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Examination regulations for the consecutive Master's courses
In the faculty of Automation and Computer Sciences
At Harz University of Applied Sciences

On the basis of §§ 13 paragraph 1, 67 paragraph 3 no. 8 and 77 paragraph 2 no. 1 of the Higher Education Act of the State of Saxony-Anhalt (HSG LSA) in the announcement of the new version of HSG LSA dated 14.12.2010 (GVBl. LSA 2010 pages 600 ff.), last modified in the law on the modification of the Higher Education Act of the State of Saxony-Anhalt on 23.01.2013 (GVBl. LSA 2013 p. 45), the Faculty Council for the Faculty of Automation and Computer Sciences and the Academic Senate of Harz University of Applied Sciences, Wernigerode decreed the following examination regulations:

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*All terms in the entire document apply to male and female persons.

I. General

§ 1 Area of validity and requirements for study

(1) The examination regulations govern the study in Master's courses within the Faculty of Automation and Computer Sciences at Harz University of Applied Sciences.

(2) The faculty will establish regulations for the Master's courses on the basis of these study regulations. The study regulations govern the content and structure of the courses, taking into account the specialist and higher education didactic development and the requirements of professional practice.

(3) The admission procedures and admission requirements for the Master's courses are regulated by the faculty in admission regulations.

§ 2 Purpose of the examinations and academic degree

(1) The Master's degree builds upon the first professional qualification from the university and is a higher qualification in the relevant faculty that qualifies for further career and research work. The Master's course prepares the student to take on particularly responsible and qualified activities in a career and to start a PhD course.

(2) The aim of the Master examination is to determine whether the student has, on the basis of higher scientific and creative findings and methods, acquired the skills and qualifications that are required for independent work, understands the correlations of the subject and has achieved the ability to carry out scientific work independently and also to apply specialist and scientific findings in an interdisciplinary context.

(3) Upon passing the Master examination Harz University of Applied Sciences will grant the academic degree 'Master of Arts', (M.A.), 'Master of Science' (M.Sc.) or 'Master of Engineering' (M.Eng.) from the Faculty of Automation and Computer Sciences in accordance with the determinations of the relevant study regulations.

(4) In courses with partner Universities abroad Harz University of Applied Sciences and the partner university may issue a certificate in German and another in the language of the partner University. Use of the academic title is regulated by the HSG LSA in conjunction with the regulations for the use of foreign academic titles.

§ 3 Standard period of study and required coursework

(1) The standard period of study is the number of semesters stated in the relevant study regulations.

(2) The Master's course is divided into modules. Modules are independent units of learning that are defined by certain learning objectives and certain learning outcomes and acquired skills and that usually have a duration of one semester or one year.

(3) ECTS credit points are allocated to each module. ECTS credit points describe the work required by the student in order to complete the module successfully, i.e. in order to achieve the defined learning outcomes. The scope of the modules and the allocation of credits are governed by the relevant study regulations. The work includes both participation in courses and preparation for and follow-up after courses, preparation for the examination, the examination time itself, work placements and all other forms of self-study.

(4) Each module ends with an examination. Once the module is complete the relevant ECTS credit points are recorded and credited. This requires that the module examination is passed with a grade of at least 'satisfactory'.

(5) One credit is based on study time of 25 to 30 hours.

(6) The required coursework for one semester is equivalent to 30 ECTS credit points. The study regulations govern: the allocation of the ECTS credit points for modules. It organises the course contents in such a way that the degree course can be completed in the standard period of study.

§ 4 Examinations and review period

(1) The Master examination comprises the module and unit examinations, as stated in the overview of modules and units in the study regulations.

(2) The Master examination should be completed, in principle, within the standard period of study stated in the study regulations.

(3) The student must register online for the examinations at Harz University of Applied Sciences within the registration period in the semester schedule. It is possible to de-register from the registered examinations within the period given in the semester schedule. In these cases the admission must be registered for a later examination date. The registration period is generally two weeks and ends three weeks before the examinations begin.

(4) The students will be informed in the study regulations of both the type and number of the required proofs of performance and the dates by which these generally need to be submitted.

(5) Written examinations are generally held on the dates published internally by the University. If the dates are different then these must not be during the lecture-free period and the students must be informed of the date when they register for the examination in accordance with section 3. The Master's colloquium is not tied to the examination or lecture dates.

(6) Written and oral examinations, which can take place independently of the courses, are offered in each semester.

(7) The student should be able to take the examinations immediately in connection with the relevant module and/or the relevant course.

(8) If the student can credibly show that he or she is not in a position to take the examinations in full or in part in the required form because of longer term or permanent handicap, then the student is permitted to take the examination within a longer period or to take equivalent examinations in another form. A doctor's certificate may be required. The same is true for coursework.

(9) Maternity leave and paternal leave will not be added to the standard study period in accordance with § 13 (3) HSG LSA. All the deadlines and dates in these examination regulations are delayed in the event of maternity leave and paternal leave for the full periods permitted for maternity leave and paternal leave. Utilisation of the periods must be communicated to the Admission and Registrar's Office in writing, enclosing the necessary documents. Students who are on leave for family obligations can take voluntary examinations during the leave period. These can be repeated once in addition to the possible repetitions in § 13 paragraph 1 upon request by the student. Upon reasoned request, including suitable documentations, the examinations committee can grant compensation for disadvantage for particular burdens resulting from family obligations.

(10) Examinations may be taken in leave semesters.

(11) As a rule the language of examination is German. Examinations for language courses are exceptions to this rule. If courses on units or modules are offered in English or French then the examinations may be taken in English or French.

§ 5 Board of Examiners

The examinations committee for the Faculty of Automation and Computer Sciences is responsible for the organisation of the examinations and performing the duties allocated in the examination regulations. According to § 5 of the examination regulations for bachelor courses at Harz University of Applied Sciences is also valid in the relevant, valid version for Master's courses in the Faculty of Automation and Computer Sciences.

§ 6 Examiners and assessors

(1) The Board of Examiners appoints the examiners. The appointment must be put on record.

(2) Examiners are members of the group of professors, including the professors that have already left active service and lecturers who offer courses in the examination subjects or have been commissioned to do so. Only persons who have passed at least the relevant Master's degree or an equivalent examination and, where no compelling reasons require deviation, have taught independently the subject of the examination. In accordance with the purpose and the specific character of the examinations teachers for particular tasks and persons who are experienced in their profession and in training may be recognised as examiners.

(3) Assessors in a module examination will be determined by the Board of Examiners from the group of members of the faculties involved in the examination, who have already passed a pertinent examination or comparable university qualification. The examinations committee may delegate determination of the assessor to the relevant examiner.

(4) The examiners examine independently. They determine the type of examination at the beginning of the relevant semester, at the latest before the start of the application period for examinations, in accordance with the relevant examination regulations. § 5 (5) of the examination regulations for Bachelor courses at Harz University of Applied Sciences is valid for examiners and assessors.

(5) The student may propose examiners for the oral examinations and the Master thesis.

The proposal is not considered a basis for claims. The student's proposals should, however, be taken into account where possible.

(6) In general, examiners are lecturers in the module which is being examined. In the event of discrepancies, the examination committee will ensure that the names of the examiners are provided to the students when they register for or are summoned to the examination.

(7) For the examinations in the study regulations all teaching personnel that have completed the relevant courses are examiners without special order as long as they are authorised to examine in accordance with paragraph 1. All examiners who fulfil the prerequisites in paragraph 1 may be considered as second examiners. It is preferable that teaching staff who have carried out the relevant courses act as second examiners.

§ 7 Recognition and crediting of study periods, study and examinations, modules, ECTS credit points and learning outcomes outside the university

(1) Study periods, modules and ECTS credit points within the same Master's course at a University for which the German Higher Education Framework Act is valid will be recognised without an equivalence decision.

(2) Study periods, modules, ECTS credit points and examinations that do not fall under paragraph 1 will be recognised upon request in accordance with the law on the agreement of May 16, 2007 regarding the recognition of qualifications at Universities in the European Area of April 11, 1997 where no important differences are determined.

The comparison should not be schematic but rather based on overall observation and overall evaluation. The applicant is obliged to provide sufficient documentation for the evaluation (information obligation). The equivalence agreements agreed by the Conference of the Ministers

of Education and Cultural Affairs and the German Presidents' Conference and commitments in university partnerships must be taken into account.⁹

(3) Paragraphs 1 and 2 are valid accordingly for the recognition of study periods, modules and ECTS credit points in officially recognised distance learning courses; paragraph 2 is also valid for study periods, course, examinations, modules and ECTS credit points at other educational institutions, particularly at state or officially recognised vocational colleges.

(4) Learning outcomes from outside university that do not fall under paragraphs 1-3 will be credited where their equivalence with the modules and units in the course is determined. In total a maximum of 50% of the credit points for the degree can be credited from elsewhere. Modules and units that are eligible for credit are marked in the relevant study regulations for the course. The crediting of learning outcomes from outside university can be carried out individually or in general. Generalised credit can only be given if a cooperation contract is in place with the educational institution. In this case the credit is given upon request without further assessment. In the case of individual crediting the assessment of the equivalence of certified learning outcomes will be carried out using an assessment test. The applicant is obliged to provide sufficient proof and documentation to assess equivalence. The applicant must submit a portfolio for the assessment of the equivalence of non-certified learning outcomes. The assessment always follows the equivalent requirements formulated by the Conference of the Ministers of Education and Cultural Affairs and the German Presidents' Conference. A module or unit for which the applicant has already taken an examination at Harz University of Applied Sciences cannot be credited subsequently.

(5) The examinations committee will undertake the recognition and crediting in accordance with paragraphs 1 to 4 upon the student's request. The student must submit the documentation necessary for the credits. The responsible faculty representatives from Harz University of Applied Sciences must be consulted prior to determining equivalence. The International Office may be consulted when determining the equivalence of performances abroad.

(6) If modules and ECTS credit points are credited, then the grades will be transferred where the grade systems are comparable. If the grade system is not comparable then a 'pass' will be transferred without a grade. The learning outcomes that are recognised or credited in this way will not be included in the calculation of the final grade. The weightings in the relevant study regulations for the examinations taken at Harz University of Applied Sciences will be adjusted so that they total 100%.

(7) The admissions committee can recognise study and examinations up to a maximum of 30 ECTS credit points where these are matched by corresponding performance on other courses that fulfil the requirements in paragraphs 2 and 3 but where transfer of grades is not possible because of different boundaries of examination content. The recognised performances will not be taken into account when calculating the final grade and the weighting of the other partial grades will be increased by the same percentage so that total is 100%.

(8) If the prerequisites in accordance with paragraphs 1 and 2 are in place then there is a legal claim to recognition. The recognition of study periods, modules and ECTS credit points that are achieved within the area of validity of the German Higher Education Framework Act is carried out ex officio. In the event that recognition is not granted the decision must be justified in writing.

§ 8 Types of examination and coursework

- (1) The following types of examinations and coursework and their combination are possible in accordance with the relevant study regulations (abbreviations in brackets):
- Oral examination (MP)
 - Term paper (K)
 - Homework (HA)

- Presentation (RF)
- Project work (PA)
- Master thesis (MA)
- Colloquium (KO)
- Proof of attendance (T)
- Practical paper (P)
- Report (BE)
- Software draft (EA)

(2) In suitable cases the developed solutions can be explained orally in a way that is typical for professional work. In these cases a report must be written on the examination. Where the character of the lecture allows regular attendance can be required. This is particularly relevant for laboratory work.

(3) The tasks in the examination will be determined by the examiners. If the examiners are unable to agree then the examination committee will determine the tasks.

§ 9 Oral examinations

(1) Oral examinations include: oral examinations (MP), presentations (RF) and colloquiums (KO)

(2) Oral examinations must be held by two or more examiners or by one examiner in the presence of a qualified assessor. In the oral examinations the student should prove that he or she has specific knowledge of the subject of the examination, recognises the correlations within the examined subject and is able to apply the issues in this context.

(3) The oral examination takes place as an individual examination or as a group examination for up to five students simultaneously. One responsible examiner must be determined for each area of examination. The examiner must consult with the other examiners or the assessor before determining a grade in accordance with § 11.

(4) The duration of the examination is usually 15 to 60 minutes per student. The duration for each candidate must not fall below the minimum of 15 minutes and must not extend beyond the maximum of 60 minutes. If oral and written examination is required in order to calculate the module grade then the sum of the oral partial examinations cannot exceed 60 minutes.

(5) The important subjects and results of the examination in the individual subjects must be recorded in a report. This must be signed by the examiners and the assessors. The result of the examination must be announced to the student following the oral examination.

(6) Oral examinations are held internally at the University. In particular students who wish to take the same examination in the near future and other members of the University who can claim a legitimate interest are permitted to attend the oral examinations except if the student objects. The access does not extend to the consultation and announcement of the examination results.

(7) By derogation from paragraph 3, § 23 is valid accordingly for the colloquium that follows the Master thesis.

§ 10 Written and other examinations

(1) The student must prove in the term papers and other written tests that he or she can recognise a problem in a limited time, with limited aids and under supervision using the content and methods of the subject and find paths to an independent solution. Written examinations may

not be predominantly comprised of multiple-choice questions. The duration of the examination is given in the relevant study regulations.

The duration is between 60 minutes (K60) and a maximum of 180 minutes (K180).

(2) The assessment of written examinations, the passing of which is a prerequisite for continuation of the degree course, is generally undertaken by at least two examiners.

(3) Term papers and other written tests must be assessed by two examiners in the case of a final repeat examination. Exceptions to this can only be made for compelling reasons; the reasons must be put on file

(4) Homework is independent written processing of a specialist or interdisciplinary task from the lecture material using the relevant literature. All further aids will be announced when the task is given.

(5) A presentation comprises both a written analysis of the problem, taking into account and assessing the relevant literature and the visual and verbal presentation of the paper and the communication of results in a talk or presentation and if necessary in a subsequent discussion. The evaluation should take place immediately following the presentation. Presentation work will be inspected by an examiner.

(6) Project work is the processing of a comprehensive, subject-specific or interdisciplinary task in parallel to studies as part of a course. The processing duration is the duration of the course.

(7) The regulations in § 18 are valid for the Master thesis and the colloquium.

(8) A proof of attendance is an examination that is not graded. The determination of the modalities of a proof of attendance is the responsibility of the examiner. The process must be announced to the student at the beginning of the course. Active participation of the student in the course is a prerequisite for the granting of the proof of attendance with the grade 'pass'.

(9) A practical paper is the artistic or scientific participation in an environment corresponding to the area of activity (e.g. laboratory work, studio work, filming, fitting installations etc.).

(10) A report should record and describe the events in a process (for example in a project).

(11) A software draft represents the assessment of the product planning and design skills of a student. The student's software draft should have been produced personally by the student. Group work is only permitted on software drafts with the approval of the examiner.

(12) Required content and the assessment criteria of a report, a software draft, a practical paper or a project will be determined by the examiner when the task is set and communicated prior to the processing period. § 14 paragraph 4 is also valid here.

(13) The assessment procedure for written examinations should not take longer than four weeks.

§ 11 Evaluation of the examinations and calculation of grades

(1) The grades will be determined by the relevant examiner. The following grades must be used for the evaluation of a module:

1.0 / 1.3 = very good = an excellent performance,

1.7 / 2.0 / 2.3 = good = a performance significantly above average standard,

2.7 / 3.0 / 3.3 = satisfactory = an average performance,

3.7 / 4.0 = sufficient = a performance that meets minimum requirements despite shortcomings,

5.0 = fail = a performance that falls below minimum requirements due to significant shortcomings.

(2) A module is passed when it is assessed as at least 'satisfactory' (4.0). If the module is assessed by two examiners then it is passed if both examiners assess the result as at least 'sufficient' (4.0). In this case the grade for the module is calculated as the arithmetic mean of the individual grades determined by the examiners. If the difference between the grades of the two examiners is greater than 2.0 then the examination committee will select a third examiner to assess the results. In this case the grade is calculated as the arithmetic mean of the two best grades as long as both of the best grades are at least 'sufficient'.

The grade is:

Very good for an average of up to 1.5,

Good for an average above 1.5 and up to 2.5,

Satisfactory for an average above 2.5 and up to 3.5,

Sufficient for an average above 3.5 and up to 4.0,

Fail for an average above 4.5.

(3) If a module examination comprises several unit examinations then the module grade is calculated in accordance with paragraph 1 on the basis of the weighting in the study regulations as the average of the results for the individual unit examinations. For unit examinations grades can be given from 1.0 (very good) to 4.0 (sufficient) to two decimal places. All further figures will be removed. Paragraph 2 is valid accordingly for the calculation of the module grade. The module grade is 5.0 (fail) if one unit examination is failed.

(4) An ECTS evaluation scale can be applied according to statistical considerations.

The successful students receive the following grades:

A – the best 10 %,

B – the next 25 %,

C – the next 30 %,

D – the next 25 %,

E – the next 10 %.

(5) The grades FX and F will be given to the students who fail. FX means: 'Failed – improvement is necessary before the results can be recognised' and F means: 'Failed - substantial improvement is necessary'.

The examination committee will decide on the publication of failure rates

§ 12 Passing or failing of examinations

(1) The ECTS credit points for one module are gained if the module examination is passed with a grade of at least 'sufficient' (4.0). If a module examination comprises several partial examinations then it is only passed if all the corresponding partial examinations are evaluated with a grade of at least 'sufficient' or better if no grade is given.

(2) If a student exceeds the deadlines in the study regulations for an examination for reasons for which he or she is responsible by more than two semesters of study or if he or she does not take the examination for which he or she was registered for reasons for which he or she is responsible, then this examination is considered taken and failed.

(3) The right to examination in the relevant degree programme is cancelled if the double standard period of study is exceeded. § 4 paragraph 9 of these regulations is valid.

§ 13 Repetition of examinations

(1) A module examination or partial module examination that is not passed or that is considered not passed can be repeated twice. Unsuccessful attempts in another degree programme or at another university will be counted. The repetition of a passed examination is not permitted with the exception of attempted improvement regulated in section 6.

Academic performance (other proofs of performance) can be repeated as often as desired.

(2) If a module or unit examination comprises several partial examinations then only the part that was not passed must be repeated in the event that one partial examination is failed.

(3) If the student submits a request then, uniquely, a second written repeated examination is replaced by an oral examination for term papers in accordance with § 10, paragraph 1 of these examination regulations. No further application is permitted.

(4) The 2nd repeated examination can only be evaluated with the grade 'satisfactory' (3.0) at best.

(5) Repeated examinations must be taken at the latest within two semesters after completion of the examination that was not passed.

(6) If the student submits a request then he or she may undertake a second attempt at the examination within a year of passing the first examination in order to improve the grade. A request to repeat a passed examination can only be submitted for a maximum of two examinations in the course of the standard period of study. The request is permissible where all other necessary examinations have been passed up to the time of the request except for a maximum of two examinations.

§ 14 Absence, withdrawal, deception, breach of regulations

(1) An examination is evaluated as 'fail' (5.0) if the student

- failed to appear for an examination,
- withdrew from the examination prior to the examination,
- failed to take a written examination in the required processing time

without valid reasons.

(2) The reason given for the withdrawal or the absence must be communicated immediately to the Admission and Registrar's Office in writing and prima facie evidence must be provided. Ex-matriculation or leave of absence in themselves are not valid reasons. In the case of illness of the student a doctor's certificate must be provided immediately and in cases of doubt a certificate must be submitted from a medical officer regarding inability to take the examination or failure to observe the submittal deadline. If the Board of Examiners accepts the reason then the examination must be taken within the next two semesters at the latest or the Board of Examiners will determine a new date for submission.

(3) If the student attempts to influence his or her examination through deception, e.g. by the use of unauthorised aids, then the relevant examination will be marked 'fail' (5.0). The determination will be made by the relevant examiner or the invigilator and will be put on record. A student who has been culpable of violating the regulations for the examination can be excluded by the examiner or the invigilator from continuing the relevant examination; in this case the relevant examination is graded 'fail'. Anyone who allows others to copy them will also be accused of deception and his or her own examination will be graded 'fail'. The reasons for the exclusion must be put on record. In serious cases the Board of Examiners can also exclude the candidate from taking further examinations.

(4) Dates for presentations, project work, software drafts, practical papers, reports and other examinations that are normally submitted during the lecture period will be determined by the

relevant teaching staff. These examinations do not require prior registration in accordance with § 4 (3).

(5) If the submission date for an examination is not observed for reasons for which the student is responsible then it will be graded 'fail'. Section 2, sentences 1 to 4 are valid accordingly.

(6) If a student takes an examination even though he or she is not registered for this examination at the time then this will be considered in all respects as if he or she had not taken part. This is also valid if the examination was marked.

(7) The student can demand within 14 days that decisions in accordance with section 3, sentences 1 to 3 are reviewed by the Board of Examiners. Adverse decisions must be communicated immediately to the student with reasons and details of legal remedies.

II. Master examination and Master thesis

§ 15 Admission requirements for the Master examination

(1) Only persons who are registered at Harz University of Applied Sciences for the degree programme can be admitted to the examinations for a degree programme.

(2) The student applies for admission to the examinations in writing with the Admission and Registrar's Office.

§ 16 Admission process for the Master examination

(1) The Board of Examiners will decide on the admission.

(2) The admission must be rejected if

a) the requirement in § 15 paragraph 1 is not fulfilled or

b) the student has lost his or her right to examination in the selected or a related degree programme or

c) the student is also at another university in an examination procedure in the same or a related degree programme.

§ 17 Objective, scope and type of Master examination

(1) The examination aims to show whether the student has achieved the objectives of the degree course named in § 2.

(2) The examinations will be taken in conjunction with the studies.

(3) The examination comprises examination performance within the meaning of § 8 paragraph 1.

(4) The composition of the Master examination, the components of the modules and the calculation of the final Master's grade can be found in the relevant study regulations.

§ 18 Final Master examination

(1) The final Master examination comprises the writing of the Master thesis and the Master colloquium.

(2) In degree programmes with foreign partner universities it is possible that discrepant regulations will be determined with regard to the composition of the Master examination if specifics at the relevant partner university necessitate this.

(3) The allocation of the ECTS credit points will be carried out in accordance with the study regulations.

§ 19 Admission to final Master examination

(1) A student is admitted to the final Master examination if he or she has achieved examinations in the study regulations for the relevant degree programme totalling at least 60 ECTS credit points (three semesters of study) or 90 ECTS credit points (four semesters of study). In degree programmes with foreign partner universities the Board of Examiners may determine a different total if specifics at the relevant partner university necessitate this.

§ 20 Master thesis

(1) The Master thesis is an examination. It aims to show that the student is capable of analysing a problem within his or her faculty on a scientific basis, independently and within the period set in section 6. The topic and title of the Master thesis must be in accordance with the purpose of the examination (§ 2 paragraph 2).

(2) The topic of the Master thesis can be determined by any Professor within the faculty. With the approval of the Board of Examiners the topic may also be determined by a Professor who does not belong to the faculty or by another examiner in accordance with § 6 paragraph 2. In these cases, the second examiner must hold a full-time teaching position within the faculty.

(3) The topic will be determined by the first examiner after consulting with the student, in degree programmes with foreign partner universities also by corresponding representatives of that university. The student must be given the opportunity to propose topics for the Master thesis. Upon request the Board of Examiners will ensure that the student receives a topic in good time and will appoint the examiner. The topic will be set by the Chairperson of the Board of Examiners; this can be delegated to the Admission and Registrar's Office and must be put on record. Once the topic is set the examiner who determined the topic (first examiner) and the second examiner will be appointed. The student will be supervised by the first examiner during completion of the paper. The topic can only be returned once and only within one month of setting.

(4) The student has a right to submit a suggestion for the determination of the examiner of the Master thesis. The final decision on the determination of the first and second examiners will be made by the Board of Examiners. In justified exceptional cases the student may reject the determined examiners once within a period of 14 days after the topic is set. The Board of Examiners will decide on this written request.

(5) The student will apply for setting of the topic at the Admissions and Registrar's Office. The signatures of the first and second examiners must be added to the application to confirm their supervision. The topic should not be set if the requirements in § 19 are not fulfilled.

(6) The processing time for the Master thesis is five months with further details governed by the study regulations.

In individual cases the Board of Examiners can extend the processing time by up to four weeks upon justified request.

(7) Upon submission of the Master thesis the student must provide written assurance that he or she has written the paper himself or herself, has not used any sources and aides other than those stated and has identified quotes.

§ 21 Acceptance and assessment of the Master thesis

(1) The Master thesis must be submitted to the Admission and Registrar's Office on time in triplicate and, where the type of task allows, i.e. particular for written papers, in electronic form. The time of submission must be put on record. If the Master thesis is sent by post then the date of the post stamp is decisive. If the Master thesis is not submitted in time then it will be graded 'fail' (5.0) in accordance with § 14 paragraph 1. If the Master thesis is written in a foreign language or at a partner university then a German summary must be submitted together with the paper.

(2) The assessment of the Master thesis must be carried out in accordance with § 11 and a justification given in writing. The grade for the Master thesis is calculated as the arithmetic mean

of the assessments of the two examiners as long as the difference is not greater than 2.0. If the difference is greater than 2.0 then the Board of Examiners will determine a third examiner to assess the Master thesis. In this case the grade for the Master thesis will be calculated as the arithmetic mean of the two better grades. However the Master thesis can only be graded 'sufficient' or better if at least two grades are 'sufficient' or better.

(3) The assessment process must be completed before the colloquium begins.

(4) The weighting of the written Master thesis as part of the final grade for the Master examination is governed by the study regulations.

(5) One copy of the Master thesis can be made public at the university library with the permission of the first and second examiners and the student once the examination is completed, except if the candidate expressly rejects this regulation at the latest when submitting the paper in a written declaration to the Admission and Registrar's Office.

§ 22 Repeating the Master thesis

(1) The Master thesis can be repeated once with a new topic if the grade is 'fail'. The processing time for repetition of the Master thesis is in accordance with the deadline in §20 paragraph 6.

(2) The Master thesis cannot be repeated a second time.

(3) The new topic of the Master thesis will be set within a reasonable time, usually within one month or a maximum of 2 months. Return of the topic in the time given in § 20 paragraph 3 is only permitted if the candidate did not make use of this option when completing the first paper.

§ 23 Colloquium

(1) The most important results of the Master thesis should be discussed in the colloquium. The colloquium comprises a presentation of the essential theses and contents of the Master thesis. The presentation should not take place within the framework of teaching. The presentation is followed by a defence of the theses and contents.

(2) The first and second examiners generally form the colloquium. It can also be carried out with the first examiner and a qualified assessor who fulfils the requirements in accordance with § 6 (3).

(3) The date of the colloquium will be determined by the examiner for the Master thesis immediately following announcement of the grades of the Master thesis if the faculty or the University does not have uniform date regulations.

(4) The result of the colloquium is a weighted component of the final grade for the Master thesis in accordance with the study regulations.

(5) The colloquium should take 30 to 60 minutes and is usually open within the university. It may not take less than 30 minutes.

(6) The colloquium can only be scheduled once all other examinations in the course of study have been completed.

(7) The regulations in § 13 paragraph 1 are valid when repeating the colloquium. In principle the repeat examinations should take place within eight weeks of the failed colloquium. The dates will be determined by the Board of Examiners.

§ 24 Additional subjects

(1) The student can enter an examination in elective modules outside the prescribed modules or specialisations (additional modules). If equivalence is determined within the meaning of § 7 then additional modules can also be selected from other degree programmes if the examiners and the Board of Examiners approve.

(2) If the study regulations include elective modules and the result in an examination in an additional module is better than in an elective module then the student can apply for the additional module to be used in place of the elective when calculating the Master grade. The results achieved in additional modules will be certified at the student's request. The request can only be made once in the programme track.

(3) If a student registers for examination in an additional module in accordance with § 4 paragraph 3, then §§ 12 and 13 are also valid for the additional module.

§ 25 Overall result of the examination, certificate or transcript of records

(1) The Master examination is passed if all the modules listed in the study regulations are graded at least 'sufficient' (4.0) and the grade of the Master thesis is at least 'sufficient' (4.0).

(2) The final grade of the Master examination is calculated in accordance with the weighting of the modules in the study regulations.

(3) The Master examination is ultimately failed if one module is graded or is considered graded 'fail' and there is no longer an opportunity to repeat.

(4) The student will receive a certificate of the passed Master examination immediately. The certificate will include the individual subject grades, the topic of the Master thesis and its grade, the final grade and the ECTS assessment in accordance with § 11 paragraph 4.

(5) The certificate or transcript of records will include the date when the last examination was taken. It will be signed by the Dean and the Chairperson of the Board of Examiners. The results are written in German and English.

(6) The final grade is given as 'Pass with distinction' in place of the final grade 'very good' in accordance with §11 paragraph 2 if the Master thesis is graded 1.0 and the overall average grade for the remaining modules is no higher than 1.3.

§ 26 Master's certificate, Diploma Supplement

(1) A Master's certificate from Harz University of Applied Sciences can only be granted if the Master thesis and the Master colloquium are passed in the selected degree programme of Harz University of Applied Sciences and in addition examinations totally at least 30 ECTS credit points are taken in the selected degree programme at Harz University of Applied Sciences. The Board of Examiners will decide regarding exceptions. In degree programmes with foreign universities discrepant regulations are permitted in accordance with § 18 paragraph 2.

(2) The student will be presented with the Master's certificate with the date of the transcript of records at the same time as the transcript of records. This certifies conferment of the Master's degree in accordance with § 2.

(3) The Master's certificate will be signed by the Dean of the faculty and the Chairperson of the Board of Examiners and will carry the university seal.

(4) The student will receive a Diploma Supplement with the Master's certificate and the transcript of records that includes the important information on the content and profile of the degree programme.

III. Concluding provisions

§ 27 Invalidity of the Master examination, revocation of the Master's degree

(1) If the student has cheated in an examination and if this is only recognised after the transcript of records has been presented then the Board of Examiners can correct the grade for the relevant examination in which the student cheated in retrospect and can declare the examination failed in full or in part.

(2) If the requirements for admission to an examination were not fulfilled but the student had no intention to deceive and if the fact was only recognised after the transcript of records was presented then the defect is remedied by passing the examination. If the student wrongly and intentionally achieved admission, then the Board of Examiners will decide on the legal consequences taking into account the Administrative Procedures Act for the state of Saxony-Anhalt dated 18.11.2005 (GVBl. LSA S. 698 ff.).

(3) The student must be given the opportunity to explain the situation to the Board of Examiners before a decision is made.

(4) The incorrect transcript of examination records must be retracted and replaced as necessary.

(5) If the examination is declared failed overall then the Master's degree must be withdrawn and the Master's certificate retracted.

§ 28 Inspection of examination files

(1) The student will be permitted to examine his or her examination papers, the notes of the examiners and the examination reports upon request once every examination has been completed.

(2) This request must be made to the Chairperson of the Board of Examiners at the latest three months after presentation of the transcript of examination records. The Chairperson of the Board of Examiners will determine the place and time of the inspection.

§ 29 Negative decisions, appeal procedures

(1) A negative administrative act that is carried out in accordance with these examination regulations must be justified in writing, supplemented with information on legal remedies and notified in accordance with § 41 of the Administrative Procedure Act. An appeal can be filed with the Board of Examiners against this decision within one month of receipt of the notice in accordance with § 68ff. of the administrative procedure code.

(2) The Board of Examiners will decide on the appeal. If the appeal is directed against the assessment of an examiner, the Board of Examiners will redirect the appeal to this examiner for inspection. If the examiner changes his or her assessment in line with the request, then the Board of Examiners will remedy the situation. Otherwise the Board of Examiners will verify whether:

- the examination process was carried out in an orderly manner,
- generally accepted assessment principles were observed,
- the examiner allowed himself or herself to be guided by irrelevant considerations,
- the examiner misunderstood the relevant facts,
- the examiner failed to take the legal framework into consideration in his or her assessment, ,
- the candidate's performance was correct or incorrect.

(3) The same is true if the appeal is directed against the assessment of several examiners.

(4) If the appeal is not resolved then the President or Chancellor of the university will inform the appellant. This notice must be accompanied by information on legal remedies.

§ 30 Internal University announcements by the examinations committee

The Board of Examiners can decide that the decision and other measures that are taken in accordance with these examination regulations, particularly admission to examination, failure regarding admission, registration and examination dates and deadlines and examination results are announced internally at the university in a suitable manner. Data protection regulations must be observed.

§ 31 Validity

These examination regulations are valid for the years from the Winter Semester 2015/16 and become valid once approved by the President of Harz University of Applied Sciences once announced internally within the university.

Produced on the basis of the resolutions of the faculty council of the Faculty for Automation and Computer Sciences on 27.05.2015 and the Academic Senate of Harz University of Applied Sciences on 08.07.2015.

Wernigerode, 31.08.2015

The President of Harz University of Applied Sciences

Wernigerode

Amendment from the 9th of August, 2016

The student has two options to complete his or her Master thesis. The Master thesis can be undertaken at the University of Applied Sciences or in combination with a 5-month work placement at a company or research institute. A professor at the faculty must approve the work placement within the framework of the Master thesis. If the option with work placement is chosen then the work placement is considered a compulsory course and must be completed in full in order to pass the Master module. Statutory holiday entitlements during the compulsory work placement must be included in the 5 months.