

Hochschule für Technik und Wirtschaft Berlin (University of Applied Sciences)

University Regulations of HTW Berlin

(Hochschulordnung der HTW Berlin, henceforth referred to as the HO)

From 16 April 2012¹, including the correction of 21 August 2012², the first amendment regulation from 9 February 2015³, and the second amendment regulation from 1 June 2015⁴.

Non-binding English-language version, provided for information only.

(The German-language versions published in HTW Berlin's official information circulars are binding).

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¹ HTW Berlin Official Information Circular No. 21/12, p. 205 ff.

² HTW Berlin Official Information Circular No. 29/12, p. 363.

³ HTW Berlin Official Information Circular No. 11/15, p. 315.

⁴ HTW Berlin Official Information Circular No. 01/16, p. 3.

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General provisions

§ 1 Application and Scope

(1) ¹This document sets out the regulations for all programmes of study at HTW Berlin as required by § 10, parts 5, 5a and 6 of the Berlin Higher Education Act (henceforth referred to as BerlHG). ²This applies in particular to administrative procedures and the rights and duties of the members of the university, in particular the students, guest students, guest listeners and applicants. ³In addition, HTW Berlin's Study and Examination Regulations Framework for Bachelor's and Master's programmes (the Rahmenstudien- und -prüfungsordnung, henceforth referred to as the RStPO) are applicable in their respectively valid editions alongside all other HTW Berlin legal regulations.

(2) In exceptional cases, different regulations may be laid down in the respective entry and admission regulations for special study programmes, in particular for part-time and distance-learning programmes, for further education Master's programmes, for cooperative study programmes with other universities and for reform models.

(3) The provisions set out in §§ 2 to 4 are mandatory for all Bachelor's and Master's programmes.

(4) ¹In the event that provisions are not set out in these regulations, decisions shall be made on behalf of HTW Berlin by the University Board. ²It is authorised to determine the details of provisions.

Fundamental right and obligations

§ 2 General rights and obligations

(1) ¹At HTW Berlin, study, teaching and research are oriented toward the requirements and priorities of society and the working world with its increasingly international connections; at the same time they support the development of competences and the personalities of individuals. ²HTW Berlin is guided in its activities by the spirit of freedom with responsibility for social justice, peace, preservation and improvement of living and environmental conditions. ³Each member of the HTW Berlin has the right to the best possible support in this endeavour, in particular the right to use all facilities of HTW Berlin in accordance with these regulations and other applicable legal provisions.

(2) ¹All members of university staff are responsible for maintaining the standards of good academic practice and representing the guiding principles of HTW Berlin. ²Good academic practice includes in particular ensuring that no person obtains or offers prohibited assistance, and that all sources or support utilised are openly disclosed. ³No member of the university is permitted to ascribe or have ascribed to his or herself any form of performance which is not the result of his or her own study, teaching, research or work of any other type.

(3) ¹No member of the university may be discriminated against as a result of his/her status, age, gender, religion, nationality, disability or sexual orientation. ²All members of the university are obliged to treat each other with respect. ³Cooperation, participation, transparency and veracity alongside openness toward new ideas and freedom of opinion are the characterising features of collaboration both within the university and with external partners.

§ 3 Special rights and obligations of academic and non-academic staff

(1) ¹In their academic work, all HTW Berlin teaching staff are obliged to follow the university's guidelines in order to ensure good academic practice. ²They are expected and obliged to continually develop or refresh their subject knowledge and their didactic and social competences and to orient their teaching toward the current state of knowledge in their discipline and toward the current requirements of the employment market.

(2) In order to maintain and promote transparency in teaching, all university teachers are expected to disclose the performance requirements for students and the assessment criteria in a binding manner.

(3) ¹All university teachers and all other employees of HTW Berlin are subject to regular (teaching) evaluation and participate in quality assurance and improvement measures. ²All university teaching staff as well as other member of HTW Berlin staff have the right to seek support from the university in their teaching activities.

§ 4 Special rights and obligations of applicants and students

(1) All students are obliged to commence their studies without delay at the start of the taught semester or after their enrolment, to observe the provisions of the study and examination regulations relevant for their programme and to work purposefully toward graduation from their programme within the standard study period.

(2) Applicants as well as students and examination candidates are obliged, within the framework of the relevant legal regulations, to provide HTW Berlin with personal data for university admission and studies in accordance with the new version of regulations governing the processing of university members' personal data and on the use of student ID numbers in higher education institutions at HTW Berlin (Ordnung zur Verarbeitung personenbezogener Daten von Hochschulangehörigen und zur Verwendung der Matrikelnummer bei der Nutzung von Hochschuleinrichtungen an der Fachhochschule für Technik und Wirtschaft Berlin – PersDatVO) dated 3 August 2009 (HTW Berlin Official Information Circular No. 25/09), most recently amended on 23 May 2011 (HTW Berlin Official Information Circular No. 27/11), for administrative purposes.

(3) Every student is entitled to a place in the modules and teaching sessions planned for the respective semester of his/her programme; the university shall support him/her in endeavouring to offer further study options.

(4) Students are both entitled and obliged to contribute to quality assurance, in particular via evaluation procedures and in the development of study and teaching.

(5) The special requirements of disabled students and those suffering chronic ill-health shall be taken into account appropriately during the admissions procedure, in programme organisation and the implementation of examinations in all programme and all study forms.

Procedural regulations for the allocation of study places (enrolment/de-registration)

§ 5 General entry and admission requirements

(1) Entry to a programme at HTW Berlin requires that the applicant:

1. is not enrolled on the same programme at any other university in Germany,
2. has not irrevocably failed to complete mandatory modules or pass mandatory examinations in the chosen study programme at any other university in Germany,
3. for a Bachelor's degree programme:
 - 3.1 can provide evidence that he/she fulfils the requirements for university entry as recognised by the state of Berlin or the requirements according to BerlHG § 11,
 - 3.2 can, if it is stipulated by the study regulations of the selected study programme, provide evidence of the completion of practical pre-study training,
 - 3.3 if applicable, can provide evidence fulfilling the requirements of the respective regulations for assessing suitability to study in accordance with BerlHG § 10, (5), sentence 1,
 - 3.4 for distance-learning programmes, can provide evidence that he/she has completed a (specialised) course of vocational training. The provisions of BerlHG § 11 remain unaffected.

4. for a Master's degree programme:

4.1 can provide evidence of an academic degree recognised by HTW Berlin programme selected comprising at least 180 credits,

4.2 fulfils further admission requirements set out in the selected programme's regulations for study, entry and admission,

4.3 if applicable, can provide evidence fulfilling the requirements of the respective regulations for assessing suitability to study in accordance with § 10, (5), sentence 1 of the BerlHG.

(2) Entry to programmes with restricted admissions is governed by the relevant legal regulations, particularly of the Berlin Higher Education Admissions Law (Berliner Hochschulzulassungsgesetz – BerlHZG) and the Berlin Higher Education Admissions Act (Berliner Hochschulzulassungsverordnung – HochschulzulassungsVO) and,

a) for Bachelor's programmes by respective selection regulations and,

b) for Master's programmes by the respective entry and admissions regulations.

(3) ¹Additional or deviating selection, entry and admissions regulations may be stipulated for the following programme types:

a) distance-learning Bachelor's programmes,

b) further education Master's programmes and distance-learning Master's programmes,

c) programmes taught entirely or partially in a language other than German,

d) international programmes,

e) programmes offered in cooperation with other higher education organisations.

²The regulations for these programmes are set out in their respective study regulations or the selection, entry and admissions regulations.

(4) ¹The following quotas for Bachelor's degree programmes with restricted admissions apply based on the total number of applications permitted for the main admissions process:

a) 2 percent for applicants with cases of extreme/unusual hardship,

b) 3 percent for applicants beginning a second degree,

c) 5 percent for applicants who are minors and reside with a legal guardian in the federal states of Berlin and Brandenburg,

d) 5 percent for foreign nationals and stateless persons unless they have been granted the same status as German citizens,

e) 10 percent for persons qualified in vocational education and training who do not have any other higher education entry qualifications.

f) 1 percent for a sports profile quota in accordance with legislation governing the introduction of a sports profile quota for higher education admissions (Gesetz zur Einführung einer Sportprofilquote bei der Studienplatzvergabe) from 26 June 2013 (Law and Official Gazette p. 198).

²For applicants in international Bachelor's programmes with restricted admissions, a quota of 12 percent may be set in the selection regulations for the programmes under (4), sentence 1, letter d) if the quota under e) is also set at 7 percent.

§ 6 Application and admission procedures

(1) ¹Applications to study should be submitted in the form stipulated by HTW Berlin to the HTW Berlin Admissions Office. ²The following documentation should be included with the application in the German language by the application deadline, or in the case of paperless applications prior to enrolment. ³Exceptions are only permitted in international programmes; in English-language programmes, applications and accompanying documentation may be submitted in English.

(2) ¹The following information and supporting evidence is required for application and admission procedures:

1. for Bachelor's programmes:

- 1.1. evidence of university entry qualifications,
- 1.2. where appropriate, evidence of previous practical training,
- 1.3. proof of nationality.

2. for Master's programmes:

- 2.1. evidence of the successful completion of a first degree with at least 180 ECTS credits,
- 2.2. evidence of nationality,
- 2.3. evidence as per (6).

²In some cases, individual study regulations may contain additional provisions.

(3) ¹Applicants for Bachelor's degree programmes who are applying under the conditions of BerlHG § 11 are required to submit the evidence of the following:

- a) certification of general higher education entry qualifications as per BerlHG § 11, (1),
- b) certification of specialist higher education entry qualification as per BerlHG § 11, (1) and of professional experience.

²Applicants for Bachelor's degree programmes who fall under the provisions of BerlHG § 11, (3) must, in addition to the qualifications stipulated in sentence 1, letter b), also successfully complete a subject-specific academic assessment test. ³Respective deadlines shall be announced in good time via the faculty.

(4) ¹All evidence stipulated in (1) and (2) must be submitted as officially authenticated copies or by presenting the original documentation by enrolment at the latest. Deviating deadlines may be set for online applications.

(5) ¹Applications for Bachelor's degree programmes must be submitted by 15 January for the summer semester and by 15 July for the winter semester (cut-off deadlines); for Master's degree programmes, the application deadline is 15 December or 15 June (cut-off deadlines). ²For Master's degree programmes, deviating deadlines may be stipulated in the programme's respective entry and admissions regulations. ³If places are still available after the application period has expired, applications may be accepted until four weeks before the teaching period begins as long as free spaces are available. ⁴The HTW Berlin Academic Senate may decide deviating deadlines for programmes without restricted admissions. ⁵Whether applications have met deadlines is determined on the basis of the date of their arrival at HTW Berlin. ⁶The application deadline is only considered to have been met once it has been submitted in full and all required documentation has been received by the university by this deadline.

(6) ¹An applicant for a Master's programme who is unable to present a first academic degree certificate by the application deadline of 15 December or 15 June but is already admitted to a final examination or thesis may apply with a performance record for all previous academic achievements. ²This must give the average grade achieved to date and the total number of credits gained. ³In addition, it must be evidenced that the applicant is currently studying in the final semester of his/her programme leading to his/her first academic degree, that he/she has received permission to sit the final examinations or complete the final thesis and that the successful completion of outstanding modules is expected in the current semester. ⁴Applicants who fulfil the requirements of sentences 1 to 3 shall be enrolled under the condition that the outstanding grade transcript is submitted by 20 June or 20 January during the first programme semester. ⁵If the grade transcript has not been submitted prior to enrolment, enrolment shall be performed under the condition that it may be revoked. ⁶Sentences 1 to 5 do not apply for applicants who were not educated in Germany or are not EU nationals. ⁷The entry and admissions regulations for international Master's degree programmes may rule out the applicability of sentences 1 to 5.

(7) If an applicant has already studied at another university in Germany, his/her application should additionally contain documentation confirmed by the university detailing study periods and details of all modules and examinations attended, registered for or completed with their respective module descriptions.

(8) If an application is not submitted to HTW Berlin on time and in the appropriate form, it will not be considered.

(9) ¹Successful applicants shall be sent a notification in writing. ²Admission applies for the programme, study form and semester stated in the notification, and is where applicable subject to the submission of documentation prior to enrolment.

§ 7 Enrolment procedure

(1) The notification of admission entitles applicants to enrol within the enrolment acceptance period specified.

(2) ¹Enrolment is performed automatically following submission of the declaration of acceptance, payment of necessary fees and charges, and submission of all required documentation as per § 6 within the enrolment acceptance period. ²If the enrolment acceptance period expires, payment is not performed or documentation is not submitted, the notification of admission shall become invalid.

(3) The following additional documentation is required prior to enrolment:

- a) proof of health insurance in accordance with relevant legal provisions,
- b) where appropriate, any evidence of qualifications required,
- c) for applicants applying under the conditions of § 6, (6), a certificate of de-registration stating the reason for de-registration and or an enrolment certificate,
- d) in cases where a second Berlin university is also being applied to (double enrolment), a declaration of which university the student shall be an official member of and will be responsible for collection of the required charges and fees as per (2).

(4) ¹There must also be no legal grounds for refusing enrolment. ²Admission may be refused and a fully completed enrolment revoked if it proves to be based on incorrect information provided by the applicant.

(5) Enrolment for more than one programme with restricted admissions is only possible if this does not lead to other students being excluded from studying in the first semester.

(6) Upon enrolment, the student acquires the rights and duties of a member of HTW Berlin within the framework of the applicable regulations.

§ 8 Enrolment of applicants according to BerlHG § 11 and provisional enrolment

(1) ¹Applicants for Bachelor's degree programmes applying under the provisions of § 11 of the BerlHG are enrolled as per the stipulations of this legislation. ²Details are set out in the RStPO and the respective programme's study and examination regulations. ³The priority ranking of the applicants is determined via an indexing number. ⁴Details on the determination of this indexing number can be found in Annex 1.

(2) ¹Applicants applying under the provisions of § 9, (4), sentence 2 shall be enrolled provisionally. ²Applicants who receive provisional admission to a programme on the basis of a legal ruling are subject to provisional enrolment until the legislative process is finally concluded.

§ 9 Admission and enrolment of international and stateless applicants

(1) ¹Applicants who are not German nationals as defined by article 116 of the German Basic Law, or who have acquired their university entry qualifications in a state other than Germany, must in addition to the entry and admission regulations in § 5 also provide evidence of German language ability as stipulated in the language examination regulations (Sprachprüfungsordnung) valid for HTW Berlin. ²Applicants who were not educated in Germany and are not nationals of an EU state can improve their admissions ranking. ³The criteria for this procedure are set out in Annex 2. ⁴Special provisions apply for international Master's degree programmes which offer modules taught in English; these are set out in the respective study regulations.

(2) ¹Foreign and stateless applicants without higher education entrance qualifications recognised in the State of Berlin may, in accordance with the regulations governing training and examinations at the Studienkolleg of the Technische Universität Berlin (Studienkollegsordnung - SK-O) from 4 May 2011 (TU Berlin Official Information Circular No. 12/2011) and valid for the Studienkolleg of the Technische Universität Berlin (Fachhochschulkurs), be provisionally enrolled at HTW Berlin in order to prepare for the final assessment test (the Feststellungsprüfung) by attending the Studienkolleg in accordance with the current applicable regulations (Feststellungsprüfungsordnung). ²The time limit comprises as a rule two semesters; if a preparatory German language course is also attended this may be extended to three semesters and as a maximum five semesters. ³Enrolment in these circumstances is limited to participation in the Studienkolleg preparation course. ⁴There is no entitlement to subsequent admission to a HTW Berlin degree programme.

(3) Foreign and stateless applicants who are not EU nationals may only be enrolled if they are in possession of a valid German residence permit for the programme selected.

(4) ¹For foreign and stateless applicants applying for a place on a Master's degree programme, establishing the comparability of the required academic qualifications as per § 5, (1), no. 4.1 is performed on the basis of the database or a recommendation from the Zentralstelle für ausländische Bildungssysteme (ZAB) (Central Office for Foreign Education). ²If the comparability of an applicant's academic qualifications cannot be established in this manner, applicants may in individual cases be provisionally enrolled for one semester on the basis of additional assessments of their qualifications. ³These individual assessments are performed by the selection board of the respective programme. ⁴The enrolment is made permanent when modules from the programme plan have been completed after the first examination period totalling at least 20 credits. ⁵This is checked by the HTW Berlin Examinations Office and leads either to full enrolment or to de-registration in the event that insufficient credits have been gained or to a prolongation of the provisional enrolment period as per sentence 6. ⁶Recognition of reasons for examination failure and decisions regarding whether further examination attempts should be allowed shall be handled by the examination board.

§ 10 Provisional enrolment of international students

(1) ¹Foreign students may, in accordance with available study places and admission restrictions and on the condition that they are enrolled at or have been granted leave from their home university, be enrolled for a maximum of two semesters. ²In exceptional cases a two-semester extension may be granted upon application. ³Final degree examinations may not be undertaken during the provisional enrolment.

(2) ¹Credits gained and study time undertaken during the provisional enrolment period may be accredited to the programme subsequently enrolled on following full enrolment. ²There is no entitlement for the provisional enrolment to be converted to full enrolment. ³In addition, § 18 cannot be used for this purpose.

(3) For cooperation programmes between HTW Berlin and a foreign partner university which culminate in a double-degree, provisions may be made for enrolment of foreign students from the partner university to be performed as per (1).

§ 11 Re-registration

(1) In order to continue their studies, enrolled students must perform the following actions every semester:

- a) pay required fees and charges by the deadlines set and,
- b) provide the necessary evidence for re-registration, i.e. proof of health insurance and proof of completion of outstanding pre-study internship periods.

(2) ¹Instructions to perform re-registration shall be given to students in good time before the re-registration deadline. ²Students who do not receive this information are not thereby exempted from re-registration in accordance with (1). ³Fees and charges (with the exception of administrative fees) can be reimbursed on application if the student's membership of HTW Berlin ends before the start of the semester for which they have re-registered.

(3) ¹The actions to be performed for re-registration must be completed in full before the re-registration deadline. ²Delayed re-registration is possible for up to four weeks after the re-registration deadline upon payment of a late re-registration fee in accordance with the respectively valid administrative charges regulations (Verwaltungsgebührenordnung).

§ 12 Leave of absence

(1) ¹Students who are unable to continue studying in the usual fashion during a semester may apply for a leave of absence. ²The application must as a rule be submitted by the end of the module registration period. ³In justified exceptional cases, a period of leave may be granted after this deadline.

(2) ¹Reasons for a period of leave include in particular:

- a) illness,
- b) pregnancy, maternity leave or parental leave,
- c) BFDG voluntary military service, a SozDiG voluntary community service year, JFDG voluntary youth services,
- d) care of a dependent as defined by relevant legislation (PflegeZG).

²Granting of a leave period for reasons other than those listed requires special permission.

(3) The application for a leave period should be made in writing, should give the applicant's reasons, should include supporting evidence and should be submitted to the Admission and Enrolment Office.

(4) ¹Each respective leave period lasts as a rule one semester. ²The period may extend over two consecutive semesters only in justified exceptional cases and is permitted for a maximum of four semesters. ³Leave periods as per (2), sentence 1, letter b) on the basis of parental income and leave legislation (Bundeselterngeld- und Elternteilzeitgesetz) may be granted for a maximum of six semesters.

(5) ¹A leave period cannot as a rule be granted for the first semester of a programme. ²For programmes with a single annual student intake, sentence 1 applies to both the first and the second semester of the programme.

(6) ¹During the leave period, the student may not register for modules or complete examinations or assessed coursework. ²A leave semester is not counted as an official semester spent on the programme. ³The leave semester is noted in the student's record.

(7) The decision on the granting or refusal of a leave application shall be communicated in writing to the applicant by Student Services.

§ 13 De-registration

(1) ¹A student's membership of HTW Berlin is terminated via de-registration or – in cases of provisional enrolment – with the expiry of the provisional enrolment period. ²De-registration may be performed automatically upon application from the student.

(2) ¹The application for de-registration must be submitted in writing. ²The date on which de-registration is to take effect must be indicated in the application. ³The earliest day upon which the de-registration may become effective is the day upon which the application is received by HTW Berlin; the latest point is the end of the current semester.

(3) ¹De-registration without the submission of an application (automatic de-registration) shall be performed if:

- a) upon expiry of the deadline, the enrolment was temporary or provisional and the conditions for further enrolment are not fulfilled,
- b) the student has not provided evidence of an outstanding pre-study internship period according to the pre-study internship regulations of the respective study programme within the prescribed period,
- c) the student is not allowed to continue his or her studies in any study programme,
- d) the student has failed to re-register by the deadline set in § 11, (1) or if the student has not submitted the required documentation for re-registration as stipulated in § 11, (1) of these regulations,
- e) in accordance with BerlHG § 15, sentence 3, no. 3, the student has not paid fees and contributions,
- f) the stipulations of § 21, (3) apply,
- g) the student has irrevocably failed a mandatory examination for the chosen study programme. ²If a piece of assessed coursework or an examination is irrevocably failed, de-registration is performed at the end of the semester (the date of the last examination) during which the final attempt to pass the examination in question was scheduled. ³If the examination's results are only available in the following semester, de-registration is performed as of the date of delivery of the de-registration notification,
- h) the student has passed the final examination (the date specified in the certificate is decisive for the date).

(4) Students shall be notified of de-registration in writing.

(5) The entitlement to sit an examination once permission to take that examination is granted is still fundamentally effective even after de-registration.

§ 14 Guest students/Guest listeners

(1) ¹Students of other universities wishing to participate in individual classes/modules at HTW Berlin may upon application be enrolled at HTW Berlin as guest students. ²They are not members of HTW Berlin.

(2) ¹Guest listeners are persons wishing to attend individual classes without being enrolled at any university. ²They are not members of HTW Berlin. ³They are required to pay fees for the classes/modules as set out in the relevant university articles (Satzung). ⁴School pupils may be granted guest listener status as part of cooperation agreements with their respective school. ⁵Details are set out in the respective cooperation agreement.

(3) ¹Applications for visiting student or guest listener status should be submitted in writing in the form stipulated to the Admission and Enrolment Office. ²Admission as a visiting student or a guest listener for particular classes/modules for the respective semester is awarded subject to the availability of free places and requires the explicit authorisation of the teacher. ³It is not permitted for HTW Berlin students not to receive a place as a result of places being taken by visiting students or guest listeners. ⁴§ 2 (2), sentence 2 applies accordingly for visiting students and guest listeners.

(4) ¹Visiting students and guest listeners may receive certificates of attainment according to the conditions of the module they are attending. ²They are not legally entitled to be able to sit examinations.

(5) If visiting students or guest listeners later enrol at HTW Berlin, their certificates of attainment may be accredited in accordance with the guidelines for the accreditation of study and examinations (see Annex 3).

Special study forms

§ 15 Distance-learning and part-time studies

(1) ¹The provisions of §§ 5 ff. shall apply to applications, admissions and enrolments for distance-learning and part-time study programmes. ²Deviating regulations may be stipulated by respective selection, entry and admission and study regulations. ³Respective faculty councils may, with authorisation from the University Board, stipulate deadlines for application, enrolment and module/examination registration which deviate from full-time, on-campus programmes.

(2) Students enrolled on full-time programmes may study part-time according to the provisions of BerlHG § 22, (4):

- a) Applications must be submitted to the Admission and Enrolment Office by 28 February for the summer semester or 31 August for the winter semester.
- b) The standard study period shall be extended accordingly. Part-time semesters are counted as half a programme semester and a complete university semester. Semester fees must be paid in full.
- c) The semester in which the final thesis is written cannot be completed as a part-time semester in full-time study programmes.

§ 16 Further education Master's programmes

¹HTW Berlin offers further education Master's programmes as defined by § 26 of the BerlHG.

²The admissions requirements are set out in the respectively the entry and admissions regulations. ³Applications, admission and enrolment are subject to the provisions of §§ 5 ff.

⁴Deviating regulations may be stipulated in the respective selection, entry, admission and study regulations. ⁵§ 15, (1), sentence 3 applies correspondingly.

Changing programmes and accreditation of study and examinations

§ 17 Changing programme of study

(1) A student may change programmes within HTW Berlin if,

- a) he or she has studied for at least one semester at HTW Berlin in the study programme to which he or she was admitted, and
- b) he or she meets the entry and admission requirements for the new programme of study (if necessary with additional internships), and
- c) a study place is available.

(2) Applications to change programme must be submitted for all programmes (including those with deviating application deadlines) by 15 January for the summer semester and by 15 July for the winter semester of the respective year.

(3) Changing to a programme with restricted admissions is only possible once a notification of admission has been awarded following the corresponding admissions procedure.

(4) ¹A student may also change programmes within HTW Berlin during the semester if he/she has irrevocably failed assessed coursework or an examination mandatory for the programme and the application to change programmes was submitted within two months of the release of the fail grade by the Examinations Office. ²(1), (b) and (c) shall apply as appropriate.

(5) The decision on the granting or refusal of a programme change shall be communicated in writing to the applicant by Student Services.

§ 18 Accreditation prior study periods, learning and examinations

(1) ¹In the event of a change of programme, change of university or continuation of an earlier programme at HTW Berlin, all documentation relating to previously obtained credits, grades, learning aims and programme content plans for the corresponding subjects/modules (i.e. the module documentation) must be submitted in order that prior learning can be accredited and the applicant can be assigned an appropriate level. This documentation should be submitted to the Admission and Enrolment Office at the same time as the application for a study place, as rule by the deadlines on 15 January or 15 July of the respective year. ²Applications received with incomplete documents will be excluded from the admission process.

(2) ¹Through accreditation, corresponding registration as per § 19 become invalid. ²If modules or examinations are completed at HTW Berlin before decisions on accreditations have been made, the grades of the former shall apply.

(3) ¹Accreditation of prior study periods and prior learning includes the placing of a student in a higher programme semester on the basis of the number of credits evidenced and/or the number of study hours evidenced if a credit-based accreditation is not possible. ²The following applies to the calculation of complete semesters: 30 credits must be evidenced per semester and a total of 10 credits may be left open, or a set number of study hours stipulated in the respective study regulations must be evidenced per semester and a total of 8 weekly study hours may be left open. ³In deviation from the above, in the event of a change of university or study programme, the number of semesters already complete in the same or comparable Bachelor's degree programme will be continued.

(4) ¹When accrediting prior learning, both passed and failed examinations shall be taken into consideration. ²Failed examinations shall be added to the number of accredited examination attempts and must be repeated without delay in accordance with the provisions of the RStPO during the first semester at HTW Berlin or in the following semester (repeatability period). The corresponding modules and their examinations must be registered for without delay.

(5) ¹HTW Berlin students who are planning one or more semesters abroad generally conclude a study contract (the Learning Agreement) between the foreign university and their programme of studies at HTW Berlin which sets out the modules to be completed abroad and their accreditation on the student's programme in advance. ²Upon the submission of evidence that the agreed modules have been successfully completed, accreditation is performed automatically. ³Retrospective applications for the accreditation of prior learning, for which no Learning Agreement was completed, should be made to the respective examination board who shall decide upon their accreditation.

(6) Section (5) also applies as appropriate for the recognition and accreditation of prior learning which takes place during study at HTW Berlin at another university in Germany via visiting student status or via a cooperative programme carried out with HTW Berlin.

(7) Details are set out in §§ 29 ff. of the HTW Berlin RStPO and in Annex 3.

Teaching and module registration

§ 19 Teaching and registration for modules

- (1) Teaching is carried as in accordance with § 4, (5) of the RStPO.
- (2) In order to participate in a module, registration for the module must have been completed by the student by the registration deadline.
- (3) ¹It shall be ensured that every student is able to attend the modules of his/her programme semester in accordance with the programme plan from the respective study regulations. ²To this end, faculty councils may stipulate higher participant numbers if the modules offered cannot be expanded via other measures. ³Registration for modules in cases of repetition following examinations being failed or not being taken for the first registration of the module is not necessary unless otherwise stipulated in the respective study regulations.
- (4) ¹Registration is as a rule only permitted during the registration period at the start of the semester. ²Registration is performed using a procedure set up by HTW Berlin that is consistent across the university and implemented via the HTW Berlin campus management system. ³The possibility for students to choose a particular member of teaching staff for a particular module can be limited for organisational reasons.
- (5) For students in their first semester, special provisions may be agreed to ensure their participation in all modules is possible.
- (6) Deviating regulations for the registration process may be agreed for students in distance-learning programmes, further education Master's programmes and programmes conducted in collaboration with other universities.
- (7) ¹In specially justified cases (e.g. students with children or care responsibilities, disabled persons, competitive athletes), special regulations may be decided. ²Details are stipulated by the procedure in (4), sentence 2.
- (8) If the number of students interested in registering for a module exceeds the number of participants allocated to that module, initially only those students shall be admitted for whom the module in question is an obligatory or elective module and whose progress in their studies corresponds with the study plan set out for their programme; if applicable, (3), sentence 2 should additionally be applied.
- (9) Registration is not permitted and as such invalid if
 - a) the student is on a leave semester or,
 - b) re-registration has not been completed or,
 - c) the relevant module examination has already been successfully completed or,
 - d) a binding module requirement is not fulfilled.
- (10) For guest listeners and visiting students, authorisation of registration is performed as per § 14, (3), sentence 2.

Mentoring and Subject Guidance

§ 20 Mentoring

- (1) In the event of problems with the programme, students may seek support from the member of the faculty Dean's office responsible for teaching and learning, as well as from the regular student support services.
- (2) ¹In order to support the successful completion of the studies, student(s) shall as far as possible be provided with additional subject-specific, interdisciplinary or personal advice, additional relevant qualification offers or student support. ²This offer may, where required and subject to agreement on both sides, be expanded to form a mentoring arrangement, i.e. ongoing personal guidance via a full-time member of academic staff.
- (3) ¹The member of the faculty Dean's office responsible for teaching and learning shall coordinate the student support options. ²If it is in individual cases not possible for him/her to perform this coordination, he/she shall name another member of academic staff subject to agreement on both sides.

(4) At the end of the grade notification period of the second examination period, students shall receive study information for each semester containing their current study status including module designations, grade and credits as well as the number of examination attempts they have utilised.

§ 21 Mandatory programme counselling for students with specialist university entrance qualification

(1) ¹In the event that a student with specialist higher education entrance qualifications as per BerlHG § 11, (2) or (3) fails to gain 30 credits (full-time study) or 15 credits (distance-learning) within two programme semesters, he or she is required to participate in mandatory programme counselling. ²This consultation shall decide a binding study progress agreement for the 3rd and 4th semesters foreseeing at least the successful completion of all outstanding modules from the first semester. ³The student may also be obliged to meet these requirements if a study progress agreement is not concluded. ⁴The personal situation of the student must be taken into account when determining obligations.

(2) Mandatory programme counselling shall be carried out and recorded by the programme counsellor or another member of staff appointed by the faculty council.

(3) The student shall be de-registered if he or she:

1. does not attend mandatory programme counselling or,
2. without good reason does not achieve at least one third of the module credits specified in study progress agreement or agreed as a requirement as per (1), sentence 3 within the specified period.

(4) The student shall be made aware of these legal consequences when requested to attend mandatory programme counselling.

Final Provisions

§ 22 Deadlines

The deadlines and scheduled events set out in these regulations shall be published in a suitable manner, as a rule via the website of HTW Berlin.

§ 23 Entry into force/publication

This document comes into force on the day after its publication in the Official Information Circular of HTW Berlin with effect from 1 October 2012.

§ 24 Expiry

At the same time as these regulations come into force, the University Regulations of FHTW Berlin (HO) from 3 December 2007 (Official Information Circular FHTW Berlin No.08/08), last amended on 18 July 2011, shall cease to apply.

Determination of the indexing number as per HO § 8, (1) for selecting applicants in accordance with BerlHG § 11 in restricted-admissions study programmes

(1) The indexing number is the sum of the points obtained by the applicant for the completion of a vocational training programme recognised as relevant for the intended programme of study or for the result of continuing vocational training.

(2) ¹10 points shall be awarded for continuing vocational training or technical school education or comparable qualifications referred to in BerlHG § 11, (1). ²The completion of a study ability test for the desired programme of study at HTW Berlin can be taken into account by granting a supplement of one point in the calculation of the indexing number. ³This point bonus is granted additionally.

(3) ¹The following points shall be awarded for the assessment of the applicant's vocational qualification in accordance with BerlHG § 11, (2) (i.e. professionally qualified applicants with specialist higher education entrance qualifications and a desire to study a programme related to their professional qualification):

very good and outstanding:	7 points
good:	6 points
satisfactory:	5 points
sufficient or passed	4 points.

²If the applicant cannot evident the grade of the relevant vocational training, only one point will be awarded.

³The completion of a study ability test for the desired programme of study at HTW Berlin can be taken into account by granting a supplement of one point in the calculation of the indexing number. ⁴This point bonus is additionally granted as follows:

Passing the study ability test with greater than or equal to 80 percent:	2 points
Passing the study ability test fewer than 80 percent:	1 point.

(4) ¹The following points shall be awarded for the assessment of the applicant's vocational qualification in accordance with BerlHG § 11, (2) (i.e. professionally qualified applicants with specialist higher education entrance qualifications and a desire to study a programme related to their professional qualification):

very good and award:	3 points
good:	2 points
satisfactory:	1 point
sufficient or passed or no proof of grades:	0 points.

²Additional bonus point are excluded.

Criteria for the assessment of international educational qualifications in accordance with HO § 9, (1)

(1) The formation of a ranking list for international applicants shall be based on the grade of the higher education entrance qualification on the basis of the modified "Bavarian formula" (Bayerische Formel).

(2) ¹The average score is improved as follows

a) if the Studienkolleg has been successfully completed via an assessment test with an average grade

of at least 2,5 or better
under 2,5

by 0.5
by 0.2

or

b) by 0.5 % in the case of proof of a scholarship in accordance with the BerlHZG of 26 July 2011, § 7a, (2), sentence 3, no. 1

or

c) if a German language examination has been passed for admission to higher education at the following level

DSH-3
TestDaF 4/4/5/5

by 0.5² or
by 0.5

or

d) by 0.5 % if the student passes a study ability test for the desired programme of study at HTW Berlin.

or

e) if the TestAS test for foreign students is passed

with a standard core test score of at least 70

by 0.2, or

with a standard core test score of at least 100

by 0.3

and with a standard special subject

test module score of at least 100

by an addition 0.3

and thus a total of

by maximum 0.6.

²The grade of 1,0 cannot be improved upon. ³If there are multiple criteria for letters a) to e), the highest score will be awarded.

Principles for the accreditation of study and examinations

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- § 5 Accreditation of learning from Bachelor's and Diplom degree programmes (and other first academic degrees) in Master's degree programmes

§ 1 Preamble

These guidelines contain recommendations and principles for the accreditation of study and examinations completed at another university in Germany or internationally before and during studies at HTW Berlin. They supplement HO § 18. Further legal foundations are the Berlin Higher Education Act and the HTW Berlin RStPO in their respective valid versions.

The guidelines for action serve as orientation for staff dealing with credit transfer of studies (full-time teachers) and examination boards, and at the same time serve as a procedural basis for Student Services staff involved in implementing decisions on the credit transfer of study and examinations.

§ 2 Principles and recommendations for the accreditation of learning

(1) The Bologna Process aims to create a single European Higher Education Area. The aim is to facilitate the mobility of students and graduates. Among its central elements are the comprehensive conversion to tiered degree structures (Bachelor, Master, doctorate), the modularisation of curricula, a stronger focus on student learning effort (workload) and not least a focus on the increase in competence to be achieved (learning outcomes). This process thus supports the comparability of academic achievements, their transferability and their accreditation toward other programmes of study and/or studies at another university.

(2) The basis for the transferability and accreditation of learning is equivalence in the increase of competence achieved.

(3) The indicator for the equivalence of learning is the measure of correspondence between the learning outcome and the student workload of the transfer and credit modules as recorded in their respective module descriptions.⁵ The following applies: The more specialised a degree programme and the more profile-determining the credit module is for a degree, the more likely it is that the equivalence of the proven increase in competence will be accompanied by a corresponding comparability.

⁵ "Transfer module" designates the module completed at another higher education institution or in another programme of study, "credit module" designates the module to be replaced by accreditation of learning elsewhere.

(4) The equivalence of an increase in competence depends on its functional equivalence in the occupational field or in any subsequent degree programmes for which the relevant degree programme qualifies. Similarity also comprises the content comparability of transfer and credit modules, i.e. at the correspondence of subject areas and fields of application of the competence in question.⁶

(5) The form of learning does not affect the decision on accreditation as long as it can be ensured that the certifying higher education institution and the certifying degree programme follow quality standards that correspond to the general quality standards of a German higher education institution. (Indicators for this include evidence submitted for accreditation.)

(6) HTW Berlin only offers accreditation for entire modules, just as only modules that have been successfully completed in their entirety are awarded credits at HTW Berlin. If accreditation is approved, the workload of the credit module and the grade of the transfer module will be accredited.⁷

(7) If a transfer module has more credits than provided for in the crediting module, the excess credits are lost. If the certified credits of the transfer module fall below the module size of the credit module, a maximum deviation of 20% should be accepted. It should be noted that one credit provides for a span of 25-30 hours. A correspondingly detailed correspondence check should, however, be limited to well-justified individual cases. If credits are to be transferred on a larger scale or for several modules, a holistic view should be taken of all possible credit transfer modules.⁸

(8) If equivalence is decided for transfer modules with more or fewer credits than the corresponding credit modules, then this applies in principle both for passed and for not passed and "irrevocably failed" modules (principle of equal treatment). In the latter two cases, one or more unsuccessful attempts must be taken into account, possibly ruling out study at HTW Berlin. Only in special, well-justified cases are exceptions to this rule possible and subject to decisions by the examination board responsible.

(9) If the grading of a transfer module is undifferentiated (e.g. with "pass or fail"), a grade of 4,0 is entered in place of the grade from a module subject to differentiated grading. In this special case, it is possible for students changing programme or university to waive accreditation of this transfer module.

(10) Credit transfer modules shall be displayed on grade transcripts with their name in accordance with the study regulations and marked with a corresponding footnote indicating the credit transfer. Exceptions – i.e. an identification of the designation of the transfer module – are only possible in cases described in (4), taking into account footnote 4, if the respective study regulations permit this.

⁶ If, for example, a business studies programme is only concerned with proving marketing skills of a general nature, it is irrelevant whether there has been an examination of questions relating specifically to consumer or industrial goods marketing. If, however, a module from a specialisation area "industrial goods marketing" or a relevant profiled programme is involved, a correspondingly oriented module cannot be replaced by a transfer module from the field of consumer goods marketing. However, if a specialisation is only offered as an elective subject, it may be replaced by an equivalent specialisation, if this is provided for in the relevant study regulations, so that the recognised specialisation can also be shown on the grade transcript. If, for example, a degree programme in civil engineering is concerned with demonstrating general competence in structural design, this knowledge and skill can come from concrete construction, steel construction or another type of construction. If, however, the module is "Steel Construction" from the specialisation "Structural Engineering", it cannot be replaced by a transfer module from the field of "Concrete Construction". However, if a specialisation subject (e.g. "steel bridge construction") is only offered as an elective, it may be replaced by an equivalent subject such as "concrete bridge construction" if the relevant study regulations stipulate that the recognised specialisation can be shown on the grade transcript.

⁷ The transfer of learning outcomes from non-modularised (Diploma) degree programmes should alternatively be based on the number of hours per week in the semester and a proportional amount of self-study.

⁸ If, for example, the accreditation of a transfer module with nine credits is applied for, potential correspondence with two credit modules should be explored as modules usually only have five credits each at HTW Berlin. Conversely, if two transfer modules with two credits each are submitted for accreditation, potential correspondence with a single module should be explored. The principle applies that only entire modules can be replaced as accredited modules by learning undertaken elsewhere.

§ 3 Accreditation of modules and examinations during studies at HTW Berlin

(1) If, during their studies at HTW Berlin, students wish to perform academic work in another programme of study at HTW Berlin, at another university governed by the Higher Education Framework Act (Hochschulrahmengesetz - HRG) or at a foreign university, the following procedures shall in general apply:

1. Modules and examinations that are to be completed during a programme of study at HTW Berlin as a guest listener at another university or in another programme of study must be checked in advance by the responsible examination board at the request of the student(s) as to their eligibility for accreditation (cf. HO § 18, (5) and (6) and § 2 (2) to (4) of these guidelines). The result of this review must be recorded in writing (Learning Agreement) and given to the student; the Examinations Office receives a copy.
2. If modules or examination are only submitted retrospectively, there is no entitlement to accreditation. Corresponding applications must be submitted immediately to the relevant examination board for a decision. The decision must be sent directly by the examination board to the applicant and a copy must be sent to the Examinations Office.
3. Accreditation for the purpose of grade improvement in substitution of performance already rendered during studies at HTW Berlin is excluded (see RStPO § 15, (1)).

(2) If a Learning Agreement exists and evidence of completion of the modules and examinations agreed therein is provided, the learning shall be accredited by the Examinations Office without a new accreditation audit.

(3) Students receive advice on preparing for their studies abroad and on concluding a corresponding Learning Agreement at the International Office of HTW Berlin. In order to facilitate the transfer of credits as comprehensively as possible during stays abroad, language modules and the high degree of flexibility of AWE supplementary and elective modules in particular should be taken into account wherever possible when assessing for accreditation. In the case of the latter, however, their character and profile may have to be taken into account (see § 2 (3) and (4)).

§ 4 Accreditation of modules and examinations before commencing studies at HTW Berlin (change of degree programme and university)

(1) Before the beginning of each semester's application period, staff responsibilities for the accreditation of modules and examinations (Anrechnung von Studienleistungen - ASL) are allocated for each study programme in the relevant faculty and reported to Student Services. ASL representatives can only ever be professors of the respective degree programme. For assessing the accreditation of previously completed modules and examinations, ASL representative may include professors from other disciplines. The accreditation of foreign languages shall be included in the total calculation of credits to be accredited or weekly semester hours; in this case, ASL representatives shall arrange for an accreditation assessment by the Foreign Languages Centre.

(2) In the case of a change of study programme and/or university, all previously completed modules and examination attempts undertaken in another study programme/at another university must be submitted for accreditation or crediting (HO § 18, (1)). A later application for accreditation of previously completed modules and examination is excluded after enrolment.

(3) Any unsuccessful examination attempts at other higher education institutions and their number must be accredited in the event of equivalence (cf. RStPO § 29, (1) and § 2, (8)). If it later becomes clear that valid unsuccessful examination attempts were not disclosed, this may lead to de-registration if the number of examination attempts permitted at HTW Berlin is exceeded.

(4) In accordance with HO § 5, (1), no. 2, irrevocably failed examinations undertaken at another university rule out the continuation of studies at HTW Berlin if they occurred in the student's chosen programme of studies.

(5) Modules and examinations must be subject to accreditation assessment if they were undertaken at other universities within the scope of the HRG.⁹ In individual cases, academic achievement outside state-recognised universities may also be accredited. Strict standards – also in terms of the evidence required – are to be applied in the assessment for equivalence/similarity, and in all cases BerlHG § 23a, (1), sentence 2 stipulates that at most 50% of the total academic performance required in a given study programme may be accredited. In this case, a placement test must take place in accordance with RStPO § 30. It is easier to accredit extra-curricular learning if it has been completed at other educational institutions in cooperation with HTW Berlin. The principles of the equivalence check also apply here (§ 2 paras. 2 to 4).

(6) Accreditation of modules and examinations undertaken outside Germany by international applicants are decided on a case-by-case basis, as studies completed abroad often only suffice to allow international students to study at German higher education institutions. The examination of the higher education entrance qualification takes place in Student Services. A further accreditation assessment regarding the content and scope of study achievements is carried out by ASL representative(s). The calculation/conversion of the grades achieved abroad is carried out by Student Services.

(7) Specialist internships in Bachelor's programmes shall be accredited up to the maximum number of credits provided for in the curriculum. Sentence 1 shall apply correspondingly to any specialist internships to be credited to Master's degree programmes.

(8) The complete application according to HO § 18, (1) will be pre-checked by Student Services. Applicants from other universities governed by the HRG or from other programmes of study at HTW Berlin will be provisionally placed in a subject semester provided that they have not passed any of the prescribed examinations; the notification of admission will be issued in accordance with free places or on programmes with restricted admissions in accordance with the ranking list. Accreditation assessments for modules and examinations are carried out by the examination board of the respective study programme with decisions being recorded via an accreditation protocol. In addition to the credits being accredited, the protocol shall also note the credits and examination that were not passed but are to be accredited as such. Student Services shall send the fully completed and signed accreditation protocol with details of the study and examination regulations applicable to the applicant to the student(s) as a notification.

(9) For applications which do not fall under (8) (with a higher education entrance qualification outside Germany or in accordance with BerlHG § 23a (1), sentence 2), the complete application in accordance with HO § 18, (1) will be forwarded by the processing staff member to the respective examination board or ASL representative for a final decision.

⁹ "Universities as defined by this Act are universities, universities of teacher education, art colleges, universities of applied sciences and other educational institutions which are state universities under state law" (HRG § 1).

§ 5 Accreditation of learning from Bachelor's and Diplom degree programmes (and other first academic degrees) in Master's degree programmes

(1) Irrespective of the number of credits earned (180 or 210 or 240), the Bachelor's degree is regarded as the first professional qualification and thus as the minimum admission requirement for any Master's programme.

(2) The accreditation of learning from diploma degrees (from universities of applied science) or Bachelor's degrees to modules of a Master's programme is only possible on a case-by-case basis if these are equivalent learning outcomes and if the number of credits for the first academic degree and the Master's degree aspired to at HTW Berlin exceeds 300. Where such accreditation is possible, its scope may not exceed the difference to the total of 300 credits.

(3) According to the HRK/KMK, university diplomas are equivalent to Master's degrees. Therefore, the application for a Master's programme is a programme with a degree of equal rank. In individual cases, prior learning can thus be credited to Master's programme modules. The same applies analogously to other university degrees such as the Magister or 2. Staatsexamina.

For information purposes only. German version is binding.