**Guidelines for the Design of Examination Regulations**

**for Bachelor’s Programmes**

**at Chemnitz University of Technology**

Examination Regulations for the degree programme in ...

**leading to the award of Bachelor of ... (B. .)**

at Chemnitz University of Technology

dated ...

In accordance with section 14 paragraph 4 in conjunction with section 35 paragraph 1 of the law governing universities in the Free State of Saxony (Saxon Universities Act - SächsHSG) in the version published on 31 May 2023 (SächsGVBl. (*Saxony Law Gazette*) p. 329), amended by article 2 of the Act of 31 January 2024 (SächsGVBl. p. 83, 87), the Faculty Board for the Faculty of ... *(in agreement with the Faculty Board of the Faculty of …)* of Chemnitz University of Technology has issued the following Examination Regulations:

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In the following, the generic masculine will generally be used for reasons of better legibility. All personal designations apply naturally to all sexes.

**Part 1**

# General terms

**Section 1**

**Standard period of study**

The standard period of study for the degree programme is *six* semesters (*three* years). The standard period of study encompasses the degree programme as well as all module examinations including the Bachelor’s thesis module*.* **1\***

**Section 2**

**Examination structure**

(1) The Bachelor’s examination consists of module examinations. Module examinations generally consist of one assessment component. Module examinations are taken throughout the course of the degree programme. **2\***

(2) To be admitted to an assessment component, students may be required to provide evidence of their performance (pre-examination results such as graded coursework) or fulfil other requirements.

(3) In each case, the required assessment components and admissions requirements are stated in the module descriptions.

**Section 3**

Time limits

(1) The Bachelor’s examination must be taken within the standard period of study.

(2) The range of courses offered ensures that pre-examination results and module examinations can be completed within the time frames stipulated by the Study Regulations (assessment components generally take place at the end of the semester).

**Section 4**

**Admissions procedure, publication of examination dates and examination results**

(1) The Bachelor’s examination may only be taken by students who

* 1. Are enrolled on the Bachelor’s programme in... at Chemnitz University of Technology and
	2. Have not previously definitively failed the Bachelor’s examination in the same degree programme and
	3. Have fulfilled all the admissions requirements for the respective assessment component as stipulated in the module descriptions.

(2) To be admitted to the Bachelor’s examination, an application for each assessment component must be completed in writing or electronically through the Central Examination Office’s SBservice portal within the enrolment period stipulated by the Central Examination Office for the assessment component in question. This period will end no later than three weeks prior to the date of the examination. If the Central Examination Office has not stipulated an enrolment period for an assessment component, the application must be submitted no later than three weeks prior to the date of the examination. The following must be included in the application:

1. The module which is the basis for the assessment component,
2. A declaration from the candidate that s/he fulfils the admissions requirements stipulated in section 1,
3. A declaration from the candidate that s/he is aware of the Examination Regulations and whether s/he has previously failed or definitively failed a Bachelor’s examination in the same degree programme or if s/he is currently involved in an examination procedure.

(3) The Examination Committee or, in urgent cases, its Chairman, shall take the final decision on admissions in accordance with section 2.

(4) Notwithstanding paragraph 1 no. 1, applicants who have acquired the skills and knowledge required by the Study and Examination Regulations may obtain a professional degree by sitting a university examination as an external candidate. The Examination Committee shall take the final decision in respect of applications for admission to the Bachelor’s examination, the Examination Procedures and the assessment components to be taken, which must comply with the requirements of the Examination Regulations.

(5) Registration for an assessment component forming part of the Bachelor’s examination will only be refused if

1. The requirements stipulated in paragraph 1 or the procedural requirements in accordance with paragraph 2 have not been fulfilled,

1. The documents required in accordance with paragraph 2 sentence 3 are incomplete or
2. The candidate has definitively failed the Bachelor’s examination on the same degree programme.

(6) The Central Examination Office will notify candidates of their admission to an assessment component no later than two weeks prior to the examination via the SBservice portal. Students are required to check on the SBservice portal that their enrolment complies with the regulations. If there are elective modules or module assessment components, the assessment components selected by the student will become compulsory following admission if the student does not withdraw from the assessment component by the specified deadline or does not follow the correct procedure for withdrawal.

(7) The candidate will be informed in good time of the dates by which module examinations must be completed and of the issue and submission dates for written assignments and the Bachelor’s thesis. Examination dates, admissions and examination results are published in the Central Examination Office and on the SBservice portal. Candidates will also receive written notification if they fail or definitively fail a module examination.

**Section 5**

Types of assessment components

(1) Assessment components comprise

1. oral (section 6) and/or
2. written tests and other written papers, as well as multiple-choice papers (section 7) and/or
3. other alternative assessment components (section 8) and/or
4. project work (section 9).

(2) If candidates produce a medical certificate stating that, owing to chronic illness or disability, they are not able to sit assessment components wholly or partially in the form stipulated in the module description, then upon request, the Examination Committee should permit candidates to complete equivalent assessment components in a different form.

(3) The language of examination is *German*. *The module descriptions specify the pieces of coursework and assessment components that must or may be completed in English.* Assessment components may be completed in *English* at the candidate’s request. Such a request does not confer any legal entitlement. **3\***

(4) The examiner shall decide on the resources that may be used to complete an assessment component. Candidates are to be informed in good time of the authorised resources.

**Section 6**

Oral assessment components

(1) In oral examinations, candidates should prove that they understand the background context to the subject matter being assessed and that they are able to handle specific issues relating to that context. Furthermore, candidates should also demonstrate whether they have acquired the knowledge and skills required by the degree programme.

(2) Oral assessment components are to be examined by more than one examiner or by one examiner in the presence of a qualified observer.

(3) Oral assessment components may be taken as group assessments or as individual assessments. The assessment will last for no less than 15 minutes and no more than 45 minutes per individual candidate. The specific duration for each individual oral assessment component is specified in the module descriptions. **4\***

(4) Within the scope of an oral assessment component, appropriate written tasks may also be set if the oral nature of the assessment component can be retained.

(5) The key subject matter, duration, progression and grade of the oral assessment component will be recorded. This record must be signed by the examiners or, in the presence of an observer, by the examiner and the observer. In each case, candidates will be given the result and grade following the oral assessment component; this must be done in accordance with the requirements of the Data Protection Law. The record must be held in the examination file.

(6) Students who wish to take the same examination at a later examination date will be permitted by the examiner(s) to observe the examination if space allows, providing that the candidate being examined does not object. This does not extend to the discussion and notification of the examination result.

(7) The Examination Committee may decide in justified exceptional circumstances to substitute an oral examination specified in the module description with a written examination in the subsequent examination period. The duration of the examination must be indicated. The Examination Committee’s decision must be announced at the start of the semester in question.

**Section 7**

**Written tests and other written papers, multiple-choice procedure**

(1) Written assessment components comprise written tests and other written papers in which candidates demonstrate that they can solve problems and tackle questions using the fundamental knowledge required and the standard methods in the field in a limited period of time. Candidates may be given a selection of problems or questions in written assessment components.

(2) Two examiners will usually assess written assessment components if a pass is a prerequisite for continuing the degree programme. The assessment process must not exceed four weeks.

(3) The duration of written assessment components must not exceed 60 minutes with the maximum duration limited to 300 minutes. The specific duration for individual written assessment components is specified in the module descriptions.

(4) The Examination Committee may decide in justified exceptional circumstances to substitute a written examination specified in the module description with an oral examination in the subsequent examination period. The duration of the examination must be indicated. The Examination Committee’s decision must be announced at the start of the semester in question.

(5) Assessment components may also include multiple-choice papers. In general, the questions for multiple-choice papers are to set by two examiners. Multiple-choice questions may be set as single response questions (where only one correct answer is possible) and/or as multiple response questions (where one or more correct answers are possible). The questions must target the knowledge required for the respective module and ensure that the results are reliable. In addition to determining the assessment criteria (score, weighting factor), the correct answers must also be specified when setting the questions. Before the examination result is determined, the examiners must check the questions to ensure that they are free of errors as defined by the requirements specified in sentence 4. If as a result of the checking process it is concluded that individual questions are inaccurate, these must not be included in the examination result and the number of questions to be used to calculate the examination result must be reduced accordingly. A reduction in the number of questions must not be to the detriment of the candidate. Automated assessment may be used to assess multiple-choice papers.

**Section 8**

Alternative assessment components

(1) Alternative assessment components are provided in particular within the context of seminars, internships or work placements, simulated business games or tutorials. The assessment takes the form of written drafts, written assignments, presentations or practical assessments that are logged over the course of one or more classes. The outcomes must be attributable to each individual candidate and the performance of each individual candidate will be assessed separately. As a general rule, for written papers and for other written homework candidates must affirm that they have completed the work independently and have not used source materials or resources other than those provided to them.

(2) Section 6 paragraphs 2 and 5 and section 7 paragraph 2 apply respectively to the assessment of alternative assessment components.

(3) The duration and scope of alternative assessment components is stipulated in the module descriptions.

**Section 9**

**Project work**

(1) Project work may be carried out independently or in a group. In so doing, candidates demonstrate their ability to work in a team and, in particular, to develop, implement and present concepts. The outcomes must be attributable to each individual candidate and each individual candidate will be assessed separately on their performance. In project work, candidates must demonstrate that they can define objectives for a larger task and can develop interdisciplinary approaches and concepts. A project generally consists of an oral presentation and a written evaluation or documentation of the results.

(2) Section 6 paragraphs 2 and 5 and section 7 paragraph 2 apply respectively to project work for which candidates require a pass in order to continue their course of study.

(3) The duration of the oral presentation and the scope of the written paper are stipulated in the module description.

**Section 10**

Assessment of assessment components, composition and weighting of grades

(1) The respective examiners determine the grade awarded for individual assessment components. The following grades must be used to assess assessment components; by way of derogation, paragraph 6 shall apply to multiple-choice assessment components:

1 - very good (an outstanding performance),

2 - good (a performance that considerably exceeds the average requirements),

3 - satisfactory (a performance that meets the average requirements),

4 - sufficient (a performance that still meets the requirements despite its deficiencies),

5 - insufficient (fail) (a performance that does not meet the requirements due to considerable shortcomings).

To differentiate the outcomes of assessment components, individual grades may be increased or decreased by a value of 0.3; however, grades 0.7, 4.3, 4.7 and 5.3 are not permitted. If an assessment component is assessed by two or more examiners, the grade awarded for the assessment component will be the arithmetic mean of the individual grades. Here, only the first decimal place after the point will be included, without rounding; all other decimal places must be disregarded. The grade resulting from the calculation of the arithmetic mean may be rounded up or down to a permitted grade by the examiners in accordance with sentences 2 and 3. If the resulting grade value is greater than 4.0, then the assessment result will be “insufficient”.

(2) If a module examination comprises more than one assessment component, the module grade is calculated from the arithmetic mean of the grades awarded for the individual assessment components, weighted in accordance with the module description. In all other cases, the module grade is the grade awarded for the assessment component. Paragraph 1 sentence 5 applies to the calculation of the arithmetic mean. The following grades apply to module grades:

For an average up to and including 1.5 - very good,

For an average from 1.6 up to and including 2.5 - good,

For an average from 2.6 up to and including 3.5 - satisfactory,

For an average from 3.6 up to and including 4.0 - sufficient,

For an average lower than 4.1 - insufficient (fail).

(3) To achieve a pass in the Bachelor’s thesis module, the Bachelor’s thesis must be assessed as at least “sufficient” (4.0) by both examiners. The grade for the Bachelor’s thesis is calculated from the arithmetic mean of the grades awarded by both examiners.

(4) An overall grade is calculated for the Bachelor’s examination. The overall grade is calculated from the weighted arithmetic mean of the module grades including the grade for the Bachelor’s thesis module (cf section 25)*.* Paragraph 1 sentence 5 and paragraph 2 sentence 3 apply respectively to the calculation of the overall grade. **5\***

*(5) For academic coursework assignments to be credited as assessment components (transfer of course credits), they must correspond to assessment components in nature and scope. Coursework credits transferred must not account for the majority of the* Bachelor’s *examination. The Examination Committee takes the final decision on whether credits for academic coursework may be transferred.*

(6) A multiple-choice assessment is deemed to have been passed if candidates achieve the pass mark. The pass mark is the lower of the two threshold values below:

50 percent of the points available (absolute pass mark) or

A score 10 percent lower than the average score achieved by candidates, which must still be at least 40 percent of the points available (relative pass mark).

If candidates have achieved the required pass mark, the following grades are to be used:

1.0 - very good, for scoring at least 90 percent of the available marks above the pass mark,

1.3 - very good, for scoring at least 80 percent but less than 90 percent of the available marks above the pass mark,

1.7 - good, for scoring at least 70 percent but less than 80 percent of the available marks above the pass mark,

2.0 - good, for scoring at least 60 percent but less than 70 percent of the available marks above the pass mark,

2.3 - good, for scoring at least 50 percent but less than 60 percent of the available marks above the pass mark,

2.7 - satisfactory, for scoring at least 40 percent but less than 50 percent of the available marks above the pass mark,

3.0 - satisfactory, for scoring at least 30 percent but less than 40 percent of the available marks above the pass mark,

3.3 - satisfactory, for scoring at least 20 percent but less than 30 percent of the available marks above the pass mark,

3.7 - sufficient, for scoring at least 10 percent but less than 20 percent of the available marks the pass mark,

4.0 - sufficient, for scoring no additional points above the pass mark or scoring less than 10 percent of the available marks above the pass mark.

If candidates have not achieved the minimum mark to pass the examination then the assessment component will be graded “insufficient” (5.0).

**Section 11**

Withdrawing from an examination, failure to attend, absence

(1) Candidates may withdraw from an assessment component without giving a reason. The Central Examination Office must be notified no later than one week prior to the date of the assessment.

(2) An assessment component is deemed to be “insufficient” (5.0) if candidates fail to attend a compulsory assessment without valid reason or if they withdraw from an assessment that they have entered without valid reason. The same applies if an assessment component is not completed by the specified deadline.

(3) The reasons for withdrawal or failure to attend must be presented to the Central Examination Office promptly in writing and evidence must be provided. As a general rule, a medical certificate is required if candidates are ill. In the event of uncertainty, an official medical certificate may be requested. The illness of a candidate’s child for whom the candidate is generally the sole carer is considered equivalent to the candidate being ill in respect of the observance of deadlines for initial enrolment for examinations, as well as in respect of examination re-sits, reasons for absence from examinations and observance of deadlines for assessment components.

**Section 12**

**Cheating, infringement of regulations, failings in the examination procedure**

(1) Should candidates attempt to influence the result of their assessment component by cheating, e.g. by using unauthorised resources, the assessment component in question will be graded “insufficient” (5.0).

(2) Candidates who disrupt the orderly conduct of the examination may be barred from the remainder of the assessment component by the examiner or invigilator in question; in this event, the assessment component will be graded “insufficient” (0).

(3) If it becomes apparent that there were failures in the examination procedure which affected the outcome of the assessment, the specific candidate or all the candidates will be permitted to retake the examination or individual parts thereof, by official request or the request of a candidate. In this case, the existing results are no longer valid.

(4) Failures in the examination procedure must be brought to the attention of the examiner or invigilator in writing or verbally during the examination or to the Chair of the Examination Committee in writing immediately after the examination.

**Section 13**

Passing and failing examinations

(1) A minimum of “sufficient” (4.0) is required to pass module examinations. If an assessment component is marked as “pass required” in the module description and this assessment component is graded “insufficient”, then candidates fail the module examination. If failed module examinations have not been retaken within one year (section 14 paragraph 1) or, if upon retaking, they have been graded “insufficient” again, this will once again lead to the failure of the module examination. If an application to retake the module examination for a second time (section 14 paragraph 2) has not been made by the specified deadline, if the module examination is not retaken for the second time at the next available examination date or if this examination is again graded “insufficient”, then the candidate is deemed to have “definitively failed” that module examination.

(2) The definitive failure of a module examination will result in the “definitive failure” of the Bachelor’s examination.

(3) Each module examination must be passed in order to pass the Bachelor’s examination. If the Bachelor’s examination is not taken within the four semesters following the end of the standard period of study, this will also result in a “fail”.

**Section 14**

**Retaking module examinations**

(1) It is possible to retake a failed module examination (graded “insufficient”). If the module examination consists of more than one assessment component, those assessment components graded “insufficient” may only be retaken insofar as they are required in order to pass the module examination. Independently of this, assessment components must be retaken if they are marked as “pass required” in the module descriptions but have been graded “insufficient”. The examination must be retaken within one year. This period starts once the candidate is notified of the result of the module examination. After this deadline has passed, the module examination is deemed to have been failed.

(2) Permission to retake an examination for a second time may only be obtained if candidates apply to do so at the next available examination date. No further resit examinations will be permitted.

(2) Assessment components that have been passed may not be retaken.

**Section 15**

#### Transfer of credits for study time, coursework and assessment components

(1) Candidates may request that credits for study time, academic coursework and assessment components from other degree programmes are transferred to the current programme, unless there are significant differences in respect of the skills acquired. To determine this, an overall view will be taken and an overall evaluation will be made, rather than a schematic comparison. The Examination Committee takes the final decision on whether credits for academic coursework may be transferred. Decisions not to transfer credits will be justified in writing. As far as the transfer of credits for study time, academic coursework and assessment components completed outside Germany is concerned, consideration must be given to the agreements on equivalence approved by the Standing Conference of the Ministers of Education and Cultural Affairs (KMK) and the German Rectors’ Conference (HRK), as well as to agreements as part of university partnerships.

(2) Students may request that credits for qualifications gained outside higher education are transferred if these elements of the programme are equivalent in terms of content and standards and may be replaced by these other qualifications. They shall be deemed equivalent if the learning outcomes and skills documented largely correspond to those being replaced. Paragraph 1 sentence 2 applies accordingly. Students must demonstrate that they have acquired the knowledge and skills they wish to have credited and that these correspond with the requirements set out in sentence 1. Knowledge and skills gained outside higher education may replace a maximum of half the course of study.

(3) Applicants with a university entrance qualification are placed into a more advanced semester if they can demonstrate that they possess the required knowledge and skills by means of a specific academic examination (placement tests).

(4) If credits for coursework and assessment components are to be transferred, then their grades will also be transferred, provided that the grading systems are compatible. If the grading systems are not compatible, a “pass” will be recorded. **6\***

(5) Students must provide all the documentation required when transferring credits for study time, coursework and assessment components, as well as knowledge and skills gained outside higher education.

**Section 16**

Examination Committee

(1) The Faculty Board for the Faculty of ... appoints an Examination Committee to organise examinations and to administer the tasks assigned to it by the present Examination Regulations *(in agreement with the Faculty Board for the Faculty of …)*.

(2) The Examination Committee comprises the Chair, the Deputy Chair and ... further members appointed from the lecturers working within the Faculty/*Faculties* of …, ... academic staff members working at the Faculty/*Faculties* of … and … student members. **7\***

(3) The term of office is usually three years*,* or one year for student members*.* Members may be reappointed.

(4) The Examination Committee is responsible for all issues relating to the Examination Regulations, insofar as no other provision regarding responsibility has been specified in these Regulations, particularly in relation to:

The organisation of examinations,

1. Decisions about the consequences of infringements of examination regulations,
2. The transfer of credits for study time, coursework and assessment components as well as knowledge and skills acquired outside higher education,
3. The appointment of examiners,
4. Decisions about appropriate examination conditions for students during maternity leave and parental leave,

Decisions about appropriate examination conditions for disabled and chronically ill students,

Decisions about the invalidity of the Bachelor’s examination,

Decisions about appeals in situations relating to these Examination Regulations.

The statutory provisions in relation to maternity leave and parental leave must be complied with.

(5) The Examination Committee may assign duties to the Chair. This does not apply to decisions relating to section 12 paragraph 3, to decisions about appeals or to reports to the Faculty Board *(Faculty Boards).*

(6) The Examination Committee reports to the Faculty Board *(Faculty Boards)* on request about the design of examination and study periods, the effective deadlines for the Bachelor’s thesis, and the allocation of module and overall grades, and may give recommendations about the reform of the Study and Examination Regulations.

(7) The Examination Committee is quorate when the Chair or Deputy Chair and the majority of members are present and if the lecturers form the majority of the voting members present. The meetings of the Examination Committee are not public.

(8) The members of the Examination Committee have the right to attend any examinations. This does not apply to student members who wish to take the same examination in the same examination period. Members of the Examination Committee are not permitted to administer Examination Committee responsibilities if they are involved in the examination in question.

(9) Members of the Examination Committee are duty-bound to maintain the confidentiality of discussions held at Examination Committee meetings.

**Section 17**

#### Examiners and observers

(1) The Examination Committee appoints examiners. Only members and employees of Chemnitz University of Technology, or other universities, who have obtained a habilitation for the examination subject in question may be appointed to the post of examiner. Insofar as it is appropriate to the subject matter of the examination, the post of examiner may also be filled by persons to whom the habilitation has been conferred for one part of the examination subject only. In very exceptional circumstances, teachers for specific tasks as well as people with professional and academic experience may also be appointed to the post of examiner if this is appropriate to the particular requirements of the examination. Assessment components may only be assessed by such persons having at least the same qualification or a qualification that is equivalent to the one forming the basis of the exam.

(2) Candidates are permitted to propose an examiner or group of examiners to the Examination Committee for the purposes of assessing the Bachelor’s thesis (section 19) and oral assessment components (section 6). A proposal does not confer any legal entitlement to have this person/these persons appointed.

(3) The Examination Committee ensures that candidates are informed of the examiners’ names at least two weeks before the date of the examination.

(4) The examiner and the observer are duty-bound not to disclose the examination procedures to third parties.

**Section 18**

Purpose of the Bachelor’s examination

The Bachelor’s examination forms the professional qualification of the Bachelor’s course. The Bachelor’s examination ascertains, whether candidates have acquired the necessary basic scientific knowledge, a subject-specific and interdisciplinary methodological competence and vocational qualifications that prepare them for lifelong learning and employment in different professional fields.

**Section 19**

Allocating the thesis topic, submission, assessment and repeating the Bachelor’s thesis

(1) The Bachelor’s thesis should demonstrate candidates’ ability to independently tackle an appropriate subject-specific or multi-disciplinary problem using scientific methods within a specified time limit.

(2) The topic for the Bachelor’s thesis must be linked to the programme content. The Bachelor’s thesis may be supervised by anyone who has been authorised to do so. Candidates are entitled to nominate a supervisor and a topic, but do not have any legal entitlement to guarantee that the nomination will be complied with. The Examination Committee allocates the Bachelor’s thesis topic.

(3) Upon submitting the Bachelor’s thesis, candidates must confirm in writing that they have completed the work independently and have not used source materials or resources other than those provided to them. Each candidate’s individual proportion of the submitted work must be indicated in the case of group work.

(4) Two typed, bound copies of the Bachelor’s thesis, *as well as an electronic file in a format suitable for the long-lasting reproduction of characters*, must be submitted to the Central Examination Office by the specified deadline.

(5) The topic allocated and the submission deadline must be recorded.

(6) The thesis topic may only be changed once and this must be within four weeks of the allocation of topics. The topic may not be changed more than once.

(7) The Bachelor’s thesis is usually assessed by two examiners. This must include the thesis supervisor. The assessment procedure must be in accordance with section 10 paragraphs 1 and 3 of these Examination Regulations. The assessment process must not exceed four weeks.

(8) Bachelor’s theses that are not received by the deadline will be graded as “insufficient” (5.0). If the Bachelor’s thesis is not awarded at least “sufficient” (4.0), it may be repeated once within the subsequent year. Upon request, it may be repeated for a second time and this must be within the six months following the second fail. No further attempts to repeat will be permitted. When repeating the Bachelor’s thesis, the topic may be changed within the period referred to in paragraph 6 only if candidates had not made prior use of this option.

**Section 20**

Transcript and Bachelor’s degree certificate

(1) Following the successful completion of the Bachelor’s examination, a transcript is issued immediately, preferably within four weeks. The transcript for the Bachelor’s examination must record *the chosen field of study,* a description of the modules, module grades, the topic of the Bachelor’s thesis, the overall mark and grade and the total number of credits.

(2) The transcript bears the date on which the final assessment component was completed and the date of issue and is signed by the Chair of the Examination Committee.

(3) Candidates will receive the Bachelor’s certificate bearing the date of issue of the transcript at the same time as receiving the transcript of the Bachelor’s examination. The certificate certifies the conferment of the academic Bachelor’s degree. The Bachelor’s certificate will be signed by the Dean and the Chair of the Examination Committee and bears the seal of Chemnitz University of Technology. An English translation of the Bachelor’s certificate is to be enclosed.

(4) A diploma supplement is also issued. The applicable wording agreed by the KMK and the HRK must be used for this description of the national education system in Germany.

(5) The degree may also be conferred to Sorbs in the Sorbian language and a Sorbian-language version of the Bachelor’s certificate and the transcript will be issued on request.

(6) On request, students who do not complete their degree will receive a transcript of the components that have been completed.

(7) The Central Examination Office is responsible for issuing transcripts and certificates in accordance with paragraphs 1 to 6.

**Section 21**

#### Invalid Bachelor’s examination

(1) If candidates cheated in an assessment component and this behaviour does not come to light until after the conferment of the degree, then the mark for the assessment component may be corrected in accordance with section 12 paragraph 1. Where appropriate, the module examination may be declared “insufficient” and the Bachelor’s examination may be declared a fail.

(2) If the requirements for admission to an examination were not met but it cannot be demonstrated that candidates intended to deceive and if this does not come to light until after the conferment of the degree, then this will be overlooked if candidates have passed the examination. If candidates have gained admission to an examination by intentionally deceitful means, then the module examination can be declared “insufficient” and the Bachelor’s examination declared “failed”.

(3) The incorrect transcript and incorrect Bachelor’s certificate must be confiscated and new ones issued if appropriate. If the Bachelor’s examination is deemed to have been “failed” on the basis of deception, the Bachelor’s certificate, its English translation and the diploma supplement must be confiscated in addition to the incorrect transcript. If a period of five years lapses following the date of issuing the transcript, then any ruling pursuant to paragraph 1 and paragraph 2 sentence 2 is precluded.

(4) Candidates will be given the opportunity to comment before such a ruling in accordance with paragraph 1 or paragraph 2 sentence 2.

**Section 22**

Access to examination files

Upon request and with reasonable notice, graduates may be granted access to their written assessment papers, the related evaluations and the examination records within the year following issue of the transcript.

**Section 23**

#### Appeal procedure

##### Appeals against decisions taken in accordance with these Regulations must be lodged with The Central Examination Office of the Chemnitz University of Technology, in writing or for transcription, no later than a month following notification to the party concerned of the decision in question. The Examination Committee makes the final decision on appeals. Appellants will be notified on the appeal ruling and supporting reasons, and further information on the rights of legal appeal will be provided. The appeal ruling also determines which party bears the costs of the proceedings.

**Part 2**

**Subject-specific guidelines**

###### Section 24

###### Structure and scope of degree programme

(1) This is a modular degree programme. *It comprises core, specialisation, main and supplementary modules, which are offered as compulsory or compulsory elective modules,* and the Bachelor’s thesis module. Compulsory modules must be taken by all students on the programme. Compulsory elective modules are alternative modules offered on the programme. The compulsory elective modules chosen by students will be treated as compulsory modules.

(2) *180* credits are required to pass the Bachelor’s degree programme.

(3) The time needed by the student to complete the work required is on average 900 hours per semester. The specified credits will be awarded upon successful completion of module examinations.

*(4) Before registering for the Bachelor’s thesis, students may choose to sit more compulsory elective examinations than are specified. The additional examinations chosen must be registered by students as supplementary examinations. Supplementary examinations may only be taken once. The results of supplementary examinations are recorded on the transcript at the student’s request, but these are not included when calculating the overall grade for the Bachelor’s examination. The request must be received by the Central Examination Office no later than the submission of the Bachelor’s thesis.*

**Section 25**

**Subject matter, nature and scope of the Bachelor’s examination**

(1) The Bachelor’s examination consists of the following modules: **8\***

*1. Core modules:*

*[Module number] [Module name] ...........…, …*Cr (Compulsory module),Weighting …

*2. Specialisation modules:*

*From the following specialisation modules, ... modules / modules totalling ... Cr must be selected:*

*[Module number] [Module name]* ............, ... Cr *(Compulsory or Compulsory elective modules)*, Weighting ...

*3. Main modules:*

*From the following main modules, ... modules / modules totalling ... Cr must be selected:*

*[Module number] [Module name]* ............., ... Cr *(Compulsory or Compulsory elective modules)*, Weighting ...

*4. Supplementary modules:*

*From the following supplementary modules, ... modules / modules totalling ... Cr must be selected:*

*[Module number] [Module name]* ............, ... Cr *(Compulsory or Compulsory elective modules),*Weighting ...

5. Bachelor’s thesis module*:*

*[Module number]* Bachelor’s thesis, ... Cr (Compulsory module), Weighting ...

(2) The module descriptions that form part of the Study Regulations specify the number, nature, subject matter and organisation of assessment components along with the admissions requirements.

**Section 26**

**Deadline for the Bachelor’s thesis, *Colloquium/Defence* 9\***

(1) *The time taken to complete the Bachelor’s thesis must not exceed 9 weeks. The time taken to complete the Bachelor’s thesis must not exceed 18 weeks for courses being taken concurrently.*

(2) In individual cases, the time allowed may be extended by no more than three weeks upon a justified request to the Examination Committee.

(3) The topic, remit and scope of the Bachelor’s thesis must be defined by the supervisor in such a way as to ensure that students can meet the Bachelor’s thesis deadline.

(4) *Candidates present and justify their Bachelor’s thesis at a colloquium/defence.*

**Section 27**

**Academic degree**

Upon passing the Bachelor’s examination, candidates are conferred the “Bachelor’s of ... (B. .)” degree by Chemnitz University of Technology. **10\***

**Part 3**

**Final provisions**

**Section 28**

#### Entry into force and publication,  *Transitional Regulations* 11\*

These Examination Regulations apply to students enrolled from the *winter semester* ... onwards.

These Examination Regulations enter into force on the day following their publication in the official publications of Chemnitz University of Technology.

Issued on the basis of the decision *(decisions)* of the Faculty Board for the Faculty of ... on ... *(, of the Faculty Board for the Faculty of ... on ...)* and the approval of the University Management of Chemnitz University of Technology on ... .

Chemnitz, (date) ...

The President

of Chemnitz University of Technology

Guidance notes on the Guidelines for the Design of Examination Regulations for Bachelor’s Programmes:

The gaps in the text designated by three dots must be completed.

Text in italics indicates choices or additional options.

**1\*** The standard period of study for a Bachelor’s degree programme should amount to 6 semesters. 7 or 8 semesters may also be possible. (If a consecutive Master’s programme is planned, the combined standard period of study comprising the preceding Bachelor’s programme and the Master’s programme must not exceed 10 semesters.)

**2\*** In accordance with section 12 paragraph 5 sentences 1 and 2 no. 4 of the Regulation of the Saxon State Ministry of Science, Culture and Tourism on the accreditation of study courses (Sächsische Studienakkreditierungsverordnung - SächsStudAkkVO) of 29.05.2019, amended by the Regulation of 01.07.2021, in order to ensure students can study within the standard period of study, appropriate assessment quantity and organisation must be provided, with generally only one assessment component (examination result of the module examination) being required for a module. Regarding the further requirement of section 12 paragraph 5 sentences 1 and 2 no. 4 of the SächsStudAkkVO, according to which modules should generally have a scope of at least five credit points, with 30 credit points per semester, no more than six assessment components per semester are to be expected. In justified exceptional circumstances, more than one assessment component may be scheduled in the module. This requires a justification in terms of content and didactics, which should be based on the descriptions of the contents, qualification objectives and the module examination in the module description of the respective module and must be presented in the criteria grid. In this context, the compatibility of the module concept and of the examination concept in relation to the qualification objectives of the module as well as the total examination burden in the degree programme must be considered. The module examination provides legally valid confirmation that the qualification objectives of the module have been achieved.

**3\*** German is the official language and therefore also the examination language. By way of exception, English may be specified as the examination language in section 5 paragraph 3 sentence 1 of the Examination Regulations for degree programmes conducted in English. In place of the illustrative example of English in section 5 paragraph 3 sentences 2 and 3 of the Examination Regulations, other languages may also be specified.

**4\*** In addition, a total maximum duration for group examinations may be specified.

**5\*** A regulation for passing the Bachelor’s examination with distinction may be established.

**6\*** In the case of incompatible grading systems, a successful performance will be assumed. However, in the absence of comparability, grades will not be transferred. “Pass” will be the only comment on the summary of performance or transcript. The assessment component in question has a weighting of 0 for the purposes of calculating the overall mark (module grade, or overall grade for the Bachelor’s examination).

**7\*** The Examination Committee comprises a maximum of seven members. University lecturers hold the majority.

**8\*** Under the core, specialisation, main and supplementary modules there must be a list of module numbers and module names corresponding to the module descriptions and an indication of the corresponding credits (Cr). The description as core, specialisation, main modules, etc. are examples for the description of module groups; a selection or further descriptions and versions for the composition of the Bachelor examination is/are possible. The chosen version must be described accordingly. Provided that elective modules are available, the following wording may be used: “To broaden students’ choice, modules worth a total of up to ... credits may be selected. These additional credits do not count towards the degree.” The number of credits required to exceed the minimum number of credits must be less than the number of credits of the smallest elective module.

**9\*** If the Bachelor’s thesis module comprises only the Bachelor’s thesis, then 6 to 12 credits are to be awarded for it (section 8 paragraph 3 sentence 1 of the SächsStudAkkVO). The time allowed for the Bachelor’s thesis is to be based on the number of study hours / credits designated according to the standard period of study (for courses being taken concurrently).

**10\*** The designation of the final qualification follows the specifications set down in this regard in section 6 paragraph 2 of the SächsStudAkkVO.

**11\*** Specific transitional provisions may be formulated, particularly in the case of an amendment to existing degree programmes.