

**Only the officially promulgated German version is legally valid**

**GENERAL ACADEMIC AND EXAMINATION REGULATIONS  
for Bachelor's and Master's Programs (APSO)  
at the Technische Universität München**

**dated 18 March 2011**

**Clean version  
as amended by the amending statutes of 29 October 2012**

In accordance with Art. 13 (1) sentence 2 in conjunction with Art. 58 (1) sentence 1 and Art. 61 (2) sentence 1 of the *Bayerisches Hochschulgesetz (BayHSchG)* [Bavarian Higher Education Act] the Technische Universität München (TUM) issues the following regulations:

*Introductory note on linguistic usage:*

- 1. In accordance with Art. 3 (2) of the German Constitution, women and men have equal rights. Any terms relating to persons and functions mentioned in the following regulations are equally valid for women and men.*
- 2. The terms notice board/bulletin board ("Aushang"; "schwarzes Brett") do not imply the use of a specific information medium. Information may be provided in paper copy or electronic form. Legally binding notices must be provided through media which are easily accessible to all addressees.*
- 3. The term "form" ("Formular"; "Formblatt") does not imply the use of a specific medium. Forms may be provided in paper copy or on computer screens.*
- 4. The term "Examination Office" ("Prüfungsamt") refers to the locally competent department of the TUM examination office.*
- 5. Some of the terms used in these regulations are defined in detail in the glossary "Verwendung einheitlicher Begriffe und Bezeichnungen für Bachelor- und Masterstudiengänge" and are available on the internet in the "TUM Dienstleistungskompass" at [http://portal.mytum.de/archiv/kompendium\\_rechtsangelegenheiten/bologna-prozess/folder\\_-listing](http://portal.mytum.de/archiv/kompendium_rechtsangelegenheiten/bologna-prozess/folder_-listing).*

*The English version is provided for convenience only and not intended to be a legally binding document.*

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## Preamble

<sup>1</sup>The Technische Universität München (TUM) enjoys world-wide reputation for its science-driven, top-level education. <sup>2</sup>TUM pursues this principle through implementation of the new tiered, internationally-oriented academic programs. <sup>3</sup>To ensure transparency of the programs offered at TUM for both faculty and students in Germany and abroad and underline its reputation as academic institution of higher education of international standing, TUM issues the following General Academic and Examination Regulations for Bachelor's and Master's Programs.

### I. General Provisions

#### § 1

##### Applicability of the General Academic and Examination Regulations

- (1) The General Academic and Examination Regulations for Bachelor's and Master's Programs at the Technische Universität München (APSO) stipulate the general process regulations applicable to all bachelor's and master's examinations held at the Technische Universität München as well as general curriculum information.
- (2) The Academic and Examination Regulations (FPSO) stipulate the program-specific requirements for admission to examinations, the examination requirements and the course of studies. In particular, the regulations must provide the following information:
  1. eligibility requirements for individual programs;
  2. list of modules to be completed (curriculum);
  3. examination subjects and requirements;
  4. requirements for admission to examinations, how to achieve the admission requirements, and the possibility to repeat the admission process;
  5. standard dates for the final examination and for examinations taken concurrently with the program;
  6. number of semesters of study after which the final examination may generally be completed (standard duration of study) and number of necessary courses;
  7. type of examination;
  8. deadlines for completion of written examinations;
  9. determination of the overall examination result;
  10. repeat examinations;
  11. degree awarded after successful completion of the examination.
- (3) In the event that a provision contained in the FPSO for bachelor's or master's programs is not in conformity with the APSO, the APSO shall prevail.

#### § 2

##### Purpose of the Examinations

- (1) The Fundamentals Exam [Grundlagen- und Orientierungsprüfung (GOP)], provided that a Fundamentals Exam is required under the pertinent FPSO, is designed to assess whether or not the student has the basic knowledge of the discipline and is qualified for the academic program.
- (2) <sup>1</sup>Successful completion of the bachelor's examination provides a first professional qualification. <sup>2</sup>The purpose of the bachelor's examination is to ascertain whether the

student has mastered the fundamental scientific principles of the discipline, acquired methodological competence and primary professional qualifications and is prepared for an early entry into the profession.

- (3) <sup>1</sup>The master's examination is the final component of the master's program, qualifying the graduate for entry into professional practice or research. <sup>2</sup>The master's examination is designed to determine whether or not the student has acquired the thorough knowledge of the discipline that is necessary for transition into a professional career; has a comprehensive view of the discipline's interrelated issues; and is capable of working independently according to academic principles.

### **§ 3 Degrees**

- (1) Upon successful completion of the bachelor's examination, the degree "Bachelor of Science" (B.Sc.), "Bachelor of Arts (B.A.)", or "Bachelor of Education (B.Ed.)" is awarded in accordance with the specific FPSO.
- (2) Upon successful completion of the master's examination in a consecutive master's program, the degree "Master of Science (M.Sc.)", or "Master of Arts (M.A.)", or "Master of Education (M.Ed.)" is awarded in accordance with the specific FPSO.
- (3) <sup>1</sup>Diplom and master's degree conferred by the Technische Universität München are deemed to be equivalent academic qualifications which, as a rule, entitle the graduate to pursue a doctoral program in accordance with the General Provisions of the Doctoral Program Regulations of the Technische Universität München as amended from time to time. <sup>2</sup>After successful completion of a consecutive bachelor's or master's engineering science program, the equivalency of the degree "Diplom-Ingenieur Univ." and "Master of Science", or "Master of Arts" in Architecture, awarded by the Technische Universität München is confirmed in the degree certificate.
- (4) For master's programs requiring postgraduate work experience\*, degrees other than those mentioned in subsection (2) may be conferred in accordance with the specific FPSO.
- (5) <sup>1</sup>The academic title may be used with the name of the university "(TUM)" to allow identification with the Technische Universität München and its quality standards. <sup>2</sup>The option set out in sentence 1 requires that the major part of the relevant studies were pursued at the Technische Universität München.

\*["weiterbildende Masterstudiengänge" pursuant to Art. 43 BayHSchG (Bavarian Higher Education Act)]

## **II. Duration, Structure, Course of Studies, Deadlines**

### **§ 4 Student Advising**

<sup>1</sup>Student advising is the responsibility of the school, college, or program division to which the bachelor's or master's program in question belongs. <sup>2</sup>Students are advised to make use of student advising services particularly in the event of

- failed examinations;
- change of academic program;
- transfer to the Technische Universität München from another university.

## § 5 Commencement of Studies

<sup>1</sup>Commencement of studies for a bachelor's program at the Technische Universität München is, as a rule, the winter semester. <sup>2</sup>Students who have earned credits in the same, a related, or another program which count towards the desired degree and who are admitted to an advanced semester (lateral entry) may, notwithstanding sentence 1, commence in the summer semester. <sup>3</sup>In such a case students have to adjust their curriculum accordingly. <sup>4</sup>Commencement of the master's program shall be determined in the pertinent FPSO.

## § 6 Modular Structure, Module Examinations

- (1) <sup>1</sup>Studies are organized into modules. <sup>2</sup>A module consists of one or several thematically linked and synchronized courses pursuant to § 8. <sup>3</sup>Modules may consist of several forms of teaching (for example, lectures, exercises, practicum, project report) and learning (for example, independent and private study, distance education program, term paper). <sup>4</sup>Modules should be designed to enable students to complete a module within, as a rule, one semester or one academic year. <sup>5</sup>A module may extend over several semesters if this is necessary for reasons of content. <sup>6</sup>Module content and organization are determined by the school, college, or program division. <sup>7</sup>Any regulations regarding examinations must be coordinated with the examination committee or committees involved.
- (2) <sup>1</sup>The program consists of required, required elective and/or elective modules. <sup>2</sup>Required modules must be taken by all students and the pertinent examinations must be successfully completed. <sup>3</sup>For required elective modules students may choose, from a thematically selected range, modules corresponding to the number of credits stipulated in the FPSO and must successfully complete the pertaining module examination. <sup>4</sup>For elective modules, students may choose modules in compliance with the selection and number of credits defined in the corresponding FPSO. <sup>5</sup>A failed exam in an elective module may be replaced by another exam that was passed in a different elective module within the relevant standard period of study and the expiration grace period. <sup>6</sup>Number and content of the different module types must be determined in the pertinent FPSO. <sup>7</sup>In particular, the FPSO must specify all modules for which there is no elective option, i.e. the successful completion of which is a prerequisite for graduation. <sup>8</sup>In the event of changes or in the case of § 8 (3) of the APSO a resolution of the examination committee will be required.
- (3) <sup>1</sup>Credits for modules must be whole numbers. <sup>2</sup>Modules should amount to 5 to 12 credits. <sup>3</sup>In justified exceptional cases modules may amount to less than 5 credits. <sup>4</sup>Further, in justified exceptional cases modules may amount to up to 20 credits, in which case the module should extend over one academic year. <sup>5</sup>In addition, a higher number of credits is permitted only for modules which comprise the preparation of a final thesis or which require special practica or projects. <sup>6</sup>No more than six module examinations should be attempted each semester. <sup>7</sup>6 to 12 credits shall be awarded for the preparation of the bachelor's thesis, and 30 credits for the preparation of the master's thesis. <sup>8</sup>For master's programs requiring postgraduate work experience, 15 to 30 credits may be allocated to the preparation of the master's Thesis.
- (4) <sup>1</sup>As a rule, a module is completed with a written or oral module examination taken concurrently with the program. <sup>2</sup>The examination should be designed to demonstrate whether or not the intended learning outcome has been achieved. <sup>3</sup>The module examination may consist of an examination or coursework.

- (5) <sup>1</sup>In addition to this module examination, mid-term assignments may be scheduled during the lectures. <sup>2</sup>Details, in particular number, type and content of the examinations and their weighting for the calculation of the module grade, any make-up dates scheduled prior to the module examination for compelling reasons, and whether or not the mid-term assignment will count towards the module examination in case of a repeat examination will be determined by the examiners in coordination with the examination committee and shall be announced to the students in due form no later than two weeks before the beginning of classes. <sup>3</sup>Participation in mid-term assignments is voluntary. <sup>4</sup>Where the mid-term assignment is an examination required for a certain module, the grade achieved will only count towards the module grade if it improves the module grade. <sup>5</sup>Where the mid-term assignment is part of the coursework to be completed in a module, the examiner may apply a bonus when assessing the module examination. <sup>6</sup>This bonus will improve the calculated module grade by 0.3 if, based on the overall impression, the improved grade better reflects the student's proficiency level and the modification of the grade is not decisive for whether or not the examination is passed; the results of the mid-term assignments must be taken into account in assessing the overall impression. <sup>7</sup>The reasons for improving the grade must be documented. <sup>8</sup>When retaking a failed module examination at the next possible examination date, successfully passed mid-term assignments may be taken into account.
- (6) <sup>1</sup>In justified cases the FPSO may provide that individual modules be completed by taking module examination components. <sup>2</sup>These examinations may consist of both examinations and/or coursework. <sup>3</sup>These module examination components must be specified for each individual module in the Appendix to the respective FPSO. <sup>4</sup>In addition, the weighting of the component examination for the calculation of the module grade must be specified in the FPSO. <sup>5</sup>§ 17 (3) shall apply to the grading of these examination components, § 24 (4) to their successful completion. <sup>6</sup>The FPSO may also provide that a module is passed only if each individual module examination component was passed. <sup>7</sup>A division of the module examination into module examination components is permitted, in particular, if various learning outcomes based on different forms of teaching and learning are pursued that require different types of examinations, or where a division of the module examination is designed to offer students an extensive range of options. <sup>8</sup>Further, module examinations may be divided if thereby the level of examination stress at the end of the semester may be reduced. <sup>9</sup>For this purpose, the schedule for the examination components should be reasonably spread out.
- (7) <sup>1</sup>Examinations are graded. <sup>2</sup>Coursework is assessed as "pass" or „fail“. <sup>3</sup>Examinations or coursework to be completed in a given module must not be an admission requirement for other examinations or coursework to be completed in that module.
- (8) A module examination is deemed a concurrent examination if it is offered subsequent to the last class of a module prior to the beginning of classes of the following semester.
- (9) The module catalog shall delineate, university-wide and for each required, required elective and elective module, the descriptions required under the structural requirements of the Standing Conference of Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany [Strukturvorgaben der Kultusministerkonferenz] and any other regulations adopted by the Technische Universität München.
- (10) <sup>1</sup>Students enrolled for a program at the Technische Universität München may sign up for optional courses that are not part of the curriculum of their program. <sup>2</sup>Signing up for an optional course will be possible only if the school or college concerned has not imposed any limitations on the module in question. <sup>3</sup>The credits obtained from an optional course must not be taken into account in the progress monitoring assessment set out in § 10.

## **§ 7 ECTS**

<sup>1</sup>In accordance with the European Credit Transfer System (ECTS), the number of credits that may be earned for a module reflects a student's total workload. <sup>2</sup>One credit reflects a workload of 30 hours. <sup>3</sup>As a rule, 30 credits may be earned each semester. <sup>4</sup>To earn credits, students must have successfully completed certain modules. <sup>5</sup>Credits cannot be awarded for mere attendance, but require proof of successful completion of a module examination. <sup>6</sup>The number of modules to be successfully completed is calculated from the number of credits that are awarded in a given semester.

## **§ 8 Courses**

- (1) <sup>1</sup>The modules stipulated in the individual FPSO specify the goals and contents of each program. <sup>2</sup>At the Technische Universität München, the FPSO may require the following module courses:
1. lectures;
  2. exercises;
  3. seminars;
  4. colloquia;
  5. practica;
  6. excursions/field trips;
  7. projects.
- (2) <sup>1</sup>All courses are assigned to modules. <sup>2</sup>An individual module may be counted only once in a given program. <sup>3</sup>Required elective or elective modules that counted toward the bachelor's degree cannot be chosen for the master's degree program.
- (3) <sup>1</sup>In case not enough students have enrolled, there is no entitlement that required elective or elective modules pertaining to a specific area of specialization or concentration within a program will be taught. <sup>2</sup>The same applies if for a certain module no suitable lecturer is available at the Technische Universität München. <sup>3</sup>Courses pertaining to an area of specialization or concentration must be scheduled so as to give students the opportunity to attend these courses.
- (4) <sup>1</sup>An FPSO may provide that the individual semester curriculum must be approved by the mentor in charge in cooperation with the examination committee. <sup>2</sup>The mentor's duties shall be specified in the FPSO.

## **§ 9 Standard Duration of Study**

- (1) <sup>1</sup>The standard duration of study for completing the bachelor's degree at the Technische Universität München is at least six and no more than eight semesters. <sup>2</sup>The number of credits required for successful completion of a bachelor's program is 180, 210, or 240 credits, depending on the standard duration of study determined for a program.
- (2) <sup>1</sup>The standard duration of study for completing the master's program at the Technische Universität München is at least two and no more than four semesters. <sup>2</sup>The number of

credits required for successful completion of a master's program is 60, 90, or 120 credits so that, including the preceding bachelor's program, 300 credits will be obtained.

## § 10

### Examination Deadlines, Progress Monitoring, Failure to Meet Deadlines

- (1) <sup>1</sup>Examinations should be completed in time for the student to earn the number of credits stipulated for the bachelor's and master's examination in the FPSO by the end of the standard duration of study pursuant to § 9. <sup>2</sup>To comply with the standard duration of study as set forth in § 9, students should achieve 30 credits per semester. <sup>3</sup>Students should pursue their studies in a goal-oriented way and complete all required module examinations of the semester in which the student is registered for courses awarding credits toward the degree. <sup>4</sup>Credits that count toward the degree must have been earned in modules that comply with the program requirements. <sup>5</sup>Students are expected to earn a minimum of 22 credits per semester, in compliance with the pertinent selection requirements. <sup>6</sup>Progress is monitored each semester in compliance with subsections (2) to (4). <sup>7</sup>Students whose number of credits falls below the number of credits per semester pursuant to sentence 2 by at least 15 credits get a warning. <sup>8</sup>Students will be informed in appropriate manner of further details by the school, college, or program division; in particular, the FPSO may require that students concerned will be invited to a student advising interview.
- (2) In bachelor's and master's programs a certain number of module examinations relating to the basics of the pertinent discipline must be taken by the end of the second semester, as stipulated in the FPSO.
- (3) <sup>1</sup>Moreover, in bachelor's programs the following number of credits must be earned in the modules specified in the pertinent FPSO:
  1. a minimum of 30 credits by the end of the third semester in which the student is registered for courses awarding credits toward the degree;
  2. a minimum of 60 credits by the end of the fourth semester in which the student is registered for courses awarding credits toward the degree;
  3. a minimum of 90 credits by the end of the fifth semester in which the student is registered for courses awarding credits toward the degree;
  4. a minimum of 120 credits by the end of the sixth semester in which the student is registered for courses awarding credits toward the degree;
  5. a minimum of 150 credits by the end of the seventh semester in which the student is registered for courses awarding credits toward the degree; and
  6. a minimum of 180 credits by the end of the eighth semester in which the student is registered for courses awarding credits toward the degree.

<sup>2</sup>In the case of a seven- or eight-semester bachelor's program, the numbers must be adjusted accordingly in the FPSO. <sup>3</sup>In justified exceptional cases, for example where a module extends over several semesters or for special program models, the FPSO may depart from the number of credits stipulated in subsection 1, sentence 7.
- (4) <sup>1</sup>Moreover, in master's programs the following number of credits must be earned in the modules specified in the pertinent FPSO:
  1. a minimum of 30 credits by the end of the third semester in which the student is registered for courses awarding credits toward the degree;
  2. a minimum of 60 credits by the end of the fourth semester in which the student is registered for courses awarding credits toward the degree;
  3. a minimum of 90 credits by the end of the fifth semester in which the student is registered for courses awarding credits toward the degree;
  4. a minimum of 120 credits by the end of the sixth semester in which the student is



registered for courses awarding credits toward the degree semester.

<sup>2</sup>In the case of a two or three semester consecutive master's program or a two or three semester master's program requiring postgraduate work experience, the schedule stipulated in the FPSO has to be adjusted accordingly. <sup>3</sup>Subsection 3, sentence 3 shall apply accordingly.

- (5) If students miss the deadlines set out in subsections (2), (3) nos. 1 to 5, or (4) nos. 1 to 3, the module examinations not yet taken are deemed taken and irreversibly failed unless justified by compelling reasons pursuant to subsection (7).
- (6) <sup>1</sup>If students miss the deadlines set out in subsections (3) no. 6 or (4) no. 4, the module examinations not yet taken are deemed taken and not passed. <sup>2</sup>In the event that students exceed those deadlines by another semester, the module examinations not yet taken are deemed irreversibly failed unless justified by compelling reasons pursuant to subsection (7). <sup>3</sup>In the case of subsection 3, sentence 2, and subsection 4, sentence 2 the deadlines mentioned in sentences 1 and 2 must be provided for in the FPSO accordingly.
- (7) <sup>1</sup>Students who miss a deadline or withdraw from an examination must inform the Examination Committee's chairperson in writing without delay and substantiate their reasons. <sup>2</sup>§ 20 must be complied with. <sup>3</sup>If sickness is the reason for not taking the examination, the Examination Committee may in an individual case or, if in general, through a notice posted by the Examination Committee and the Examination Office prior to commencement of an examination, request a medical certificate or a certificate issued by an official medical examiner or public health officer which must specify the beginning and end of the period of inability to take an examination due to sickness. <sup>4</sup>In cases of doubt a certificate issued by a public health officer (*Amtsarzt*) may be requested. <sup>5</sup>If a student is prevented from taking an examination, grounds for the prevention may be accepted by the Examination Committee only for the period claimed for or, in the case of sentence 2, duly proven for. <sup>6</sup>A student must notify the Examination Committee's chairperson or the examiner, in writing and without delay, of any inability to take an exam that occurs prior to or during the exam. <sup>7</sup>If the grounds are acknowledged, the examination must be taken at the next possible examination date.

### **III. Type of Module Examination**

#### **§ 11**

#### **Type and Date of the Examination**

- (1) <sup>1</sup>Various types of examinations are possible; i.e. written examinations (*Klausuren*), other written performance and oral examinations, other oral performance as well as sports practical and drawing exams. <sup>2</sup>For group examinations, the contribution an individual student has made to a group examination must be clearly discernible and assessable.
- (2) <sup>1</sup>The examination dates for the individual modules including the allocation of students to individual examiners as well as the examination locations must be announced in due form no later than 14 days prior to each examination date. <sup>2</sup>Any short-term change of examiner, examination date or location that necessary for important reasons is admissible; it must be announced without delay in the above-mentioned form.
- (3) <sup>1</sup>The individual FPSO may stipulate that examinations be taken in a foreign language. <sup>2</sup>Further, the FPSO may provide that, upon a student's request, the examination may be taken in a foreign language.

## § 12 Written, Drawing and Sports Practical Examination

- (1) <sup>1</sup>Written examinations are written examinations (*Klausuren*) or other written performance. <sup>2</sup>“Other written performance“ may be, for example, project reports, research papers, seminar papers, graphical and creative designs, posters and work reports.
- (2) Students who participate in a written examination or sports practical examination must, upon request, prove their identity by presenting their student card.
- (3) <sup>1</sup>If students arrive late for an examination no extra time will be allowed to compensate for time lost. <sup>2</sup>Students may not leave the examination room without the proctor’s permission. <sup>3</sup>Time and duration of the absence will be recorded on the examination paper.
- (4) <sup>1</sup>For each written examination a record must be kept and signed by the proctor. <sup>2</sup>The record must report all incidents which are relevant for determining the examination results, in particular incidents delineated in § 22.
- (5) Resources permitted for an examination will be determined by the examiner; they will be announced no later than four weeks before the examination date.
- (6) <sup>1</sup>Written examinations will, as a rule, be assessed by one examiner. <sup>2</sup>Examinations to be assessed as failed must be graded by two examiners. <sup>3</sup>Grades awarded by more than one examiner will be averaged pursuant to § 18 subsection (11).
- (7) <sup>1</sup>Written examinations (*Klausuren*) will last at least 60 and not more than 180 minutes. <sup>2</sup>Modules for which more than 10 credits are awarded may require up to 240 minutes. <sup>3</sup>Where a module is completed by taking module examination components the length of the written examinations must not exceed the time periods specified in sentences 1 and 2. <sup>4</sup>The duration of a written examination must be provided for in the FPSO.
- (8) <sup>1</sup>The examiners in the respective subject, together with the relevant Examination Committee, may determine regulations different from those specified in the Appendix of the corresponding FPSO. <sup>2</sup>Any changes must be duly communicated at the commencement of the course, in any event no later than four weeks after the beginning of classes of the respective term. <sup>3</sup>If only a few students have registered for an examination, the examiner may announce, in writing and no later than four weeks before the scheduled date of the examination, that instead of a written examination an oral examination will be held.
- (9) <sup>1</sup>Subsections (2) through (8) shall apply accordingly to drawing exams. <sup>2</sup>A drawing exam may last more than 180 minutes. <sup>3</sup>Details must be specified in the FPSO.
- (10) <sup>1</sup>In sports practical exams students must demonstrate practical sports skills and sport-specific techniques pursuant to the FPSO. <sup>2</sup>Subsection (6) shall apply accordingly.
- (11) <sup>1</sup>Written examinations may be administered in electronic form. <sup>2</sup>Students will be given sufficient opportunity to become familiar with the electronic examination system during classes prior to the examination date. <sup>3</sup>Data protection regulations must be complied with.
- (12) <sup>1</sup>If examinations in a certain program may only be completed at another school, college or program division of the Technische Universität München, the provisions of the FPSO of that school, college or program division shall apply to the type and duration and the assessment of the multiple-choice test. <sup>2</sup>Where no FPSO exists the examiner, together with the examination committees concerned, shall determine the examination regulations referred to

in sentence 1 no later than four weeks prior to the commencement of classes.

- (13) <sup>1</sup>Students who are unable to take the written examination at the regular time because they commence a study abroad program may, in consultation with their examiner, request that a date for an oral examination be scheduled in lieu of the written examination. <sup>2</sup>The examination committee will decide on this request. <sup>3</sup>Evidence of the intended study abroad program must be enclosed with the request.

### **§ 12 a Multiple-Choice Test<sup>1</sup>**

- (1) <sup>1</sup>After the faculty council of a school or college has given its general approval to a multiple-choice method, a written examination may be administered in the form of a multiple-choice test. <sup>2</sup>If this type of examination is chosen, students must be notified in good time. <sup>3</sup>§6 (5), sentence 2 of the APSO shall apply accordingly. <sup>4</sup>The questions and answers list will be drawn up by at least two individuals authorized to administer examinations according to the APSO. <sup>5</sup>The list must specify which answers are deemed correct. <sup>6</sup>The questions must allow for reliable test results. <sup>7</sup>If a review by the individuals authorized to administer examinations reveals that individual questions do not comply with the requirements of sentence 6, they shall not count towards examination results.
- (2) <sup>1</sup>The examinations set out in (1), sentence 1 above shall take the form of a multiple-choice test with a single correct answer (exactly one of n answers is correct – “1 of n”). <sup>2</sup>n must offer at least three answers (n ≥ 3). <sup>3</sup>Examinations administered using only single correct-answer questions must consist of a minimum of 35 questions.
- (3) Where only part of an examination is administered as a multiple-choice test, (2) shall apply accordingly if the multiple-choice component of the exam exceeds 20 percent.
- (4) Examinations consisting of multiple-choice questions with a single correct answer as set out in (2), sentence 1, are considered passed
1. if at least 60 percent of all questions have been answered correctly; or
  2. if at least 50 percent of all answers are correct and the number of correct answers does not fall below the average examination results achieved by students taking this examination for the first time by more than 22 percent.
- (5) When a student has achieved the minimum number of correct answers required to pass the examination pursuant to subsection (4), the grades for the examination administered as a multiple choice test are as follows:
1. “very good” – at least 75%;
  2. “good” – at least 50%, but less than 75%;
  3. “satisfactory” – at least 25%, but less than 50%;
  4. “sufficient” – 0% or less than 25% of correct answers
- to additional questions posed.
- (6) The students will receive a notification of examination results listing
1. the grade;
  2. the minimum passing score;

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<sup>1</sup> § 12 a applies to multiple-choice tests that are conducted after entry into force of the amending statutes (2 October 2012).

3. the number of questions asked;
4. the number of correctly answered questions and the average of the reference group mentioned in subsection (4).

### **§ 13 Oral Examination**

- (1) <sup>1</sup>Oral examinations must be administered by at least one examiner and one competent observer. <sup>2</sup>Observers who are not members of the university will be appointed by the Examination Committee upon proposal of the respective examiner. <sup>3</sup>The examinations will be assessed by the examiner, in the event of more than one examiner by all examiners. <sup>4</sup>Where different grades were awarded by the examiners, the grades will be averaged pursuant to § 18 subsection (12) and adjusted to the scale of grades contained in § 17 subsections (1) and (2).
- (2) <sup>1</sup>Oral individual examinations will last at least 20 minutes and not more than 60 minutes. <sup>2</sup>Oral group examinations will last at least 15 minutes and not more than 45 minutes for each candidate. <sup>3</sup>§ 12 subsections (2), (6) and subsection (8) clauses 1 and 2 shall apply accordingly.
- (3) Essential elements of each subject examination shall be recorded in the minutes by competent staff.
- (4) <sup>1</sup>Provided that there is enough space, students of the same discipline who intend to take the same examination in the future should be allowed to sit in on the oral examination. <sup>2</sup>Upon a candidate's request other students will not be allowed to sit in on the examination. <sup>3</sup>The examiner may bar students of the same examination semester from sitting in on the examination. <sup>4</sup>Permission to sit in on the examination does not apply to the communication of the examination result.
- (5) Other oral performance may be oral reports, presentations, or technical discussions.

## **IV. Conduct of the Examination**

### **§ 14 General Admission Requirements**

- (1) <sup>1</sup>Upon enrollment in a specific program at the Technische Universität München, a student is deemed admitted to the examinations of this program unless admission must be denied pursuant to subsection (2). <sup>2</sup>Students on leave of absence may, subject to the provisions set forth in § 20, not participate in examinations to be taken for the first time. <sup>3</sup>If a student withdraws from the university at the end of a semester, he or she will be admitted to take an examination if this examination was scheduled for the preceding semester. <sup>4</sup>All examinations, both first examinations and repeat examinations, taken no later than the first week after classes begin in the following semester, are considered by the Technische Universität München as belonging to the preceding semester.

- (2) Admission may only be denied if
1. the admission requirements set forth in the FPSO have not been fully satisfied, or the required certifications thereto have not been submitted within the stipulated deadline, or
  2. the student irreversibly failed
    - the Fundamentals Exam (GOP), intermediate examination or a comparable examination in the same or a related program (“verwandter Studiengang”, see (5) of introductory note), or
    - the final examination in the same program.

## **§ 15**

### **Registration for Examinations, Enrollment for Modules**

- (1) <sup>1</sup>In order to participate in an examination in a required, required elective, and elective module a student must register with the relevant Examination Committee via TUMonline. <sup>2</sup>Students will be appropriately informed of the registration dates and formalities. <sup>3</sup>In departure from clause 1, the FPSO may stipulate that students must register for these examinations with the examiner in charge within the registration period specified by the examiner. <sup>4</sup>In addition, prior to examinations as specified in clause 3, students must register with the relevant Examination Committee according to the posted notice.
- (2) <sup>1</sup>Each repeat examination requires registration as set out in (1), sentence 1. <sup>2</sup>Students need to register for the first repeat examination in time to be able to take it within a period of six months from announcement of the examination result. <sup>3</sup>In departure from sentence 1, registration for examinations in a required or required elective module as part of the Fundamentals Exam or preparatory courses required as part of the aptitude assessment test is deemed a conditional registration for the corresponding repeat examination at the next possible examination date.
- (3) The FPSO may stipulate that students who are enrolled in a certain program are deemed registered for those concurrent examinations of such program that are part of the classes stipulated in the Appendix to the FPSO for that semester of the program.
- (4) <sup>1</sup>For the Fundamentals Exam students are deemed not registered for examinations if they withdraw by the last day prior to the beginning of the examination period. <sup>2</sup>If students withdraw after the commencement of the examination period they are considered registered to all module examinations of the Fundamentals Exam allocated to that semester.

## **§ 16**

### **Recognition of Periods of Study, Coursework and Examination Results**

- (1) <sup>1</sup>Periods of study, coursework and examination results spent and/or achieved in programs at a state or state-accredited university in the Federal Republic of Germany, through successful completion of a distance learning unit as part of a program at a state or state-accredited university in the Federal Republic of Germany, or programs at foreign universities are to be recognized by the relevant Examination Committee for the purpose of continuing a program or taking examinations unless there are substantial differences in the competencies acquired (learning outcome). <sup>2</sup>Recognition of periods of study, coursework and examination results obtained from a university or equivalent institution of higher education in the Federal Republic of Germany in the same program or a related program will be granted by the relevant authority.

- (2) <sup>1</sup>The recognition of periods of study, coursework and examination results spent/obtained outside of the Federal Republic of Germany must be in compliance with the equivalence agreements approved by the Kultusministerkonferenz [Standing Conference of the Ministers of Education and Cultural Affairs in the Federal Republic of Germany] and the Hochschulrektorenkonferenz [Association of Universities and Other Institutions of Higher Education in Germany] and the requirements set out in university partnership agreements. <sup>2</sup>In the absence of equivalence agreements the Examination Committee will decide. <sup>3</sup>In addition, the Zentralstelle für das ausländische Bildungswesen [Central Office of Foreign Education] of the Kultusministerkonferenz may be heard.
- (3) Any knowledge and skills acquired outside the university setting may not account for more than 50% of the prescribed university studies.
- (4) <sup>1</sup>The students must submit the documentation required for the recognition of credits. <sup>2</sup>Except for the case mentioned in (1), sentence 2, recognition shall be granted only upon request. <sup>3</sup>An application for recognition of examination results from earlier programs of study may be filed with the Examination Committee only once within the first study year at the Technische Universität München. <sup>4</sup>Where certificates or other documentation are submitted in a language other than German or English, students may be requested to provide certified translations into German. <sup>5</sup>The documents to be submitted include, but are not limited to, module descriptions including learning outcomes, teaching methods, contents, workload and requirements as well as the system applied for grading the module.
- (5) <sup>1</sup>The Transcript of Records pursuant to § 26 includes grades for modules recognized from earlier programs; these grades count towards the overall grade if they have either been calculated in accordance with the same grading system applied at the Technische Universität München or can be converted to a grade pursuant to § 17 subsections (1) and (2). <sup>2</sup>It is admissible to identify those recognized grades in the Transcript of Records.
- (6) <sup>1</sup>If the grading system applied to examinations administered at universities or equivalent institutions of higher education and recognized by the Technische Universität München is not in compliance with the grading system pursuant to § 17 subsections (1) and (2), the grades awarded by other universities/institutions of higher education will be converted according to the following formula:

$$x = 1 + 3 \frac{N_{\max} - Nd}{N_{\max} - N_{\min}}$$

- x = converted grade to be determined  
 Nmax = best achievable grade  
 Nmin = lowest pass grade  
 Nd = grade achieved.

<sup>2</sup>The grades calculated according to the above formula will have only one decimal place; there will be no adjustment to the scale of grades stated in § 17, subsections (1) and (2). Subsection 5, sentence 2, shall apply accordingly.

- (7) <sup>1</sup>If conversion according to subsection (6) is not possible, the Examination Committee shall determine the conversion key. <sup>2</sup>Subsection (5), sentence 2, shall apply accordingly.

**§ 17**  
**Grading of Examinations**

- (1) <sup>1</sup>Only examinations completed individually by a student may be graded. <sup>2</sup>The student's grades in each individual examination are expressed by the examiner according to the following scale:

|                        |   |  |
|------------------------|---|--|
| Grade 1 "very good"    | = | excellent performance;   |
| Grade 2 "good"         | = | performance well above average;  |
| Grade 3 "satisfactory" | = | average performance;   |
| Grade 4 "sufficient"   | = | performance meets the standards in spite of deficiencies;                    |
| Grade 5 "fail"         | = | performance does not meet the standards because of substantial deficiencies. |

<sup>3</sup>If an examination is to be graded by several examiners, § 18, subsection (11), shall apply. <sup>4</sup>The averaged grades will have only one decimal place, all further decimal places will be disregarded without rounding. <sup>5</sup>The same shall apply in the case of § 6, subsection (4), sentence 3.

- (2) For the purpose of a more differentiated assessment, the above grades may be raised or lowered by 0.3; the grades 0.7 and 5.3 are not possible.
- (3) <sup>1</sup>If a module consists of several module examination components, the module grade will be calculated as the weighted average of the individual components. <sup>2</sup>The averaged grades will have only one decimal place, all further decimal places will be disregarded without rounding.

- (4) The module grades are:

|            |                 |
|------------|-----------------|
| up to 1.5  | "very good";    |
| 1.6 to 2.5 | "good";         |
| 2.6 to 3.5 | "satisfactory"; |
| 3.6 to 4.0 | "sufficient";   |
| from 4.1   | "fail".         |

- (5) <sup>1</sup>The overall grade will be calculated as the weighted average of all modules including the module "final examination". <sup>2</sup>The grade weights of the individual modules correspond to the credits awarded. <sup>3</sup>The FPSO may stipulate that grades counting towards the overall grade have different weighting factors independent of the credits obtained. <sup>4</sup>In particular, the FPSO may stipulate that certain parts of the first cycle of studies do not count towards the overall grade. <sup>5</sup>If a module consists only of coursework, the corresponding credits will not be counted towards the overall grade. <sup>6</sup>If a student has successfully completed more elective modules than required, the student must notify the Examination Committee which examination results should be counted. <sup>7</sup>The notification must be received by the Examination Committee; choice of the examinations to be counted shall be binding. <sup>8</sup>Should

the Examination Committee not receive a notification, the best examination results, up to the maximum number of credits stipulated in the FPSO for the elective module in question, will be counted towards the overall grade.

- (6) The following designations are granted for successfully passed examinations:

overall grade up to 1.2 "passed with high distinction"  
= outstanding performance;

overall grade 1.3 to 1.5 "passed with distinction"  
= particularly commendable performance;

overall grade 1.6 to 2.5 "passed with merit"  
= above-average performance;

overall grade 2.6 to 3.5 "satisfactorily passed"  
= average performance in all aspects;

overall grade 3.6 to 4.0 "passed"  
= average performance except for a few defects.

- (7) <sup>1</sup>In addition to the grades pursuant to subsections 1 through 4, an ECTS Grading Table will document the results of the respective cohort. <sup>2</sup>An ECTS Grading Table will be compiled for each individual module and grade. <sup>3</sup>The cohort will be determined from the examination results (module grade, final grade) of the preceding two years of study. <sup>4</sup>Transitional and exceptional regulations may be determined for periods shorter than two years, for example in case of new modules or a change of lecturer. <sup>5</sup>The ECTS Grading Table will consist of passed examinations only. <sup>6</sup>Any grades recognized by TUM will also count towards the calculation of the ECTS Grading Table.

## **§ 18 Final Thesis**

- (1) <sup>1</sup>The final thesis is a module and forms part of the final examination. <sup>2</sup>A supplementary colloquium, supplementary class, or the defense may be part of the module "Final thesis" or a supplementary module. <sup>3</sup>Until completion and submission of the final thesis students must be enrolled in the respective program at the Technische Universität München. <sup>4</sup>The final thesis will be

the bachelor's thesis in the bachelor's program, or  
the master's thesis in the master's program.

- (2) <sup>1</sup>The final thesis is designed to determine whether or not the student has the ability to work independently according to academic principles. <sup>2</sup>If the topic is suitable, a group project may be accepted if a student's contribution to the project may be individually evaluated and allocated to each student. <sup>3</sup>The allocation shall be on the basis of objective criteria allowing a clear differentiation, for example, through identification of chapters, page numbers or content-related focus. <sup>4</sup>Topics shall be chosen in a way that students may complete the project within the scheduled deadline.

- (3) The time of assignment of the final thesis is provided for in the respective FPSO.



- (4) <sup>1</sup>The final thesis may be assigned and supervised by any expert examiner of the Technische Universität München. <sup>2</sup>The final thesis shall be approved by the chairperson of the Examination Committee. <sup>3</sup>Upon approval of the chairperson of the Examination Committee, the final thesis may be prepared at an institution other than the university provided that it can be supervised by an examiner of the Technische Universität München.
- (5) Where a student has tried in vain to obtain a topic for his/her final thesis within the stipulated time period, the chairperson of the Examination Committee shall, upon request, ensure that the student is assigned a topic.
- (6) <sup>1</sup>The deadline for writing and submitting the final thesis to the Examination Committee is stipulated in the respective FPSO. <sup>2</sup>If a student, for reasons beyond his or her control, is prevented from submitting the thesis within the first deadline, the Examination Committee will extend the period for writing the thesis by a maximum of half that period provided that the student applied for an extension prior to the first deadline and obtained the supervisor's approval. <sup>3</sup>If a student is able to prove, by a medical certificate, that he/she is prevented from writing the thesis due to illness, the deadline will be suspended.
- (7) <sup>1</sup>A student may decline the topic of a thesis with the approval of the Examination Committee, within the first third of the period for writing the thesis, only once and only for conclusive reasons. <sup>2</sup>When repeating a thesis project a student may decline a topic only if he/she has not made use of this option before.
- (8) <sup>1</sup>The final thesis may be written in either the German or the English language. <sup>2</sup>The Examination Committee may permit that the thesis be written in a language other than German or English provided that expert assessment of the thesis in that other language pursuant to subsection (11) will be ensured.
- (9) <sup>1</sup>When submitting the thesis the student must confirm in writing that the thesis represents his/her own work and that no other sources and/or resources than those listed were used. <sup>2</sup>The original thesis including the confirmation referred to in sentence 1 will be submitted to the Examination Committee.
- (10) The date of selection of the topic and submission of the thesis shall be recorded by the Examination Committee.
- (11) <sup>1</sup>The final thesis will be assessed, as a rule, by the supervisor (*Themensteller*) within a period of two months. <sup>2</sup>If the thesis is graded "not passed", it must be assessed by a second examiner. <sup>3</sup>The grade will be calculated as the average of the grades awarded by the two examiners and will be adjusted to the grade scale of § 17 subsections (1) and (2); the mean value will be rounded off to the nearest grade on the scale. <sup>4</sup>In case of an equal difference between the mean and two scale grades, the mean value will be rounded up to the better grade.
- (12) <sup>1</sup>If a module, pursuant to the FPSO, requires further examinations in addition to the final thesis, the grade for a module will be calculated as the weighted grade average of all examinations required for the module. <sup>2</sup>The grade weights of the individual modules correspond to the credits awarded. <sup>3</sup>§ 17 subsection 1, sentence 4 shall apply accordingly.

## **§ 19 Disability Accommodation**

- (1) <sup>1</sup>When administering examinations, type and severity of a disability must be taken into

account. <sup>2</sup>If students prove that, due to extended illness, permanent physical disability, or chronic disease, they are unable to take an examination or parts thereof in the stipulated form, testing accommodations in the form of extended time or a different examination arrangement may be provided. <sup>3</sup>Upon request, students must show a medical certificate.

- (2) All decisions concerning subsection (1) shall be made by the relevant Examination Committee in agreement with the student.
- (3) Subsections (1) and (2) shall apply accordingly to oral examinations.

## **§ 20 Maternity Leave, Parental Leave**

<sup>1</sup>Students are entitled to the rights granted under §§ 3, 4, 6, and 8 of the Mutterschutzgesetz [sections 3, 4, 6, and 8 of the German Maternity Leave Act] and the Bundeserziehungsgeldgesetz – BerzGG [Federal Act of Child-Raising Allowances and Parental Leave] as published on 9 February 2004 (BGBl. I S. 206 [Federal Legal Gazette, part I, p. 206]) as amended. <sup>2</sup>Examinations may be taken during a leave of absence; repeat examinations are not required to be taken.

## **§ 21 Unfair or Defective Procedure**

In the event of unfair or defective procedure students must promptly notify either the chairperson of the Examination Committee or the examiner.

## **§ 22 Academic Misconduct, Violation of Rules and Regulations<sup>2</sup>**

<sup>1</sup>If a student attempts to alter the results of an examination by fraud, deceit, etc. or the use of unauthorized materials or resources, the examination will be graded “Fail”. <sup>2</sup>A student who disrupts the regular course of the examination may be suspended from the examination by the examiner or proctor; in this case the examination will be graded “Fail”. <sup>3</sup>In serious cases or in the event of repeated fraud or deceit the Examination Committee may exclude the student from further examinations in the program in question, resulting in irreversible failure of the program.

## **§ 23 Passing and Failure of Examinations**

- (1) <sup>1</sup>A module is deemed passed when the module examination has been graded at least “sufficient” (4.0). <sup>2</sup>If the module examination also requires coursework, coursework must have been graded “passed” in order to pass the module.
- (2) The final examination is deemed passed when all modules stipulated in the FPSO have been passed and the required plus credit points have been achieved.
- (3) The final examination is deemed irreversibly failed when

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<sup>2</sup> § 22, sentence 3, shall apply to any acts of fraud or deceit committed after entry into force of the Amending Statutes (1 October 2012).

1. a required module or required elective module has been irreversibly failed due to non-compliance with the deadline;
2. the required number of credits in elective modules can no longer be obtained due to non-compliance with the deadline;
3. any examination cycle (§ 2) provided for in the FPSO has been irreversibly failed;
4. the required progress pursuant to § 10 cannot be demonstrated;
5. the second attempt at passing the final thesis or the final colloquium was not successful.

## **§ 24 Repeat Examinations**

- (1) <sup>1</sup>If a module examination in a required or required elective module is failed, the module examination must be repeated. <sup>2</sup>The repeat examination must, as a rule, be taken within six months from notification of the examination results. <sup>3</sup>Examinations in required or required elective modules must be passed. <sup>4</sup>The FPSO may stipulate a deadline shorter than that set out in sentence 2.
- (2) <sup>1</sup>At least one repeat examination will be offered for each module examination. <sup>2</sup>The FPSO may stipulate that the repeat examination is offered in the following semester or, in case of an examination administered at the end of a course, by no later than the end of the first week of classes of the next semester.
- (3) <sup>1</sup>A repeat examination for failed examinations in required and required elective modules is to be offered each semester, subject to the provisions in section (2), sentence 2, last clause. <sup>2</sup>If a repeat examination is offered only after two semesters, subsection (1), sentences 2 and 3 shall not apply. <sup>3</sup>In special cases, upon resolution of the Examination Committee, the repeat examination may be administered as a different type of examination.
- (4) <sup>1</sup>Repeat examinations are restricted to repeating failed examinations or coursework. <sup>2</sup>Passed examinations may, subject to section (10), not be repeated for the purpose of improving grades. <sup>3</sup>If a module examination was not passed in a program that concurrently offered mid-term assignments in accordance with § 6 (5), only the module examination must be repeated; the mid-term assignment completed within the lecture period may count towards the grading of the repeat examination, subject to § 6 (5), sentence 8. <sup>4</sup>If a module examination consisting of examination components pursuant to § 6 (6) is failed, only the failed components need to be repeated. <sup>5</sup>A failed module examination component may be repeated if the module extends over a minimum of two semesters, provided that the application for repeating the component is submitted prior to announcement of the module grade.
- (5) <sup>1</sup>Examinations in an elective module that were not passed may be repeated. <sup>2</sup>Failed examinations in an elective module may also be substituted by an examination that was passed in a different elective module.
- (6) <sup>1</sup>A failed module examination which, pursuant to the relevant FPSO, was taken concurrently with the program as part of the Fundamentals Exam (GOP) may, as a rule, be repeated only once. <sup>2</sup>The relevant FPSO will determine to what extent failed module examinations as part of the Fundamentals Exam may be repeated and whether they may be repeated only twice or, in compliance with the requirements of progress monitoring, may be repeated an unlimited number of times. <sup>3</sup>Other failed module examinations may be repeated as frequently as necessary, subject to the requirements set out in § 10. <sup>4</sup>This shall not apply in the event of

failed examinations resulting from academic misconduct or violation of rules and regulations pursuant to § 22. <sup>5</sup>In such a case the failed examination may be repeated only once.

- (7) The final thesis and the final colloquium may be repeated only once.
- (8) Students who have failed examinations administered by the Technische Universität München may repeat those examinations only at the Technische Universität München.
- (9) Notwithstanding subsection (6), sentences 2 and 3, the FPSO for elite graduate programs (Elitenetzwerk Bayern-ENB) [Elite Network of Bavaria] may stipulate that failed examinations may not be repeated.
- (10) The FPSO may stipulate that a module examination passed in a required or required elective module, which was not administered in the form of examination components and whose module grade counts towards the overall grade may, upon a student's request, be repeated once for the purpose of improving grades; in any event, the better grade will be counted. <sup>2</sup>The module examination in question must have been taken and passed at the earliest possible date stipulated in the FPSO. <sup>3</sup>The application for repeating the examination must be submitted promptly after announcement of the examination result within the deadline to be determined in the FPSO. <sup>4</sup>The voluntary repeat examination must be taken at the next possible date. <sup>5</sup>Notwithstanding sentence 1, the FPSO may stipulate that a failed module component examination from a successfully passed module may, upon a student's request, be repeated once for the purpose of improving grades. <sup>6</sup>Sentence 3 shall apply accordingly.

## **§ 25**

### **Certificate; Inspection of Examination Records**

- (1) <sup>1</sup>If the final examination was passed, a certificate pursuant to Appendices 3 and 4 must be issued by no later than the end of each semester, which will list grade and topic of the final thesis and the overall grade. <sup>2</sup>The certificate will be signed by the chairperson of the Examination Committee or his/her proxy. <sup>3</sup>The date to be entered on the certificate is the day when all examination and coursework requirements have been fulfilled.
- (2) <sup>1</sup>If an examination is irreversibly failed the student, upon request, will receive a confirmation from the Examination Office of the examination results achieved explaining that the results represent only part of the examination. <sup>2</sup>The same applies when a student who has completed parts of an examination leaves the Technische Universität München.
- (3) <sup>1</sup>After notification of the examination results students, upon written and justified request, must be given the opportunity to inspect their written examinations, the related examiners' opinions and the records of the oral examinations, pursuant to Art. 29 (1) of the Bayerisches Verwaltungsverfahrensgesetz [Bavarian Administrative Procedures Act]. <sup>2</sup>The application for inspection must be received by the chairperson of the Examination Committee no later than within one month from notification of the examination result. <sup>3</sup>The chairperson of the Examination Committee, in coordination with the examiner, will determine the time and location of the inspection.

**§ 26**  
**Diploma, Diploma Supplement, Transcript of Records**

- (1) <sup>1</sup>Following the successful completion of the final examination a diploma is bestowed upon the graduate together with the certificate; the diploma bears the same date as the certificate. <sup>2</sup>This diploma documents the award of the degree (see Appendices 1, 2 and 2a).
- (2) The diploma will be signed by the President and bear the seal of the Technische Universität München.
- (3) <sup>1</sup>In addition the student will receive an English language Diploma Supplement (see Appendix 5) including a Transcript of Records (see Appendix 6) bearing the date of the certificate. <sup>2</sup>The Transcript of Records lists all modules the student passed and the pertaining credits and examination grades that were awarded. <sup>3</sup>The Diploma Supplement will be signed by the chair of the Examination Committee.

**§ 27**  
**Invalid Examinations**

- (1) If the student engaged in deceitful conduct during an examination and this is not discovered before the certificate is awarded, the Examination Committee may deem the examination null and void.
- (2) <sup>1</sup>If the requirements for admission to an examination have not been met without the student acting deceitfully and this is not discovered before awarding the certificate, this defect is remedied by passing the examination. <sup>2</sup>In the event that the student wrongfully and deliberately gained admission, the Examination Committee shall decide in compliance with the general principles governing the revocation of unlawful administrative decisions (Art. 48 Abs. 1 Bayerisches Verwaltungsverfahrensgesetz [Art. 48 (1) of the Bavarian Law on Administrative Procedure]).
- (3) <sup>1</sup>If the examination is determined failed, the incorrect certificate must be returned. <sup>2</sup>Decisions pursuant to subsections (1) and (2), sentence 2, cannot be made after expiration of five years from the date of the certificate.

**§ 28**  
**Revocation of a Degree**

The revocation of a degree is subject to Art. 69 BayHSchG.

**V. Examination Bodies and Examination Administration**

**§ 29**  
**Examination Committee, Examiners, Examination Office**

- (1) <sup>1</sup>The Examination Committees are responsible for administering examinations. <sup>2</sup>They will make all necessary decisions unless these General Academic and Examination Regulations provide that decisions are the examiners' responsibility or where decisions are required during the examination process and must therefore be made by examiners or proctors.

- (2) <sup>1</sup>The Examination Committees consist of five members each unless a larger number of members is provided for in the individual FPSO. <sup>2</sup>The members' term of office is, as a rule, five years. <sup>3</sup>Extension of the term of office is admissible. <sup>4</sup>Upon proposal of the Dean the Faculty Council will appoint the members and their proxies for each Examination Committee from those faculty members who are authorized to administer examinations. <sup>5</sup>Subsequently the Faculty Council will appoint the chairperson and the deputy chairperson from among the nominated members. <sup>6</sup>Further, the Faculty Council will appoint the secretary. <sup>7</sup>The Dean will inform the President of the composition of the Examination Committee.
- (3) <sup>1</sup>The Examination Committees will pass resolutions by a majority of votes cast if, after written notification of all members including proxies subject to a notification period of no less than three days, the majority of members is present or represented at a meeting. <sup>2</sup>Persons not entitled to vote (see sentences 5 and 6) will not be counted. <sup>3</sup>Abstention, secret votes and the transfer of voting rights are not admissible. <sup>4</sup>In case of equality of votes the chairperson shall have the casting vote. <sup>5</sup>The exclusion of members of the Examination Committee or of other committees set out in FPSO from consulting and voting on examination matters and the recusal of examiners for personal bias is governed by Art. 41 (2) BayHSchG [Bavarian Higher Education Act] in conjunction with Art. 20 and 21 of the Bayerisches Verwaltungsverfahrensgesetz [Bavarian Administrative Procedures Act]. <sup>6</sup>The secretary will attend meetings of the Examination Committee without voting rights.
- (3a) One representative each of the Departmental Student Council will be invited to attend meetings of the Examination Committee on issues other than individual or grading matters such as, for example, changes to the elective modules catalog.
- (4) <sup>1</sup>The chairperson will convene the meetings of the Examination Committee. <sup>2</sup>In urgent matters he/she may direct that votes be taken in writing in lieu of a meeting. <sup>3</sup>The chairperson may decide on urgent matters which cannot be delayed and shall inform the Examination Committee thereof without delay. <sup>4</sup>The Examination Committee may delegate certain tasks to the chair of the Examination Committee, his or her proxy, the Examination Office, or the Academic Programs Office; this delegation may be revoked.
- (5) <sup>1</sup>The Examination Committee will ensure compliance with the provisions of the Examination Regulations. <sup>2</sup>The Examination Committee will, at regular intervals, report on the development of examinations and periods of study and make proposals on the reform of academic and examination regulations to the department in charge of the respective academic discipline or to the Dean for Academic Affairs.
- (6) <sup>1</sup>The Examination Committee appoints the examiners. <sup>2</sup>The appointment of examiners is governed by the provisions of Art. 62 (1) sentence 2 of the Bayerisches Hochschulgesetz [Bavarian Higher Education Act] in conjunction with the Hochschulprüferverordnung [Academic Examiners Act] as amended. <sup>3</sup>Where several courses belong to a module all lecturers involved will be responsible. <sup>4</sup>Where a module consists of a single lecture, the person holding the lecture shall be the examiner. <sup>5</sup>If an individual entitled to administer examinations leaves the university, his/her entitlement continues, as a rule, for up to one year.
- (7) <sup>1</sup>The highest organizational authority on examinations is the President of the Technische Universität. <sup>2</sup>In administrative matters the Examination Committees will be supported by the Examination Office.

**§ 30**  
**Plus/Minus Credits Account**

- (1) <sup>1</sup>A specified number of credits will be allocated to each module of a program. <sup>2</sup>These credits reflect the workload of the student's chosen degree program. <sup>3</sup>The credits are deemed achieved if the respective module examination has received at least the grade of "sufficient" (4.0) or coursework was rated "passed".
- (2) <sup>1</sup>For each student who is enrolled in a program at the Technische Universität München, a credits account will be established; the file will be kept by the responsible Examination Committee. <sup>2</sup>Subject to compliance with data protection regulations, electronic files are admissible.
- (3) The credits account contains the total credits earned in a certain program.

**§ 31**  
**Notification of Examination Result, Student's Duty of Information**

<sup>1</sup>Any notifications that may affect a student's rights must be in writing. <sup>2</sup>These notifications must be substantiated and accompanied by a note on legal remedies. <sup>3</sup>The Examination Office will communicate through the usual means as to when information on examination results will be delivered or electronically accessible. <sup>4</sup>The exam administration system will issue an electronic read receipt for each delivery or access. <sup>5</sup>Students are obligated to obtain information on their examination results through the available means of information. <sup>6</sup>In the event that a student fails to obtain such information, the notification of the examination result will be deemed delivered two weeks from the date mentioned in sentence 2. <sup>7</sup>If a module, and thus the final examination, was irreversibly failed, the Examination Office shall mail by post a written notification listing all examinations and the grounds for final irreversible failure of the examination. <sup>8</sup>This notification must be accompanied by a note on legal remedies pursuant to Appendix 7.

**VI. Final Provisions**

**§ 32**  
**Transitional Provisions**

- (1) These General Academic and Examination Regulations for Bachelor's and Master's programs apply to all students who, as of the winter semester 2007/08, commenced their studies at the Technische Universität München in a program governed by Examination and Academic Regulations to which these General Academic and Examinations for Bachelor's and Master's programs of the Technische Universität of 15 October 2007 apply, as amended from time to time.
- (2) Students who have taken up studies counting towards the desired degree in their subject area at the Technische Universität München before the winter semester 2007/08 take their examinations pursuant to the applicable FPSO in conjunction with the hitherto applicable Allgemeine Diplomprüfungsordnung [General Diplom Examination Regulations] of the Technische Universität München of 4 November 1999 (KWMBI II 2000 p. 665) as amended.
- (3) FPSO for bachelor's and master's programs, which were issued before the date mentioned in (1) and do not comply with the structural requirements of the Standing Conference of

Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany [Strukturvorgaben der Kultusministerkonferenz] of 4 February 2010 must be adapted to these Academic and Examination Regulations by no later than the winter semester 2012/13.

**§ 33**  
**Entry into Force\***

These Regulations shall enter into force on 1 April 2011.

\*This provision concerns the entry into force of the Regulations in the original version of 18 March 2011. The entry into force of any amendments is provided for in the Amending Statutes.



(Appendices 1 to 6 are stored in separate files. For reasons of protection against forgery they are not available on the internet.)

## Appendix 7

### Legal Remedies

**Within one month after announcement of the decision you may either file opposition to (see 1.) or directly take legal action against the decision (see 2.).**

#### 1. When filing an opposition:

Opposition must be filed to

Technische Universität München,  
Hochschulreferat Studium und Lehre – Rechtsangelegenheiten  
Arcisstraße 21, 80333 München.

**in writing or declared in person for the record** of the Hochschulreferat.

Should a decision on the merits of the opposition not be made within a reasonable time limit without sufficient reason, an action may be brought before the Bayerisches Verwaltungsgericht [Bavarian Administrative Court] in Munich, Postfach 20 05 43, 80005 Munich; court office address: Bayerstraße 30, 80335 Munich, in writing or declared for the record of the clerk's office of this court. The action may not be brought before expiration of a period of three months after the opposition has been filed unless a shorter time limit is required due to special grounds of the case. The action must state the claimant, the defendant [TUM], and the subject-matter of the action and should contain a specific claim. The facts and evidence substantiating the action should be stated and the decision against which the action is taken should be enclosed as original or copy. With the action and any briefs, copies should be enclosed for the other parties involved.

#### 2. When directly filing an action:

The action must be submitted to

Bayerisches Verwaltungsgericht in München,  
(P.O.B) Postfach 20 05 43, 80005 München  
(court office) Bayerstraße 30, 80335 München

**in writing or declared in person for the record of the clerk's office of this court.** The **action must state the claimant, the defendant** [TUM or the Free State of Bavaria], and the **subject-matter of the action** and should contain a specific claim. The facts and evidence substantiating the action should be stated and the decision against which the action is taken should be enclosed as original or copy. With the action and any briefs, copies should be enclosed for the other parties involved.

#### Note on Legal Remedies:

- The *Gesetz zur Änderung des Gesetzes der Verwaltungsgerichtsordnung* [act amending the law governing the execution of the Code of Administrative Court Procedure] of 22 June 2007 (GVBl p. 390) offers the claimant a choice of proceedings for the field of [examination law/aptitude test], i.e. the claimant may either file an opposition or directly file an action.
- An opposition or action may not be filed in electronic form (for example, by e-mail).
- By virtue of German federal law, an advancement of court fees is required for proceedings before administrative courts as of 1 July 2004.