

In accordance with Section 10 Para. 6 of the Basic Regulations of the Media Design University of Applied Sciences [*Mediadesign Hochschule für Design und Informatik*], the academic senate of the University enacts the following general study and examination regulations for the Bachelor's and Master's degree programmes at the Mediadesign University of Applied Sciences in its meeting on 22/07/2020

## **Contents**

Contents.....	1
Part I: General Conditions .....	3
Section 1 Scope of Application.....	3
Section 2 Definitions.....	3
Part II: General Conditions of Study.....	4
Section 3 Rights and obligations of MD.H students.....	4
Section 4 Standard Period of Study .....	4
Section 5 Leave of Absence.....	4
Section 6 Course-specific Advice.....	5
Section 7 Storage Periods.....	5
Part III: General Conditions of Assessment.....	7
Section 8 Academic Title.....	7
Section 9 Credits .....	7
Section 10 Crediting of university periods of study as well as coursework and assessments .....	7
Section 11 Crediting of competences acquired outside the university.....	9
Section 12 Board of Examiners.....	10
Section 13 Authorised Examiners and the Examiners.....	10
Section 14 Examination Panel .....	11
Section 15 Assessment Procedure .....	11
Section 16 Type of Assessment.....	12
Section 17 Oral Assessments .....	12
Section 18 Written Assessments.....	13
Section 19 Practical Assessments .....	13
Section 20 Assessment Language.....	14
Section 21 Assessment Dates, Registration and Withdrawal.....	14
Section 22 Failure to Complete the Assessment and Withdrawal.....	15
Section 23 Extension of the Processing Time .....	15
Section 24 Compensation for Disadvantages, Maternity Protection.....	16
Section 25 Reporting Obligation.....	16
Section 26 Cheating and Breach of Regulations.....	16
Section 27 Assessment Evaluations and Grades.....	17
Section 28 Announcement of Assessment Results.....	19

---

Section 29 Passing Assessments .....	19
Section 30 Resits of Failed Course-Related Assessments .....	19
Section 31 Counter-Presentation Procedure .....	20
Section 32 Inspection of Assessment Results.....	20
Section 33 Grade Transcripts, Degree Certificates .....	21
Section 34 Final Assessment .....	21
Section 35 Admission to the Final Assessment and Appointment of the Examination Panel.....	22
Section 36 Thesis Topic and Topic Feedback.....	22
Section 37 Processing Time of the Thesis .....	23
Section 38 Execution and Submission of the Thesis.....	23
Section 39 Evaluation of the Thesis .....	24
Section 40 Failure and Repetition of the Thesis .....	24
Section 41 Colloquium .....	25
Part IV: Final Provisions .....	27
Section 42 Entry into Force and Transitional Regulation.....	27

Preliminary note on language used.

In accordance with Article 3 Para. 2 of the Basic Law of the Federal Republic of Germany, men and women shall have equal rights. All masculine personal and professional titles used in this Regulation apply equally to women and men.

## Part I: General Conditions

### Section 1 Scope of Application

- (1) The General Conditions of Study and Assessment for undergraduate and postgraduate degree programmes at the Media Design School [*allgemeine Studien- und Prüfungsordnung für die Bachelor- und Master-Studiengänge an der Mediadesign Hochschule (ASPO)*] contain the general regulations that apply to all degree programmes at the Media Design School of Design and IT (MD.H) that lead to one of the above-mentioned academic titles.
- (2) This is supplemented by the Basic Order of the MD.H as well as the Conditions of Study and Assessment of the respective degree programmes at the MD.H.
- (3) The Conditions of Study and Assessment [*Studien- und Prüfungsordnungen (SPO)*] of the respective degree programmes at the MD.H regulate the course of study of the respective degree programmes.
- (4) In exceptional cases, there may be deviations from the regulations in the relevant Conditions of Study and Assessment for special study programmes, in particular for part-time, work/study and distance learning study programmes, as well as study programmes in cooperation with other universities.

### Section 2 Definitions

Unless otherwise specified:

“MD.H”, Media Design School of Design and IT [*Mediadesign Hochschule für Design und Informatik*];

“Board of Examiners”, the responsible Board of Examiners for the degree programmes at the respective MD.H campus;

“Examination Panel”, a majority of examiners appointed by the Board of Examiners who jointly assess assessment results;

“Title” the Bachelor of Arts, Bachelor of Science or Master of Arts;

“Module” is a thematically and temporally closed set of teaching units. A module covers a certain period of time. During this period, lectures, seminars, workshops and exercises on module content are held. These determine the workload, which is defined by a number of credits and usually extends over a maximum of one semester;

“Subject area” is a grouping of study modules in a thematic or competence-oriented context;

“Course”: the entirety of the modules that have to be completed in order to obtain the degree;

“ECTS” credits according to the European Credit Transfer System.

## **Part II: General Conditions of Study**

### **Section 3 Rights and obligations of MD.H students**

- (1) Upon registration, the applicant becomes a member of the MD.H with all the student rights and obligations pertaining thereto. He will have the right to use the MD.H facilities in accordance with the applicable regulations. Students are obliged to commence their studies immediately at the next start date after enrolling and to follow the Conditions of Study and Assessment applicable to their course of study.
- (2) Students enrolled at the MD.H are obligated to report any change to their name or postal address without delay. Students are also obliged to report the loss of their student ID card.

### **Section 4 Standard Period of Study**

- (1) The standard period of study depends on the degree programme. The standard period of study is 6 or 7 semesters for full-time Bachelor degree programmes, and 3 or 4 semesters for full-time Master degree programmes. The standard period of study for each programme can be found in the Conditions of Study and Assessment (SPO) for that degree programme.
- (2) In the case of work/study programmes, the standard period of study is determined in accordance with the study load envisaged for full-time programmes. More details can be found in the Conditions of Study and Assessment for the relevant degree programme.

### **Section 5 Leave of Absence**

- (1) Any student can apply for a leave of absence during their studies on the grounds of extenuating circumstances. The extenuating circumstances must be proven and documented. Extenuating circumstances include:
  - Pregnancy and maternity leave,
  - Care of a small child or other relatives in need of care,
  - Illness,
  - Social problems,
  - Military or community service.
- (2) Applications are to be sent in writing to the Office for Student Affairs up to eight weeks before the semester in which the leave of absence should take place. Evidence of the extenuating circumstances is to be provided. The Rector will decide on applications for leave of absence in agreement with the Chancellor.
- (3) A leave of absence should not be given for more than two consecutive semesters. The student should not be on leave in the first semester.

- (4) During a leave of absence, the student may not attend teaching events or take part in training that carries credits. Existing assignments become invalid. The student may resit any failed exams. The other rights and obligations of the students remain unaffected.

## **Section 6 Course-specific Advice**

- (1) Students enrolled on the basis of Section 11, Para. 2 or Para. 3 of Berlin's Higher Education Act [*Berliner Hochschulgesetz (BerlHG)*] who have not achieved the statutory study goals of the first year of study are obliged to attend a consultation at the end of the first year of study with regard to the study goals not achieved with the aim of promoting a successful course of study.
- (2) The degree programme director for the relevant campus is responsible for conducting the course advisory service. They may delegate this task to a professor at the university who is assigned to teaching the respective degree programme. The aim of the consultation is to conclude a written agreement in which a plan for future studies is agreed upon, which commits the student to certain measures to achieve the study goals and the student and university agree on further measures that may help the student going forward (course progression agreement). A record must be kept of the consultation.
- (3) If a course progression agreement is not reached, a specific time period may be determined in writing in which the student has to complete certain coursework and assessments, taking into account their personal situation.
- (4) If the obligation to participate in the consultation is not fulfilled, the student will be unenrolled.
- (5) If less than a third of the agreements or obligations stipulated in writing during the consultation are not met on time without due reason, the student will be unenrolled.
- (6) The student must be informed in writing of the consequences in accordance with Para. 4 and 5 upon the completion of the course progression agreement in accordance with Para. 2 or when the conditions are imposed in accordance with Para. 3.

## **Section 7 Storage Periods**

- (1) The university reserves the right to keep lists or registers of students registered at the university on a permanent basis.
- (2) The following are stored for 30 years:
1. Lists or registers of passed or failed university exams;
  2. Documents relating to periods of study;
  3. Documents relating to the admission to a university assessment, insofar as these are not returned;
  4. Copies of the diploma, the certificate of the academic degree awarded, the diploma supplement, the transcript of records and notices of credit.

- (3) The following are stored for 2 years:
  1. Examination documents from university assessments in analogue or digital form, unless they are returned;
  2. Assessment on the respective assessment paper;
  3. Certificates or lists of student achievements;
  4. In the event of failure or termination of assessments, the drafts or copies of the assessments made and the overviews of the individual assessment results.
- (4) The storage may be in paper form or in electronic form
- (5) The storage periods for assessment documents begin at the end of the calendar year in which the candidate was notified of the final result of the corresponding assessment, at the latest after the respective student has completed their studies at the MD.H, and for all other documents at the end of the calendar year in which the respective student completed their studies at the MD.H.

## **Part III: General Conditions of Assessment**

### **Section 8 Academic Title**

- (1) The title of Bachelor is awarded as the first professional academic qualification. By completing the degree, it is determined that the graduate has acquired the skills necessary for the transition to professional practice. This includes academic principles, methodical expertise and key transferable skills. In principle, the undergraduate degree determines aptitude for postgraduate study.
- (2) The title of Master is awarded as a further professional academic qualification. The degree concludes that the graduate can complete independent academic work, can apply academic knowledge and has acquired the necessary in-depth knowledge and skills needed for a more specific professional qualification or to expand their skills profile. In principle, the postgraduate degree (MA) determines aptitude for a doctorate (PhD).
- (3) Successful completion of a degree programme in accordance with MD.H Conditions of Assessment will grant the student the academic title of Bachelor of Arts (BA), Bachelor of Science (BSc) or Master of Arts (MA).

### **Section 9 Credits**

- (1) According to the provisions of the relevant Conditions of Study and Assessment, students must complete modules with a total of at least 180 credits for a part-time undergraduate degree,
  - (a) 180 credit points for a part-time undergraduate degree (Bachelor)
  - (b) 180 or 210 credits for a full-time undergraduate degree (Bachelor) or
  - (c) 90 or 120 credits for a full-time postgraduate degree (Master). The number of credits required to successfully complete a master's degree is therefore 90 or 120 in the respective master's degree, in such a way that 300 credits are achieved, including the credits from the previous bachelor's degree.
- (2) A standard semester in a full-time degree programme is worth 30 credits. A standard semester in a part-time degree programme is worth between 18 and 24 credits.
- (3) The associated credits are awarded upon the successful completion of a module. A module is successfully completed when its module assessment has been passed. Credits for a module are only can only be awarded once for the course, even if a student has repeatedly taken a module or has repeatedly completed assessments.

### **Section 10 Crediting of university periods of study as well as coursework and assessments**

- (1) Periods of study as well as coursework and assessments that have been completed at a state or state-recognised university in the Federal Republic of Germany, at foreign universities, or at a

recognised distance learning institute are generally credited by the Board of Examiners of the respective campus at which the student is taking the degree programme at the MD.H, upon the request of the student, provided they are comparable and equivalent.

- (2) Applications for crediting for previous periods of study as well as coursework and assessments that were already completed prior to study at the MD.H must be submitted to the Examinations Office of the respective campus before the student starts their studies at the MD.H.
  - (a) for previous periods of study and study and examination achievements which have already been completed prior to a study programme at MD.H, by the start of the study programme at MD.H at the latest, or
  - (b) Applications for crediting for periods of study as well as study and assessment achievements that were completed during the MD.H programme (e.g. during a semester abroad) must be submitted to the Examinations Office of the respective campus immediately after successful completion of the respective coursework and assessments or the period of study.

The application must state which specific coursework and assessments are to be credited to which module of the respective degree programme. Multiple crediting and partial crediting are excluded.

- (3) The Board of Examiners of the respective campus is responsible for the crediting.
- (4) The applicant is obliged to cooperate, notably by submitting the documents required for the credits to be verified. In the case of certificates or documents that are not issued in German or English, a sworn-in translation in German may be requested. The costs of this are to be borne by the applicant.
- (5) When crediting coursework and assessments completed outside of the Federal Republic of Germany, equivalence agreements approved by the German Standing Conference of the Ministers of Education and Cultural Affairs [*Kultusministerkonferenz*] and the German Rectors' Conference [*Hochschulrektorenkonferenz*] as well as agreements within the framework of university partnerships will be observed.
- (6) Where crediting is denied, justification must be provided.
- (7) In the case of credit for coursework and assessments, the already achieved achievements are to be provided with a number of credits corresponding to an MD.H module in the form of ECTS. The number of credits obtained in a module studied at an external university is limited to the number of ECTS points of the corresponding MD.H module to which the coursework and assessments are to be credited. Multiple crediting is excluded.
- (8) The certificate must bear the entry "externally performed" for periods of study as well as coursework and assessments that have been completed and credited outside of the MD.H.
- (9) If coursework and assessments are credited, the grades, in so far as the grading systems are comparable, are to be adopted and included in the calculation of the overall grade. If the grading system of the external universities for the accredited assessments does not agree with the grading system of the MD.H, the grades of the other university are assigned according to the formula:



$$x = 1 + 3 \frac{(N_{\max} - N_D)}{(N_{\max} - N_{\min})}$$

x = grade sought

N max = best attainable grade under the other grading system

N min = lowest passing grade under the other grading system

N<sub>D</sub> = grade to be converted to the MD.H grading system.

The grades to be calculated in this way are first rounded to one decimal point. The result is then rounded to the nearest grade according to the MD.H grading scale.

- (10) If it is not possible to transfer or convert grades for a differentiated assessment, the note “passed” will be added; if necessary, a review can be arranged by the Board of Examiners to determine the module grade. In this case, the examiner is the person responsible for the module or a teacher on the module appointed by the examiner.
- (11) Coursework and assessments that have already been credited at other universities are not automatically transferred to MD.H credits; the MD.H independently checks the prerequisites behind the crediting.

## **Section 11 Crediting of competences acquired outside the university**

- (1) Students with university entrance qualifications who have acquired knowledge and skills (competencies) outside of higher education or at a vocational academy before starting their studies at MD.H may request to receive credit for this.
- (2) Applications for crediting for competencies acquired outside the university must be submitted to the Examinations Office of the respective campus before the student starts their studies at the MD.H. The Board of Examiners of the campus at which the student wishes to pursue their studies is responsible for the crediting. The application must be accompanied by documents showing the equivalence to the course content of the respective degree programme and the competencies acquired.
- (3) A placement test may be required to prove that the content and level of the competencies to be credited are equivalent to those of the chosen MD.H degree programme. In this case, the responsible Board of Examiners will decide on how the placement test will be conducted. Applicants cannot resit placement tests. Competencies acquired at vocational schools can be credited without a placement test.
- (4) Credits awarded for competencies acquired outside of higher education or at a vocational academy are capped at 50% (based on the number of credits for the degree programme). Multiple crediting is excluded.
- (5) Where the Board of Examiners rejects the crediting, the applicant will receive written justification.
- (6) Otherwise, Section 10 applies accordingly.

## **Section 12 Board of Examiners**

- (1) Each MD.H campus has a Board of Examiners.
- (2) The Board of Examiners comprises of all degree programme directors from the respective campus. The members of the Board of Examiners are bound to secrecy.
- (3) The members of the Board of Examiners of a campus elect a chairperson and a deputy chairperson from among their members.
- (4) A Board of Examiners is capable of passing resolutions if at least three members are present. Resolutions are passed with a majority of votes. In the event of a tie, the chairperson has the casting vote. Abstentions are permitted; they are not included in the determination of the majority of votes. Resolutions can be passed by written circular.
- (5) Each member can transfer their voting right to another member by means of a written power of attorney or written notification to the chairman of the respective Board of Examiners; no member may exercise more than two voting rights.
- (6) No member may participate in decisions that affect them or a close relative.
- (7) Guests who are equally obliged to secrecy can take part in the deliberations and votes of the Board of Examiners upon invitation by the respective Board of Examiners. Guests have the right to speak; they are not entitled to apply or vote.
- (8) According to this Order, the Board of Examiners' responsibilities include:
  - (a) Crediting procedure as well as the procedure for a placement test, according to Sections 10 and 11,
  - (b) the appointment of examiners as members of Examination Panels according to Sections 13, 14 and 35 as well as the appointment of examiners in the case of Section 13 Para. 3,
  - (c) the decision to deregister from assessments on a case-by-case basis (Section 21 Para. 5),
  - (d) the recognition of the reasons asserted to withdraw from an assessment (Section 22),
  - (e) the decision to grant compensation for disadvantages in accordance with Section 24,
  - (f) the determination of attempts at cheating and cheating according to Section 26,
  - (g) Implementation of objection procedure in accordance with Section 31.
  - (h) Admission procedure for final assessment in accordance with Section 35.
- (9) Further responsibilities of the Board of Examiners can be regulated in the further regulations of the MD.H.

## **Section 13 Authorised Examiners and the Examiners**

- (1) Professors or lecturers who are or have been self-employed at MD.H in the subject area to which the examination relates, unless there are compelling reasons to require a deviation.
- (2) As a rule, the examiner of a module assessment is the teacher who carries out the majority of the

respective teaching events that the student takes in the assessment semester, without the need for a formal appointment.

- (3) If there are compelling reasons for an examiner to be appointed, e.g. if an examiner is absent, the responsible Board of Examiners of the respective campus will appoint an examiner or, if necessary, an Examination Panel.

## **Section 14 Examination Panel**

- (1) The last possible assessment attempts must involve at least two authorised examiners (four-eyes principle). In such assessment attempts, the first examiner is automatically the examiner according to Section 13 Para. 2. The second examiner is chosen from the group of authorised examiners by the Board of Examiners of the respective campus. The first and second examiners together form the Examination Panel for the final attempt of the respective assessment. The first examiner has the chair.
- (2) As part of the final assessment, an Examination Panel is set up by the campus's Board of Examiners for each admitted candidate. As a rule, the Examination Panel should have two members, namely:
  - (a) a professor at the MD.H,
  - (b) another examiner from among the MD.H teaching staff.

With the appointment of the members of the Examination Panel, the Board of Examiners of the respective campus determines which member is the first examiner (chair of the Examination Panel) and the second examiner.

- (3) In the event that the assessment is group work in the course-accompanying module assessments or in the final assessment, the Board of Examiners of the respective campus can appoint an Examination Panel with an appropriate number of examiners. The respective Board of Examiners decides the composition on a case-by-case basis. In addition, the regulations from Section 13 and Section 14 apply.
- (4) If a member of an Examination Panel cannot perform their duties for compelling reasons, the Board of Examiners of the campus will immediately appoint a new member of the Examination Panel to replace them (Section 13, Para. 3).

## **Section 15 Assessment Procedure**

- (1) There are two types of assessment: module assessments and the final assessment. All assessments up to the final assessment are carried out during the course of study and are usually to be taken at the end of the corresponding module.
- (2) In addition to an assessment that concludes the module, course work accompanying the module can be required within the framework of the correspondingly occupied modules. Academic achievements include presentations, homework, controlled assessments, certificates, exercises

and exams. As a rule, certificates of attendance do not meet the requirements of a course. Academic achievements require a graded, but not necessarily graded, achievement.

- (3) A module concludes with an assessment as a module assessment, which consists of coursework and assessments as a module assessment or of several coursework and assessments as a module assessment. Coursework and assessments are conducted during the course. Passing an assessment requires the successful completion of all coursework and assessments provided for in the module. Exceptionally, an assessment can span several modules.
- (4) Examination certificates determine whether the student has achieved the respective study objective. The examiner is to set and announce the modalities of the respective exam, such as the exact assessment type and the assessment dates at the beginning of the first lecture of the relevant module and give the students the relevant information.
- (5) Assessments are usually carried out as individual assessments, especially written exams. Assessments in which the ability to work in a team and in particular develop, implement and present concepts is to be demonstrated, in particular practical assessments, can be performed as group assessments if the type and scope of the topic justify this; The contribution of each individual student must be clearly recognizable, definable and individually assessable.
- (6) Assessment tasks are set either by the course leader or by another person authorised as an examiner.
- (7) The possible assessment subjects result from the Conditions of Assessment, the module descriptions and the curriculum. Limitations on topics and pre-determinations by the course leader are not legally binding.

## **Section 16 Type of Assessment**

- (1) Assessments can be:
  - (a) Oral (Section 17),
  - (b) Written (Section 18),
  - (c) Practical (Section 19).
- (2) In addition, depending on the qualification goal of the respective module, other types of assessment may be permitted. The assessments are governed by the Conditions of Study and Assessment of the respective degree programme.
- (3) Oral or written assessments may also be carried out in digital form. The examiner for an assessment determines whether this assessment is carried out in digital form and determines the implementation of the digital examination in detail.

## **Section 17 Oral Assessments**

- (1) During oral assessments, the candidate should demonstrate that they recognise the context of the examination area and are able to classify specific questions in this context. Oral assessments al-

so serve to determine whether the candidate has the necessary basic knowledge.

- (2) Oral assessments should last at least 15 minutes per candidate and per subject for undergraduate degree programmes and at least 30 minutes for postgraduate degree programmes without exceeding a total of 60 minutes.
- (3) Oral assessments must be carried out by at least one examiner in the presence of an assessor. The assessor is appointed by the examiner.
- (4) The main subjects and results of oral assessments are to be recorded by the assessor.

## **Section 18 Written Assessments**

- (1) Written assessments include:
  - a) exams,
  - b) other written assessments.
- (2) In exams, the candidate should demonstrate that they can solve tasks and work on topics in a limited time without or with limited aids, using the subject-specific methods. The exam is also intended to determine whether the candidate has the necessary basic knowledge. The exam will last 90 minutes. In individual cases, exams can be taken in parts in the form of the multiple-choice procedure.
- (3) Term papers, case studies, business plans, practical reports or documentation are considered to be other written assessments.
- (4) Written exams can also be taken online.
- (5) Written assessments are generally to be carried out by the examinees without external aids. Aids may only be approved by the respective examiners insofar as they are documents that are required to solve tasks or to process cases and do not impair the informative value of the assessment. Written assessments, with the exception of exams, must contain the note that the work was done independently and only with the help of the specified tools and sources.

## **Section 19 Practical Assessments**

- (1) In practical assessments, the handling of work equipment takes place through the implementation of practice-oriented problems and the application of theoretical knowledge. The practical assessment involves the practical implementation of a project, in which previously imparted manual skills are called into question. The candidate should demonstrate that they can set goals for a larger task and develop interdisciplinary approaches and concepts.
- (2) In addition to the creation of the practical work, the examiner can create an associated documentation for this, which can, for example, contain solution approaches and conceptual processes, as well as request a presentation of the work results at the end of a practical assessment. The documentation and the presentation of results form part of the practical assessment and are not assessed separately.

- (3) Practical assessments may include the preparation of
  - a) Media Products,
  - b) Design Work,
  - c) Collections,
  - d) Workpieces.
- (4) Media products that implement media content (e.g. real or digitally generated films, images, audio and video material or computer games) bundled in the context of a practice-oriented problem and thus demonstrate the use of corresponding work equipment and the application of theoretical knowledge.
- (5) Design work refers to a manual and/or digital representation of a discussion of a given topic and must fully depict or describe the design process. The choice of presentation should be inherent in the design and can be project-related.
- (6) Collections represent the implementation of a design concept for clothing. They can be implemented as a collection of designs or original material. Collections include the creation of extensive visual documentation. This may include, for example, sketchbooks, mood boards, drawings, illustrations, photo series, etc.
- (7) Workpieces are based on the imitation of a given form or based on the development of your own design form.

## **Section 20 Assessment Language**

- (1) Assessments are usually held in German or English. In the case of foreign language modules, the assessments are held in the corresponding foreign language.
- (2) The Conditions of Study and Assessment [*Studien- und Prüfungsordnungen (SPO)*] of the relevant degree programme can contain different regulations, especially for degree programmes in English.

## **Section 21 Assessment Dates, Registration and Withdrawal**

- (1) Assessments generally take place on the specified assessment dates. The Examinations Office will notify students of assessment dates.
- (2) The registration of the modules resulting from the curriculum of the respective Conditions of Study and Assessment results in an automatic, binding registration of the students for the respective required assessment achievements and an obligation to take the assessment. Upon registration for elective modules, the right to choose the chosen module is made concrete; it is not possible to change modules at a later date, even if you fail this module.
- (3) Assessment attempts that have not been passed must be resat within the resit period (Section 30). Students are automatically registered for the next set of resits.

- (4) If an attempted assessment is not counted on the basis of a recognised reason for being unable to attend, the student will be automatically registered for the next possible assessment date. This will be scheduled immediately, at the latest on the next regular assessment date.
- (5) It is generally not possible to withdraw from exams. In exceptional cases, the Board of Examiners of the respective campus decides whether a student may withdraw from an assessment. A new registration takes place via automatic registration, Para. 2 and Paragraph 4 applies accordingly.

## **Section 22 Failure to Complete the Assessment and Withdrawal**

- (1) An assessment is assessed as “insufficient” (5.0) or “unsuccessful” (u) if the candidate does not take part in an assessment despite the existing obligation to attend without a recognised reason for not being able to take part or during or after the assessment without a recognised reason for preventing withdraws or does not complete the assessment within the specified processing time.
- (2) The reasons given for non-participation or withdrawal (extenuating circumstances) must be reported to the Examinations Office immediately after their occurrence in text form and made credible. In the event of a delay, e.g. in the case of withdrawal only during or after completion of the assessment, the earlier non-recognizability and the reasons for the earlier non-recognizable as well as the time of the later recognition of the reasons given for the withdrawal must be reported immediately in writing and made credible.
- (3) In the case of illness, an original medical certificate must be submitted unsolicited that shows the health impairment and its impact on the student’s ability to successfully participate in the assessment in question and, in the event of a delay in withdrawing from the assessment due to illness, the time at which the inability to take the assessment may be identified and attesting to the reasons for the delay. In the event of repeated sickness reports, evidence can be requested in the form of a medical certificate using a form provided by the MD.H.
- (4) The Board of Examiners of the respective campus decides on the recognition of the indicated and credible extenuating circumstances. If the extenuating circumstance is recognised, the assessment will not be counted as an attempted assessment and a new date will be set immediately, at the latest for the next regular assessment dates in accordance with Section 21, Para. 4.
- (5) Permanent impairments do not entitle the student to not take assessments or to withdraw from the assessment; the possibility of compensation for disadvantages remains unaffected.
- (6) If a candidate appears late for an assessment, they cannot make up for the missed time.

## **Section 23 Extension of the Processing Time**

- (1) In the case of term papers or theses with a processing time of at least four weeks, the processing time can be extended by up to half of the planned time in the case of non-permanent illnesses if the student can prove that the illness precludes the regular provision of services for its duration. Section 22 Para. 3 applies accordingly. The student may not perform any work during the illness. In all other cases, there is the option of withdrawing from the assessment in accordance with the

general rules of Section 22. No further extension is possible. The respective examiner or the chairman of the respective Examination Panel decides on the extension of the processing time according to this paragraph.

## **Section 24 Compensation for Disadvantages, Maternity Protection**

- (1) If a candidate provided evidence that they are unable to complete part or all of the assessment in the intended manner due to a disability or permanent impairment, the Board of Examiners of the respective campus can approve a disadvantage compensation upon written request from the candidate. The respective assessment requirements remain unaffected by any disadvantage compensation. An impairment is permanent if it is likely to last for at least two regular assessment periods.
- (2) The application for compensation for disadvantages must be submitted in written form to the Examinations Office of the respective campus at the latest three weeks before the assessment date for which it is applied for, accompanied by suitable evidence to substantiate the impairment.
- (3) In the case of non-permanent impairments, the regulations on withdrawing from the assessment and extending the processing time apply.
- (4) It is possible to make use of the statutory protection periods of the Maternity Protection Act as well as the periods of the Act on Education Allowance and Parental Leave, as amended. It is not possible to complete assessments during a leave of absence.

## **Section 25 Reporting Obligation**

- (1) Disruptions in the run-up to the assessment or in the course of the assessment must be asserted immediately if and as soon as the assertion is possible and reasonable. The unconditional participation in an assessment with knowledge of relevant impairments excludes the later reference to such impairments.

## **Section 26 Cheating and Breach of Regulations**

- (1) An assessment is assessed as “insufficient” (5.0) or, in the case of an undifferentiated assessment evaluation, with “unsuccessful” (u) if the examinee does not fulfil a prerequisite for the assessment or if they try to influence their assessment or tries to influence the benefit of others through deception or the use of unauthorised aids.
- (2) Possession of unauthorised aids during the assessment is also considered to be an attempt to cheat. The property in the assessment room is to be deposited in the physical environment of the assessment room, e.g. in the toilet areas, hallways or stairwells, equated. Attempting to submit an assessment paper late can be considered as cheating.
- (3) The principles of prima facie evidence apply.
- (4) Serious deceptions or deceptions in cases of repetition can result in the final loss of the assess-



ment entitlement for the assessment concerned. A serious case is generally the commissioning of third parties to perform the assessment.

- (5) The Board of Examiners of the respective campus decides on the determination of deception or attempted deception. The decision of the Board of Examiners must be justified in writing.
- (6) If it is determined in retrospect that a candidate has attempted to cheat or has indeed cheated, the assessment in question is subsequently assessed with “unsuccessful” (u) or “insufficient” (5.0). In these cases, an already issued grade transcript may be withdrawn. Admissions to the final dissertation and/or the oral final assessment may be revoked.
- (7) If, during or after the completion of the Bachelor or Master’s assessment, it is determined that the candidate is guilty of an attempt at cheating or cheating while preparing the dissertation, the final assessment will be awarded “insufficient” (5.0) rated. Certificate of completion, bachelor's or master's degree and diploma supplement and, if applicable, the transcript of records must be withdrawn. The withdrawal of the academic titles is based on the law on universities in the state of Berlin (BerIHG). The Rector of the MD.H. decides on the revocation of the academic title.
- (8) A candidate who disrupts the orderly course of an assessment may be excluded from continuing the assessment by the respective examiner or the supervising person; in this case the assessment is assessed as “insufficient” (5.0) or “unsuccessful” (u).

## **Section 27 Assessment Evaluations and Grades**

- (1) Each module concludes with a graded assessment.
- (2) Undifferentiated assessments are to be assessed by the respective examiner as "pass" (p) or "fail" (u).
- (3) Differentiated assessments are graded. The following grades are to be used to assess differentiated results:

Grade 1 “very good” [ <i>sehr gut</i> ]	= an outstanding achievement
Grade 2 “good” [ <i>gut</i> ]	= an achievement that is considerably greater than the average requirement
Grade 3 “satisfactory” [ <i>befriedigend</i> ]	= an achievement that meets the average requirement
Grade 4 “sufficient” [ <i>ausreichend</i> ]	= an achievement that is lacking but still meets the average requirement
Grade 5 “insufficient” [ <i>nicht ausreichend</i> ]	= an achievement that does not meet the average requirement due to significant deficiencies

For differentiated assessments, grades can be increased or decreased by 0.3 to averages between grades 1.0 and 5.0. Allowable values are 1,3; 1,7; 2,3; 2,7; 3,3; 3,7; 4,3; 4,7. The grades 0.7 and 5.3 are excluded.

When using averages, grades are awarded as follows:

up to and including 1.5	= "very good"
from 1.6 up to and including 2.5	= "good"
from 2.6 up to and including 3.5	= "satisfactory"
3.6 up to and including 4.0	= "sufficient"
from 4.1	= "insufficient"

- (4) If a grade is calculated as an arithmetic weighted or unweighted average of several individual grades, the following rounding rules apply.

For grades without a decimal place, only the first decimal place after the decimal point is taken into account from the calculated mean; all other digits are deleted without rounding. Grades are awarded according to the grade scale in accordance with Para. 3.

When calculating grades based on grades with averages, two decimal places are taken into account and all other digits are deleted without rounding. Grades are awarded as follows:

With an average of up to and including x.15	= x
With an average of x.16 up to and including x.50	= x.3
With an average of x.51 up to and including x.85	= x.7
With an average of x.86 up to and including x+1.15	= x+1

All mean values greater than 4.0 are rated as "insufficient".

- (5) If a grade for a module assessment is made up of the evaluations from several examiners (e.g. case of the last repetition, Examination Panel for group examinations), this is calculated as an unweighted arithmetic mean and rounded according to the rules in Para. 4.
- (6) A subject area grade (overall grade of all differentiated graded module grades from a subject area in accordance with the respective Conditions of Study and Assessment) is calculated from the rounded, weighted arithmetic mean of the subject area grades associated with this subject area in accordance with Para. 4. The different grade weights according to the ECTS credits associated with a module must be taken into account into the weighting. These result from the respective Conditions of Study and Assessment.
- (7) The calculation of the overall grade is determined in the Conditions of Study and Assessment for the respective degree programme. The grade resulting from the one decimal number of the overall grade (only the first place after the decimal point is taken into account) is based on the grading scale according to Paragraph 3.
- (8) Written justification must be provided for the evaluation of assessments, with the exception of oral assessment evaluations. Sound bases must be outlined for the evaluation. In the case of oral assessments, the main results of the assessment and the subsequent evaluation must be recorded (Section 17, Paragraph 4).

## **Section 28 Announcement of Assessment Results**

- (1) The Examinations Office should release assessment results to the candidate at the latest four weeks after the conclusion of assessment dates.
- (2) The result of an oral assessment is to be announced to the examinee after the oral examination by the examiner or the chairman of the Examination Panel.

## **Section 29 Passing Assessments**

- (1) A module assessment is passed if, in the case of an undifferentiated assessment evaluation, the evaluation is awarded a "pass" (pass), or, in the case of a differentiated assessment evaluation the mark is at least "sufficient" (4.0).
- (2) The final assessment is passed if both the thesis and the colloquium have been evaluated as at least "sufficient" (4.0).
- (3) An assessment is ultimately failed if the candidate has exhausted the number of assessment attempts provided for without success. It is then not possible to successfully complete the course at the MD.H.

## **Section 30 Resits of Failed Course-Related Assessments**

- (1) Applicants may resit a failed assessment twice. Assessment attempts from which the examinee withdrew for a recognised reason are not taken into account in this number of assessment attempts (Section 22).
- (2) Failed course-related assessments must be repeated in the relevant semester or within the two following semesters at the latest, if offered. If the resit period has expired without the student having taken the resit, the respective assessment is deemed to be "failed" (5.0) or assessed as unsuccessful (u), unless the student can prove that they are not responsible for failing to meet the deadline. The regulations for withdrawing from assessments apply accordingly for proof.
- (3) In particular, the repetition period is extended by
  - (a) periods of study during which the module is not offered,
  - (b) holidays,
  - (c) the duration of the statutory maternity leave in the event of a candidate's pregnancy and
  - (d) semester abroad.
- (4) Repeating an assessment that has been passed is not permitted. If a module assessment is taken several times, only the first successfully passed assessment is decisive for completion.
- (5) The result achieved in the resit takes the place of the previous assessment result.

## **Section 31 Counter-Presentation Procedure**

- (1) In return for assessments, students can request the opening of a counter-presentation procedure in writing at the Examinations Office within one month of the announcement of the assessment result.
- (2) Concrete objections to the examiner's grading must be presented together with the application. Objections must be justified in writing. A note about the respective application must be made in the assessment file.
- (3) The Board of Examiners of the respective campus is responsible for the proper implementation of the counter-presentation procedure. They are responsible for forwarding the objections presented with the application together with the reasoning for the objection to the respective examiner for reconsideration.
- (4) As part of the reconsideration, the auditor must review the assessments concerned and the reasons behind the evaluation. The result of the reconsideration, including the assessment evaluation, must be justified by the examiner in writing and passed on to the Board of Examiners. This can give the examiner information on points that appear important but cannot determine an assessment grade.
- (5) Based on the result of the reconsideration, the Board of Examiners will decide on the counter-presentation procedure within one month. The result of the decision must be justified.
- (6) The Examinations Office will notify students of the Board of Examiners' decision regarding objections.
- (7) If the examiner, against whose evaluation the student's objections are directed, is not available to reconsider, the responsible Board of Examiners can appoint an additional, uninvolved examiner (Section 13, Paragraph 3). If a new examiner is appointed by the Board of Examiners, the counter-presentation procedure is ended, and the assessment is assessed independently by the new examiner. In this case, the new examiner's assessment evaluation replaces the original assessment evaluation.

## **Section 32 Inspection of Assessment Results**

- (1) The examinee can inspect the assessment documents. The inspection is intended to give the examinee an insight into their assessment performance, including any related reports, correction notes by the examiner or an assessment protocol for the oral assessment.
- (2) Upon request, inspection of the specified assessment results as well as the related reports and assessment protocols is granted within a reasonable period of time. The application must be submitted to the Examinations Office of the respective campus. The inspection includes the right to gain comprehensive knowledge of the file content and to make handwritten notes.
- (3) The examinee can be represented at the inspection; a corresponding power of attorney must be presented.

## **Section 33 Grade Transcripts, Degree Certificates**

- (1) The grade transcript outlines the subject area grades and the decimal mark.
- (2) The subject and the evaluation of the thesis as well as the evaluation of the colloquium are also shown as a decimal number in the final certificate.
- (3) The grade transcript outlines the overall mark as a decimal number. The details of this are regulated by the Conditions of Study and Assessment of the respective study programs.
- (4) The successful completion of the degree programme is documented by the diploma. Together with the grade transcript, the candidate is given a Bachelor's or Master's certificate (see respective Conditions of Assessment). The award of the academic title is certified therein. The grade transcript and the certificate are issued in German. In addition, the candidate will be given a diploma supplement in English and German and, upon request, a transcript of records in English (see respective Conditions of Study and Assessment).
- (5) The graduation certificate is signed by a degree programme director of the respective degree programme and a member of the university management, the bachelor's or master's certificate by a member of the university management alone and the copy of the diploma supplement by a degree programme director of the respective degree programme alone. The final certificate and Bachelor's or Master's certificate bear the date of the day of the colloquium. The final certificate, the diploma supplements and the Bachelor's or Master's certificate are marked with the seal of the MD.H.
- (6) If the candidate has finally failed the bachelor's or master's assessment, he or she will be issued with proof of the performance provided on request, which contains and recognizes the assessment performances and their grades and credits, as well as the assessment performances that are still missing for the bachelor's or master's assessment indicates that the bachelor's or master's assessment has not been passed in its entirety. The same applies if the assessment entitlement has expired.

## **Section 34 Final Assessment**

- (1) The final assessment is designed to determine whether the candidate has an overview of the professional context and has the ability to independently apply academic and/or artistic methods and results in a professional capacity. The Examination Panel is responsible for the assessment of the final assessment.
- (2) The final assessment consists of the final thesis and the defence (colloquium). Depending on the respective degree programme, the thesis consists either exclusively of a written work or of practical work in connection with a written piece of work. The stipulations are regulated in the Conditions of Study and Assessment of the respective degree programme.
- (3) The final assessment can also take the form of a group assessment of up to three students. The assessment performance of the individual examinees must be clearly definable and assessable and represent a substantial part of the thesis.

## Section 35 Admission to the Final Assessment and Appointment of the Examination Panel

- (1) Upon application, a student is admitted to the first part of the final assessment, the thesis, if they meet the admission requirements. Admission requirements are:
  - (a) Registration of the student in the corresponding degree programme,
  - (b) Successful completion of all module exams, excluding the modules from the last semester, within the standard period of study.The application must be submitted in writing to the Examinations Office of the respective campus.
- (2) A student is also admitted if:
  - (a) up to two module assessments that are not part of the last semester after the standard period of study, up to a total of up to a maximum
    - 12 ECTS credits for students who started their studies at the MD.H before the 2020/21 winter semester,
    - 15 ECTS credits for students who started their studies at the MD.H in the 2020/21 winter semester,have not yet successfully completed and
  - (b) the successful completion of all modules is possible and expected in the final half-year and
  - (c) the type and scope of the missing performance records do not significantly affect the preparation of the dissertation in terms of subject matter and time.
- (3) Together with the application for admission to the final assessment, the student can submit proposals for the topic of the final thesis as well as for the examiners of his Examination Panel.
- (4) The responsible Board of Examiners of the respective campus carries out the admissions procedure as soon as possible after the results of the module assessments of the penultimate standard study semester are available. Upon admission to the final assessment, the Board of Examiners of the respective campus decides on the composition of the Examination Panel (Section 14). In doing so, the student's suggestions in accordance with Paragraph 3 must be taken into account.
- (5) The responsible Examinations Office at the campus notifies the student of admission or rejection of admission to the final assessment.

## Section 36 Thesis Topic and Topic Feedback

- (1) After being appointed by the respective Board of Examiners, the responsible Examination Panel decides on the thesis topic.
- (2) The student's suggestions on the topic according to Section 35 Para. 3 should be appropriately taken into account by the Examination Panel when making a decision.
- (3) The thesis topic can only be returned once and only within the first two weeks from the start of the

processing time. If a candidate is ill, the return period for the topic of the thesis is extended by the time of the illness, but by a maximum of two (2) weeks in total. The return declaration must be submitted in text form to the responsible Examinations Office at the respective campus. Together with the return of the topic, the examinee can submit suggestions for a new topic.

- (4) The more detailed procedure is determined by the responsible Examination Panel, in particular the determination of the new thesis topic. When determining the new topic, any suggestions submitted by the examinee should be taken into account.

### **Section 37 Processing Time of the Thesis**

- (1) Together with the decision on the thesis topic, the responsible Examination Panel determines the processing period (date of issue of the topic and date of the thesis submission).
- (2) Final theses are to be designed in such a way that they do not exceed ten (10) weeks for full-time undergraduate degrees and twenty (20) weeks for full-time postgraduate degrees.
- (3) In part-time degree programmes, the processing time and the possibility of extension may be regulated differently and are governed by the respective Conditions of Study and Assessment. For theses for part-time undergraduate degrees, the processing time should generally not exceed sixteen (16) weeks.
- (4) In justified individual cases, the chairperson of the Examination Panel can set the processing time for a Bachelor's thesis at up to four months and up to six months for a Master's thesis, upon written application by the examinee, substantiating the reasons and in agreement with the second reviewer.
- (5) If a topic is returned in accordance with Section 36, the Examination Panel determines the new processing period (issue date of the new topic and submission date of the thesis) together with the determination of the new topic.

### **Section 38 Execution and Submission of the Thesis**

- (1) The Examination Panel forwards the data on the thesis topic and the processing period to the Examinations Office for notification to the examinee. The data must be put on record by the Examinations Office. The Examinations Office informs the candidate of the dates decided by the Examination Panel in writing. The examinee must be informed immediately of any changes.
- (2) The thesis must be prepared independently by the examinee within the processing period set by the responsible Examination Panel.
- (3) The thesis must be submitted to the Examinations Office in due time. The submission date must be documented. If the thesis is not submitted on time and compelling reasons for the failure are not recognised, the grade is "insufficient" (5.0).
- (4) The early submission of theses is possible. This does not reduce the processing time. Work submitted prematurely will not be corrected before the regular processing time has expired.

- (5) The written final thesis must be submitted to the Examinations Office three times in printed and bound copies as well as in electronic form. For theses that include both a written and a practical part, the written part must be submitted to the Examinations Office in triplicate in printed and bound form as well as additionally in electronic form. The number and form of submission of the practical part is determined by the responsible Examination Panel; the submission takes place at the Examinations Office.
- (6) The undergraduate or postgraduate thesis can be added to the MD.H library after completing the course if the candidate does not raise any objections.
- (7) When submitting the final thesis, the examinee has or have to assure the examinees of the group in writing that the work was written independently and without outside help and that no sources and aids other than those specified were used. This declaration must be part of the bound versions of the written thesis.

### **Section 39 Evaluation of the Thesis**

- (1) The performance evaluation of the final thesis is based on a differentiated examination grade according to 7 Para. 3 of the two reviewers and the reasons are given. If the thesis consists of practical work in connection with written work, the reviewers must determine a performance evaluation according to p. 1, which includes both pieces of work. The final grade (overall grade) of the thesis results from the unweighted arithmetic mean of the two evaluations of the reviewers, which is rounded according to Section 27 Para. 4.
- (2) If the respective performance assessments of the two experts according to Para. 1 differ from one another by more than 1.0, this must be reported to the Board of Examiners of the respective campus. The deviating grades of the first and second reviewer are to be included in the examination file. The Board of Examiners of the respective campus has to commission another professor who is technically suitable for assessing the thesis with an independent, third assessment of the thesis (third-party reviewer). The evaluation of the third-party reviewer takes place in accordance with the provisions of Para. 1 and must be justified. In these cases, the overall grade of the thesis is formed from the unweighted arithmetic mean, which is calculated from the examination grades of the three reviewers and is rounded off in accordance with Section 27 Para. 4.
- (3) The reviewer should evaluate the thesis within four weeks of the thesis being submitted.
- (4) The task, the assessment evaluations and the reasons for the evaluation become part of the examination file.

### **Section 40 Failure and Repetition of the Thesis**

- (1) If the overall grade for the thesis is "insufficient", the final assessment is not passed overall.
- (2) A thesis can be repeated once with a new topic within a maximum of two (2) years after the end of the standard period of study. If the repetition of the final thesis is also rated "insufficient", a further repetition is not possible. The candidate has definitely failed the final assessment in the rele-



vant degree programme.

- (3) The application for admission to a repeated thesis must be submitted in written form to the responsible Examinations Office no later than 1 semester before the end of the 2 year period according to Para. 2. Section 35 applies accordingly to the admission procedure for repeated final thesis.
- (4) When repeating the thesis, the topic may only be returned if the candidate did not make use of this option on their first attempt at examining the thesis. Section 36 applies accordingly to the deadlines for returning the topic.

## **Section 41 Colloquium**

- (1) A candidate is automatically admitted to the second part of the final examination, the colloquium, if:
  - (a) the overall grade of the thesis is at least "sufficient" (4.0) and
  - (b) all module exams have been successfully completed.

The colloquium will then be held immediately. The Examination Panel sets the date of the colloquium and notifies the relevant Examinations Office at the respective campus for notification to the examinee. If final theses were carried out as group work, the colloquium should be designed as a joint examination.

- (2) The colloquium is carried out by the Examination Panel under the direction of its chairman. All members of the examination commission as well as a third-party reviewer commissioned in accordance with Section 39 Para. 2 are authorised to examine and must be present. Colloquia take place publicly at the university, depending on the number of places available, unless an examinee objects to this. Listeners must refrain from influencing the assessment; otherwise, the public is to be excluded immediately. The evaluation of the assessment performance takes place in a closed meeting of the Examination Panel immediately after the colloquium.
- (3) The colloquium focuses on the subject areas of the thesis, including related and supplementary areas of knowledge. This is to determine whether the examinee has reliable knowledge in the subject areas to which the dissertation is thematically assigned and whether they are able to justify the results of the thesis independently. One component of the colloquium is an approx. 15-minute presentation by the examinee in which they summarise the results of the thesis. This also applies to the repeat exam.
- (4) The duration of the colloquium, including the presentation should not be less than 45 minutes or more than 60 minutes for a candidate according to Paragraph 3. Each candidate's assessment performance is assessed individually by the examiners in accordance with Section 27 Para. 3. The overall grade of the colloquium is based on the unweighted arithmetic mean of the examiner's evaluation, which is rounded according to Section 27 Para. 4.
- (5) The candidate will be informed of the assessment of the colloquium immediately after the consultation of the Examination Panel. At the request of the examinee, the assessment of the colloqui-

um will be explained orally.

- (6) If the assessment of the colloquium is “insufficient”, this must be repeated after three months at the latest in consultation with the examinee. The assessment made in the repeat assessment takes the place of the first assessment. If the repetition does not achieve at least a “sufficient” grade, the candidate has definitely failed the final assessment.

## Part IV: Final Provisions

### Section 42 Entry into Force and Transitional Regulation

- (1) This Order comes into force once it has been published.
- (2) This applies from the 2020/2021 winter semester.
- (3) Transitional regulation: The General Conditions of Study and Assessment [*allgemeine Studien- und Prüfungsordnung (ASPO)*] will apply from 1 October 2020 to all Conditions of Study and Assessment [*Studien- und Prüfungsordnungen (SPOs)*] at the MD.H, on the proviso that Degree Programme Directors may step in to perform the role of the “Dean” or “Vice-Dean” cited in the respective Conditions of Study and Assessment.