

Leipzig University of Applied Sciences (HTWK Leipzig)

Examination Regulations International Master's Degree Program Structural Engineering

- PrüfO-SEM -

Last amended: 22 September 2020 based on §§ 13 par. 4, 34 Saxon Higher Education Act (SächsHSFG)

For improved legibility, this document uses the male gender for female and male individuals alike. When used in these regulations, words of male gender refer to the female gender as well.

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§ 1

Scope

(1) These Examination Regulations define the examination procedure applicable to the International Master's Degree Program *Structural Engineering* (SEM Program) at the Faculty of Civil Engineering of the HTWK Leipzig.

(2) These Examination Regulations are the basis to the study regulations including the appendixes thereto (curriculum, module descriptions, list of partner universities), and apply to the SEM Program.

(3) Examinations and pre-exam papers (hereinafter jointly referred to as "Papers", German "Leistungsnachweise") which need to be passed prior to the final examination (Master's Degree examination, German "Masterprüfung") are specified for each module and semester separately in the **Examination Schedule** (German "Prüfungsplan"; refer to the **Appendix**) which is part of these Examination Regulations. The examination schedule contains the name of the module, the associated examinations, the type of examinations, the duration of the examinations, the admission requirements for the examinations, and the evaluation guide used in grading.

§ 2

Master's Degree Examination

(1) The Master's Degree examination is designed to establish whether a student has acquired the minimum qualifications as provided by the study regulations. Upon passing the Master's Degree examination, the Master's Degree (Master of Science, abbreviated "M.Sc.") is awarded which represents a postgraduate degree.

(2) The Master's Degree examination is structured into modules. It shall be deemed passed if the Papers required by the examination schedule have been passed in the respective examinations

- a) in the compulsory and optional modules and
- b) in the final Master's degree module,

subject to the condition that 120 credit points pursuant to the **European Credit Transfer and Accumulation System (ECTS)** have been accumulated. Students must accumulate 99 credits in compulsory modules (Pflichtmodule) plus 21 credits in optional modules (Wahlpflichtmodule).

(3) The standard period of study shall be 4 semesters. It is based on the sequence of classes as recommended by the curriculum and the examination schedule, giving due consideration to the amount of time required by an average student for

- a) attendance to the classes;
- b) preparation for classes and review of class material;
- c) private study;
- d) attendance at and preparation for examinations.

(4) Failure to meet a deadline does not subject the student to sanctions throughout the examination procedure if the student is not liable for such delay. Sentence 1 shall apply accordingly to the statutory exemption for maternity, parental leave or home care leave. The student must provide acceptable proof of his eligibility for the exemption from sanctions.

(5) Papers must be delivered in English language. The examination committee (Prüfungsausschuss) may at their discretion decide to grant exceptions.

§ 3 Examinations

- (1) Examinations are designed to establish whether the student's knowledge, accomplishments, skills and competence are equal to the progress of studies. Several students can take examinations collaboratively (Gruppenarbeit) if the contributions of the respective students are
- a) clearly delimited with respect to the content;
 - b) clearly delimited with respect to the effort involved; and
 - c) any of the students' individual contributions can, with respect to quality and quantity, still be recognized as an examination.

However, written papers (Klausuren), tests (Testate) and oral technical discussions (Mündliche Fachgespräche) cannot be completed collaboratively.

- (2) The examination schedule specifies whether one or several examinations need to be completed in order to pass a particular module examination.

(3) Students generally take their first-attempt examination during the regular exam period immediately following completion of the associated classes during the respective semester. During an exam period, a daily maximum load of 2 first-attempt examinations shall be allowed if such examination is provided for in the examination schedule or curriculum.

(4) For the purpose of these Examination Regulations, the concept of examination (Prüfung) can involve taking examinations or completing of pre-exam papers (Prüfungsvorleistungen).

(5) Types of examination include, among others, written and oral examinations. An examination may be comprised of several parts and/or involve several types of examination. For eligibility to examinations, students need to complete the pre-exam papers provided for in the examination schedule.

(6) Dates for the written examinations must be posted in the Faculty at the location officially intended for this purpose or via online publication no later than one month in advance. Such notice must include: the associated module, the type of examination, the examiner, and the examination room. The notice shall be recorded and must include the deadlines for registration for and withdrawal from the respective examination. Both the registration and withdrawal period shall amount to at least two weeks. Such period shall begin the day after the posting date.

(7) If a student offers convincing proof that he, due to disability or chronic condition, is fully or partially incapable of taking examinations under the prescribed conditions, the examination committee (Prüfungsausschuss) shall decide, upon application and at their sole discretion, to provide compensation, giving due consideration to the type and degree of disability. In particular, such compensation may include extra examination time or a different examination type. The examination committee may require the student to provide a medical report issued by a physician or public health officer (Amtsarzt).

§ 4

Written Examinations

- (1) Written examinations (**P** for "Prüfungsleistungen") or written pre-exam papers (**PV** for "Prüfungsvorleistungen") are conducted in the examination rooms of the HTWK Leipzig under supervision (Aufsichtsarbeit) or without supervision (Ungebundene Arbeit). Written examinations are designed to determine whether the student is able to present in writing his knowledge and skills in an appropriate style.
- (2) Supervised examinations shall involve:
 - a) written exam papers (**Klausur; PK or PVK**)
Require solving a given task within a specified amount of time ranging from 30 to 240 minutes; for PVK: maximum of 60 minutes
 - b) tests (**Testat; PT or PVT**)
Provide evidence of successful attendance of a specific class.
- (3) Supervised examinations in the form of **Multiple Choice (MC)** are not allowed.
- (4) An examiner shall be available throughout the duration of a supervised examination. Immediately upon completion of a supervised examination, the examination supervisor (Prüfungsaufsicht) shall complete an examination report (Prüfungsprotokoll) stating at least the following: starting time, completion time, examination room, name(s) of examination supervisor(s), major incidents. The report must be signed by the examination supervisor.
- (5) Unsupervised examinations shall include in particular:
 - a) term papers (**Hausarbeit; PH or PVH**)
Require discussing a given topic within a specified amount of time.
 - b) research papers (**Beleg; PB or PVB**)
Require solving a given task or discussing a given topic within a specified amount of time with the possibility to receive consultation. Such consultation shall relate to the subject itself and to methodical issues. In doing so, the main objective shall be to document, in a reproducible fashion, the student's approach to and procedure for solving problems, his findings and conclusions.
- (6) The anonymized results of written examinations are posted in the Faculty at the location officially intended for this purpose or via online publication. The announcement may be served through other suitable means as well, in particular through a written notice stating the result of the examination (Prüfungsbescheid). In case of a posting, the notice stating the examination results must be dated, signed, and posted for a minimum of one month. Examination results shall be deemed announced one month after the posting date (so-called "notional announcement", German "Bekanntgabefiktion"). In the event such notional announcement date falls to occur during the lecture-free period, examination results shall be deemed announced one month after start of the following term. The sentences 3 to 5 apply analogously to the online publication.

§ 5

Oral Examinations

(1) Generally, oral examinations are conducted in the examination rooms of the HTWK Leipzig. Oral examinations are designed to determine whether the student is able to orally discuss a given problem in an appropriate style.

(2) Oral examinations include in particular:

- a) oral expert discussions (**Mündliches Fachgespräch; PM or PVM**)
Leading an examination talk and/or answering exam questions on a specialized subject, with the duration of the talk ranging between 15 and 120 minutes for each student.
- b) oral paper (**Referat; PR or PVR**)
Delivering a talk on a given task or topic within a specified amount of time followed by a subsequent discussion.
- c) presentation (**Präsentation; PP or PVP**)
Investigating a given task or topic within a specified amount of time with the aim to document, visualize and present the findings.
- d) defense (**Verteidigung; PV or PVV**)
Presenting, before an (expert) audience, the findings of a preceding written exam paper with the subsequent opportunity to answer questions, and lead an expert discussion on the examination task or topic.

(3) The result of an oral examination shall be announced immediately after completion of the examination. The report on an oral examination shall include: the starting time, the completion time, the examination room, the examiners present, the co-examiners present, main topics of the examination, the result of the examination. The examination report must be signed by one examiner minimum.

(4) The oral expert discussions, oral papers, presentations, and defenses may also be conducted location-independently in form of a video conference. Telephone conversations and sheer audio conferences are not permissible. The prerequisite for the application of such a video examination is the approval of the examiner and a reasoned request of the student to the Head of the examination committee. The student must present an official photographic identification document during the video conference to proof his identity upon request of the examiner. Regulations regarding data protection laws must be satisfied. In particular the storage of personal data and of video and audio files is prohibited. The student must be offered an adequate opportunity to acquaint himself with the electronic system that was agreed upon before. At the beginning of the examination the student shall be inquired whether he exercised this opportunity and whether he is sufficiently familiar with the system. Video examinations shall be assessed by at least two examiners or by one examiner in the presence of a qualified co-examiner. The co-examiner may not influence the assessment of the examination. It must be ensured that the student and all examiners and co-examiners respectively have visual contact during the examination. In case of technical malfunction, the student shall not suffer any disadvantage. The student and the examiners are committed to take any possible and appropriate measures to clear the fault within a maximum of 10 minutes and to continue the examination, which shall be extended by the duration of the interruption. The malfunction shall be documented to the

examination report. Provided that the fault can not be cleared within 10 minutes, the examination is deemed not taken and must be retaken completely.

§ 6

Other Types of Examinations

(1) Generally, other types of examinations are conducted in the examination rooms of the HTWK Leipzig. These examinations are especially designed to determine whether the student has the ability of translating his theoretical knowledge and skills into an everyday professional context.

(2) Other types examinations can be in particular:

- a) computer based (**C**omputer; **PC** or **PVC**)
Solving a given task using self learning software or applying or creating software.
- b) in the form of an experiment (**E**xperiment; **PX** or **PVX**)
Planning and implementing a test setup on a given question; documenting and interpreting the test findings.
- c) in the form of a simulation game (**P**lanspiel; **PS** or **PVS**)
Adopting a given role within a model representation of a situation with the aim of understanding, by means of simulation, the systemic relations, and to practice complex decision scenarios while the trainee is still inexperienced.
- d) in the form of a project (**P**rojekt; **PJ** or **PVJ**)
Solving a given task within a specified time span with the aim to plan and implement a specific project, giving due consideration to the resources available.
- e) in the form of a case or field study (**F**all- oder **F**eldstudie; **PF** or **PVF**)
Solving a given task within a specified amount of time ranging from two weeks to four months with the aim to develop, implement and present ideas.
- f) as laboratory work (**L**aborarbeit; **PL** or **PVL**)
The practical part of a laboratory work is conducted under supervision (**A**ufsichtsarbeit) while the theoretical part is conducted by the student without any supervision by personnel of the HTWK Leipzig. Consultations are possible. Laboratory work is composed of preparation, implementation, and analysis of laboratory experiments or measurements. Depending on the given task, the results of the laboratory work must be interpreted, documented, and presented. Laboratory work is suitable for the advancement of abilities to work in a team and can be taken as collaborative examination by a maximum of four students.

(3) § 4 par. 6 shall apply accordingly.

§ 7

Admission to Examinations

(1) Enrollment for the SEM Program at the Faculty of Civil Engineering of the HTWK Leipzig shall be a prerequisite for attending examinations.

(2) Admission to examinations in line with the examination schedule constitutes an ex officio procedure. The admission (rejection) notification shall be posted in the Faculty at the location officially intended for this purpose, via online publication, or through other suitable means. Usually this information is provided along with the examination dates.

(3) Admission to an examination can be refused especially if

- a) the student is subject to exmatriculation;
- b) the student failed to deliver a pre-exam paper as required by the examination schedule;
- c) the student failed to comply with a written requirement of the examination committee (Prüfungsausschuss) or of the examination office (Prüfungsamt).

Examinations attended without admittance shall be excluded from assessment.

(4) Upon receiving a written application, the examination office may decide to admit a student to attend an examination prior to the regular date of the first-attempt examination in line with the examination schedule (Freiversuch) providing that the student has completed the pre-exam papers as required by the examination schedule. Freiversuch examinations passed successfully can be retaken to improve the result. However, new attempts are possible only on the next regular examination date. In such case, the better of the two results achieved shall count. If failed, a Freiversuch examination shall be deemed not taken which means the next attempt is still considered to be the first attempt.

(5) Students are registered automatically for all first and second-attempt examinations they are admitted to (Erstprüfung resp. Erste Wiederholungsprüfung). However, the student must submit a written registration for examinations he intends to take during leave of absence, or as Freiversuch examination. When applying for a third-attempt examination (Zweite Wiederholungsprüfung), the student automatically registers for this examination.

(6) By filing a written statement at the examination office, students can withdraw from examinations which they have been registered for automatically. However, students cannot withdraw from third-attempt examinations.

§ 8

Transfer of Study Periods, Papers, Credit Points

(1) Upon application, students can have their previous study periods, practical (on-the-job) activities, Papers and credit points transferred. However, transfer of previous coursework shall be possible only for modules in which no first-attempt examination has been taken in the SEM Program at the HTWK Leipzig. The application must be made in writing, enclosing all documents required for the transfer. The application must arrive at the examination office (Prüfungsamt) one week prior to the date of the first-attempt examination which the previous coursework is scheduled to be accepted for.

(2) Study periods, papers and credit points which were obtained from a university shall be transferred subject to the condition that no substantial differences to the credits of the SEM Program are proven. The examination committee (Prüfungsausschuss) shall be authorized for the respective finding. The equivalence of credits to be obtained while abroad can be established prior to the start of the period abroad (Learning Agreement). Paragraph 1 shall apply accordingly.

(3) Credits obtained outside of a university shall be transferred subject to the condition that they are equal – in nature, content, scope and minimum requirements – to the SEM Program at the HTWK Leipzig (principle of equivalence, German "Äquivalenz"). The examination committee (Prüfungsausschuss) shall be the body authorized to establish whether previous coursework or an exam meets the requirements of being equivalent. Provided that no documents can be provided through no fault of the student, the qualification might be assessed by the examination committee through a supplementary examination upon application by the student. The admissible credits must not comprise more than half of the study periods, practical (on-the-job) activities, Papers or credit points. In case that the admissible credits exceed this extent, the student must specify the credits to be transferred at request of the examination committee.

(4) For transfer purposes, the equivalence of degrees obtained outside the HTWK Leipzig as part of a specialized foreign language training shall be established in agreement with the University Language Center (Hochschulsprachenzentrum) of the HTWK Leipzig.

(5) In transferring eligible Papers, the original grade shall be applied subject to the condition that the grading system used for awarding the original grade is compatible with, or allows conversion into, the system used for the SEM Program at the HTWK Leipzig. If not, the paper shall be rated "erfolgreich" (passed).

§ 9

Master's Degree Module

(1) The Master's Degree Module shall be comprised of the Master's thesis and the defense. Based on the individual grades achieved for both, the overall grade shall be calculated at the rate of three to one.

(2) The Master's thesis is designed for the student to prove he is able to solve a technical problem within a specified amount of time, while applying a scientific approach. The Master's thesis shall be supervised by a professor or any other member of the HTWK Leipzig suggested by the student, provided such member is eligible to act as a supervisor. The suggestion of the student must not be rejected unless good cause is shown.

(3) The student shall be entitled to suggest a topic for the Master's thesis. The suggestion shall be accepted unless there are important reasons arguing against the topic or the intended approach to the topic. The topic of the Master's thesis can be announced officially only after all but 3 Papers from the first 3 semesters have been successfully completed. Students who fail to suggest a topic for their Master's thesis are assigned a topic two months after announcement of the result of the last paper preceding the Master's degree module. The assignment of the topic shall be completed by the examination office (Prüfungsamt). The topic and the date of announcement must be documented. Once announced, a topic can be returned only once and only within one month after the day of announcement; the same shall apply to a second-attempt thesis. Returning a topic obliges the student to suggest an alternative topic.

(4) The Master's thesis must be submitted to the examination office in bound form, two hard copies minimum, and stored to an electronic data carrier no later than 4 months after announcement of the topic. The submission procedure must be documented. Upon submission, the student must verify in writing that the Master's thesis is his own work and uses only the sources identified in the work itself. The supervisor must delimit the topic, the tasks and the subject-matter of the work in such a way that the editing time granted is sufficient for the tasks to be completed. Upon written application, the deadline for submission can be extended. The examination

committee (Prüfungsausschuss) shall, after consultation with the supervisor, decide on the application. The deadline for submission can be extended only once, for two months maximum, and only in exceptional circumstances which need to be reasonably substantiated.

(5) The Master's thesis shall be assessed by two examiners. The Master's thesis shall be followed by a defense. To be entitled for the defense, the student must, apart from meeting the general prerequisites for admission to examinations, have passed the Master's thesis with a grade of 4 (ausreichend) or better, and have passed all Papers required as provided by the examination schedule. Admission to the defense shall be granted two months after submission of the Master's thesis at the latest.

(6) The defense is designed for the student to prove that he is able to explain the contents, methods and findings of his Master's thesis both in an oral presentation and in the subsequent discussion of engineering-specific topics, and answer related questions. The oral presentation shall last 30 minutes; the discussion shall not exceed 60 minutes.

(7) The defense shall be conducted by an examination board (Prüfungskommission) appointed by the examination committee (Prüfungsausschuss). The examination board must, as a minimum requirement, be comprised of the two examiners of the Master's thesis in which one of the examiners must be the supervisor of the Master's thesis. The defense shall be headed by a professor of the HTWK Leipzig.

§ 10 Assessment, Grading

(1) Assessment of the examinations and announcement of their results shall be performed as quickly as possible in a transparent manner. Assessments of written examinations must always be given in writing; this shall extend to oral examinations as well if so requested by the student. The result of the Master's thesis shall be announced no later than one month after the date of submission; the results of other written examinations shall be announced no later than six weeks after submission.

(2) As a general rule, third-attempt examinations are assessed by two examiners. Oral examinations shall be assessed by at least two examiners or by one examiner in the presence of a qualified co-examiner. The Master's thesis must be assessed by two examiners.

(3) Only examiners are entitled to assess exams; the following grading system shall apply:

Grade	Descriptor	Description
1,0 1,3	sehr gut	outstanding achievement
1,7 2,0 2,3	gut	achievement which lies substantially above average requirements
2,7 3,0 3,3	befriedigend	achievement which corresponds to average requirements
3,7 4,0	ausreichend	achievement which still meets the requirements irrespective of existing deficiencies
5,0	nicht ausreichend	achievement that – due to considerable deficiencies – misses the requirements

(4) Module examinations consisting of several examinations (partial examinations) are assigned a module grade based on the assessments of the individual partial examinations (the grades of the individual examinations). Unless the examination schedule provides a different weighing system, the module grade shall be calculated from the arithmetic mean of the grades of the individual examinations.

(5) Examinations that are comprised of several parts and/or types of examination (part achievements) are assigned an overall grade based on the assessments of the individual part achievements (individual grades). Unless the examination schedule provides a different weighing system, the overall grade shall be calculated from the arithmetic mean of the individual grades.

(6) Instead of assigning a grade, pre-exam papers may be declared "erfolgreich" (passed) or "nicht erfolgreich" (failed). The assessment "nicht erfolgreich" equals a grade 5 (nicht ausreichend). Assessments of pre-exam papers are disregarded in establishing subsequent grades. Paragraph 4 shall apply accordingly.

(7) In calculating the module or overall grade, only the first decimal of the resulting arithmetic mean – or the value weighed as provided by the examination schedule – shall be considered and stated. All remaining decimals shall be disregarded – no rounding off. Calculating the average can thus result in the following module or overall grades:

Average grade	Overall descriptor
1,0 through 1,5	sehr gut
1,6 through 2,5	gut
2,6 through 3,5	befriedigend
3,6 through 4,0	ausreichend
4,1 and higher	nicht ausreichend

(8) In case several examiners assess an examination, the overall assessment shall be calculated by taking the arithmetic mean of the individual assessments. In case the Master's thesis was with a graded 5 (nicht ausreichend) by only one examiner, the examination committee (Prüfungsausschuss) shall appoint a third examiner. If the Master's thesis was graded as a 5 (nicht ausreichend) by the third examiner as well, the Master's thesis shall be recognized as failed. Otherwise, the overall assessment shall be established by taking the arithmetic mean of the individual assessments. Even if the resulting arithmetic mean is a number higher than 4,0, the Master's thesis shall still be graded as a 4 (ausreichend). Paragraph 7 shall apply accordingly.

(9) The Master's Degree examination overall grade shall be established based on the mean value of all module grades weighed in line with the examination schedule and in dependence on the number of credit points to be awarded. Paragraph 7 shall apply accordingly. In addition to the overall grade, a grading scale of the overall grades will be designated in the Diploma Supplement in accordance to the actual recommendations of the ECTS Users Guide.

§ 11

Pass, Fail and Re-Examination

(1) An examination shall be considered passed if the grade achieved by the student is 4 (ausreichend) or better. The Master's Degree examination shall be considered passed if all module examinations required in the examination schedule have been passed. Upon passing a module examination, credit points are acquired. Passed examinations cannot be retaken. § 7 par. 4 sentence 2 shall remain unaffected.

(2) If a module examination is composed of several examinations, the examination schedule may provide that certain examinations must be completed with grade 4 (ausreichend) or better in order to pass the module examination. Where such a provision is missing in the examination schedule, failed examinations can be compensated by passing other examinations if the mean of all examinations calculated in line with § 10 par. 4 equals a grade of 4 (ausreichend) or better (Kompensation). The examination schedule may also limit the number of fails that are eligible for compensation. Students who fail a module examination that is composed of several partial examinations must only retake the failed parts.

(3) An examination shall be deemed failed if the student did not make the first attempt within four semesters after completion of the standard length of study (Erstprüfung). If considered failed, first-attempt examinations are graded with a 5 (nicht ausreichend).

(4) If failed, a first-attempt examination must be retaken within one year of the announcement of the examination result (Erste Wiederholungsprüfung). The one-year time limit shall be deemed met if the second-attempt examination (Erste Wiederholungsprüfung) is taken during the exam period following the period next after the term the corresponding examination result was announced. Upon expiry of that time limit, the second-attempt examination shall be considered failed.

(5) Admission to retake the second attempt – i. e. to take the third-attempt examination (Zweite Wiederholungsprüfung) – requires a written application. Such application must arrive at the no later than one month after the end of the exam period following the announcement of the result of the second attempt. If granted, the third attempt must be taken on the next date scheduled for individual examinations immediately following the date of application. Paragraph 4 shall apply accordingly. The examination shall be ultimately considered failed after the third-attempt examination has been failed. No additional attempts are allowed.

(6) In case the student failed the Master's Degree examination, he is, upon written application to the examination office (Prüfungsamt), entitled to a certificate confirming his examination results and the credit points accumulated. Upon handing in a completely filled-in deregistration form (Laufzettel) to the department for study affairs (Dezernat Studienangelegenheiten), the student shall receive a certificate of exmatriculation (Exmatrikulationsbescheinigung).

§ 12

Absence, Withdrawal, Penalty Grade

(1) An examination shall be considered failed if the student fails to attend, without valid excuse, an examination he has registered for, or exceeds the time period set for the respective task without an acceptable reason (Versäumnis). Sentence 1 shall apply accordingly if the student aborts an examination without valid reason (Rücktritt).

(2) Reasons asserted for any failure (Versäumnis) or withdrawal (Rücktritt) must be reasonably substantiated and submitted to the examination office (Prüfungsamt) immediately, however, before the end of the third working day following the date of examination or the end of the time period set for the respective task. Withdrawal after the announcement of the examination result is not permitted.

(3) In case of illness, the student must, within the time period specified in par. 2, submit a medical report reasonably attesting that the student is (was) unfit to take part in the examination. When in doubt, the examination office may require the medical report to be issued by a public

health officer (amtsärztliches Attest). A student shall be considered unfit to take the examination if he substantiates that a child for whom he has, to a significant extent, single-parent obligations is (was) ill.

(4) If the reason asserted is recognized as valid, the examination shall be considered not taken. The examination committee (Prüfungsausschuss) alone shall decide at their sole discretion whether to grant recognition.

(5) An examination shall be graded as a 5 (Sanktionsnote) if the student attempts to manipulate the examination procedure or result by means of intimidation, fraud or by using unauthorized aids. A student can be excluded from an examination for disrupting or attempting to disrupt the session (Ordnungsverstoß). In this event the examination shall be awarded the penalty grade (Sanktionsnote). Time and reason of any exclusion from examination must be stated in the examination report. In the event described in sentence 1, the student shall first be heard; in the event described in sentence 2, the student shall first be warned.

§ 13

Diplomas, Certificates, Invalidity of the Master's Degree Examination

(1) The student shall be issued immediately, however no later than one month after announcement of the examination result, a diploma in German and English certifying that he has passed Master's Degree examination. In particular, the diploma shall include the following:

- a) name of the degree program;
- b) the grades and credit points of all modules;
- c) the topic of the Master's thesis;
- d) the overall grade and the overall descriptor of the Master's Degree examination.

The diploma shall be signed by the Dean and by the Head of the examination committee (Prüfungsausschuss). The diploma shall bear the date of the last examination. The diploma shall bear the seal of the HTWK Leipzig.

(2) Along with the diploma, the student shall be handed a document certifying the award of the "Master of Science" degree (Masterurkunde) in German and English. The Master's Diploma (Masterurkunde) shall be signed by the Dean and by the Head of the examination committee. Paragraph 1, sentence 4 shall apply accordingly.

(3) In addition to the Certificate (Zeugnis) and the Master's Diploma (Masterurkunde), the student shall be handed a detailed description of the prerequisites, objectives and content of the completed course of studies in English (Diploma Supplement). The structure of the Diploma Supplement follows the respective applicable guidelines provided by the German Rectors' Conference.

(4) The Master's Degree examination can be declared "nicht bestanden" if, after handing out the diploma, circumstances become known that substantiate the awarding of the penalty grade pursuant to § 12 par. 5 sentence 1. However, the student shall first be heard in this case.

(5) Certificates, Master's Diplomas and Diploma Supplements shall be issued by the examination office (Prüfungsamt). The examination office may require the student to return a Certificate, Master's Diploma or Diploma Supplement if it contains misspellings or errors.

§ 14

Examining Bodies, Organization of Examinations

- (1) The examination committee (Prüfungsausschuss) and the examination office (Prüfungsamt) are the two examining bodies.
- (2) The board of the faculty (Fakultätsrat) shall appoint the members of the examination committee and their deputies. The examination committee shall be comprised of 3 professors (Professoren) and 1 student. The board of the faculty shall appoint the head and his deputy.
- (3) Unless otherwise specified, the examination committee shall be in charge of all issues related to these examination regulations and the associated study regulations. In particular, the examination committee shall be responsible for ensuring that the examination regulations are complied with; they are also in charge of handling objections against decisions made during the examination procedure. The examination committee may issue orders and regulations or take other necessary measures to ensure that the students can take their examinations within the set time limit. The examination committee may assign individual tasks to its head. Sentence 4 shall not apply to decisions passed within objection proceedings.
- (4) The examination committee shall meet at least once a semester. The examination committee has a quorum if the majority of its members are present at the meeting. Decisions are taken by the majority vote of those present. As a rule, decisions taken by the examination committee must be communicated to the students affected in writing. Any rejections of applications must be substantiated.
- (5) The members of the examination committee are entitled to attend an examination if this is required for exercising their duties. Sentence 1 shall not apply to student members of the examination committee if they themselves must complete the same examination in the same examination period.
- (6) The meetings of the examination committee are not public. The members of the examination committee are sworn to secrecy.
- (7) For exercising their duties, and in particular for organizing examinations, the examination committee shall cooperate with the examination office. The examination committee shall be entitled to permanently delegate individual tasks to the examination office.

§ 15

Examiners and Co-Examiners

- (1) The examination committee (Prüfungsausschuss) shall appoint the examiners and co-examiners. The appointment can be made at the earliest one academic year in advance.
- (2) For the entitlement to be appointed, an examiner must meet the prerequisites provided in § 35 par. 6 of the Saxon Higher Education Act (SächsHSG). The examiner shall be responsible for the proper implementation and evaluation of the examinations.
- (3) Only co-examiners who are familiar with these examination regulations and who have the expertise required for the respective subject matter of the examination shall be entitled for appointment. The co-examiner shall support the examiner in completing his administrative tasks.

The co-examiner shall have no right to assess the achievement of the student; neither is he entitled to ask questions, or set tasks.

- (4) The examiner and the co-examiner are sworn to secrecy.

§ 16

Custody and Inspection of Examination Records

(1) A student's written examination papers, assessment reports and examination reports – jointly referred to as examination records (Prüfungsunterlagen) – shall be stored for no less than five years, starting from the end of semester in which the respective student took the last examination.

(2) Upon application, students shall be allowed access to their examination records. Such application must be filed within one year from the date of announcement of the respective examination result. Place, date and time of the inspection shall be agreed with the student.

§ 17

Objection

(1) Objections can be raised against unfavorable decisions taken by the HTWK Leipzig during the examination proceedings.

(2) The objection must be submitted in writing to the Rector of the HTWK Leipzig or the office (Prüfungsamt) in charge of the decision within one month of the date of announcement of the result. Alternatively, the objection can be filed with the legal adviser of the HTWK Leipzig. If the student was not advised of his eligibility to challenge the decision, the objection can be submitted within one year from the date of announcement of the decision (§ 58 of the Administrative Court Procedures Code, VwGO).

(3) As part of the student's responsibility to cooperate with this procedure, the student must substantiate his objection. In the event that an objection is raised against an assessment of the examination results, the party filing the objection must, in a transparent manner, substantiate the alleged misjudgment and/or violation of a major rule of the examination proceedings. Such violation must be, or must possibly be, the cause of the consequent assessment of the challenged examination results.

(4) In case the objection is permitted, the examination committee (Prüfungsausschuss) shall revise the decision through a remedy notice (Abhilfebescheid). In case the objection is rejected, a rejection notice (Widerspruchsbescheid) shall be issued. Such rejection notice shall be issued by the Rector of the HTWK Leipzig. The rejection notice shall be substantiated and include instructions on rights of appeal (Rechtsmittelbelehrung). It shall be sent to the student. The rejection notice shall establish who bears the costs of proceedings.

(5) Against an unfavorable decision and the rejection notice, legal proceedings can be instituted with the Administrative Court based in Leipzig (Verwaltungsgericht Leipzig) within one month from the date of delivery of such decision or notice.

§ 18 Final Provisions

- (1) Unless otherwise required by law, all periods stated in these examination regulations are limitation periods.
- (2) The examination regulations for the SEM Program were adopted by the board of the Faculty of Civil Engineering on 20.05.2020 and become effective on the day of their approval by the rectorate¹. The study regulations is valid for all students who take up their studies from winter term 2020/2021 on.
- (3) The examination regulations for the SEM Program were originally written and passed in German. This copy is a sworn translation of the same into English. It is merely for reference purposes. The original German version only is legally binding.
- (4) The examination regulations for the SEM Program are published on the Internet portal of the HTWK Leipzig at <https://htwk-leipzig.de>.

Dated at Leipzig this 22nd day of September 2020

Prof. Dr. rer. pol. Mark Mietzner
Rector

¹approved on 22.09.2020

Appendix

Examination Schedule