

This document is a translation and is provided for information purposes only. In the event of any inconsistency between the German version and the English version, only the German version shall apply.

The Faculty of Mechanical Engineering of Gottfried Wilhelm Leibniz Universität Hannover resolved the following revised examination regulations on 17.05.2017 for the master's degree programme Optical Technologies. The revision was approved by the Presidential Board on 26.07.2018 in accordance with section 37 paragraph 1 subparagraph 5. b) of the Lower Saxony Higher Education Act (NHG). These regulations shall take effect following publication in the official bulletin of Gottfried Wilhelm Leibniz Universität Hannover on 01.10.2017.

## **Examination Regulations of Gottfried Wilhelm Leibniz Universität Hannover for the Master's Degree Programme Optical Technologies**

### Overview

#### Part One: General

- Section 1 Examination Purpose and Academic Degree
- Section 2 Duration and Structure of the Degree Programme
- Section 3 Responsibility

#### Part Two: Master's Examination

- Section 4 Structure and Content of the Examination
- Section 5 Examiners
- Section 6 Coursework and Assessments
- Section 7 Master's Thesis
- Section 8 Passing and Failing the Master's Examination
- Section 9 Additional Modules and Examinations
- Section 10 Recognition of Previous Coursework and Assessments
- Section 10a Placement Examinations for Refugees
- Section 11 Distance Learning

#### Part Three: Examination Procedure

- Section 12 Admission to Examinations
- Section 13 Registration
- Section 14 Repetition and Insufficient Credit Points
- Section 15 Late Submission, Withdrawal, Deadline Extension
- Section 16 Examination Procedure in Cases of Hardship
- Section 17 Evaluation of Assessments
- Section 18 Deception, Breach of Regulations
- Section 19 Credit Points and Modules
- Section 20 Calculation of Overall Mark
- Section 21 Certificates and Confirmations
- Section 22 Access to Examination Records
- Section 23 Procedural Provisions

#### Part Four: Final Provisions

- Section 24 Entry into Force and Interim Provisions

The Faculty of Mechanical Engineering and the Faculty of Mathematics and Physics of Gottfried Wilhelm Leibniz Universität Hannover have issued the following examination regulations as per section 7 paragraph 3 and section 44 paragraph 1 of the Lower Saxony Higher Education Act (NHG):

## **Part One: General**

### **Section 1 - Examination Purpose and Academic Degree**

- (1) <sup>1</sup>The master's degree constitutes further academic qualification in a professional field. <sup>2</sup>The master's examination aims to establish whether the examinee is capable of working independently at an advanced level according to scientific or scientific-artistic principles and is capable of applying academic knowledge. Furthermore, it serves to determine whether the examinee has gained an overview of the professional contexts of the academic field and has acquired the specialist knowledge and competence necessary for the transition to professional practice.
- (2) Upon successful completion of the master's examination, Gottfried Wilhelm Leibniz Universität Hannover will confer the academic degree "Master of Science" (MSc).

### **Section 2 - Duration and Structure of the Degree Programme**

<sup>1</sup>The standard period of study is two years. <sup>2</sup>The time required for class attendance and independent study is 120 ECTS credits (credit points) at 30 hours respectively. <sup>3</sup>The degree programme is organised into four semesters.

### **Section 3 - Responsibility (Dean of Studies, Examination Board)**

- (1) <sup>1</sup>The dean of studies is responsible for implementation of the obligations set out in these examination regulations. <sup>2</sup>In agreement with the dean of studies, the faculty council can assign an examination board to perform such duties.
- (2) <sup>1</sup>The examination board comprises five members, three of which are professors, one is a member of teaching staff and one is a student. <sup>2</sup>The members of the examination board and their deputies are appointed by the respective group representatives. <sup>3</sup>The chairperson and deputy chairperson are appointed by the examination board and must be members of the professor group or members that have completed habilitation. <sup>4</sup>The student member may only adopt an advisory role with regard to assessment matters or decisions concerning recognition of assessment credits. <sup>5</sup>If not appointed as a member of the examination board, the dean of studies may participate in meetings of the examination board in an advisory role.
- (3) <sup>1</sup>The members of the examination board and their deputies are subject to official secrecy. <sup>2</sup>Unless they are employed in public service, they must be sworn to secrecy by the chairperson.
- (4) <sup>1</sup>The examination board may pass a resolution provided that the majority of the members eligible to vote are present. <sup>2</sup>Resolutions shall be passed by a majority of the valid votes submitted; abstention from voting does not count as a submitted vote.
- (5) <sup>1</sup>The meetings of the examination board are not open to the public. <sup>2</sup>Minutes will be taken of the meetings of the examination board. <sup>3</sup>The minutes will document the significant matters discussed and the decisions made.
- (6) Members of the examination board are entitled to observe examinations.
- (7) <sup>1</sup>The examination board may delegate authority to the chairperson and deputy chairperson (subject to revocation). <sup>2</sup>The examination board may appoint a body to perform its duties. <sup>3</sup>The chairperson will prepare and implement the resolutions of the examination board and report to the examination board on a regular basis regarding these activities. <sup>4</sup>Delegation of authority to the chairperson or deputy chairperson is excluded for the cases specified in section 18 paragraph 1.
- (8) The examination board may establish its own procedural rules.

## Part Two: Master's Examination

### Section 4 - Structure and Content of the Examination

- (1)<sup>1</sup>The master's examination is conducted during the course of study. <sup>2</sup>It comprises assessments and, where applicable, coursework as part of compulsory modules as set out in appendix 1.1, the compulsory module "Master's thesis" as set out in appendix 1.4, required elective modules (if applicable) as set out in appendix 1.2 and elective modules as set out in appendix 1.3. <sup>3</sup>The modules specified in sentence 2 may also be presented according to areas of expertise.
- (2) The corresponding lectures can be found in the module handbook or in the course catalogue.
- (3)<sup>1</sup>In order to complete the master's degree, proof of a 20-week career-oriented placement is required. <sup>2</sup>The placement can be completed prior to commencing study. <sup>3</sup>Further information can be found in the regulations governing placements. <sup>4</sup>If it can be verified that a 12-week placement has already been completed during a bachelor's degree, during the master's degree programme Optical Technologies this must be replaced by required elective modules or elective modules set out in appendices 1.2 and 1.3 amounting to 15 credit points. <sup>5</sup>Further details can be found in appendix 1.
- (4)<sup>1</sup>In general, lectures and examinations are conducted in German. <sup>2</sup>Lectures and examinations may also be conducted in English, provided that this is indicated accordingly in the module handbook. <sup>3</sup>Examinations may be conducted in English if agreed with or determined by the examiner.

### Section 5 - Examiners

<sup>1</sup>The responsible body, as specified in section 3, will appoint professors from the Faculty of Mechanical Engineering and the Faculty of Mathematics and Physics of Gottfried Wilhelm Leibniz Universität Hannover as authorised examiners for the modules of the master's degree programme Mechanical Engineering. <sup>2</sup>The responsible body, as specified in section 3, may appoint further examiners, provided they hold at least the qualification that will be ascertained through the said examination or an equivalent qualification. <sup>3</sup>Provided that they meet the requirements set out in sentence 2, examiners may also be appointed who are not members or affiliates of Gottfried Wilhelm Leibniz Universität Hannover.

### Section 6 - Coursework and Assessments

- (1)<sup>1</sup>Coursework particularly includes unmarked independent assignments, laboratory exercises, in-class assignments, placement reports, written examinations, presentations and term papers. <sup>2</sup>The required coursework is explained in more detail in the respective module description and is determined by the teaching staff by the beginning of the course at the latest. <sup>3</sup>As a rule, coursework must be completed within one year from the end of the respective course.
- (2)<sup>1</sup>Assessments in particular include the master's thesis, written examinations (with and without choice format), oral examinations, combined assessments, academic research papers, term papers and seminar papers. <sup>2</sup>Further details on assessment types are specified in appendix 2.1.
- (3)<sup>1</sup>If alternative assessment types are specified for a module in appendices 1.1, 1.2 or 1.3, or if one assessment type can be replaced by another, notification of the assessment type must be given at the beginning of the semester at the latest. <sup>2</sup>The same applies for the weighting of individual components, if combined assessments are specified in appendices 1.1, 1.2 or 1.3.
- (4) Coursework and assessments may be conducted as group work, provided that individual contributions can be clearly defined and evaluated separately according to objective criteria.
- (5) When submitting written term papers, (coursework and assessments), it must be declared in writing that
  - a) the work was completed independently,
  - b) no sources or means other than those indicated were used,
  - c) all passages of the work that make reference to other sources, whether through direct quotation or paraphrasing, have been indicated accordingly, and
  - d) the paper has not previously been submitted to an examining authority in the same or a similar form.
- (6)<sup>1</sup>During the semester, in addition to the respective compulsory assessments, up to five minor assessments may be offered in the form of presentations or short written examinations. <sup>2</sup>Student participation is voluntary. <sup>3</sup>If a student has successfully completed one or more minor assessments during the semester, the achieved result shall be taken into account as a bonus when evaluating the compulsory assessment. <sup>4</sup>Minor assessments may not account for more than 20 per cent of the exam mark. <sup>5</sup>The number and evaluation of minor assessments must be indicated by the examiner at the beginning of the semester.

<sup>6</sup>The best mark for a compulsory assessment may likewise be achieved without participating in minor assessments. <sup>7</sup>If a student does not participate in individual minor assessments or does not pass, this shall not result in poorer overall evaluation of a compulsory assessment. <sup>8</sup>The additional assessments shall be organised to ensure that the time allocated for class attendance and independent study (credit points) within the respective modules specified in the appendices are observed.

- (7) <sup>1</sup>Practical evaluations ("Testate") may count additionally towards an assessment. <sup>2</sup>They monitor learning progress and are only assigned to one individual assessment. <sup>3</sup>Individual criteria such as independent assignments or short assessments (oral or written) may count towards them. <sup>4</sup>Practical evaluations will not be explicitly indicated in the final degree documentation; subject to the examiner's stipulations, they will count towards the assessment with a weighting not exceeding 25 per cent. <sup>5</sup>It must also be possible to pass the assessment without a practical evaluation. <sup>6</sup>Subject to the examiner's stipulations, the result of a practical evaluation may remain unaffected regardless of whether the assessment is passed. <sup>7</sup>The examiner must announce (via notice board) the conditions under which practical evaluations will be conducted and to what extent they count towards assessment marks by the start of the course at the latest.

### Section 7 - Master's Thesis

- (1) <sup>1</sup>The master's thesis module comprises the master's thesis and, if applicable, an oral examination as defined in appendix 1.4. <sup>2</sup>The master's thesis aims to illustrate that the examinee is able to apply academic methods to independently address an issue in the field within a specified deadline. <sup>3</sup>30 credit points will be awarded for the successfully completed master's thesis module. <sup>4</sup>A master's thesis that is not completed at Gottfried Wilhelm Leibniz Universität Hannover may not overlap in terms of content with the placement.
- (2) <sup>1</sup>The subject of the master's thesis must be proportionate to the examination purpose (section 1 paragraph 1) and the period of time provided for its completion according to paragraph 4. <sup>2</sup>The thesis topic may not be assigned until successful admission to the master's thesis module as per section 12 paragraph 3.
- (3) <sup>1</sup>The topic may be returned once within the first third of the completion period. <sup>2</sup>Renewed registration for the master's thesis module must occur within six months of returning the topic. <sup>3</sup>If registration does not occur within this period, a topic will be determined by the first examiner with a deadline specified according to paragraph 4 sentence 1. <sup>4</sup>Section 15 paragraph 2 sentences 1 to 4 shall apply accordingly.
- (4) <sup>1</sup>The master's thesis must be submitted both in printed and electronic form within 6 months from the date of assignment. <sup>2</sup>The master's thesis should be marked by both examiners within six weeks - within ten weeks at the latest.
- (5) When submitting the master's thesis, it must be declared in writing that
- a) the work was completed independently,
  - b) no sources or means other than those indicated were used,
  - c) all passages of the work that make reference to other sources, whether through direct quotation or paraphrasing, have been indicated accordingly, and
  - d) the paper has not previously been submitted to an examining authority in the same or a similar form.
- (6) <sup>1</sup>The assessment process for the master's thesis module can be found in the module description in the module handbook. <sup>2</sup>If the master's thesis module comprises more than one assessment, the mark shall be composed according to appendix 1.4.
- (7) <sup>1</sup>The master's thesis must be written in German; in agreement with the examiners, it may be written in English. <sup>2</sup>In addition, in justified individual cases it may be permitted to write the thesis in a different language. <sup>3</sup>The responsible body, as specified in section 3, shall decide upon applications specified in sentence 2, at the latest when deciding on admission (section 12).
- (8) The first examiner of the master's thesis must be a member of the Faculty of Mechanical Engineering or the Faculty of Mathematics and Physics.

### **Section 8 - Passing and Failing the Master's Examination**

- (1) The master's examination has been passed if the modules specified in section 4 in conjunction with appendices 1.1, 1.2, 1.3 and 1.4 have been passed and a minimum of 120 ECTS credit points have been attained.
- (2) Failure of the master's examination is considered final, if the conditions in Section 14 paragraph 4 apply and a request has been denied or is no longer possible (section 14 paragraph 5 or 6).

### **Section 9 - Additional Modules and Examinations**

- (1) <sup>1</sup>Students may take further examinations in addition to those specified in appendices 1.2 and 1.3 as necessary for attaining the minimum required credit points for the degree programme (additional examinations). <sup>2</sup>The same applies for completion of additional modules for the degree programme (additional modules). <sup>3</sup>Upon application to the responsible body specified in section 3, examinations and modules outside of the degree programme may also be taken.
- (2) Upon application to the responsible body specified in section 3, results from additional examinations and modules that are passed in accordance with section 19 paragraph 2 sentence 1 will be recorded in the final degree documentation and further documents as set out in section 21; however, results from additional examinations and modules will not contribute to the overall mark.

### **Section 10 - Recognition of Previous Coursework and Assessments**

- (1) <sup>1</sup>Previous coursework and assessments can be recognised under the conditions below. <sup>2</sup>Applications for recognition should be submitted at the beginning of the course. <sup>3</sup>Once the examination process has begun, recognition of an assessment or coursework is no longer possible. <sup>4</sup>Applications should be submitted to the responsible body specified in section 3. <sup>5</sup>As a rule, the outcome of the application should be decided within six weeks. <sup>6</sup>The deadline period shall begin once all required documents for the decision have been received. <sup>7</sup>Coursework and assessments completed whilst studying at Gottfried Wilhelm Leibniz Universität Hannover shall be officially recognised (ex officio).
- (2) <sup>1</sup>Coursework and assessments that were completed at a university in Germany or abroad shall be recognised in accordance with the Convention on the Recognition of Qualifications concerning Higher Education in the European Region dated 11 April 1997 (Lisbon Recognition Convention), provided that there are no substantial differences to the coursework and assessments required under these examination regulations. <sup>2</sup>In case of doubt, statements must be obtained from the examiner, from a member of Gottfried Wilhelm Leibniz Universität Hannover authorised according to section 5 to examine the module, for which recognition has been applied for, or from the Central Office for Foreign Education (ZAB). <sup>3</sup>In the case of lack of equivalence or substantial differences, the burden of proof lies with Gottfried Wilhelm Leibniz Universität Hannover. <sup>4</sup>The process shall be governed by the orientation framework of Gottfried Wilhelm Leibniz Universität Hannover for the recognition of coursework and assessments.
- (3) <sup>1</sup>Professional competence acquired outside of the degree will be recognised to an extent of up to 50 per cent of the required credit points as per section 2, provided that they are equivalent. <sup>2</sup>In the case of lack of equivalence or substantial differences, the burden of proof lies with Gottfried Wilhelm Leibniz Universität Hannover. <sup>3</sup>The process shall be governed by the orientation framework of Gottfried Wilhelm Leibniz Universität Hannover for the recognition of acquired professional competence. <sup>4</sup>The Faculty of Mechanical Engineering's guidelines for recognition of credits shall apply for general recognition.
- (4) <sup>1</sup>In the case of recognition of completed assessments, the marks will be adopted, or converted if the marking scale differs; the allocated period of study will be recognised and credit points will be awarded as per appendices 1.1, 1.2, or 1.3. <sup>2</sup>Assessments completed abroad shall remain ungraded upon request; in particular this shall apply to the case specified in paragraph 3 sentence 1. <sup>3</sup>Recognised performance will be indicated in the certificate of official results ("Zeugnis").
- (5) The applicant shall be informed in writing regarding the decision whether recognition is granted or not; section 23 paragraph 1 must be observed.

### **Section 10a - Placement Examinations for Refugees**

Persons, who have demonstrated that they cannot provide evidence of previously completed academic study and examinations due to fleeing, may take a special placement examination to prove that they have the knowledge and skills required by the examination regulations to complete a degree course, credits for which will be allocated to the respective modules.

### Section 11 - Distance Learning

Selected modules may also be offered as distance learning modules by resolution of the responsible body specified in section 3.

## Part Three: Examination Procedure

### Section 12 - Admission to Examinations

- (1) <sup>1</sup>Those enrolled in a master's degree programme at Gottfried Wilhelm Leibniz Universität Hannover are eligible to take examinations in the relevant degree programme - taking into account paragraph 2. <sup>2</sup>Further requirements for individual assessments can be found in appendices 1.1, 1.2, 1.3, or 1.4.
- (2) Admission to examinations in master's degree programmes will be denied if the student is no longer entitled to take an examination in a comparable degree programme, in particular in the degree programmes Mechanical Engineering, or Production and Logistics.
  - (3) <sup>1</sup>An application must be submitted in order to commence writing the master's thesis. <sup>2</sup>As a prerequisite to commence the master's thesis, at least 60 credit points must have been acquired within the scope of the master's degree and (if applicable) further requirements specified in appendix 1.4 must have been fulfilled. <sup>3</sup>If valid reason is given, exceptions shall be decided by the responsible body specified in section 3.
- (4) <sup>1</sup>Admission will be denied as defined in paragraph 3 if admission requirements have not been fulfilled. <sup>2</sup>The examinee shall be notified if admission is denied.

### Section 13 - Registration

<sup>1</sup>Registration is necessary for each individual examination and resit, within the deadline set by the responsible body specified in section 3. <sup>2</sup>In exceptional circumstances, registration may be permitted outside of the stipulated period. Such an application must be made to the responsible body specified in section 3. <sup>3</sup>The responsible body, as specified in section 3, may require that registration is also necessary to complete individual academic components.

### Section 14 - Repetition and Insufficient Credit Points

- (1) <sup>1</sup>Subject to course availability, failed assessments in compulsory modules must be repeated. <sup>2</sup>Failed assessments in required elective modules do not have to be repeated; they can be substituted by other assessments in the same required elective module. The student is simply required to attain credit points in the commenced module that will contribute to the master's examination. <sup>3</sup>Failed assessments in elective modules do not have to be repeated; they may be substituted by other assessments or other elective modules. <sup>4</sup>The responsible body, as specified in section 3, shall decide upon exceptions. <sup>5</sup>In the case of failed combined assessments, all assessment components must be repeated.
- (2) A failed academic research paper/project or master's thesis can be repeated once.
- (3) <sup>1</sup>Taking into account section 4, 15 credit points must be attained in each semester in which a student is enrolled and has not taken leave of absence (counted semester). <sup>2</sup>Furthermore, the total sum of acquired credit points must exceed or be equal to the number of counted semesters multiplied by 15.
- (4) Failure to satisfy conditions shall apply if one of the conditions in paragraph 3 has not been fulfilled or in the case of final failure of the *academic research paper/project* or master's thesis.
- (5) <sup>1</sup>If valid reason applies for failure to satisfy conditions, the student may submit an application to the responsible body specified in section 3, requesting suspension of conditions. <sup>2</sup>The application in sentence 1 must be submitted within one month of notification of failure to satisfy conditions. <sup>3</sup>The application must state and substantiate valid reason. <sup>4</sup>At the request of the responsible body specified in section 3, a hearing will be held by the body itself or by a representative of the faculty. <sup>5</sup>At the hearing, the reasons for failure to satisfy the conditions stated in paragraph 3 should be discussed and the student should be advised concerning subsequent course of studies. <sup>6</sup>The responsible body specified in section 3 can reduce the number of counted semester (paragraph 3) to the prior state.

- (6) <sup>1</sup>In the case of failure to submit an application due to lack of valid reason (paragraph 5), or if an application for suspension of conditions is rejected (paragraph 5), a hearing shall be held by a representative determined by the responsible body specified in section 3 upon written request of the student. <sup>2</sup>An application that is rejected (paragraph 5) shall be considered submitted within the deadline (sentence 1); otherwise, applications must be made within one month of notification of failure to satisfy conditions. <sup>3</sup>If it is the final hearing (no subsequent hearing can be requested), it shall be held by the responsible body specified in section 3. <sup>4</sup>Paragraph 5 sentences 5 to 6 shall apply accordingly. <sup>5</sup>Prior to final failure of the master's examination, the student must have had the opportunity to resit all failed assessments once.
- (7) <sup>1</sup>A maximum of two applications (paragraph 6) is permitted throughout the course of the master's degree programme. <sup>2</sup>In the case of failure to fulfil only one of the two conditions set out in paragraph 3 or failure to fulfil the conditions in the first semester, an application as specified in sentence 1 shall not be counted.
- (8) If an application (paragraph 5) is approved by the responsible body specified in section 3, or if the hearing is held as per paragraph 6, the notification of failure to satisfy conditions shall be deemed void.

### **Section 15 - Late Submission, Withdrawal, Deadline Extension**

- (1) <sup>1</sup>Withdrawal of registration for an examination or resit is permitted until commencement of the examination. <sup>2</sup>Non-attendance of an examination will be deemed as withdrawal. <sup>3</sup>For assessments with a submission deadline, assignment of the topic shall be determined as commencement of the assessment. <sup>4</sup>For combined assessments, starting the first assessment component shall be deemed as commencement, as defined in section 14 paragraph 1 sentence 5. <sup>5</sup>Should the student withdraw from the first assessment component of a combined assessment, this shall apply for the overall examination. <sup>6</sup>Withdrawal as per sentence 1 is permitted without given reason.
- (2) <sup>1</sup>If a student fails to observe the fixed submission deadline or withdraws from an examination after it has commenced, the assessment will be evaluated as "failed" ("nicht bestanden"). <sup>2</sup>However, if valid reason for late submission or withdrawal is promptly provided and substantiated in writing, the assessment shall be deemed as not taken. <sup>3</sup>In the event of illness, a doctor's certificate must be provided; at the request of the responsible body specified in section 3, a medical certificate issued by a medical specialist or medical officer must be provided. <sup>4</sup>The decision regarding recognition of valid reason shall be made by the responsible body specified in section 3. <sup>5</sup>In the cases specified in sentence 2, the responsible body specified in section 3 may extend the completion period by a maximum of a third of the original completion period. <sup>6</sup>A further extension is only permitted in justified individual cases.

### **Section 16 - Examination Procedure in Cases of Hardship**

<sup>1</sup>The responsible body, as specified in section 3, shall enable students, who have suffered serious long-term impairment, to take examinations in an equivalent alternative form on other dates or within other deadlines. Proof must be provided in the form of a certificate issued by a medical specialist or medical officer. <sup>2</sup>Other substantiated important reasons - in particular maternity rights and parental leave - shall be dealt with accordingly.

### **Section 17 - Evaluation of Assessments**

- (1) <sup>1</sup>Assessments are normally evaluated by the examiners within one month. <sup>2</sup>Assessments are usually graded. <sup>3</sup>Coursework and ungraded assessments are evaluated as "passed" ("bestanden") or "failed" ("nicht bestanden"). <sup>4</sup>The following classifications should be used for evaluation of assessments:
- 1.0; 1.3 = "very good" ("sehr gut") = a particularly outstanding performance,
  - 1.7; 2.0; 2.3 = "good" ("gut") = a performance well above average,
  - 2.7; 3.0; 3.3 = "satisfactory" ("befriedigend") = an average performance in every respect,
  - 3.7; 4.0 = "sufficient" ("ausreichend") = fulfils the basic requirements despite shortcomings,
  - 5.0 = "insufficient" ("nicht ausreichend") = does not fulfil the basic requirements due to shortcomings.
- <sup>5</sup>An assessment evaluated as "insufficient" ("nicht ausreichend") has been failed.

- (2) <sup>1</sup>If an assessment is evaluated by two examiners, it is only deemed as passed if both examiners evaluate it as "passed" ("bestanden"), "sufficient" ("ausreichend") or better. <sup>2</sup>In this case, the mark is calculated from the average of the individual marks determined by the examiners. <sup>3</sup>Section 20 paragraph 3 sentence 4 shall apply accordingly.
- (3) For combined assessments as per section 6 paragraph 3 sentence 2, the individual assessment components shall be evaluated according to the classifications set out in section 17 paragraph 1. Using the weighting specified for the individual marks, the overall mark of a combined assessment shall be calculated as set out in section 20 paragraph 3 sentences 1, 2 and 4. A combined assessment is deemed passed if the overall grade is 4.0 or better. It is irrelevant whether individual assessment components have been failed.
- (4) <sup>1</sup>An examination conducted in choice format (e.g. single choice or multiple choice) is deemed passed if the exam candidate has attained at least 50 per cent of the maximum points available (absolute pass mark). <sup>2</sup>In cases however, where the average of all examinations is worse than the absolute pass mark minus 18 per cent, the resulting value shall thus be deemed the relative pass mark. <sup>3</sup>The difference between the relative and absolute pass mark shall be calculated for each examinee to determine the individual examination results.  
<sup>4</sup>In the case of repeated assessments, the average performance of the examinees from the first possible examination date shall apply.
- (5) <sup>1</sup>If the examinee has achieved the minimum points required for passing an examination conducted in choice format as specified in paragraph 4, the following marks shall be awarded
- 1.0 = "very good" ("sehr gut"), if at least 95 per cent,
  - 1.3 = "very good" ("sehr gut"), if at least 90 per cent,
  - 1.7 = "good" ("gut"), if at least 85 per cent,
  - 2.0 = "good" ("gut"), if at least 80 per cent,
  - 2.3 = "good" ("gut"), if at least 75 per cent,
  - 2.7 = "satisfactory" ("befriedigend"), if at least 70 per cent,
  - 3.0 = "satisfactory" ("befriedigend"), if at least 65 per cent,
  - 3.3 = "satisfactory" ("befriedigend"), if at least 60 per cent,
  - 3.7 = "sufficient" ("ausreichend"), if at least 55 per cent, and
  - 4.0 = "sufficient" ("ausreichend") (4.0), if the minimum available points have been attained.
- <sup>2</sup>Should the examinee fail to achieve the minimum points required for passing, the examination shall be deemed "failed" ("nicht bestanden").

### Section 18 - Deception, Breach of Regulations

- (1) <sup>1</sup>Attempts to influence the outcome of an assessment or coursework through deception shall result in evaluation of the concerned assessment as "failed" ("nicht bestanden"). <sup>2</sup>Carrying unauthorised means after commencing an examination shall always be considered a deception attempt. <sup>3</sup>Unauthorised means also include electronic communication devices. <sup>4</sup>In particularly serious cases – especially repeated breach of regulations as per sentence 2 or plagiarism – the responsible body, as specified in section 3, may exclude the examinee from completing further assessments or coursework, or deem final failure of the entire course. <sup>5</sup>Sentence 4 shall also apply for breach of regulations in other degree programmes at Gottfried Wilhelm Leibniz Universität Hannover.
- (2) <sup>1</sup>Examinees, who breach regulations may be excluded from continuing the examination concerned; in this case, the examination concerned shall be evaluated as "failed" ("nicht bestanden"). <sup>2</sup>Section 14 shall remain unaffected, except in the cases specified in section 18 paragraph 1 sentence 4.

### Section 19 - Credit Points for Modules

- (1) <sup>1</sup>The credit points listed in appendices 1.1, 1.2, 1.3 or 1.4 are awarded for a module when the respective coursework has been completed and the required examinations have been passed or evaluated as "sufficient" ("ausreichend") or better. <sup>2</sup>For modules assessed in the form of an examination covering multiple modules (module group) as per appendices 1.1, 1.2 or 1.3, credit points are not awarded until the examination covering multiple modules has been passed.
- (2) <sup>1</sup>A module has been passed once all of the credit points stipulated in appendices 1.1, 1.2, 1.3 or 1.4 have been acquired. <sup>2</sup>The mark from a passed module or module group examination shall form the mark for the module or module group as specified in section 20 paragraph 3.



<sup>3</sup>A module group is considered passed when all examinations relating to the module and the examination covering multiple modules have been passed.

- (3) <sup>1</sup>In areas other than the compulsory modules specified in appendix 1.1, more modules can be selected and completed than is necessary to achieve the required credit points. <sup>2</sup>Calculation of the overall mark is regulated by section 20 paragraphs 1 to 3. <sup>3</sup>If the credit points required for the module have been attained and the prescribed number of required elective modules or elective modules have been passed, the examination process for the remaining required elective modules or elective modules that were started but not yet passed may be discontinued upon request.
- (4) <sup>1</sup>An area of expertise is considered passed when all required modules specified in appendices 1.1, 1.2 or 1.3 have been passed. <sup>2</sup>The individual marks from all modules assigned to the area of expertise shall form the overall mark of the area of expertise as defined in section 20 paragraph 3.

### Section 20 - Calculation of Overall Mark

- (1) <sup>1</sup>To calculate the overall mark as set out in paragraph 3, the best marks from passed compulsory modules, required elective modules and elective modules will be used, unless otherwise requested by the student. <sup>2</sup>The remaining passed required elective modules and elective modules shall be treated as additional examinations as defined in section 9.
- (2) <sup>1</sup>To calculate the overall mark as per paragraph 3, only the marks from modules required to achieve the credit points specified in section 4 may be taken into account. <sup>2</sup>If selection of the final module results in slightly exceeding the points required to achieve the credit points specified in section 4, the modules will be taken into account to calculate the overall mark as per paragraph 3.
- (3) <sup>1</sup>The overall mark for the master's examination is the arithmetic mean of the marks of all graded examinations according to section 17 paragraphs 1 and 2. <sup>2</sup>Unless particular weightings are specified in appendices 1.1, 1.2, 1.3 or 1.4, the credit points listed there shall be used for weighting. <sup>3</sup>The overall mark
- for an average of up to 1,5: "very good" ("sehr gut"),
  - for an average of more than 1.5 up to 2.5: "good" ("gut"),
  - for an average of more than 2.5 up to 3.5: "satisfactory" ("befriedigend"),
  - for an average of more than 3.5 up to 4.0: "sufficient" ("ausreichend"),
  - for an average of more than 4.0: "failed" ("nicht bestanden").
- <sup>4</sup>To form the overall mark as per sentence 3, only the first decimal place will be taken into account; all further decimal places will be omitted without rounding up or down.
- (4) If the overall mark is 1.3 or better and the master's thesis achieves a mark of at least 1.3, the classification "with distinction" will be awarded and indicated on the degree documents as per section 21.

### Section 21 - Certificates and Confirmations

- (1) <sup>1</sup>A degree certificate ("Urkunde") of the awarded academic degree and a certificate of results ("Zeugnis") showing individual completed academic components will be issued for the successfully completed master's degree. <sup>2</sup>Furthermore, students are provided with a diploma supplement and a grading table confirming the relative ECTS grade distribution. Upon request, confirmation of the overall degree mark as a Grade Point Average (GPA) is also available from the Examination Office.
- (2) <sup>1</sup>The certificate of official results ("Zeugnis") shows the modules and their marks, the title of the master's thesis and its mark, as well as the attained credit points and the overall mark and, if applicable, the classification "with distinction" (section 20 paragraph 4). <sup>2</sup>The certificate of official results ("Zeugnis") is accompanied by a list of passed modules (including the master's thesis module), which indicates the respective courses and credit points as well as grading or evaluation of assessments. <sup>3</sup>All marks are shown as decimal numbers. <sup>4</sup>The date upon which the final module relevant for calculation of the overall mark as per section 20 paragraph 1 is passed, shall be the date of completion of the master's degree indicated on all documentation. <sup>5</sup>The issue date of all final degree documentation shall be the date of printing.

- (3)<sup>1</sup>The diploma supplement contains a description of the qualifications achieved through the degree programme, as well as the overall mark attained as per section 20 paragraph 3. <sup>2</sup>Paragraph 2 sentences 3 to 5 shall apply accordingly.
- (4)<sup>1</sup>Confirmation of the relative ECTS grade distribution is issued in the form of a grading table. <sup>2</sup>The calculation is based on the ECTS Users' Guide of the European Commission in the relevant applicable version. <sup>3</sup>The responsible body, as specified in section 3, shall determine the parameters for cohort formation within the framework specifications of the Presidential Board and shall make them available to the Examination Office.
- (5)<sup>1</sup>The document displaying the overall degree mark as a Grade Point Average (GPA) additionally shows the assessments indicated in the certificate of official results ("Zeugnis") as per paragraph 2 as the following equivalent GPA grades:

Mark	Grade Value Equivalent
1.0	= 4.0
1.3	= 3.7
1.7	= 3.3
2.0	= 3.0
2.3	= 2.7
2.7	= 2.3
3.0	= 2.0
3.3	= 1.7
3.7	= 1.3
4.0	= 1.0

<sup>2</sup>The grade value equivalent of these assessments are used to form the grade value equivalents for the module marks, as specified in section 19 paragraph 2 sentence 2. <sup>3</sup>Using the grade value equivalents of these modules, the GPA is calculated as the average of the grade value equivalents according to section 20 paragraphs 1 and 2. <sup>4</sup>When calculating the overall mark as per sentence 3, the first decimal place will be rounded up.

- (6)<sup>1</sup>In the case of section 8 paragraph 2 or when otherwise withdrawing from the respective degree programme at Gottfried Wilhelm Leibniz Universität Hannover, written confirmation can be issued upon request, specifying passed assessments and modules and their marks and respective credit points. <sup>2</sup>All marks are shown as decimal numbers. <sup>3</sup>If applicable, the written confirmation shall indicate final failure of the degree programme.
- (7)<sup>1</sup>All certificates and confirmations specified in paragraph 1 shall be issued in German. <sup>2</sup>Additionally, English versions of the documents shall be provided by the Examination Office.

## Section 22 - Access to Examination Records

<sup>1</sup>After completing a module examination, upon request students are granted access by the Examination Office to the complete examination records. <sup>2</sup>The application must be filed at the latest within one year of announcement of results or issuance of the certificate of official results ("Zeugnis").

## Section 23 - Procedural Provisions

- (1) Non-beneficial administrative acts must be justified in writing, accompanied by information on legal remedies and delivered to the person concerned.
- (2)<sup>1</sup>The person concerned may submit a written objection to a decision, which is based on the evaluation of an assessment, to the responsible body specified in section 3 within one month of receipt of the notification. <sup>2</sup>The responsible body specified in section 3, shall decide upon the objection.
- (3)<sup>1</sup>Should the examinee raise concrete and substantiated objections against the evaluation by an examiner, the responsible body specified in section 3 shall forward the objection to the examiner concerned or – in the case of a first and second examiner – both examiners to give their opinion. <sup>2</sup>If the evaluation is changed by the examiner(s) in accordance with the request, the Examination Board shall remedy the objection. <sup>3</sup>Otherwise, the Examination Board shall review the evaluation on the basis of the opinion(s), paying particular attention to whether
1. the examination process has been duly carried out,
  2. the evaluation has been based on incorrect facts,

3. generally applicable evaluation principles have not been observed,
  4. a reasonable and logically justified solution has been evaluated as incorrect, or whether
  5. the examiner has been guided by irrelevant considerations.
- (4) A decision must be made within three months of the objection.
- (5) The proceedings shall not result in a worse examination mark for the exam candidate.

## **Part Four: Final Provisions**

### **Section 24 - Entry into Force and Interim Provisions**

- (1) These examination regulations shall enter into force after approval by the Presidential Board, on the day after publication in the official bulletin of Gottfried Wilhelm Leibniz Universität Hannover on 01 October 2017.
- (2) <sup>1</sup>Students, who are enrolled in the master's degree programme Optical Technologies at Gottfried Wilhelm Leibniz Universität Hannover shall be subject to these examination regulations from the point of entry into force. <sup>2</sup>The responsible body specified in section 3 shall decide upon exemption from this upon substantiated request, which must be submitted within three months of entry into force of these examination regulations. <sup>3</sup>Students who, at the time of entry into force of these examination regulations, must only pass the master's thesis to complete the master's degree programme Optical Technologies, may continue to study under the examination regulations from 25.08.2015 in the valid applicable version until 30.09.2018. <sup>4</sup>These examination regulations shall apply for all other students, irrespective of any credit points still to be attained or remaining resits.

## V. Appendix

### Appendix 1: Nature and Scope of the Master's Degree Programme

#### Appendix 1.1: Compulsory Modules

Consult the module handbook for information on prerequisites and recommendations for the courses. Which courses and laboratory practical courses correspond to which modules can also be found in the module handbook. Marks for areas of expertise are calculated from the marks for individual modules (see section 19).

The areas of expertise, Foundations A: Physics and Foundations B: Mechanical Engineering, comprise foundation courses from the respective subject areas. Selection of modules within the area of expertise will differ depending on the student's qualification or basic knowledge acquired in the particular bachelor's degree that the student holds.

In addition, it is possible to complete the master's degree programme Optical Technologies in English by selecting the pathway "Photonics and Laser Technology".

#### Foundations A: Physics

Area of expertise	Module name	Programme instruction	Sem.	Prerequisites	Coursework	Assessment	CP	
Foundations A: Physics	Optics, Atomic Physics and Quantum Phenomena	Optics, Atomic Physics and Quantum Phenomena + Exercise	1			K / MP	8	8
	Coherent Optics	Coherent Optics + Exercise	2			K / MP	8	8
	Foundations and Structure of Laser Sources	Foundations and Structure of Laser Sources + Exercise	1			K / MP	5	5
Academic research paper	Academic research paper	Academic research paper	3			Academic research paper	10	10
Academic research paper/lab work	Lab work	Lab work	2		1		5	6
	Presentation of paper	Presentation of paper	3		1		1	
Key Skills	Studium Generale or tutorials	Studium Generale or tutorials	3		1 min.	1 min.	2	17
	Professional Experience	Placement (12 weeks) or elective or required elective modules	3			K / MP	15	
<b>Total</b>								<b>54</b>

**Foundations B: Mechanical Engineering**

Area of expertise	Module name	Programme instruction	Sem.	Prerequisites	Coursework	Assessment	CP	
<b>Foundations B: Mechanical Engineering</b>	Construction of Optical Systems	Construction of Optical Systems + Exercise	2			K /MP	5	5
	Fundamentals of Product Design	Fundamentals of Product Design + Exercise	1			K /MP	5	5
	Signals and Systems	Signals and Systems + Exercise	1			K /MP	5	5
	Foundations and Structure of Laser Sources	Foundations and Structure of Laser Sources + Exercise	1			K / MP	5	5
<b>Academic research paper</b>	Academic research paper	Academic research paper	3			Academic research paper	10	10
<b>Academic research paper/lab work</b>	Lab work	Lab work	2		1		5	6
	Presentation of paper	Presentation of paper	3		1		1	
<b>Key Skills</b>	Studium Generale or tutorials	Studium Generale or tutorials	3		1 min.	1 min.	2	17
	Professional experience	Placement (12 weeks) or elective or required elective modules	3			K /MP	15	
<b>Total</b>								<b>53</b>

**Photonics and Laser Technology**

Area of expertise	Module name	Programme instruction	Sem.	Prerequisites	Coursework	Assessment	CP	
<b>Compulsory Modules</b>	Optical Measurement Technology	Optical Measurement Technology + Exercise	1			K /MP	5	5
	Photonics	Photonics + Exercise	1			K /MP	5	5
	Design and Simulation of Optomechatronic Systems	Design and Simulation of Optomechatronic Systems + Exercise	2			K / MP	5	5
	Laser Spectroscopy in Life Science	Laser Spectroscopy in Life Science + Exercise	2			K / MP	5	5
<b>Student Project/ Master Lab</b>	Student Project	Student Project	3			Student Project	10	16
	Master Lab Tutorial	Master Lab Tutorial	2		1		5	
	Oral Presentation Student Project	Oral Presentation Student Project	3		1		1	
<b>Key Skills</b>	Studium Generale/ tutorials	Studium Generale/ tutorials	3		1 min.	1 min.	4	19
	Placement	Placement (12 Weeks) or elective modules	3			K / MP	15	
<b>Total</b>								<b>55</b>

**Appendix 1.2: Required Elective Modules**

A sufficient range of required elective modules is offered. The relevant modules and respective credit points, as well as the required coursework and assessments within the modules can be found in the module handbook for the degree programme. Each module comprises a course unit or assessment. It usually extends over one semester and is generally completed via a graded assessment.

Foundations A: Physics:

A total of at least 15 credit points must be attained through required elective modules.

Foundations B: Mechanical Engineering:

A total of at least 15 credit points must be attained through required elective modules.

**Appendix 1.3: Elective Modules**

A sufficient range of required elective modules is offered. The relevant modules and respective credit points, as well as the required coursework and assessments within the modules can be found in the module handbook for the degree programme. Each module comprises a course unit or assessment. It usually extends over one semester and is generally completed via a graded assessment.

Foundations A: Physics:

A total of at least 21 credit points must be attained through elective modules.

Foundations B: Mechanical Engineering:

A total of at least 22 credit points must be attained through elective modules.

Photonics and Laser Technology:

A total of at least 35 credit points must be attained through elective modules.

**Appendix 1.4: Master's Thesis Module**

Module	Semester	Prerequisites (if applicable)	Coursework	Assessment	CP
<b>Master's Thesis</b>	4	at least 60 CP + research paper + 20-Week placement		Master's Thesis	29
			Presentation		1
<b>Total</b>					<b>30</b>

## **Appendix 2: Assessment Types**

### **Appendix 2.1: Definitions**

#### **Paper**

<sup>1</sup>A paper is an independently written assignment. It is generally completed under supervision, within a specified time during the lecture period.

#### **Written assignment**

<sup>1</sup>Written assignments are independent, academic papers on a predetermined topic. <sup>2</sup>They comprise task definition, problem solving, results and a conclusion. <sup>3</sup>Written assignments include reports, field trip reports, placement reports, project reports or protocols.

#### **Identification courses**

<sup>1</sup>An identification course or test involves independent determination of animal and plant organisms using identification keys, up to a specified taxonomic rank.

#### **Documentation**

<sup>1</sup>Documentation comprises the preparation and presentation of an artistic, cognitive or action-oriented process. <sup>2</sup>Documentation can refer to reports and plans that correspond to those used in professional practice. <sup>3</sup>Conditions regarding the number of pages or number of plans or draft sheets may be determined by the lecturer at the beginning of the assessment and depend on the kind of task. <sup>4</sup>Further materials may be attached to the report.

#### **Essay**

<sup>1</sup>An essay is a written, critical, subjective analysis of a literary and/or scientific matter. <sup>2</sup>A topic is discussed in a greater overall context according to general academic standards and scientific positions are critically evaluated or analysed.

#### **Experimental seminar**

<sup>1</sup>An experimental seminar consists of a series of practical tests, conducted under supervision in a laboratory. <sup>2</sup>The tests are prepared in written form in a laboratory notebook and/or in preliminary reports and are concluded in written form in the laboratory notebook and/or test reports. <sup>3</sup>Here, the students generally explain their practical work, interpret results and place them in a scientific context.

#### **Practical examination**

<sup>1</sup>A practical examination is a performance review in sports, conducted during the semester.

#### **Case study**

A case study is an evaluation of the data of an experiment, including method description, programme listings, interpretation and conclusions in the form of a report.

#### **Term paper**

<sup>1</sup>A term paper is an independently, written paper on a subject-specific or interdisciplinary topic.

#### **Written examination without choice format**

A written examination is a written or electronic assessment completed under supervision.

**Written examination with choice format**

<sup>1</sup>A written examination is a written or electronic assessment completed under supervision. <sup>2</sup>Written examinations may partially be conducted in choice format (e.g. single choice, multiple choice). <sup>3</sup>When preparing the examination questions and answers, it must be determined which answers are recognised as correct. <sup>4</sup>The examination questions and answers for examinations with choice format must be checked beforehand by two authorised examiners for errors, consistency of content and appropriateness. <sup>5</sup>Should a subsequent check of the examination questions reveal individual tasks to have obvious errors, these shall be deemed not to have been assigned. <sup>6</sup>Evaluation of the examinations shall be based on the number of questions minus the incorrect questions. <sup>7</sup>Reduction of the number of examination questions shall not have a disadvantageous effect for exam candidates.

**Colloquium**

<sup>1</sup>The colloquium comprises a presentation and a subsequent discussion of the topic, methods and results of the paper. <sup>2</sup>Sentences 2 to 5 of the definition for "oral examination" shall apply accordingly.

**Artistic presentation**

<sup>1</sup>An artistic presentation concerns one or more artistic exhibits (pictures, photographs, objects, sculptures, installations, videos, etc.), as well as documentation of the aesthetic process in the form of an appropriate (media) presentation - e.g. reports/journals of work, sketches/photographs with written commentary. <sup>2</sup>An artistic presentation is conducted as an individual examination, before an examiner and a proficient observer. <sup>3</sup>Sentences 2 to 5 of the definition for "oral examination" shall apply accordingly.

**Artistic and scientific presentation**

<sup>1</sup>An artistic and scientific presentation is based on the interaction between artistic processes and scientific analysis, which are addressed in an artistic project and presented in an appropriate form. <sup>2</sup>The visual and linguistic lines of argument and interpretation featured in the presentation are either expressed in an oral presentation with subsequent discussion or explained in a term paper. <sup>3</sup>An artistic and scientific presentation is conducted as an individual examination, before an examiner and a proficient observer. <sup>4</sup>Sentences 2 to 5 of the definition for "oral examination" shall apply accordingly.

**Short assignment**

<sup>1</sup>A short assignment involves a written assignment, draft or plan completed independently in a set time, concerning a subject-specific or interdisciplinary topic.

**Laboratory exercises**

<sup>1</sup>Laboratory exercises comprise a series of practical tests or programming tasks, accompanied by written assignments (test reports). <sup>2</sup>Here, the students generally explain their practical work, interpret results and place them in a scientific context.

**Master's colloquium**

<sup>1</sup>In the master's colloquium, the contents of the master's thesis are discussed and greater detail can be obtained.

**Model**

<sup>1</sup>Models are an extension of two-dimensional designs or plans and aim to illustrate dimension and clarify planning issues. <sup>2</sup>They are created to different scales, depending on the task and focus.

**Oral examination**

<sup>1</sup>The oral examination is conducted privately, in the presence of one observer, who holds the qualification that will be ascertained through the said examination or an equivalent qualification. <sup>2</sup>The essential topics of the examination will be recorded in a protocol. <sup>3</sup>Students wishing to take the same examination at a later date or other members of the university, who express legitimate interest, must be permitted to observe the oral examination.



<sup>4</sup>This permission does not extend to consultations and announcement of the exam candidate's results. <sup>5</sup>At the request of the exam candidate, the observers specified in sentence 3 must be excluded.

### **Musical elaboration in a learning group**

<sup>1</sup>"Musical elaboration in a learning group" aims to demonstrate the ability to apply practical educational skills (particularly practical school music performance) in a school class or a smaller group in an appropriate methodical and didactic manner.

### **Practical musical presentation**

<sup>1</sup>A practical musical presentation is conducted as an individual examination before two examiners or one examiner and proficient observer. <sup>2</sup>Sentences 2 to 5 of the definition for "oral examination" shall apply accordingly.

### **Practical music education presentation**

<sup>1</sup>A practical music education presentation is based on a music education seminar and includes a musical performance by pupils.

### **Pedagogic-oriented concert**

<sup>1</sup>The pedagogic-oriented concert is an assignment in relation to the artistic major, in which pedagogic orientation (if applicable, in terms of modern concert pedagogy) plays an important role in execution and presentation/performance. <sup>2</sup>In general, it is presented in a school learning group.

### **Planning and implementation of a teaching unit**

<sup>1</sup>The planning and implementation of a teaching unit is conducted in the context of a subject-related practical course and includes preparation and implementation of a teaching unit of a usual duration of 60 minutes, as well as documentation and reflection thereof in the form of a written assignment.

### **Portfolio**

<sup>1</sup>A portfolio documents the learning process of certain issues or tasks, set by teaching staff at the start of the course. <sup>2</sup>Systematic self-reflection is conducted during the course or retrospectively, including a compilation of various materials in a folder, depending on what has been agreed. <sup>3</sup>An optional, supplementary interview may be conducted to discuss the portfolio. <sup>4</sup>Like the portfolio, the interview is competence-oriented.

### **Presentation (PR)**

<sup>1</sup>A presentation comprises the preparation of a predetermined topic, using electronic media and an oral presentation, if applicable. <sup>2</sup>In a multimedia presentation, media in their broadest sense play an important role and the "multi" aspect may be achieved through the mutual interaction of a partition screen, poster or PowerPoint presentation, as well as through typical music and film media or through music-education-oriented media (particularly the creative of communication aspects).

<sup>3</sup>The form of presentation and duration of the oral presentation are determined by agreement. <sup>4</sup>If the appendix specifies a presentation with a written assignment (PR/A), the presentation must be accompanied by a written assignment.

### **Project work**

<sup>1</sup>Project work comprises a written application for a research project and the presentation of the project idea in a seminar presentation (with discussion).

**Presentation**

A presentation comprises:

1. an independent and detailed analysis of an issue within the context of the course, integrating and evaluating relevant literature,
2. account of the work and outcomes in the presentation, as well as in the subsequent discussion,
3. a written assignment, if applicable.

**Seminar paper**

A seminar paper involves experimental, documental or illustrative scientific practical work (project).

**Seminar assignment**

A seminar assignment comprises a term paper and presentation thereof, including subsequent discussion.

**Practical sports presentation**

<sup>1</sup>In a practical sports presentation, students exhibit their demonstration and movement skills. <sup>2</sup>Depending on the field of experience or learning, the presentation may include techniques and tactics specific to a particular sport; coordinative-rhythmic, coordinative-technical or conditional basics. <sup>3</sup>A variable ability to play or act, presented under situational circumstances may also be assessed in this type of examination. <sup>4</sup>The respective type and duration of the presentation is determined by agreement. <sup>2</sup>Sentences 2 to 5 of the definition for "oral examination" shall apply accordingly.

**Impromptu assignment**

<sup>1</sup>An impromptu assignment tests independent research and the ability to work creatively or scientific-analytically under time pressure. <sup>2</sup>As a result, a draft or plan is produced with respect to a subject-specific or interdisciplinary task in conceptual terms, taking into account particular aspects relating to the field of study. <sup>3</sup>A one-day impromptu assignment must be completed within 24 hours; a one-week impromptu assignment must be completed within seven days.

**Academic research paper**

<sup>1</sup>In an academic research paper a subject-specific or interdisciplinary topic is addressed in theoretical, experimental or constructive respect and the developed solutions are presented and explained in a manner usual for the professional activity. <sup>2</sup>The scope of the work is specified bindingly in the appendix (in months or hours). <sup>3</sup>The topic of a paper can be proposed by any of the professors of the Faculty of Mechanical Engineering.

<sup>4</sup>With the approval of the dean of studies or the examination board, the topic can also be proposed by a professor that is not a member of the Faculty of Mechanical Engineering.

<sup>5</sup>The dean of studies or examination board may compile a list, restricting the selection of first examiners, if necessary. <sup>6</sup>The topic of the paper will be determined by the examiner after hearing the examinee. <sup>7</sup>The topic will be assigned by the dean of studies or the head of the examination board or a respective entity appointed by them; assignment of the topic must be recorded. <sup>8</sup>The topic and schedule for completion must also be determined upon assignment of the topic. <sup>9</sup>During preparation of the paper, the examinee will be supervised by the examiner. <sup>10</sup>The period from assignment of the topic to submission of the paper is six months. <sup>11</sup>Section 15 paragraph 1 sentence 3 shall apply accordingly. <sup>12</sup>The topic of the paper may only be returned once and only within the first eight weeks of the completion period. <sup>13</sup>Two copies of the paper must be submitted by the deadline to the entity appointed by the Examination Board; the date and time of submission must be recorded. <sup>14</sup>The paper will be evaluated by the examiner as per section 17 paragraph 1. <sup>15</sup>Evaluation of the paper may also include consideration of the development process. <sup>16</sup>As a rule, the paper shall be evaluated within four weeks of submission.

**Practical theatrical presentation**

<sup>1</sup>Practical theatrical presentation is the display of practical theatrical work before an audience, either in a process-oriented or product-oriented form. <sup>2</sup>Sentences 2 to 5 of the definition for "oral examination" shall apply accordingly.

**Exercises**

<sup>1</sup>As an assessment, an exercise is conducted under supervision during a given time, within the curriculum. <sup>2</sup>In order to pass, a certain portion of the tasks must be solved correctly according to the instructions given by the teaching staff.

**Lesson design**

<sup>1</sup>A lesson plan entails independent planning and implementation of a lesson as part of a specialist placement at a school for children with special needs or in an inclusive environment. <sup>2</sup>The lesson is reviewed and evaluated by a mentor and the seminar coordinator of the preparation seminar.

**Presentation**

<sup>1</sup>A presentation should demonstrate the examinee's ability to present scientific facts briefly and concisely and the skill acquired to defend their position in a critical scientific discussion. <sup>2</sup>In order to ensure an objective evaluation, the examinee must submit a copy of the oral presentation in advance if requested by the teaching staff of the relevant course.

**Graphic representation**

<sup>1</sup>Graphic representations explain, clarify and present design and planning work. <sup>2</sup>Depending on the task and thematic focus, they are prepared according to different standards and techniques.

**Combined assessment**

<sup>1</sup>A combined assessment comprises up to five components. <sup>2</sup>Components may, for example, be a written examination, an oral examination, a placement or a term paper. <sup>3</sup>Evaluation of a combined assessment is regulated in section 17 paragraph 3.

**Appendix 2.2: Glossary of Assessment Types**

A	Paper	Aufsatz
AA	Written assignment	Ausarbeitung
BA	Bachelor's thesis	Bachelorarbeit
BÜ	Identification courses	Bestimmungsübungen
DO	Documentation	Dokumentation
ES	Essay	Essay
EX	Experimental seminar	Experimentelles Seminar
FP	Practical examination	Fachpraktische Prüfung
FS	Case study	Fallstudie
HA	Term paper	Hausarbeit
K	Written examination without choice format	Klausur ohne Antwortwahlverfahren
KA	Written examination with choice format	Klausur mit Antwortwahlverfahren
KO	Colloquium	Kolloquium
KP	Artistic presentation	Künstlerische Präsentation
KU	Short assignment	Kurzarbeit
KW	Artistic and scientific presentation	künstlerisch-wissenschaftliche Präsentation
LÜ	Laboratory exercises	Laborübungen
MA	Master's Thesis	Masterarbeit
ME	Musical elaboration in a learning group	Musikalische Erarbeitung in einer Lerngruppe
ML	Master's colloquium	Master-Kolloquium
MO	Models	Modelle
MP	Oral examination	mündliche Prüfung
MU	Practical musical presentation	Musikpraktische Präsentation
MK	Practical music education presentation	Musikpädagogisch-praktische Präsentation
P	Project work	Projektarbeit
PD	Planning and implementation of a teaching unit	Planung und Durchführung einer Lehrveranstaltungseinheit
PF	Portfolio	Portfolio
PK	Pedagogic-oriented concert	Pädagogisch orientiertes Konzert
PR	Presentation	Präsentation
PW	Planning	Planwerk
R	Presentation	Referat
SA	Seminar paper	Seminararbeit
SG	Impromptu assignment	Stegreif
SM	Seminar assignment	Seminarleistung
SP	Practical sports presentation	Sportpraktische Präsentation
ST	Academic research paper	Studienarbeiten
TP	Practical theatrical presentation	Theaterpraktische Präsentation
U	Lesson design	Unterrichtsgestaltung
uK	Ungraded written examination	unbenotete Klausur
uKA	Ungraded written examination with choice format	unbenotete Klausur im Antwortwahlverfahren
Ü	Exercises	Übungen
V	Presentation	Vortrag
ZD	Graphic representation	Zeichnerische Darstellung
ZP	Combined assessment	Zusammengesetzte Prüfungsleistung