

Examination regulations

Hochschule für Telekommunikation Leipzig

Fakultät Informations- und Kommunikationstechnik

on the

master program

Information and communication technology

10.07.2012

(valid from 01.09.2014)

Based on § 34, passage 1 of the Sächsisches Hochschulfreiheitsgesetz - SächsHG (Law on autonomy in the university system) of the Free State of Saxony in the version of the Notice as of 15th January 2013 (SächsGVBl. p. 3), Hochschule für Telekommunikation Leipzig (in the following HfTL) enacts the following examination regulations as a statute.

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§ 1 area of application

These examination regulations set out the principles on how to conduct studies at the HfTL, of required pre-examinations, examinations and examination procedures. It is binding for the Master course in Informations- und Kommunikationstechnik (information and communication technology, ICT) and is complemented by the curriculum of this course and the corresponding course regulations.

§ 2 General admission requirements for the master examination

(1) the master examination may only pass, who

- is enrolled for the appropriate master program at the HfTL,
- passed all required pre-examinations and examinations in the modules.

(2) the Examination Board decides on the admission to the master examination.

(3) the admission may be refused only if

- the conditions referred to in paragraph 1 are not met or
- the candidate "irrevocably failed" the master examination in the same field of study or
- the candidate has lost his examination privileges exceeding the deadlines for taking the master degree.

§ 3 master's examination

(1) Is determined by the master examination whether the student has reached the endpoint defined by regulations, understands the interrelationships of the information- and communication technologies, whether the candidate has the ability to apply scientific methods and findings and acquired the competencies required for the transition to professional practice. The master's degree as a academic degree is acquired with, passing the master exam.

(2) The master examination is completed, if the required studies, pre-examinations and examinations according to examination plan

- in the modules (master examination part 1),
- in the master's thesis (master examination part 2),
- in the defence of the master thesis (master examination part 3)

were passed, and 120 ECTS credits according to European credit transfer and accumulation system (credits) are confirmed.

(3) The standard period of study is four performance semesters for full time students and five performance semesters for part-time students with a fifth performance semester of eight months. This is based on the sequence of studies recommended according to the course regulations and takes into account the expended periods of average performance students need for

- a) participation in studying presence at the College
- b) participation in the presence studies with the use of components of E-learning,
- c) the pre-and post-processing of presence periods of study by the student,
- d) self study and
- e) the examinations and examination preparation.

§ 4 Examination structure, Time Limits and Dates

- (1) The master examination consists of the module examinations, the master's thesis and the master's defence.
- (2) The module exams are semester exams in sequence to the module where the instructed competencies as examination performance are required. The module examinations are to be completed in the compulsory and elective modules that are specified and described in the module descriptions according to kind and extent of the examination plan. If a module extends over several semesters of performance, audit services can be provided at the end of a semester of performance, which result in the grade of the module examination with a weighted percentage.
- (3) The examination plan specifies the mapping of examination for the modules, the weighting of examinations to the formation of scores of module examination and required pre-examinations. In the first four weeks of a semester the professors inform students about the examination procedure in the modules.
- (4) The modular structure of the study is designed so that the master's examination can be completed in the standard period of study.
- (5) A master examination which is not filed following four performance semesters in the regular study period is considered to be failed.
- (6) The examinations of the master examination can be scheduled before the deadlines set for this order, required that at the examination conditions are fulfilled. In this case a failed module examination is considered as not performed (free trial). At the request of the examinee and referring to this case of an already passed examination, with a result of at least 'sufficient' (4.0), may be repeated once in the scheduled regular exam. In these cases the better grade is taken into account.
- (7) The enrolment in a module by a student has the automatic registration to the pre-examinations and examinations as a corresponding result.
- (8) The fixing and disclosure of deadlines, exam dates, registration lists and examination results has to be carried out by the examination board.

§ 5 examiners and assessors

- (1) Examiners are only professors of the HfTL or qualified, instructed guest lecturers appropriated by the examination board represented by the Dean's Office. Its assessor will be appointed only, who holds a master's degree or compatible degree. Oral examinations are to be audited by several examiners or by an examiner in the presence of an expert assessor.
- (2) The names of the examiners are to be announced two weeks before the exam.
- (3) The student may propose an examiner or a group of auditors for the master's thesis and the oral examinations. The proposal constitutes no legal right.
- (4) Examiners and assessors are to be sworn to secrecy.

§ 6 Pre-Examinations

(1) Pre-examinations need to be provided when studying in the following forms and combinations thereof:

- Colloquia or technical discussions,
- written work,
- Presentations followed by discussion,
- Build on computer systems work,
- Projects and documents.

(2) Pre-examination are academic achievements, which are requirement to be admitted to perform the module examinations. A student may participate in a module examination only, if the pre-examination is passed. The successful performance is confirmed via certificate by the responsible lecturer to the examination board.

(3) The results of pre-examinations may not be evaluated as results of examinations. Pre-Examinations are essential to grant the module grade.

(4) The enrolment to a module by a student results in automatic registration for the pre-examination of the corresponding module.

§ 7 examinations

(1) Examination refers to the individual specific exam process. The performance is assessed and graded. Usually a module grade will be awarded for a module examination.

(2) Examinations are to be provided as

- oral and/or
- written or
- alternative forms of examination.

Written exams based on the multiple-choice process are not allowed.

(3) A compensation in form of additional tools and resources may be granted for disabled students insofar as this is necessary for the creation of equal opportunities. Editing periods can be extended in reasonable amounts. If it is recommendable the exam may be performed in a different form. Considered as disabled student is, who is due to a longer-lasting or permanent physical disability unable to take the exam wholly or partly in the provided form. The disability is to be made credible. The HfTL may request the presentation of a medical certificate as proof. To apply for compensation a written request has to be submitted to the examination board. The application has to be submitted at least 3 Weeks before the first module examination and applies for a period to all module examinations of the degree programme corresponding to the application.

(4) Considering the protection provisions according to the federal law of the articles 3, 4, 6 and 8 of the 'Mutterschutzgesetz' (maternity protection act) and in accordance with the periods of 'Bundeserziehungsgeldgesetzes' about the parental leave, these laws apply to these regulations. A use of the maternity leave or parental leave is possible during the study period and requires a leave of absence from the HfTL.

§ 8 oral examination

- (1) Students shall prove via oral exams that he/she understands the interrelationships of the audit area and classify specific questions in these contexts. Additionally it has to be verified whether the student has consolidated basic knowledge and skills corresponding to the module and is able to represent this orally.
- (2) Oral examinations can be performed as one-to-one or group tests. The duration for each student must be at least 20 minutes, but not more than 60 minutes.
- (3) Oral exams are executed typically by two examiners or by an examiner in the presence of an expert assessor.
- (4) The essential items and results of oral examinations are to be recorded in a log. The result is to be announced to the students individually in the aftermath of the oral exam.

§ 9 written exam performance

- (1) Written examinations are exam papers and other written works, in which the candidate is to prove that he/she can identify a problem in a limited time and with limited resources with the conventional methods of his specialty and find solutions. Additionally it has to be verified whether the student has a secured basic knowledge and skills corresponding to the goals of the module and is able to represent this in writing.
- (2) The examiner decides about utilities and resources that may be used during a written examination. The approved utilities and resources are to be announced at the latest with the announcement of the examination date.
- (3) Exam work should not be less than 90 minutes and should not exceed the duration of 180 minutes.
- (4) Results of written examinations are to be published at the latest four weeks after the exam and have to be entered in the examination files.
- (5) In case of doubt, the examiner may decide to complement a written examination by an oral examination. This can be the case, if the student performed 'sufficient' or 'not sufficient' in the written examination, while his/her academic achievements are, however, with at least 'good' for to appreciate a 'sufficient' performance or at least "satisfactory" at a 'not sufficient' performance.
- (6) Written examination performances, of which passing is a prerequisite for the continuation of his/her studies, are usually to be evaluated by at least two examiners. The grade derives from the arithmetic mean of the individual evaluations. It is taken into account only the first digit after the decimal point. All other digits following the first digit after the decimal point have to be removed without rounding.

§ 10 alternative examination performance

- (1) Alternative and combinable types of examination are provided in the following to determine whether the student has the skills corresponding to the module:
 - report,
 - presentation,
 - technical discussion,
 - laboratory work.
- (2) Reports are written reports to longer-term tasks, especially project tasks, where the processing, as well as the results are represented.
- (3) Presentations are examinations, in which based on independent work on a given topic results are presented in the form of an oral examination and lead through the discussion.
- (4) A technical discussion, which is performed usually with a responsible teacher, the student sets out the essential content and relationships of the academic field.
- (5) An examination as laboratory work includes performing given tasks as experiment, their documentation and evaluation as well as any associated discussions. Practice complexes carried out on a computer system are considered in the same sense.
- (6) The given alternative examination types have to be treated in grading and repetition as examination performance.

§ 11 master's thesis

- (1) The master's thesis is an examination performance. Students shall prove that he/she is able to deal with a problem from the ground up within a prescribed period independently and master creative scientific methods.
- (2) The master's thesis will be awarded and supervised by an appointed professor of the HfTL.
- (3) Topic and beginning of the work with the master's thesis have to be recorded by the examination board of the HfTL. The beginning of the processing is equal to the date of notification of the subject. The start of the work with the master's thesis is allowed earliest after the student has passed modules corresponding to at least 75 credits (according to European Credit Transfer and Accumulation System, ECTS). The student can suggest a topic. An already started master thesis theme may be returned only once within two months after issue.
- (4) A master's thesis may be provided in the form of group work, if the contribution of individual students due to specifying the sections, page numbers, and other objective criteria allow a clear distinction and the evaluation of the examination performance is clearly distinguishable and assessable and meets the requirements referred to in paragraph 1.
- (5) The master's thesis has to be finished within a period of 6 months for full-time students and 8 months for part-time students. The period may be extended by request of the student for reasons that he/she is not responsible for to a maximum of 6 additional weeks. The application is to be given to the examination board. Topic, task and scope of the master's thesis are to be limited, so that the processing of the work is possible within the given period.
- (6) The master's thesis is to be submitted within the prescribed period to the examination board. The delivery time is to be recorded. The student has to ensure that he/she has done his/her work - in a

group work independently submitted and marked accordingly – by him-/herself and without use of other than the specified sources and tools.

- (7) The master's thesis is usually examined by an appointed professor of HfTL and a second examination authorized persons. If no agreement on the grade can be reached between the two authorized persons, a third appointed professor of HfTL, which is determined by the examination board, must carry out an assessment. The examination board then has to make the decision on the review. No agreement on the note is achieved, if the reviews of the examiners differ in two degrees of grades or more. The duration of the review procedure should not exceed four weeks.
- (8) In the master examination part 3 the student has to present and defend his work. Presentation and defence lasts 30 minutes and should not exceed a period of 45 minutes. The result of the defence is to be included in the overall score.
- (9) If the master thesis is evaluated less than 'sufficient', it may repeated only once. A second master's thesis should be presented with a new or considerably modified theme. The return of the theme of the second master's thesis is permitted only if the candidate has not returned a first master's thesis theme.
- (10) Theme and time of the second master's thesis must be set in the following semester following the date to the fail of the first master's thesis was recorded at the examination board. If the second master's thesis is evaluated less than 'sufficient' (5.0), a third examination authorized person, which is determined by the examination board, must carry out an assessment. The examination board has to make the decision about the review.

§ 12 Additional modules

The candidate can additionally apply to attended modules not named in the examination plan of mandatory and elective modules. The result of the examinations in these additional modules will not be included when determining the overall score. At the request of the student, the successful participation of additional modules can be certified or be listed with a graded exam performance in the Master's Certificate.

§ 13 review of audit services and formation of the module grades

- (1) The scores for the individual examination results are provided by the respective examiners.

Following grades may be used for the evaluation of audit services:

1 = very good	excellent performance;
2 = good,	considerably above the average requirements;
3 = satisfactory	performance satisfies average requirements;
4 = sufficient	a performance that complies with even despite its shortcomings.
5 = not enough	a performance which no longer complies with the requirements for significant shortcomings.

Allowed differentiations in the examination results are the following grades:

1.0; 1.3; 1.7; 2.0; 2.3; 2.7; 3.0; 3.3; 3.7; 4.0 and 5.0.

In some cases, which are determined by the module sheet and the examination plan, it is possible to evaluate a module examination with "pass" or "fail".

(2) In the case of examinations combining multiple examinations, the module grade is weighted according to the formula specified in the examination plan. It is taken into account only the first digit after the decimal point. All other places after the decimal point are removed (without rounding).

The examination mark is as follows:

- an average-including 1.5 = very good;
- an average of 1.6 up to including 2.5 = good;
- at an average of 2.6-including 3.5 = satisfactory;
- at an average of 3.6 to 4.0 including = sufficient;
- an average from 4,1 = insufficient.

(3) A module is considered successfully completed, if all results in the coursework, pre-examination and examination provided in the module description and described in the examination plan have been passed. Pre-examinations must be passed. Examinations must be at least assessed with 'sufficient' or, in the case of modules without mark, with 'passed'.

(4) Module grades according to the European credit transfer and accumulation system (ECTS) are given after the successful completion of a module. The credits that must be obtained for a module are listed in the course schedule and the module descriptions.

(5) In addition to the module grade an ECTS grade as a supplement is compulsory. The ECTS evaluation scale is subdivided according to statistical criteria of the students. The students who have successfully completed the study received following ECTS grades:

- A the best 10%
- B the next 25%
- C the next 30%
- D the next 25%
- E next 10%

The corresponding grades of all students of the concerned programme and modules of the semester are basis for the calculation of the ECTS grade for a student. At newly established courses the ECTS grade is calculated for the first time if there are at least 30 grades for the corresponding modules, if still not 30 total scores are at the graduation of students, he receives a certificate request on his ECTS grade, once the grades are measured.

The ECTS grades FX and F are awarded to the unsuccessful students for individual modules. FX means: "fail - some more work required before the credit can be awarded" and F means "fail - considerable further work is required".

§ 14 pass and fail

- (1) An examination performance is considered passed if at least "sufficient" or "passed" was achieved as a grade.
- (2) The master examination is considered passed if all module examinations according to the masters examination plan, the 'master's thesis' and its defence have been assessed with at least 'sufficient'.
- (3) The student has to be informed if he/she has not passed a module examination or the result of the master's thesis defence was rated less than 'sufficient'. The students must get also information about whether and, if necessary, to what extent and in what period the module examination or the master's thesis and the defence can be repeated.
- (4) The defence can be only be passed and rated at least 'sufficient' (4.0), if the score of the corresponding master's thesis is rated at least with 'sufficient' (4.0).
- (5) If the student has not passed the master examination, he/she can get a certificate on his/her examination results grades and credits as well as the remaining examinations which states that the master examination is not passed. To get his certificate he/she has to file a request to the examination board and present the relevant certificates and the certificate of removal from the register of students ('Exmatrikulation').

§ 15 re-examinations

- (1) A once not passed module exam may be repeated twice. The second retry must be approved by the examination board, on the basis of a reasoned application by the student, and carried out at the earliest possible date of examination in the next examination period. The first retry must be scheduled no later than in the context of the examination dates of the next examination period.
- (2) The repetition of a module exam is apart from the cases referred to in Article 4, paragraph 6, not allowed.
- (3) If a module exam not passed comprises of several examinations only those parts with "fail" (5.0) or 'not passed' must be repeated and may be repeated only twice.
- (4) If a written second retry rated with "fail" (5.0) or 'not passed' by the examiner, a second examination authorized person, which is determined by the examination board must carry out an assessment. The examination board then has to make the decision about the review.

§ 16 failure, withdrawal, deception, violation of order

- (1) The student may withdraw the registration for a module examination without reasons, if filed to the examination board up to 2 weeks prior to the respective examination date.
- (2) The withdrawal period may fall below the limit in the case of illness or illness of a first-degree relative or their death. In these cases, the student has to state the reasons in writing within three working days after the occurrence of the event or submit a corresponding medical certificate to the examination board.
- (3) A module exam is considered "fail" (5.0) or rated 'not passed', if the student fails to attend an examination registered for, or if he/she resigns after the start of the examination from the

examination. The same applies if a written examination is not handed in within the defined processing time.

- (4) With the appearance in person the students declares to be healthy capable to take the exam.
- (5) A students that retires from an already started examination due to his/her own illness, he/she has to present a corresponding medical certificate to the examination board within three working days to prove the illness. In this case, a new exam date will be scheduled. The available examination results are attributable.
- (6) The examination results are assessed with "fail" (5.0) respectively if the student is attempting to influence the outcome of his examination performance by deception or use of non-approved tools. A student who disrupts the smooth conduct of the examination, can be excluded from the examination by the respective auditors or supervisors; in this case the module exam will be assessed with "fail" (5.0) respectively with "fail. In serious cases, the examination board can exclude the candidate from further examinations/studies.

§ 17 credits of study and examinations and of competences acquired outside of the HfTL

- (1) The recognition of study and examinations and of competences acquired outside of the HfTL is regulated by the regulation "Verfahren zur Anrechnung von außerhalb der Hochschule für Telekommunikation Leipzig erworbenen Kompetenzen" (Procedures for the recognition of skills acquired outside of HfTL).
- (2) Study and examination results of programs in similar fields of science are recognised, if equivalency is given. Study and examination results of programs in similar fields of science are equivalent if they comply with that program of the HfTL in content, scope and requirements primarily. This is not a schematic comparison, but an overall view to be carried out. Credits according to ECTS for exams are taken into account.
- (3) The modalities laid down according to the ECTS and the agreements in the framework of University partnerships are applied for the recognition of study and examination results achieved outside the Federal Republic of Germany.
- (4) Paragraph 1 shall apply mutatis mutandis for study and examination results in federally recognized distance learning institutions.
- (5) Considered coursework and examination results credited, are - as far as the schemes are similar to be included in the calculation of the final grade. An indication of the deduction in the certificate is allowed.
- (6) The following table has to be taken into account when calculation grades from ECTS grades to exam results, which were rated ECTS grades, if there is no other arrangements made in accordance within the cooperation agreement:

A	B	C	D	E	FX/F
1.0	1.7	2.0	3.0	4.0	5.0

§ 18 calculation the overall grades and certificate

- (1) The overall grade of the master examination is calculated from the module grades and the grades of the master's thesis and defence after the following weighting:

$$X = 0,7X_1 + 0,2X_2 + 0,1X_3$$

X = total score of master examination

X₁ = arithmetic average of the module grades

X₂ = Grade of the master thesis

X₃ = Mark of defence

All three parts of the master examination need to be rated with at least with 'sufficient' (4) and none of the module examinations was rated with "fail". Section 13, paragraphs 1 and 5 shall apply mutatis mutandis for the formation of the overall grade.

- (2) For an outstanding performance the overall grade is granted with "excellence/mit Auszeichnung bestanden", if the master's thesis is at least rated "very good" the arithmetic average of the module grades is not less than 1.2.
- (3) The candidate receives a certificate about his/her passed master examination immediately and, if possible, the masters certificate within four weeks. The certificates lists the module grades, the subject of the master thesis and the grade of the overall grade of the master examination. By request of the candidate the certificate may include the result of module examinations in the subjects of additional study and time needed to study the master program.
- (4) The certificate bears the date of the day when the last examination performance is provided and will be signed by the Chairman of the examination board.

§ 19 master's degree and master certificate

- (1) If the master examination is passed, the academic degree

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is awarded.

- (2) At the same time with the degree, the candidate receives the master certificate with the date of the certificate. In it is claimed the award of the master degree. The master certificate is signed by the Rector and approved by the seal of the 'Hochschule für Telekommunikation Leipzig' / University of telecommunications of Leipzig. Also a diploma supplement is given to the graduates.

§ 20 Invalidity of the master examination

- (1) If a student was found guilty of fraud during an examination or it is subsequently determined that the student has used non-approved tools for the examination and this fact is known only after handing over of the certificate, the module exam will respectively rated with "fail" (5.0)" and thus the master exam is seen as failed.

- (2) If a student attended a module examination without meets the conditions to be accepted and was not trying to deceive unnoticed, and this fact became first known after handing over the certificate, this lack is cured by passing the exam. If the student deliberately obtained the examination wrongly, the exam must be graded "fail" (5.0) respectively with "fail" and declares the master exam to fail.
- (3) The student must be given the opportunity to submit his/her observations to the examination board prior to any decision.
- (4) The incorrect certificate is to withdraw and, where appropriate, a new one is to provide. With the inaccurate certificate, also the master certificate is to collect, if the master examination due to a deception for "fail" has been declared. A decision according to para 1 and para. 2 sentence 2 is inapplicable after a period of five years from the date of the certificate.

§ 21 inspection of the examination files

An insight in the examination, the related expertise and to the protocol files will be granted at the request of student. The application can be made only within a year after the announcement of the corresponding examination result. Place and time of the consultation is set by the respective auditors in consultation with the student.

§ 22 opposition proceedings

- (1) The opposition proceedings with regard to contested decisions of HfTL in the audit proceedings will take place.
- (2) The opposition must be filed in a written form to the examination board within one month after notification of the decision.
- (3) The student is obliged to the procedural cooperation, thus contradictions should be justified. In case the opposition against an examination result in a comprehensible explanation of failure in assessment and/or the substantiated allegation of infringement of an essential requirement of the examination process is required. The infringement of that provision must have been responsible for the contested examination review, or it may not be ruled out, that the case could have been caused by.
- (4) As far as the opposition is upheld, the examination board decides and files by remedy notification. If the contradiction is not been remedied, a notice of opposition is issued. The examination board of HfTL in representation of the Rector shall adopt them. The notice of opposition is to be established and to be provided to the student.

§ 23 entry into force and transitional provisions

- (1) The examination regulations become valid on the day following the publication at the HfTL. It applies to students who begin their studies from the 01.09.2014.
- (2) Made in consultation with the sponsor HfTL Trägergesellschaft GmbH, as well as after the hearing in the Senate of the HfTL from the 13.01.2015 and the approval of the Rectorate of the HfTL from the 15.01.2015.

Leipzig, the 15.01.2015

Rector of ‚Hochschule für Telekommunikation Leipzig‘
Prof. Dr.-ing. Habil. Volker Saupe

Annex: examination plan