



## Official Bulletin

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Revised Examination Regulations for the Continuing Education  
Master's Degree Program "Automotive Service Technology and  
Processes" at Ostfalia University of Applied Sciences – University of  
Braunschweig/Wolfenbüttel, Faculty of Automotive Engineering

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**Disclaimer:** This English translation is provided for informational purposes only. The legally binding documents are the original German versions of the Revised Examination Regulations for the Continuing Education Master's Degree Program "Automotive Service Technology and Processes" at Ostfalia University of Applied Sciences – University of Braunschweig/Wolfenbüttel, Faculty of Automotive Engineering (Neufassung der Prüfungsordnung für den weiterbildenden Masterstudiengang „Automotive Service Technology and Processes“ der Ostfalia Hochschule für angewandte Wissenschaften – Hochschule Braunschweig/Wolfenbüttel, Fakultät Fahrzeugtechnik).



Based on Section 37 (1) of the Lower Saxony Higher Education Act (Niedersächsisches Hochschulgesetz) in the version dated February 26, 2007 (Nds. GVBl. p. 69 – VORIS 22210 –), last amended on December 18, 2018 (Nds. GVBl. p. 317), the Executive Board of Ostfalia University of Applied Sciences – University of Braunschweig/Wolfenbüttel (hereinafter referred to as "Ostfalia") adopted the amendment to the Master's Examination Regulations for the degree program "Automotive Service Technology and Processes" of the Faculty of Automotive Engineering on January 31, 2019.

The revised version of the regulations is as follows:



## Examination Regulations for the Master's Degree Program

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for the continuing education degree program "Automotive Service Technology and Processes"  
Faculty of Automotive Engineering  
at Ostfalia University of Applied Sciences – University of Braunschweig/Wolfenbüttel

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## Part One: General Provisions

### § 1 Objective of the Program

The program serves the scientific and application-oriented acquisition of competencies in the field of vehicle-related service technologies and service processes, in addition to existing engineering knowledge, as well as the development of management skills based on scientific methods. The degree program qualifies graduates for assuming leadership roles in companies.

### § 2 Academic Degree

<sup>1</sup>Upon successful completion of the master's examination, the university confers the academic degree "Master of Engineering" (abbreviated: "M.Eng.").

<sup>2</sup>The university issues a certificate in both English and German, dated with the date of the diploma (Appendix 2).

### § 3 Duration of Studies

- (1) The period of study in which the program can be completed, including the master's examination, is three semesters (standard period of study).
- (2) <sup>1</sup>The total scope of the program, including the master's thesis, comprises 90 credits in the European Credit Transfer and Accumulation System (ECTS) (1 credit corresponds to a workload of 30 hours). <sup>2</sup>Appendix 1 specifies the semester hours per week (SWS) and credits for each examination requirement.

### § 4 Examination Board

- (1) <sup>1</sup>The dean of studies is responsible for fulfilling the duties specified in these examination regulations. <sup>2</sup>In agreement with the dean of studies, the faculty council may appoint an examination board from among the faculty members to carry out the tasks listed in paragraphs (2) to (9); the board is responsible for organizing examinations and for fulfilling the duties assigned under these examination regulations. <sup>3</sup>The board consists of five members: three professors, one member representing the group of academic staff who are full-time or primarily involved in teaching, and one student member. <sup>4</sup>If there is no academic staff group, this seat is allocated to the group of professors. <sup>5</sup>The chair and the deputy chair must be professors; they, along with the other members of the examination board and their permanent deputies, are elected by the respective group representatives in the faculty council. <sup>6</sup>The student member has an advisory vote only when it comes to the assessment and recognition of academic and examination performances.
- (2) <sup>1</sup>The examination board ensures compliance with the provisions of the Lower Saxony Higher Education Act (NHG) and these examination regulations. <sup>2</sup>The dean of studies or the chair of the examination board regularly reports to the faculty on the development of examinations and study durations and provides recommendations for improvements to these regulations. In particular, attention is to be paid to the actual processing times for master's theses, adherence to the standard period of study and examination deadlines, and the distribution of grades in module and master's examinations. <sup>3</sup>The examination board, or a body appointed by it, maintains the examination records.
- (3) <sup>1</sup>The examination board passes resolutions by a majority of the valid votes cast; abstentions are considered as votes not cast. <sup>2</sup>In the event of a tie, the chair has the casting vote. <sup>3</sup>The board has a quorum when the majority of its members, including the chair or the deputy chair and one other professor, are present.
- (4) <sup>1</sup>The term of office of the board members is three years; the term of the student member is one year. <sup>2</sup>Re-election is permitted.
- (5) Minutes of the examination board's meetings are recorded and made available to the responsible student services office.
- (6) <sup>1</sup>The board may delegate specific powers to the chair and deputy chair for the duration of their term, with the right of revocation. <sup>2</sup>The delegated powers must be clearly defined by the board. <sup>3</sup>The corresponding resolution must be published. <sup>4</sup>The chair prepares the board's resolutions and implements them. She or he reports regularly to the board on these activities, particularly regarding the exercise of delegated powers.
- (7) Members of the examination board have the right to attend examinations as observers.
- (8) <sup>1</sup>The meetings of the examination board are not public. <sup>2</sup>The members of the examination board and their deputies are bound by official confidentiality. <sup>3</sup>If they are not public servants, they must be sworn to confidentiality by the chair.
- (9) <sup>1</sup>At the beginning of each semester, the examination board determines the dates for oral examinations and written tests, as



well as the submission deadlines for other time-bound examination components. <sup>2</sup>The board informs students in good time about the type and number of required performances and the respective deadlines. <sup>3</sup>It may delegate these responsibilities in whole or in part to the examiners. <sup>4</sup>Deadlines set by the examination board may be extended or retroactively extended if valid reasons are provided. <sup>5</sup>Alternative dates are permitted only with the approval of the examination board. <sup>6</sup>The board ensures that students are informed of the names of their examiners in due time.

## § 5 Examiners and Assessors

- (1) <sup>1</sup>The examination performances are carried out alongside the studies. <sup>2</sup>Examiners are members and affiliates of this or another university who independently teach in the respective examination subject. <sup>3</sup>No special appointment is required for this. <sup>4</sup>Teachers for special tasks as well as persons experienced in professional practice and training may be appointed by the examination board as examiners in appropriate examination areas. <sup>5</sup>Only persons who themselves possess at least the qualification to be determined by the examination or an equivalent qualification may be appointed as examiners.
- (2) <sup>1</sup>For the conduct of oral examinations pursuant to § 8 para. 4, the examiners shall appoint additional examiners (collegial examination) or assessors. <sup>2</sup>Paragraph 1 sentences 2 to 5 shall apply accordingly.
- (3) <sup>1</sup>Students may, without prejudice to the provision in paragraph 1, propose examiners for the conduct of the examination performances. <sup>2</sup>The proposal does not constitute a right. <sup>3</sup>It should, however, be accommodated, insofar as there are no important reasons, in particular an unreasonable burden on the examiners, to the contrary.
- (4) <sup>1</sup>The examiners, the second examiners, and the assessors are subject to official secrecy. <sup>2</sup>If they are not employed in the public service, they shall be obliged to maintain confidentiality by the chairperson of the examination board.

## § 6 Recognition of Credits

- (1) <sup>1</sup>Study periods, academic achievements, and examination performances in another course of study, as well as professional practical activities, shall be recognized if no substantial differences can be proven. <sup>2</sup>This does not involve a schematic comparison, but rather an overall consideration and overall evaluation with regard to the significance of the achievements for the purpose of the degree program pursuant to § 1. <sup>3</sup>Proven competencies and skills without substantial differences, acquired outside the higher education sector, shall be credited up to half of the credits allocated to the degree program. <sup>4</sup>The recognition is decided by the examination board, usually within four weeks. <sup>5</sup>The student shall submit an application to the examination board for recognition of study and examination achievements. <sup>6</sup>The decision on recognition is made on the basis of appropriate information about the qualifications for which recognition is sought. <sup>7</sup>The responsibility for providing sufficient information lies primarily with the applicant. <sup>8</sup>The burden of proof that an application does not meet the corresponding requirements lies with the examination board. <sup>9</sup>If recognition is denied or no decision is made, legal remedies may be pursued.
- (2) For study periods, academic achievements, and examination performances in state-recognized distance learning programs, paragraph 1 shall apply accordingly.
- (3) <sup>1</sup>For the recognition of achievements from a foreign course of study, the equivalence agreements approved by the Standing Conference of the Ministers of Education and Cultural Affairs and the German Rectors' Conference, or other international agreements, shall be decisive. <sup>2</sup>If such agreements do not exist or further recognition is requested, the examination board shall decide. <sup>3</sup>To clarify the factual and legal situation, an opinion from the Central Office for Foreign Education may be obtained. <sup>4</sup>Deviating recognition regulations based on agreements with foreign universities remain unaffected.
- (4) <sup>1</sup>When study and examination achievements are recognized, the grades—provided the grading systems are comparable—shall be adopted and included in the calculation of the overall grade. <sup>2</sup>For non-comparable grading systems, the remark "passed" shall be recorded. <sup>3</sup>Indicating the recognition on the transcript is permitted.

## § 7 Purpose of Examinations

- (1) <sup>1</sup>The requirements of this master's examination correspond to the standard of the degree program with regard to the standard period of study as well as to the state of science and the demands of professional practice. <sup>2</sup>The master's examination is intended to determine whether the candidate has acquired the thorough specialist knowledge necessary for professional practice, understands the technical contexts, and possesses the ability to work scientifically and apply scientific findings. <sup>3</sup>The candidate should be able to recognize the ecological, economic, and social conditions and consequences of their actions.



## § 8 Examination Requirements

- (1) For the individual subjects, the following examination performances are distinguished according to Appendix 1:

1. Written exam (paragraph 3),
2. Oral exam (paragraph 4),
3. Term paper (paragraph 5),
4. Project (paragraph 6),
5. Presentation (paragraph 7),
6. Experimental work (paragraph 8),
7. Seminar paper (paragraph 9).

The language of examination shall be English in all cases.

- (2) <sup>1</sup>Students shall also be enabled to independently, and in cooperation with other persons, acquire scientific knowledge as well as to recognize its significance for society and professional practice. <sup>2</sup>For this purpose, appropriate types of examinations in the form of group work shall be permitted. <sup>3</sup>The contribution of each individual candidate to be assessed as an examination performance must meet the requirements of the examination and, on the basis of the indication of sections, page numbers, or other objective criteria, be clearly distinguishable and assessable as an individual examination performance.
- (3) <sup>1</sup>In a written examination (K), the candidate shall demonstrate that, within a limited time, with limited resources, and under supervision, they are able to identify a problem using the standard methods of the subject and to find ways to solve it. <sup>2</sup>The processing time is specified in Annex 1.
- (4) <sup>1</sup>The oral examination (M) shall be conducted before at least two examiners (panel examination) or before one examiner and one competent observer, either as an individual examination or as a group examination for up to five students simultaneously. <sup>2</sup>The observer shall be heard before the grade is determined. <sup>3</sup>The duration of the examination shall generally be 30 minutes; it may be extended by the examiners by 10 minutes if a conclusive assessment is only possible in this way. <sup>4</sup>A record of the results shall be prepared and signed by the examiners or by the examiner and the observer.
- (5) <sup>1</sup>A term paper is an independent, written treatment of a subject-specific or interdisciplinary assignment. <sup>2</sup>The processing time shall generally be between two and ten weeks. <sup>3</sup>In individual cases, upon a substantiated request by the candidate, the processing time may be exceptionally extended to a total duration of twelve weeks. <sup>4</sup>In suitable cases, the solutions developed shall be presented orally in a manner typical for professional practice. <sup>5</sup>Group work is possible depending on the topic.
- (6) <sup>1</sup>A project (Pr) comprises the treatment of a subject-specific or interdisciplinary task in conceptual and constructive terms, ideally in cooperation with a company and with special consideration of planning aspects based on scientific literature. <sup>2</sup>Paragraph 5, sentences 2 to 5 shall apply accordingly.
- (7) <sup>1</sup>A presentation (P) comprises an independent, written examination of a given topic, including the consideration and evaluation of relevant literature, and the professional computer-aided presentation of the work in an oral lecture of at least 20 minutes' duration, followed by a discussion. <sup>2</sup>Paragraph 5, sentences <sup>2</sup> to <sup>5</sup> shall apply accordingly.
- (8) <sup>1</sup>An experimental assignment (E) is carried out on the basis of a laboratory experiment. <sup>2</sup>This assignment consists of a practical and a theoretical part in accordance with the specifications of the supervising professor. <sup>3</sup>An experimental assignment includes the theoretical preparation, the setup and execution of an experiment, as well as the written presentation of the work steps, the course of the experiment, and the results of the experiment, along with their critical evaluation. <sup>4</sup>The processing time for the theoretical part shall be a maximum of 8 weeks. <sup>5</sup>Depending on the laboratory experiment, group work is possible.
- (9) <sup>1</sup>A report (R) comprises an independent, written examination of a problem, including the consideration and evaluation of relevant literature. <sup>2</sup>At the examiner's discretion, a presentation of the work and the communication of its results in an oral lecture may be required.
- (10) <sup>1</sup>The task for the examination performance shall be determined by the examiners. <sup>2</sup>If they cannot reach an agreement, the examination board shall determine the task. <sup>3</sup>The candidate may be given the opportunity to submit proposals for the task.
- (11) <sup>1</sup>If the candidate demonstrates that, due to a prolonged or permanent health impairment or a family obligation constituting an exceptional burden, they are unable to complete examination performances in whole or in part in the prescribed manner, the examination board may, upon request, allow them to complete the examination performances within an extended processing time or to complete equivalent examination performances in another form. <sup>2</sup>To verify claimed illnesses, the submission of an official medical certificate may be required.



## **§ 9 Public Access of Oral Examinations**

<sup>1</sup>Students who intend to take the same examination in the near future, as well as other members of the university who can demonstrate a legitimate interest of their own, shall be admitted as listeners to oral examinations (§ 8 para. 4). <sup>2</sup>This shall not extend to the deliberation and announcement of the examination result to the candidate. <sup>3</sup>Upon request of the candidate, the listeners referred to in sentence <sup>1</sup> shall be excluded. <sup>4</sup>This request may also refer to parts of the oral examination.

## **§ 10 Withdrawal, Deception, and Violations of Regulations**

- (1) <sup>1</sup>An examination performance shall be deemed "failed" if the candidate withdraws from the examination after it has begun without a valid reason and does not immediately notify the examination board in writing of the reasons claimed for the withdrawal and substantiate them credibly. <sup>2</sup>In case of illness, a medical certificate shall be submitted, insofar as the illness is not obvious. <sup>3</sup>If the reasons are accepted, the examination performance shall be assessed as if the candidate had not participated in it.
- (2) <sup>1</sup>If the candidate attempts to influence the result of their examination performance through deception or the use of unauthorized aids, the respective examination performance shall be deemed "failed." <sup>2</sup>Anyone found guilty of a breach of examination regulations may be excluded from continuing the respective examination performance; in this case, the respective examination performance shall be deemed "failed." <sup>3</sup>Decisions pursuant to sentences <sup>1</sup> and <sup>2</sup> shall be made by the examiner after hearing the candidate. <sup>4</sup>Until a decision is made, the candidate may continue the examination unless, in the opinion of the supervising person, a provisional exclusion of the candidate is essential for the proper continuation of the examination. <sup>5</sup>The candidate may request within two weeks that the decision pursuant to sentences <sup>1</sup> and <sup>2</sup> be reviewed by the examination board.
- (3) <sup>1</sup>If the submission deadline for an examination performance is not met without a valid reason, it shall be deemed "failed." <sup>2</sup>In cases where the submission deadline cannot be met for valid reasons, the examination board shall decide pursuant to § 16 para. 3 sentence <sup>1</sup> NHG, taking into account the principles of equal opportunity and the precedence of academic achievement over compliance with procedural rules, whether the submission deadline for the examination performance shall be correspondingly extended, the postponed submission considered in the assessment, or a new task assigned. <sup>3</sup>The submission deadline may generally be extended by the duration of a verified illness.

## **§ 11 Assessment of Examination Performance and Calculation of Module Grades**

- (1) <sup>1</sup>Each individual examination performance shall be assessed by the respective examiner. <sup>2</sup>Written examination performances shall generally be assessed within six weeks at the latest after the respective examination performance.
- (2) The following grades shall be used for assessment:
  - 1.0; 1.3 = very good = a particularly outstanding performance,
  - 1.7; 2.0; 2.3 = good = a performance significantly above the average requirements,
  - 2.7; 3.0; 3.3 = satisfactory = a performance that meets the average requirements in all respects,
  - 3.7; 4.0 = sufficient = a performance that, despite its deficiencies, meets the minimum requirements,
  - 5.0 = failed = a performance that, due to significant deficiencies, no longer meets the requirements.
- (3) <sup>1</sup>A module examination corresponds to the teaching content of a module. <sup>2</sup>The module examination is passed if it is assessed as at least "sufficient." The grade is determined taking into account paragraph <sup>4</sup>.
- (4) The grade shall be assigned based on the average as follows:
  - up to 1.15: very good (1.0)
  - from 1.16 to 1.50: very good (1.3)
  - from 1.51 to 1.85: good (1.7)
  - from 1.86 to 2.15: good (2.0)
  - from 2.16 to 2.50: good (2.3)
  - from 2.51 to 2.85: satisfactory (2.7)





from 2.86 to 3.15: satisfactory (3.0)

from 3.16 to 3.50: satisfactory (3.3)

from 3.51 to 3.85: sufficient (3.7)

from 3.86 to 4.00: sufficient (4.0)

from 4.01 to 5.00: failed (5.0)

## § 12 Retaking Examinations

- (1) <sup>1</sup>Module examinations that have not been passed may be repeated a maximum of two times up to the registration of the Master's thesis. <sup>2</sup>If the module examination is assessed as "failed" or is deemed "failed" and no further repetition is possible, the module examination shall be definitively failed.
- (2) <sup>1</sup>If a written examination is assessed as "failed" in a second repeat examination, the candidate shall be entitled to an oral supplementary examination, provided that the number of such supplementary examinations does not exceed two during the course of study. <sup>2</sup>The oral supplementary examination shall be assessed by two examiners, the first examiner and a second examiner. <sup>3</sup>The duration of the oral supplementary examination shall generally be 20 minutes; it may be extended by the examiners by 10 minutes if a conclusive assessment is only possible in this way. <sup>4</sup>An oral supplementary examination is generally excluded insofar as an assessment is based on § 10. <sup>5</sup>If the overall performance from the written examination and the oral supplementary examination is assessed as at least "sufficient," the examination performance shall be considered passed with the grade "4.0." <sup>6</sup>The oral supplementary examination shall take place within the same examination period as the written examination. <sup>7</sup>A record of the results shall be prepared and signed by the examiners.
- (3) Die Wiederholung einer bestandenen Prüfungsleistung ist nicht zulässig.

## § 13 Certificates and Statements

- (1) <sup>1</sup>A certificate for the passed Master's examination shall be issued without delay, preferably within four weeks (Annex 3). <sup>2</sup>The date of the certificate shall be the day on which the last examination performance was completed. <sup>3</sup>The certificate shall list the module examinations with the indication of the module examination grade. <sup>4</sup>The module examination grades shall be indicated on the Master's examination certificate (Annex 3) with the words: very good, good, satisfactory, and sufficient in accordance with § 11 para. 2; in addition, a decimal grade shall be indicated.
- (2) In addition, a relative ranking according to the ECTS User's Guide shall be made as soon as reliable statistical data are available.
- (3) If the Master's examination is definitively failed or is deemed definitively failed, the chairperson of the examination board shall issue a written notice, which shall include information on legal remedies.
- (4) Upon leaving the university or changing the course of study, a certificate shall be issued, indicating the examination and preparatory examination performances completed and their assessment.

## § 14 Invalidity of the Examination

- (1) If deception occurred during an examination and this fact becomes known only after the certificate has been issued, the examination board may subsequently correct the grades for those examination performances in which the candidate engaged in deception and declare the examination wholly or partly "failed."
- (2) <sup>1</sup>If the requirements for admission to an examination were not fulfilled, without the candidate having intended to deceive, and this fact becomes known only after the certificate has been issued, this defect shall be remedied by passing the examination. <sup>2</sup>If admission was wrongfully obtained intentionally, the examination board shall decide, in compliance with the legal provisions, on the withdrawal of unlawful administrative acts.
- (3) The candidate shall be given the opportunity to discuss the matter with the examination board before a decision is made.
- (4) <sup>1</sup>The incorrect examination certificate shall be withdrawn and replaced by a correct certificate or by a confirmation in accordance with § 13. <sup>2</sup>Together with the incorrect examination certificate, the Master's diploma shall also be withdrawn if the examination has been declared "failed" due to cheating. <sup>3</sup>A decision pursuant to paragraphs 1 and 2 sentence 2 is



excluded for the examinations referred to in § 8 after a period of five years from the date of the examination certificate.

#### **§ 15 Inspection of Examination Records**

- (1) <sup>1</sup>After the completion of each examination of the Master's examination, the candidate shall be granted access to their written examination papers, the examiners' comments, and the examination records.  
<sup>2</sup>The examiners shall determine the place and time of the inspection.

#### **§ 16 Official Announcements of the Examination Board**

- (1) The examination board shall publicly announce this examination regulation within the university and shall inform students at the beginning of each study period in an appropriate manner about the examination regulations applicable to them.
- (2) <sup>1</sup>The examination board may decide that the decisions and other measures taken in accordance with this examination regulation shall be publicly announced within the university in a customary local manner. <sup>2</sup>Data protection regulations must be observed in doing so. <sup>3</sup>This decision shall be publicly announced within the university in a customary local manner.

#### **§ 17 Individual Decisions, Objection Procedure**

- (1) <sup>1</sup>Decisions regarding examination-specific assessments made in accordance with this examination regulation shall include information on legal remedies and shall be communicated to the candidate in accordance with § 41 VwVfG. <sup>2</sup>An objection to these decisions may be filed with the examination board within one month after receipt of the notice, in accordance with §§ 68 et seq. of the Administrative Court Procedure Act.
- (2) <sup>1</sup>The examination board shall decide on the objection. <sup>2</sup>Insofar as the objection concerns the assessment of an examiner, the examination board shall decide after review in accordance with paragraphs 3 and 5.
- (3) <sup>1</sup>If the candidate raises concrete and substantiated objections in their appeal against examination-specific assessments and academic evaluations of an examiner, the examination board shall forward the appeal to that examiner for review. <sup>2</sup>If the examiner changes the assessment as requested, the examination board shall uphold the appeal. <sup>3</sup>Otherwise, the examination board shall review the decision based on the examiner's statement, in particular to determine whether
  1. Whether the examination procedure was not conducted properly,
  2. Whether the assessment was based on an incorrect factual assumption,
  3. Whether generally valid assessment principles were not observed,
  4. Whether a defensible solution, reasonably justified with substantial arguments, was assessed as incorrect,
  5. Whether the examiner was guided by considerations unrelated to the subject matter.<sup>4</sup>The same shall apply if the objection concerns the assessment by multiple examiners.
- (4) <sup>1</sup>The examination board shall appoint an expert for the objection procedure upon request of the candidate. <sup>2</sup>The expert must possess the qualification pursuant to § 5 para. 1 sentence 5. <sup>3</sup>The candidate and the expert shall be given the opportunity to comment before a decision is made in accordance with paragraphs 2 and 6.
- (5) Insofar as the examination board does not already uphold the objection at this stage of the procedure in the case of a breach pursuant to paragraph 3 sentence 4 nos. 1 to 5, or if concrete and substantiated objections against examination-specific assessments and academic evaluations are raised without the examiner changing their decision accordingly, the examination performances shall be reassessed by other examiners who have not previously conducted this examination, or the oral examination shall be repeated.
- (6) If the examination board does not uphold the objection, or a reassessment or repetition of the examination performance does not take place, the faculty council shall decide on the objection.
- (7) <sup>1</sup>The objection shall be decided within one month. <sup>2</sup>If the objection is not upheld, the university administration shall notify the person filing the objection.
- (8) The objection procedure shall not result in a deterioration of the examination grade.



- (9) <sup>1</sup>Decisions rejecting an application and other burdensome administrative acts without examination-specific assessment, which are made in accordance with this examination regulation, shall be provided in writing with reasons, include information on legal remedies, and be communicated in accordance with § 41 VwVfG. <sup>2</sup>An action against these decisions may be brought within one month after receipt of the notice at the Administrative Court of Braunschweig.

#### **§ 18 Promotion of Gender Equality**

<sup>1</sup>The special situation of pregnant students and students with children under 10 years of age shall be appropriately taken into account. <sup>2</sup>Throughout the course of study, individually tailored solutions shall therefore be sought on a case-by-case basis within the framework of this examination regulation, which adequately reflect the special life situation. <sup>3</sup>Disadvantages due to the special situation shall be avoided. <sup>4</sup>The examination board shall decide on the applications.

#### **§ 19 Compensation for Disadvantages for Students with Disabilities**

<sup>1</sup>The special situation of students with a health impairment shall be appropriately taken into account. <sup>2</sup>§ 18 shall apply accordingly.



## Part Two: Master's Examination

### § 20 Type and Scope

- (1) The Master's examination consists of:
  1. the module examinations,
  2. the mandatory internship in accordance with § 21, and
  3. the Master's thesis with the colloquium.
- (2) The module examinations and examination performances are specified in Annex 1.
- (3) <sup>1</sup>The examination performances, and thus the module examinations, are conducted alongside the course of study.  
<sup>2</sup>Registrations must be submitted in writing for the current semester in accordance with the regulations of the examination board.

### § 21 Mandatory Internship

- (1) (The practical phase is a mandatory internship with a minimum duration of 18 weeks.
- (2) <sup>1</sup>The Master's thesis shall, if possible, be prepared within the framework of the mandatory internship. <sup>2</sup>This may require an extension of the practical phase at some companies. <sup>3</sup>The total duration of the practical phase should not exceed 12 months.
- (3) Proof of completion of the practical phase must be provided before registration for the colloquium.

### § 22 Admission to the Master's Thesis

- (1) <sup>1</sup>Admission to the Master's thesis requires the successful completion of the examination performances according to the examination plan, i.e., all module examinations in the preceding three semesters, as well as proven German language skills at level B1 of the Common European Framework of Reference for Languages (CEFR).
- (2) The application for admission to the Master's thesis must include, in addition to the evidence pursuant to paragraph <sup>1</sup>, a proposal for the subject area from which the Master's thesis topic is to be taken, and, if applicable, a request for the topic to be assigned as a group project.
- (3) <sup>1</sup>In exceptional cases, the examination board may, upon request, admit a student to the Master's thesis even if not all examination performances according to the examination plan have been passed. <sup>2</sup>This requires that these examination performances can be completed by the time of the colloquium without impairing the Master's thesis.

### § 23 Master's Thesis

- (1) <sup>1</sup>The Master's thesis shall demonstrate that the candidate is able to independently address a problem from this field within a given period using scientific methods. <sup>2</sup>The topic and assignment of the Master's thesis must correspond to the purpose of the examination pursuant to § 1 and to the processing time according to paragraph <sup>4</sup>. <sup>3</sup>The type of assignment and the task formulation must be fixed at the time the topic is assigned.
- (2) <sup>1</sup>The Master's thesis may be prepared in the form of a group project. <sup>2</sup>The contribution of each individual candidate to be assessed as an examination performance must be clearly separable and independently assessable on the basis of the indication of sections, page numbers, or other objective criteria, and must meet the requirements of paragraph 1.
- (3) <sup>1</sup>The topic of the Master's thesis may be assigned by any professor or honorary professor of Ostfalia (first examiner) and is determined by the first examiner after consulting the candidate. <sup>2</sup>Upon request, the examination board shall ensure that the candidate receives a topic in a timely manner. <sup>3</sup>The topic is issued through the chair of the examination board; the issuance shall be documented in the files. <sup>4</sup>With the issuance of the topic, the candidate's first examiner (who determined the topic) and the second examiner are appointed. <sup>5</sup>Second examiners must be full-time faculty members or lecturers of Ostfalia who are authorized to teach independently in the relevant subject area. <sup>6</sup>During the preparation of the thesis, the candidate shall be supervised by the first examiner.
- (4) <sup>1</sup>The period from the assignment of the topic to the submission of the Master's thesis shall be a maximum of six months.  
<sup>2</sup>The topic may be returned only once and only within the first third of the processing time according to sentence <sup>1</sup>. <sup>3</sup>In individual cases, the examination board may exceptionally extend the processing time up to a total duration of nine months



upon a justified request.

- (5) Upon submission of the Master's thesis, the candidate must provide a written declaration that they have independently written the thesis – in the case of a group project, the correspondingly indicated portion of the thesis – and have not used any sources or aids other than those specified.
- (6) The Master's thesis must be submitted on time to the chair of the examination board; the date of submission shall be recorded in the files.
- (7) The Master's thesis shall, as a rule, be provisionally assessed by both examiners pursuant to § 11 within four weeks of submission.

#### **§ 24 Colloquium**

- (1) In the colloquium, the candidate must demonstrate, through a discussion of their Master's thesis, that they are able to independently address interdisciplinary and problem-oriented questions from the field of this subject area on a scientific basis and to elaborate on the results of their work in a professional discussion.
- (2) <sup>1</sup>The prerequisite for admission to the colloquium is that all requirements pursuant to § 21 para. <sup>1</sup> are met and that the Master's thesis has been provisionally assessed by the examiners with at least "sufficient." <sup>2</sup>The colloquium shall be held within six weeks of submission of the Master's thesis.
- (3) <sup>1</sup>The colloquium shall be conducted jointly by the examiners of the Master's thesis as an individual or group examination. <sup>2</sup>The duration of the colloquium shall, as a rule, be 30 minutes per candidate. <sup>3</sup>Otherwise, § 8 para. <sup>4</sup> and § 9 shall apply accordingly.
- (4) <sup>1</sup>Each examiner shall form a final grade for the Master's thesis with the colloquium from the provisional grade they assigned for the Master's thesis and the result of the colloquium.

#### **§ 25 Retaking the Master's Thesis with Colloquium**

- (1) <sup>1</sup>If the Master's thesis is provisionally assessed as "insufficient" by both examiners, or if the final grade of the Master's thesis with colloquium is "insufficient," the Master's thesis with colloquium may be repeated once; a second repetition is excluded. <sup>2</sup>However, a return of the topic for the repetition of the Master's thesis is only permitted if this option was not already used for the first thesis (§ 23 Abs. 4 sentence 2).
- (2) The new topic of the Master's thesis shall be assigned within a reasonable period, usually within three months after the assessment of the first thesis.

#### **§ 26 Overall Examination Result**

- (1) The Master's examination is passed if all examination performances pursuant to § 20 para. 1 and the Master's thesis with the colloquium are each assessed with at least "sufficient."
- (2) <sup>1</sup>The overall grade of the Master's examination is calculated from the average of the module examination grades weighted according to Annex 1 and the grade of the Master's thesis with the colloquium. <sup>2</sup>§ 11 para. 2 and 4 shall apply accordingly. <sup>3</sup>When calculating the grade, only the first decimal place after the comma is considered; all further digits are truncated without rounding.
- (3) <sup>1</sup>The Master's examination is considered not passed for the first time if an examination performance, the Master's thesis, or the Master's thesis with colloquium is assessed as "insufficient" or is deemed to be assessed as "insufficient." <sup>2</sup>It is finally failed if an examination performance, the Master's thesis, or the Master's thesis with colloquium is assessed as "insufficient" or is deemed to be assessed as "insufficient" and no repetition opportunity remains.

### **Part Three: Final Provisions**

#### **§ 27 Transitional Provisions**

<sup>1</sup>The studies and examinations of students who, at the time this examination regulation comes into force, are already enrolled in



a semester higher than the first semester shall follow the previous examination regulations (Official Bulletin No. 19/2013). <sup>2</sup>As far as it is compatible with the study progress and does not disadvantage the students, the faculty council may decide that for already enrolled students, the studies shall alternatively continue according to the provisions of this examination regulation.

#### **§ 28 Entry into Force**

This examination regulation shall enter into force on the day after its publication in the Official Bulletin of the university for the winter semester 2019/20, following its approval.



**Appendix 1: Curriculum of the ASTP Degree Program**

**Curriculum Master ASTP**

| Semester /<br>Module /<br>Associated Course               | Module Coordinator/ Lecturer                    | Contact/<br>Self-Study<br>(hours) | ECTS      |
|---|---|-----------------------------------|-----------|
| <b>1st Semester: Access level at 210 ECTS</b>             |   |                                   | <b>30</b> |
| Module 1:<br>Service Technology and Diagnostics           | Honorary Professor Dipl. Ing. Norbert Grawunder | 360                               | 12        |
| Service Technology and dedicated Processes                | Dipl. Ing. Michael Poschmann                    | 60/120                            | 6         |
| Diagnostic and dedicated Processes incl. Laboratory       | Honorary Professor Dipl. Ing. Norbert Grawunder | 60/120                            | 6         |
| Module 2:<br>Workshop Technology and Logistics            | Prof. Dr.-Ing. Kai Wundram                      | 270                               | 9         |
| Logistics and Spare Parts Management                      | Prof. Dr.-Ing. Kai Wundram                      | 60/120                            | 6         |
| Conceptions of Workshops                                  | Dipl. Ing. Michael Poschmann                    | 30/60                             | 3         |
| Module 3:<br>Project Management and Training              | Prof. Dr. Mike Hoffmeister                      | 270                               | 9         |
| Global Service Training                                   | Dipl. Wi.-Ing. Frank Harmeling                  | 30/60                             | 3         |
| Technical Project Management Service                      | Dipl. Wi.-Ing. Frank Harmeling                  | 30/60                             | 3         |
| Project I: Intercultural Competence                       | Prof. Dr. Mike Hoffmeister                      | 45/45                             | 3         |
| <b>2nd Semester</b>                                       |   |                                   | <b>30</b> |
| Module 4:<br>Technical Product Quality                    | Prof. Dr.- Ing. Kai Wundram                     | 270                               | 9         |
| Technical Product Monitoring and Optimization             | Prof. Dr.-Ing. Kai Wundram                      | 60/120                            | 6         |
| Product Influencing                                       | Dipl. Kfm. Björn Hammerling                     | 30/60                             | 3         |
| Module 5:<br>Management                                   | Prof. Dr. Mike Hoffmeister                      | 360                               | 12        |
| International Strategic Management                        | Prof. Dr. Mike Hoffmeister                      | 45/75                             | 4         |
| Quality Management  | Dipl.-Ing. Matthias Portugall                   | 45/75                             | 4         |
| Business Management                                       | Prof. Dr. Mike Hoffmeister                      | 45/75                             | 4         |
| Module 6:<br>Service Quality                              | Prof. Dr. Ing. Kai Wundram                      | 270                               | 9         |
| Service Quality and Organization                          | Dipl.-Kfm. Björn Hammerling                     | 60/120                            | 6         |
| Project II: Real Case                                     | Dipl. Wi.-Ing. Frank Harmeling                  | 30/60                             | 3         |
| <b>3rd Semester</b>                                       |   |                                   | <b>30</b> |
| Module 7:<br>Vehicle Communication Technology             | Honorary Professor Dipl. Ing. Norbert Grawunder | 180                               | 6         |
| Infotainment, Driver Assistance-Systems, incl. Telematics | Dipl. Ing. Martin Konz                          | 30/60                             | 3         |
| Automotive Communication Systems                          | Honorary Professor Dipl. Ing. Norbert Grawunder | 30/60                             | 3         |
| Master Thesis and Colloquium                              | All module coordinators and lecturers           | 720                               | 24        |
| Internship, Master's Thesis and Colloquium                |   | 0/720                             |           |





**Table of Modules**

| Modules<br>and associated Courses                            | Semester | Assessment<br>Types and<br>Requirements | Student Workload<br>(in hours)       |                       | ECTS<br>Credits | Module<br>Coordinator                                       |
|--|----------|---|--------------------------------------|-----------------------|-----------------|---|
|  |          |   | Contact hours<br>(Teaching<br>hours) | Self-Study<br>(hours) |                 |   |
| 1. Module „Service<br>Technology and<br>Diagnostics“         | 1        | K180+E                                  |                                      |                       | 12              | Honorary<br>Professor<br>Dipl. Ing.<br>Norbert<br>Grawunder |
| 1. Service Technology and<br>dedicated Processes             | 1        |   | 60                                   | 120                   | 6               |   |
| 2. Diagnostic and dedicated<br>Processes incl.<br>Laboratory | 1        |   | 60                                   | 120                   | 6               |   |
| 2. Module „Workshop<br>Technology and<br>Logistics“          | 1        | K 150                                   |                                      |                       | 9               | Prof. Dr.-<br>Ing. Kai<br>Wundram                           |
| 1. Logistics and Spare Part<br>Management                    | 1        |   | 60                                   | 120                   | 6               |   |
| 2. Concepts of Workshops                                     | 1        |   | 30                                   | 60                    | 3               |   |
| 3. Module „Project<br>Management and<br>Training“            | 1        | K 120+P                                 |                                      |                       | 9               | Prof. Dr.<br>Mike<br>Hoffmeister                            |
| 1. Global Service Training                                   | 1        | K 120                                   | 30                                   | 60                    | 3               |   |
| 2. Technical Project<br>Management Service                   | 1        |   | 30                                   | 60                    | 3               |   |
| 3. Project I: Intercultural<br>Competence                    | 1        | P                                       | 45                                   | 45                    | 3               |   |
| 4. Module „Technical<br>Product Quality“                     | 2        | K 150                                   |                                      |                       | 9               | Prof. Dr.-<br>Ing. Kai<br>Wundram                           |
| 1. Technical Product<br>Monitoring and<br>Optimization       | 2        |   | 60                                   | 120                   | 6               |   |
| 2. Product Influencing                                       | 2        |   | 30                                   | 60                    | 3               |   |





| Modules<br>and associated Courses                                 | Semester | Assessment<br>Types and<br>Requirements | Student Workload<br>(in hours)       |                       | ECTS<br>Credits | Module<br>Coordinator                                       |
|---|----------|---|--------------------------------------|-----------------------|-----------------|---|
|   |          |   | Contact hours<br>(Teaching<br>hours) | Self-Study<br>(hours) |                 |   |
| 5. Module „Management“  | 2        | K 180                                   |                                      |                       | 12              | Prof. Dr.<br>Mike<br>Hoffmeister                            |
| 1. International Strategic<br>Management                          | 2        |   | 45                                   | 75                    | 4               |   |
| 2. Quality Management   | 2        |   | 45                                   | 75                    | 4               |   |
| 3. Business Management  | 2        |   | 45                                   | 75                    | 4               |   |
| 6. Module „Service Quality“                                       | 2        | K90+P                                   |                                      |                       | 9               | Prof. Dr. Ing.<br>Kai<br>Wundram                            |
| 1. Service Quality and<br>Organization                            | 2        | K90                                     | 60                                   | 120                   | 6               |   |
| 2. Project II: Real Case  | 2        | P                                       | 30                                   | 60                    | 3               |   |
| 7. Module „Vehicle<br>Communication<br>Technology“                | 3        | K120+E                                  |                                      |                       | 6               | Honorary<br>Professor<br>Dipl. Ing.<br>Norbert<br>Grawunder |
| 1. Infotainment, Driver<br>Assistance Systems incl.<br>Telematics | 3        |   | 30                                   | 60                    | 3               |   |
| 2. Automotive<br>Communication Systems                            | 3        |   | 30                                   | 60                    | 3               |   |
| 8. Module „Internship and<br>Master's Thesis“                     | 3        |   |                                      |                       | 24              |   |
| In Total  |          |   |                                      |                       | 90              |   |

**Explanations:**

K = Written examination; 60/90/120/150/180 = duration of the examination in minutes

P = Presentation

E = Experimental work



**Appendix 2: Certificate**

**Anlage 2**

.....  
Ostfalia Hochschule für angewandte Wissenschaften  
– Hochschule Braunschweig/Wolfenbüttel  
Fakultät Fahrzeugtechnik

**Masterurkunde**

Die Fakultät Fahrzeugtechnik

verleiht mit dieser Urkunde

Frau/Herrn \*) .....  
geb. am ..... in .....,

den Hochschulgrad

**Master of Engineering**  
**(abgekürzt: M.Eng.)**

nachdem sie/er \*) das Master-Kolloquium im Weiterbildungsstudiengang  
„Automotive Service Technology and Processes“

am ..... bestanden hat.

(Siegel der Hochschule) ..... , den.....

(Ort)

(Datum)

.....  
Dekanin/Dekan

.....  
Vorsitzende/r des Prüfungsausschusses

.....  
\*) Zutreffendes einsetzen.



**Appendix 2a**

**Anlage 2a**

.....  
Ostfalia University of Applied Sciences  
Faculty of Automotive Engineering  
**Certificate**

The Faculty of Automotive Engineering  
awards Mr/Ms .....  
born ..... in .....  
the academic degree

**Master of Engineering  
(abbreviated: M.Eng. )**

(S)he has successfully passed the final examination in the Master course "Automotive Service Technology and Processes"

(University Seal) .....  
(city) (date)

19

.....  
(The Dean)

.....  
(Head of Examination Board)





**Appendix 3a**

**Anlage 3a**

Ostfalia University of Applied Sciences  
Faculty of Automotive Engineering

**Grade Transcript**

Ms/Mr .....  
born .....in.....  
has successfully passed the Master Degree in the course of studies  
Automotive Service Technology and Processes  
with the overall grade ..... \*)

| Examinations: | Grades *) | Credit Points |
|---------------|-----------|---------------|
| .....         | .....     | .....         |
| .....         | .....     | .....         |
| .....         | .....     | .....         |
| .....         | .....     | .....         |
| .....         | .....     | .....         |
| .....         | .....     | .....         |
| .....         | .....     | .....         |
| .....         | .....     | .....         |
| .....         | .....     | .....         |
| .....         | .....     | .....         |
| .....         | .....     | .....         |
| .....         | .....     | .....         |
| .....         | .....     | .....         |
| .....         | .....     | .....         |

Subject of Master Thesis:  
.....

(Seal of University) .....  
(city) (date)

.....  
Head of Examination Board

\*) Key to Grades: excellent (sehr gut = 1 ), good (gut = 2), satisfactory (befriedigend = 3), pass (ausreichend = 4)



## Appendix 4: Diploma Supplement

### Anlage 4: Diploma Supplement

This Diploma Supplement model was developed by the European Commission, Council of Europe and UNESCO/CEPES. The purpose of the supplement is to provide sufficient independent data to improve the international 'transparency' and fair academic and professional recognition of qualifications (diplomas, degrees, certificates etc.). It is designed to provide a description of the nature, level, context, content and status of the studies that were pursued and successfully completed by the individual named on the original qualification to which this supplement is appended. It should be free from any value judgements, equivalence statements or suggestions about recognition. Information in all eight sections should be provided. Where information is not provided, an explanation should give the reason why.

#### 1. HOLDER OF THE QUALIFICATION

##### 1.1 Family Name

##### 1.2 First Name

##### 1.3 Date, Place, Country of Birth

##### 1.4 Student ID Number or Code

#### 2. QUALIFICATION

##### 2.1 Name of Qualification (full, abbreviated; in original language) Master of Engineering (M. Eng.)

**Title Conferred** (full, abbreviated; in original language)  
n.a.

##### 2.2 Main Field(s) of Study Automotive Service Technology and Processes

##### 2.3 Institution Awarding the Qualification (in original language) Ostfalia University of Applied Sciences Faculty of Automotive Engineering

**Status (Type / Control)**  
University of Applied Sciences / State Institution

##### 2.4 Institution Administering Studies (in original language) same

**Status (Type / Control)**  
same

##### 2.5 Language(s) of Instruction/Examination English (100 %)

#### 3. LEVEL OF THE QUALIFICATION

##### 3.1 Level Graduate/Second Degree

##### 3.2 Official Length of Programme One and a half year, 90 ECTS Credit Points (2700 hours of taught courses and self-study)

##### **Access Requirements**

Bakkalaureus/Bachelor degree (210 ECTS Credit Points), in the same or appropriate related field; or equivalent (Diploma etc.), advanced English language skills (german higher education entrance qualification with at least one basic english course till twelfth class or the TOEFL test with a score > 75% or English as mother tongue or the successful completion of a previous studies in English language).



#### 4. CONTENTS AND RESULTS GAINED

##### 4.1 Mode of Study

Full-time, 1,5 years (18 weeks compulsory integrated internship, Master-Thesis)

##### 4.2 Programme Requirements/Qualification Profile of the Graduate

The Master programme offers studies in mathematics and natural sciences and engineering-based practice-oriented, evidence based engineering studies. Lectures are given in English. The modular degree programme is structured as per description:

First semester: Emphasis on management topics.

Second semester: Focus on quality and technology topics.

Third and final semester: Internship semester in vehicle-/automotive enterprises, followed by two blocks in global service marketing and preparation of Master Thesis.

##### 4.3 Programme Details

See grade transcript for list of attended courses, acquired grades and topic of thesis.  
(ggf. weitere Angaben zum individuellen Studienverlauf).

##### 4.4 Grading Scheme

| Grade         | German text  | Description  |
|---------------|--|--|
| 1,0 ; 1,3     | <i>Sehr gut</i> - besonders hervorragende Leistung   | <i>Excellent</i> – outstanding performance           |
| 1,7; 2,0; 2,3 | <i>Gut</i> - erheblich über den durchschnittlichen Anforderungen liegende Leistung                         | <i>Good</i> – above the average standards            |
| 2,7; 3,0; 3,3 | <i>Befriedigend</i> - Leistung, die in jeder Hinsicht durchschnittlichen Anforderungen entspricht          | <i>Satisfactory</i> – meets the average standards    |
| 3,7; 4,0      | <i>Ausreichend</i> - Leistung, die trotz ihrer Mängel den Mindestanforderungen entspricht                  | <i>Pass</i> – performance meets the minimum criteria |
| 5,0           | <i>Nicht ausreichend</i> - eine Leistung, die wegen erheblicher Mängel den Anforderungen nicht mehr genügt | <i>Fail</i> – Further work is required               |

For the grading table of the Faculty of Automotive Engineering see supplementary document.

##### 4.5 Overall Classification (in original language)

(Note eintragen)

Based on the accumulation of grades receiving during the study programme and the final thesis (examinations 82 %, Master-Thesis 18 %).

#### 5. FUNCTION OF THE QUALIFICATION

##### 5.1 Access to Further Study

Qualifies to apply for admission for postgraduate/doctoral level study and research.

##### 5.2 Professional Status

The Master degree in an engineering discipline entitles its holder to exercise professional work in the field of engineering for which the degree was awarded.

#### 6. ADDITIONAL INFORMATION

##### 6.1 Additional Information

On the programme: [www.ostfalia.de/f](http://www.ostfalia.de/f)

or: [https://www.ostfalia.de/cms/en/f/Studienangebot\\_Fahrzeugtechnik/astp/](https://www.ostfalia.de/cms/en/f/Studienangebot_Fahrzeugtechnik/astp/)

The programme closely cooperates with local industry (i.e. Volkswagen After Sales) and government institutions in order to ensure and improve the practical relevance of its contents continuously.





**6.2 Further Information Sources**

On the institution [www.ostfalia.de](http://www.ostfalia.de). For national information sources see Section 8.

**7. CERTIFICATION**

This Diploma Supplement refers to the following original documents:

Urkunde über die Verleihung des Grades vom [Date]

Prüfungszeugnis vom [Date]

Certification Date: \_\_\_\_\_

Chairman Examination Committee

(Official Stamp/Seal)

**8. NATIONAL HIGHER EDUCATION SYSTEM**

The information on the national higher education system on the following pages provides a context for the qualification and the type of higher education that awarded it.