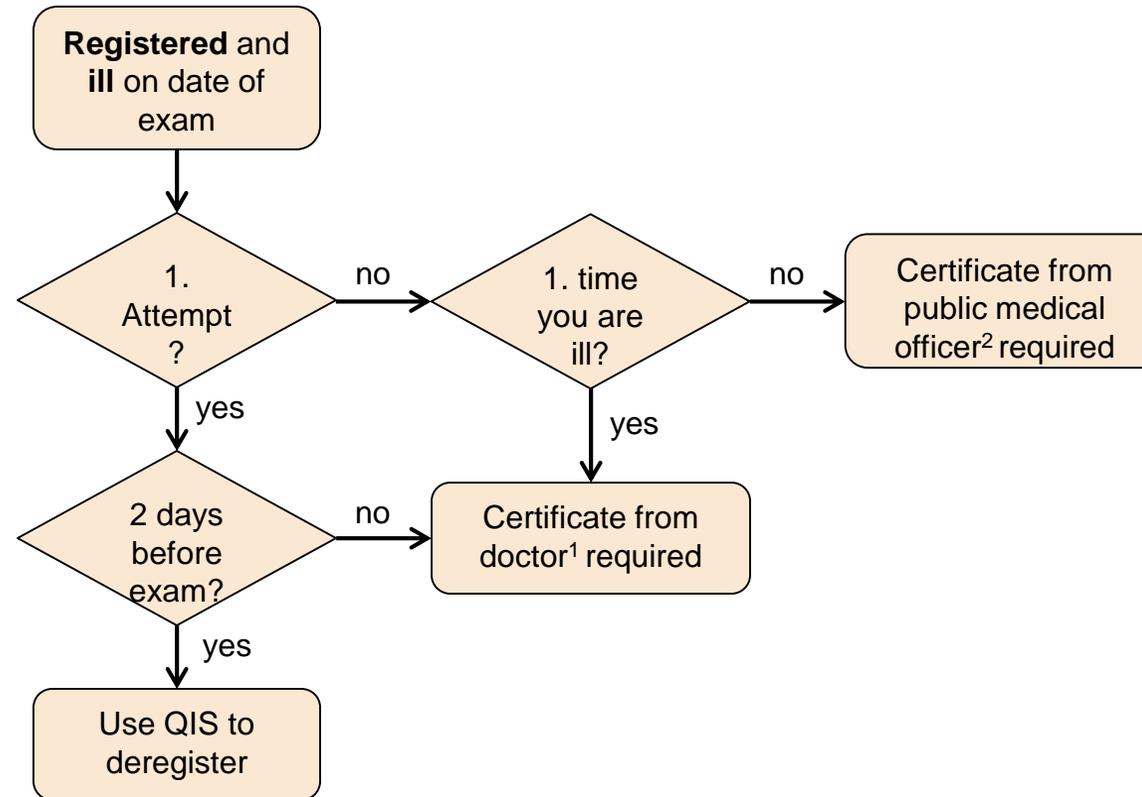
Repetition of Exams – **Compulsory Modules (1)**

- Only exams which are not passed can be repeated
- In case of failure you will automatically be registered for **all following exam dates of this exam.**
Hint: Always check your registration in my.h-da.de
- Repetition exam has to be taken in the following semester (otherwise this trial will be counted as failed)
- In case the 2nd repetition (3rd attempt) of an exam is not passed an oral exam has to be conducted within 8 weeks after the results of the exams have been published
Note: This oral exam can only be offered in case you attend the third attempt.

Repetition of Exams – **Compulsory Modules (2)**

- The result of the oral exam can only be passed (mark 4.0) or failed (mark 5.0).
- The final failure of an examination connotes the final failure of the study program
- Every student is allowed max. two additional oral examinations in this degree programme.

Repetition of Exams – Compulsory Modules (3)



- 1) The certificate has to state that you are unable to take an exam (wording „prüfungsunfähig erkrankt“) and the expected duration of the inability to sit exams. The original (no scan) has to be submitted immediately, i.e. the latest within 2 working days.
- 2) Certificate from „Amtsarzt“ at your own expense required.

Repetition of Exams – **Optional Modules**

- Only exams which are not passed can be repeated
- No automatic registration in case of failure for Optional Modules – always check your registration in QIS!!!
- Failed optional modules can be repeated unlimitedly
- Optional modules can be replaced by other optional modules (better ones chosen for certificate)
- Check Annex 2 of BBPO for a list of elective modules of your major.
- Please register for exam “Research Project” if (and only if) you are working on a project!

Labs

- In case a module has a lab part, you have to pass both, exam and lab
- Successful lab participation can only be entered into the system in case you registered for the “lab exam”
- This means you have to register two exams for modules with lab part: the module exam and the lab exam

Project

- You have to register for the project within the deadlines for examination registration.
- Attending without proper registration results in no grade for the project and another project has to be taken in the following term.

Master Thesis (1)

- Admission required!!!
- Prerequisites:
 - 50 CPs from exams
 - 2nd German course successfully passed => at least German Level A2
 - Internship approved
- Start date MUST BE after admission date!
- Late submission will result in failure of the thesis
- Failed thesis can only be repeated once.

Admission for Master-Thesis

Prerequisites

Name		
Matr.-No.		

Step 1 – Examination Office

fulfils the following prerequisites:

	yes	no
3 Semester Master Degree		
– Minimum of 25 CPs from 1 st semester (2 nd semester students only)	<input type="checkbox"/>	<input type="checkbox"/>
or		
– Minimum of 50 CPs	<input type="checkbox"/>	<input type="checkbox"/>
4 Semester Master Degree		
– At least German A2 Level	<input type="checkbox"/>	<input type="checkbox"/>
– Minimum of 50 CPs (not including BPP)	<input type="checkbox"/>	<input type="checkbox"/>
– BPP acknowledged	<input type="checkbox"/>	<input type="checkbox"/>
<u>if not:</u> given completion date according to BPS form sheet	<input type="checkbox"/>	<input type="checkbox"/>

date

signature Office of the Examination Board

Definition of Master-Thesis

1 st Supervisor	
2 nd Supervisor	
Start Date	Must be after admission date!
Completion Date	6 months after start date
Subject	
Company	

Step 2 – Supervisors

date

signature student

date

signature 1st supervisor

Admission for Thesis

- granted
- conditionally granted:

Step 3 – Head of the Examination Board

date

signature Head of the Examination Board

Master Thesis (2)

- Declaration of original work has to be signed
- All source materials - whether directly quoted or summarized - must be properly documented. Plagiarism may have severe consequences!
- Submission of PDF-version by email by 12 (noon) of Completion Date (email to both supervisors **and** pa.fbe@h-da.de)
- Two bound copies have to be submitted within one week after Completion Date
- A presentation (min. 20 minutes) has to be given at the end of the thesis, duration 60 minutes.
- Weighting for final mark: Thesis : Presentation = 3 : 1

German Courses

- Students have to take two German language courses
 - to achieve at least A2 level or
 - improve by 2 levels if they already have German skills.
- You can get one course recognised if your level is already at least **B1** and attend another course at level B2 at least.

German Courses

Student has...	Recognition	1st Semester Course	2nd Semester Course
No german language skills	-	A1.1 and A1.2	A2.1 and A2.2
A1-Level	-	A2.1 and A2.2	B1.1 and B1.2
A2-Level	-	B1.1 and B1.2	B2.1; optionally B2.2 (with mark if exam is passed or B2.1+ in case exam isn't taken or failed)
B1-Level	B1 level	B2.1; optionally B2.2 (with mark if exam is passed or B2.1+ in case exam isn't taken or failed)	-
B2-Level or above	Two highest levels	-	-

AOB

- You can print a ToR using the online system
- Signed Transcript of Records will only be issued in case they are requested by authorities or companies
- This presentation is only a short summary – the BBPO and ABPO are legally binding, see <https://mse.h-da.de/en/enrolled/downloads>
- Exceptions from these examination regulations are only possible in rare cases!

Examination Board Contact Details

Examination Secretary:

- Office hours: upon agreement
- email: pa.fbe@h-da.de
- Phone: +49 6151 16 38231

Head of Examination Board: Prof. Dr. Michael Kuhn

- Office hours: upon agreement
- email: michael.kuhn@h-da.de
- Office: D16/210

Visa Extension

- For confirmations about your study progress (required for prolonging of your visa) please contact SSC
- We will confirm a good study progress in case at least 15 CP are obtained per semester.

