

# Official Bulletin of the TU Bergakademie Freiberg

N° 3, Issue 1, March 16<sup>th</sup> 2018

---



## **Examination and Study Regulations**

**for the**

**international**

**Master's (M. Sc.)**

**Degree Program**

**in Mechanical and Process Engineering**

This is a translation of the regulations and is not legally binding. For legal purposes please refer to the original German document.

## **Examination Regulations for the Master's Course in Mechanical and Process Engineering at the Technische Universität Bergakademie Freiberg**

As per § 13 sub-paragraph 4 clause 2, in conjunction with § 35 sub-paragraph 1 clause 2 and § 34 of the Higher Education Act of the Free State of Saxony (Sächs-HSFG) of January 15<sup>th</sup> 2013 (SächsGVBl. p. 3) (most recently changed by section 11 of the Act from April 29<sup>th</sup>, 2015, SächsGVBl. p. 349) the Faculty Council of the Faculty of Mechanical, Process and Energy Engineering at the Technische Universität Bergakademie Freiberg, in consultation with the Senate, agreed on the following regulations for the Master's degree program in Mechanical and Process Engineering:

<b>Contents:</b> .....	<b>§§</b>
Purpose of the Master's Examination .....	1
Terms and Definitions .....	2
Prescribed Period of Study, Structure and Extent of Studies .....	3
Examination Structure .....	4
Deadlines .....	5
General Admission Requirements .....	6
Types of Assessment .....	7
Oral Examinations .....	8
Written Examinations .....	9
Alternative Assessments .....	10
Grading of Examinations, Formation and Weighting of Grades .....	11
Retraction of Application, Default, Withdrawal, Deceit, Breach of Regulations .....	12
Passing and Failing .....	13
Retaking Module Examinations .....	14
Recognition and Accreditation of Periods of Study, Coursework, Examinations and Examination Attempts .....	15
Examination Board .....	16
Examiners and Observers .....	17
Components and Object of the Master's Examination .....	18
Registration, Topic Issue, Submission, Assessment and Resubmission of the Master's Thesis and Colloquium .....	19
Additional Modules .....	20
Academic Degree .....	21
Transcript, Master's Degree Certificate and Diploma Supplement .....	22
Invalidity of the Master's Examination .....	23
Inspection of Examination Files .....	24
Appeals Procedures .....	25

### **Appendix: Examination Schedule**

## § 1

### Purpose of the Master's Examination

The Master's examination should ascertain whether,

- candidates have deepened and broadened the specialist knowledge gained within the framework of their first university degree;
- they possess the ability to independently develop solutions to complex problems and topics with scientific methods and to further develop them, as well as to critically question the facts;
- they are able to identify new problems and scientific developments and incorporate them accordingly into their work and
- beyond that, as a result of interdisciplinary and social skills, they are able to organize and lead complex projects.

## § 2

### Terms and Definitions

(1) Modules as defined by these regulations are composite subject areas rounded off thematically and in time to form self-contained units that can be examined and for which credit points can be awarded. Modules can consist of various teaching and learning methods, such as lectures, tutorials, practicals (laboratories, field work, internships etc.), assignments and private study. A module usually takes one semester. In exceptional circumstances, it can be extended to two or three semesters. Modules are completed by module examinations. For successfully completed modules, credit points (CP) are awarded. Modules are distinguished as follows:

1. Compulsory modules (Pflichtmodule, PM) are obligatory for students.
2. Core Elective modules (Wahlpflichtmodule, WPM) are modules covering a certain breadth that are chosen from among alternatives determined in the Examinations Schedule (Appendix).

(2) A credit point is the unit of measurement for the student's expected workload. A credit point corresponds to a workload of 30 hours of study. In addition to attendance, workload includes private study. The overall workload of a full-time student in one academic year is assumed to be 1800 hours. This does not require a student to carry out a certain workload in order to be able to pass certain examinations.

(3) Module examinations are examinations that complete modules.

(4) Examinations (§ 7) describe the individual specific examination events. Examinations are assessed and usually graded (§ 11).

(5) Coursework credits are credits rendered in conjunction with courses. They are rendered in the form of seminar papers, research papers, reports, written or oral tests or have other forms. They are assessed but not necessarily graded.

(6) Pre-examination assessments consist of coursework credits that are a precondition for taking a module examination. A module examination can only be taken once evidence of pre-examination credits has been produced. Pre-examination credits are assessed with regard to the fulfillment of requirements but are not necessarily graded. They do not influence the module grade. There is no limit to the number of times they can be repeated.

### **§ 3**

#### **Prescribed Period of Study, Course Structure and Extent**

- (1) The prescribed period of study is 4 semesters. The prescribed period of study relates to the time in which the course should be completed. This includes time for study and examinations including the Master's thesis and the colloquium (thesis defense) (§ 19).
- (2) The total workload of the module examinations and of the Master's thesis including the colloquium (thesis defense) necessary for graduating on the Master's program equates to 120 credit points (CP).
- (3) Credit points can be gained in compulsory modules and core elective modules that are scheduled in the course plan. Modules from Bachelor courses can be taken as core elective modules, as long as they do not come to more than 20 % of the total of the Master's degree program in Mechanical and Process Engineering and students are able to verify that they did not take the module in question during their Bachelor studies. Even in the case of non-identical modules, the content of Bachelor modules taken as part of the Master's studies may not overlap substantially with previously taken Bachelor modules. The possibility to take additional modules (§ 20) is unaffected.

### **§ 4**

#### **Examination Structure**

- (1) The Master's examination consists of module examinations and the Master's thesis and colloquium (§ 19 sub-paragraph 10).
- (2) Module examinations are made up of one or more examination in a module. Module examinations are taken throughout studies.

### **§ 5**

#### **Deadlines**

- (1) The Master's examination should be taken during the prescribed period of study, although it can be taken at the latest within four semesters of the prescribed period of study ending. The details are regulated in § 13 sub-paragraph 3.
- (2) Module examinations should be taken in the semester in which the courses of the module finish, as scheduled in the study schedule. As long as proof of the necessary admission requirements (§ 6) is produced, module examinations can also be taken beforehand.
- (3) The candidate is duly informed about the arrangement of the coursework and examinations to be rendered and about the dates on which they should be rendered as well as informed of their results.
- (4) Deadlines for issuing of the topic of the Master' thesis as well as its submission are regulated in § 19 sub-paragraphs 3 and 6.

(5) It is assumed that students acquire an average of 30 credit points in each semester. Students that by the start of the third semester have not passed any module examinations should take part in a consultation at the Departmental Student Advisory Service in the third semester.

(6) Expectant mothers, parents of minors, disabled students and chronically ill students can make an application to the Examination Board for individual deviations from the study schedule. For this a doctor's certificate can be requested.

(7) Students who have not rendered any credit points of the degree program within 4 semesters will be exmatriculated.

## § 6

### General Admission Requirements

(1) A module examination can only be taken by someone who

1. is registered at the TU Bergakademie Freiberg,
2. fulfills the admission requirements for the module in question,
3. has rendered all necessary pre-examination credits for the examinations in question and
4. has not definitively failed the module examination in question.

The possibility of taking an examination in an external procedure in accordance with the regulations is unaffected by this.

(2) The issuing of the topic of the Master's thesis (§ 19 sub-paragraph 3) requires the candidate to be registered on the Master's degree program in Mechanical and Process Engineering at the TU Bergakademie Freiberg and, in accordance with § 4 of the study regulations for this degree program, to have fulfilled, where necessary, requirements of the Examination Board.

(3) Admission for an examination is applied for by the student in the Student Services Office. Application deadlines are duly announced. The Student Services Office verifies the existence of the admission requirements and compiles admission lists. The admission is announced by the Student Services Office through the Self-Service IT-Portal. Students are obligated to check the registration in the Self-Service IT-Portal.

(4) If candidates cannot produce evidence for rendered pre-examination credits in accordance with the valid study regulations for an ongoing course they are participating in, they will be admitted subject to the presentation of evidence before the examination takes place. If the evidence is in the form of physical documentation, it must be submitted at least two working days before the examination to the Student Services Office or directly before the examination to the examiner if it is online information from the Student Services Office for the examiners.

(5) Admission to an examination is denied if

1. candidates do not fulfill the requirements set out in sub-paragraph 1 or the procedural regulations of sub-paragraphs 3 and 4,
2. the documentation is incomplete and the candidate is to blame for this,

3. candidates definitively failed a Master's examination in the same or, in accordance with federal state law, in a related degree program or are in a pending examination procedure for the examination in question or
4. candidates, in accordance with federal state law, have lost their examination entitlement due to exceeding deadlines for the registration for or taking of the examination.

(6) Along with the application for admission to the first examination, candidates must enclose a declaration

1. that they are familiar with these examination regulations and
2. of whether the requirements of sub-paragraph 5 N. 3 and 4 have been met.

(7) Rejected applications in the case of sub-paragraph 5 N. 3 and 4 are given to the candidate duly before the start of the examination stating reasons and with instructions on right to appeal.

## **§ 7**

### **Types of Examinations**

(1) Examinations are

1. oral examinations (§ 8),
2. written examinations (§ 9) and
3. alternative assessments (§ 10).

(2) If candidates can show credibly that they are, owing to long-lasting or permanent disability or illness or as a result of pregnancy or because they are the parent of a minor, unable to take examinations, partially or in their entirety or in the prescribed form or period, then they are requested in writing to take the examinations within an extended period or to take equivalent examinations in another form. This usually requires submission of a doctor's certificate. This applies accordingly to coursework and the Master's thesis including the colloquium.

(3) In general, English is the language used for coursework and examinations.

## **§ 8**

### **Oral Examinations**

(1) In the oral examination, candidates should prove that they have a contextual understanding of the subject area and are capable of putting specialized problems into context. Furthermore, it should be ascertained whether or not candidates have a fundamental knowledge appropriate to the level of the degree program.

(2) Oral examinations are taken in the presence of at least two examiners (examination by panel) or one examiner in the presence of an expert observer (§ 17) as a group examination or as an individual examination.

(3) The duration of the examination is stated in the module description and is, for one individual examination, at least 20 minutes and at most 60 minutes.

(4) As part of the oral examination, written tasks of reasonable length can be set, as long as the oral character of the examination is preserved.

(5) The examiner decides which materials and aids students are able to use during the oral examination. A list of applicable materials and aids allowed is published at the start of the respective course.

(6) The essential topics, procedure and results of the oral examination are recorded in a report, which is signed by the examiner and the observer. The candidate is informed of the result and grade at the end of the oral examination. The report is to be retained for a duration of three years.

(7) Students wishing to take the same module examination at a later date can, if space allows, be present as a listener, as long as the candidate does not make an objection to an examiner. The listener must leave before the candidate is consulted and notified of the examination result. Any listener attempting to influence or interrupt the examination will be excluded from the examination.

## **§ 9**

### **Written Examinations**

(1) In written examinations, candidates should prove that they can, using the fundamental knowledge necessary, solve problems and deal with issues using the current methods of their field in a limited amount of time and with limited aids. The candidate can be given a choice of topics.

(2) § 8 sub-paragraph 5 applies accordingly.

(3) Written examinations, the passing of which is a requirement for continuing on the program, are generally assessed by at least two examiners. The grade is calculated from the mean average of the individual evaluations. The period of evaluation should not last longer than four weeks.

(4) The duration of an examination is set in the module description and may not be less than 60 minutes or more than 240 minutes.

## **§ 10**

### **Alternative Assessments**

(1) Alternative assessments are generally carried out in seminars, laboratories and projects. The assessments can be written compositions (papers, laboratory reports etc.), oral presentations (with written composition or handouts) or write-ups of practical work relating to work carried out in one or several courses or in another form. The assessments must be individually attributable.

(2) § 9 sub-paragraph 3 applies accordingly, with the proviso that the examiner is the person responsible for the course underlying the alternative assessment.

(3) On submission of an assessment as relating to sub-paragraph 1, the candidates must ensure, in writing, that their work – in the case of group work, their labelled section of the work – was carried out independently, using only the stated sources and materials specified.

(4) The type, duration and size of an alternative examination is set in the module description.

## § 11

### Evaluation of Examinations, Formation and Weighting of Grades

(1) The grades for the individual examinations are determined by the respective examiner.

(2) The following system of grades is used for the evaluation of examinations:

1 = very good (sehr gut)	= outstanding performance
2 = good (gut)	= considerably above average Performance
3 = satisfactory (befriedigend)	= average performance
4 = sufficient (ausreichend)	= poor yet acceptable performance
5 = not sufficient (nicht ausreichend)	= unacceptable performance with considerable faults

(3) In order to differentiate between examination performances, individual grades can be increased or decreased by 0.3 points to an intermediate value; the grades 0.7, 4.3, 4.7 and 5.3 are excluded. Individual grades can be separately weighted to make up the overall grade.

(4) If a module examination consists of more than one examination, then the module grade is the weighted arithmetic mean of the individual examinations. Only the first decimal place is considered; grades are never rounded up. The respective weighting of examinations is set in the Examination Schedule.

The degree classes are as follows:

- for an average of up to and incl. 1.5	= very good
- for an average from 1.6 up to and incl. 2.5	= good
- for an average from 2.6 up to and incl. 3.5	= satisfactory
- for an average from 3.6 up to and incl. 4.0	= sufficient
- for an average of 4.1 and above	= not sufficient

(5) For the Master's examination, an overall grade is formed. This consists of the arithmetic mean of the module grades, weighted by credit points, and the overall grade of the Master's thesis including the colloquium in accordance with § 19 sub-paragraph 11. The Master's thesis including the colloquium is, for this calculation, weighted with 60 credit points instead of 30. Sub-paragraph 4 clauses 2 and 4 apply accordingly.

(6) Apart from the grade based on the German scale of 1 – 5, in addition to the over-all grade an ECTS ranking is given according to the following EU-standardized ECTS evaluation scale:

#### ECTS grades of successful participants

A	for the best	10 %
B	for the next	25 %
C	for the next	30 %
D	for the next	25 %
E	for the next	10 %
F	(failed)	

The calculation of the ECTS grade for a particular year is based on results of at least two and not more than four previous years' graduates, although not on those of that year's graduates (cut-off date October 1<sup>st</sup>). If within these four years, fewer than 30 students graduate from this degree program, as well as for graduates of the first two years of this program, the ECTS grades are determined as follows:



## **ECTS grades**

A	1.0 up to and including 1.5 (excellent)
B	1.6 up to and including 2.0 (very good)
C	2.1 up to and including 3.0 (good)
D	3.1 up to and including 3.5 (satisfactory)
E	3.6 up to and including 4.0 (sufficient)
F	from 4.1 (failed)

## **§ 12**

### **Retraction of Application, Default, Withdrawal, Deceit, Breach of Regulations**

(1) An examination counts as "not sufficient" (5.0) if candidates miss an examination date binding to them without valid reason or if they withdraw from an examination. The same applies if a written examination is not completed within the time designated.

(2) Candidates can retract their application for an examination without giving any reasons, as long as they inform the Student Services Office at least one week in advance.

(3) An examination date is binding for the purposes of sub-paragraph 1 if the deadline for the retraction (sub-paragraph 2) of the application for an examination has passed.

(4) The reason given for defaulting or withdrawing from an examination must be immediately communicated in writing to the Student Services Office and shown to be credible. In the case of illness or maternity leave, presentation of a doctor's certificate is required and in cases of doubt, an official medical report. As far as keeping the deadline for the first application for examination, the repetition of examinations, the reasons for defaulting the examination and the timely completion of examinations is concerned, the illness of a child that is predominantly cared for by the candidate alone is equivalent to the candidate themselves being ill. If the reason is accepted, a new date will be set. The examination results already existing should in this case be offset.

(5) If candidates attempt to influence the result of their examinations by deceit or through the use of unauthorized aids, the examination in question will be graded "failed". Candidates breaching regulations concerning procedure of an examination can be excluded from the examination by the respective examiner or head invigilator; in such cases the examination is graded "failed". In severe cases, the Examination Board can exclude the candidate from further examinations.

## **§ 13**

### **Passed and Failed**

(1) Module examination is considered passed when the module is graded at least "sufficient" (4.0). A module examination counts as definitely failed if a module examination is not graded at least "sufficient" (4.0) and a repetition is no longer possible.

(2) If a module examination consists of a number of examinations, passing the module examination can be made dependent on specific examinations being graded at least "sufficient" (4.0). This is set in the examination schedule (Appendix).

(3) The Master's examination is passed when the respective module examinations are passed and the Master's thesis as well as the colloquium (§ 19 sub-paragraph 10) have been graded "sufficient" (4.0). A module examination that has not been taken within four semesters after the end of the regular period of study counts as failed. A module examination failed at the first attempt can be repeated within a year of completion of the first attempt. It counts as failed upon expiry of that period of time. A second repeat examination can only be taken at the next possible examination date. Further details are regulated in § 14.

(4) If a module examination, the Master's thesis or the colloquium are graded worse than "sufficient" (4.0), the candidate is informed if and, where applicable, to what extent and by what deadline the module examination, the Master's thesis or the colloquium can be repeated.

(5) If candidates have not passed the Master's examination, they can request a summary of achievement. This states which examinations have been rendered, their grades and, if applicable, the examinations still missing. It states that the Master's examination has not been passed and whether candidates are entitled to take further examinations.

#### **§ 14**

##### **Repeating Module Examinations**

(1) Failed module examinations can only be repeated once within a period of one year after the first examination attempt of the last examination. Examinations can only be repeated if they are graded worse than "sufficient" (4.0).

(2) A second repeated examination can only be taken at the next possible examination date. Applications have to be submitted at the Student Services Office. Another repetition examination is not permitted.

(3) The repetition of a passed module examination is not permitted.

#### **§ 15**

##### **Recognition and Accreditation of Periods of Study, Coursework, Examinations and Examination Attempts**

(1) Periods of study, coursework and examinations, including failed examination attempts, which were carried out at a university or comparable institute of higher education, will be accredited unless there are substantial differences with respect to the acquired competencies. For the accreditation, the equivalence agreements, the equivalence protocols for existing agreements concerning joint degree awards, passed by the Conference of the Ministers for Education and Cultural Affairs and the German Rectors' Conference (HRK), agreements ratified by the Federal Republic of Germany as well as agreements within the framework of university cooperations should be followed.

(2) Qualifications acquired outside the Higher Education System, particularly relevant professional activities, can be accredited on application if they are deemed to be equivalent. The qualifications are equivalent if their content, scope and requirements essentially correspond to those of this degree program. This comparison is not schematic but rather an overall consideration and evaluation.

- (3) The Master's thesis is excluded from accreditation.
- (4) If coursework and examinations are accredited, the grades, where grading systems are comparable, are transferred and incorporated into the calculation of the overall grade. For non-compatible grading systems, the entry "passed" may be used. A remark of the accreditation on the certificate is permissible. The relevant number of credit points, in accordance with these regulations, is given.
- (5) Periods of study, coursework and examinations of up to 60 credit points can be accredited. If students have rendered more than this, they must choose up to 60 credit points from these for accreditation.
- (6) The students have to submit the required documents. After all documents have been submitted, the recognition and accreditation decision shall not exceed 2 months. Certified translations can be required for all documents presented in a language other than German. The documents required are usually descriptions of modules including learning outcomes, types of teaching, contents, workload and prerequisites as well as the formation and weighting of grades of the modules.

## **§ 16 Examination Board**

(1) For the organization of the examinations and the administration of the duties assigned in these regulations, an Examination Board is appointed by the Faculty Council of the Faculty of Mechanical, Process and Energy Engineering. The Examination Board, with the cooperation of the Student Services Office, rules on all matters concerning examinations. In particular it rules on

1. the admission to examination (§ 6),
2. relaxation of examination conditions (§ 7 sub-paragraph 2) and deviations from the study schedule (§ 5 sub-paragraph 6),
3. the consequences of breaches of regulations (§ 12 sub-paragraph 5),
4. the issuing of notification of passing and failing (§ 13),
5. the accreditation of periods of study, coursework and examination credits (§ 15),
6. the appointing and announcing of examiners (§ 17),
7. the issuing of the Master's thesis (§ 19 sub-paragraph 3) including the approval to work externally (§ 19 sub-paragraph 2),
8. deadline extensions for submitting the Master's Thesis (§ 19 sub-paragraph 6),
9. the enlisting of a third examiner to evaluate the Master's Thesis (§ 19 sub-paragraph 9),
10. the invalidity of the Master's examination (§ 23) and
11. appeals (§ 25).

The Examination Board also rules on

1. the imposition of conditions for the admission to the Master's degree program as well as exceptions of the admission requirements within the Study

Regulations for the Master's Degree Program in Mechanical and Process Engineering and

2. the appointing of members of the commission for determining eligibility in accordance with appendix 2 of the Study Regulations for the Master's Degree Program in Mechanical and Process Engineering.

Any decisions of the Examination Board which are detrimental to the students have to be communicated to the student in writing and reasons for the decisions have to be given with instruction on right to appeal.

The Examination Board is also to be included in the consultations of the Commission of Studies concerning the updating of the program in accordance with the study regulations of the Master's degree program in Mechanical and Process Engineering.

(2) The Examination Board has five members and consists of three professors, one research associate as well as one student. The term of office of the members is three years and one year for the student. Repeat appointments are allowed.

(3) The chairperson, his/her deputy, the other members of the Examination Board and their deputies are appointed by the Faculty Council of the Faculty of Mechanical, Process and Energy Engineering. The appointment of the student takes place in consultation with the student representatives of the Faculty of Mechanical, Process and Energy Engineering.

(4) The Examination Board is quorate when a meeting has been duly called and when a majority of the voting members are present. A meeting has been duly called when all members are informed of the date a week in advance. If, in urgent cases, this period of notice cannot be kept, the reasons for the shortened notice are to be written in the minutes. The Examination Board makes rulings on the basis of majority voting of the voting members present. Written consent in lieu of a meeting is allowed.

(5) The Examination Board makes sure that the rules of the examination regulations are kept. The Examination Board proposes reforms of the study regulations/study schedules and examination regulations.

(6) The chairperson leads the business of the Examination Board. The Examination Board can assign to the chairperson duties to be carried out.

(7) The members of the Examination Board have the right to be involved in examinations. They cannot exercise responsibilities of the Examination Board if they themselves are participants in matters concerning an examination.

(8) The meetings of the Examination Board are not open to the public. The members of the Examination Board and their deputies are subject to official secrecy. If they are not civil servants they are bound to secrecy through the chairperson.

## § 17

### **Examiner and Observer**

(1) The Examination Board appoints the examiners and informs the Student Services Office of this. Examiners appointed should only be members and associates of the Technische Universität Bergakademie Freiberg or of another institute of higher education who are authorized to teach independently in the relevant field of the examination. An examiner that is authorized to teach independently only in a partial area of the examination subject can also be appointed as long as this is appropriate to the

object of the examination. In exceptional cases, teachers for specific tasks as well as people experienced in both professional and educational contexts can be appointed examiners, as long as the character of the examination is appropriate. An observer or examiner can only be appointed if they themselves have at least the qualification that the examination in question leads to or an equivalent qualification.

(2) The examiners and observers are independent in their examination activity.

(3) The candidate can, in specially justified cases, nominate the examiner or examiners for the evaluation of oral examinations (§ 8). The nomination does not constitute entitlement. For the evaluation of the Master's thesis, § 19 sub-paragraph 7 applies.

(4) The candidate will be duly informed by the Examination Board of the names of the examiners.

(5) For the examiners and observers, § 16 sub-paragraph 8 clauses 2 and 3 apply accordingly.

## **§ 18**

### **Components and Object of the Master's Examination**

(1) The components of the Master's examination are the module examinations named in the appendix to these regulations and the Master's thesis including the colloquium. The object of examinations and pre-examination assessments is the subject matter of the modules named in the appendix of these regulations. Details of this are given in the module descriptions. The number and type of the particular examinations and pre-examination assessments are regulated in the Appendix to these regulations.

(2) As soon as the students have first attempt the module examination for the first time, a core elective module (Wahlpflichtmodule, WPM) is considered as chosen, in principle. The choice can be cancelled within the prescribed period of study by written statement by the student to Student Services Office. Outside of the prescribed period of study, the chronological sequence of the first complete module examinations attempt counts as a binding choice. The change of core elective modules outside of the prescribed period of study requires the approval of the Examination Board. If more core elective modules are taken than required for the volume of Credit Points, the chronological sequence (first complete module examinations attempt) is the determining factor for counting as a core elective module, unless a written statement according to clauses 2 or the approval of the Examination Board is existent. Credit Points of modules above the required volume of Credit Points count as additional modules.

## **§ 19**

### **Registration, Topic Issue, Submission, Evaluation and Resubmission of the Master's Thesis and Colloquium**

(1) Through the Master's thesis and colloquium, candidates should show that they are able, within a prescribed period, to independently process a defined complex problem from their field with appropriate scientific methods and to present both the problem and their own work in writing and orally.

(2) The Master's thesis can only be supervised by a professor or by another person authorized for examinations by federal state law, as long as they are employed at the TU Bergakademie Freiberg in an area relevant for the degree program. If the Master's Thesis is to be undertaken in an institution other than the university then the approval of the chairperson of the Examination Board is required.

(3) The topic of the Master's thesis must relate to the content of the degree program and be defined such that deadlines for its completion can be met. The topic is issued, after registration in the Student Services Office, by the supervisor via the Examination Board. The topic and date are to be put on record. Candidates can express their wishes with regards to the topic and nominate a supervisor. Upon the candidate's request, the chairperson of the Examination Board will punctually issue the topic of the Master's Thesis. The topic of the Master's thesis can only be issued if according to the study schedule of the Master's Degree Program in Mechanical and Process Engineering, students have successfully completed all modules of the first and second semester, and have participated in all module examinations of the third semester but have no more than three uncompleted examinations. Registration for the Master's thesis should take place at the latest one month after completion of the last module examination required by these examination regulations.

(4) The topic can only be returned once and this within four weeks of its issue. For resubmission of the Master's thesis, the returning of the topic by the mentioned deadline is only admissible if the candidate did not make use of this possibility for preparing the first thesis.

(5) The Master's thesis can also be rendered in the form of a group thesis if the examined contribution of the individual candidate is clearly distinguishable and assessable on the basis of sections, page numbers or other objective criteria that enable an unambiguous differentiation and if it meets the requirements of sub-paragraph 1.

(6) Two bound copies of the Master's thesis must be submitted to the student services office of the TU Bergakademie Freiberg 22 weeks after the date on record of the issue of the topic at the latest. A further copy has to be submitted in a machine-readable PDF file format. In individual cases, a substantiated request for an extension of up to two months can be made. The submission date is to be put on record. On submitting candidates must make a written oath that they carried out their work – in the case of group work, their marked section of the work – independently and only with the use of the sources and aids stated.

(7) The Master's thesis is generally evaluated and graded in the form of a written report by at least two independent examiners. One of them should be the issuer of the topic (supervisor). The evaluation procedure should not exceed four weeks.

(8) For procedures based on international agreements of joint degree awards with partner universities, an examiner with equal rights will be appointed from the partner university.

(9) The Master's thesis is passed when both examiners grade it at least "sufficient" (4.0). § 11 sub-paragraphs 2 and 3 apply accordingly. In the case of differing evaluations, the grade is calculated from the arithmetic mean. The Examination Board can, in exceptional cases, enlist a third examiner. A third examiner is enlisted when the difference between the two evaluations equates to more than 1.7. Sub-paragraph 3 applies accordingly. In the case of only one of the examiners giving the grade "not sufficient" (5.0) and the other giving the thesis a grade of 3.3, 3.7 or 4.0, a third examiner is brought in and decides whether the Master's thesis is graded "sufficient"

(4.0) or "not sufficient" (5.0). A Master's thesis submitted after the deadline will be graded "not sufficient" (5.0).

(10) The Master's thesis is defended in a Colloquium. At the Colloquium, the issuer of the topic of the Master's thesis (supervisor) must participate. The requirement for admission to this colloquium is the Master's thesis being graded at least "sufficient" (4.0). The candidate has the right to inspect the evaluation report one day before the colloquium at the latest. The colloquium should take place within four weeks of submission of the Master's thesis. The colloquium presentation should last 20 minutes and the subsequent discussion should not exceed 40 minutes. The colloquium is evaluated as an oral examination (§ 8).

(11) The grade of the Master's thesis including the colloquium is calculated from the grade of the Master's thesis as per sub-paragraph 9 with a weighting of 4 and from the grade of the colloquium with a weighting of 1, whereby the colloquium must be graded at least "sufficient" (4.0). § 11 sub-paragraph 4 applies accordingly.

(12) For the resubmission of the Master's thesis and the colloquium, § 14 applies accordingly. § 14 sub-paragraph 2 applies with the proviso that for a second repetition of the Master's thesis can be submitted within a month of receipt of the ruling of failure.

(13) In total, 30 credit points are awarded for the successful completion of the Master's thesis and colloquium.

## **§ 20 Additional Modules**

The candidate can take an examination in modules (additional modules) other than those planned in the examination schedule (Appendix). These modules can be voluntarily rendered from the entire range of modules on offer at the TU Bergakademie Freiberg or from a cooperating institute of higher education. They are not considered in the calculation of a student's workload. They do not count towards the calculation of the overall grade of the Master's examination, but can, upon request, be recorded in the transcript.

## **§ 21 Academic Degree**

If the Master's examination is passed, the TU Bergakademie Freiberg awards the academic degree

"Master of Science" (abbreviated "M. Sc.").

## **§ 22 Transcript, Master's Degree Certificate and Diploma Supplement**

(1) After successful completion of the Master's examination, the candidate generally receives a transcript within 4 weeks after having defended the Master's thesis (in a colloquium) or after the announcement of the result of the last examination. Included in the transcript are the module grades, the credit points, the topic and grade of the Master's Thesis, the overall grade as well as the method of calculation of the ECTS

grade. If applicable – upon the candidate's request – the result of module examinations in modules other than those prescribed (additional modules) can be included in the transcript.

(2) The date on the Master's transcript is that of the rendering of the last examination and is the date of the official copy.

(3) The TU Bergakademie Freiberg issues a Diploma Supplement (DS) in English in accordance with the "Diploma Supplement Modell" of the European Union/Council of Europe/UNESCO.

(4) In addition to the transcript of the Master's examination, the candidate receives a Master's degree certificate with the date of the transcript as per sub-paragraph 2. Therein is certification of the conferral of the Master's degree.

(5) The Master's degree certificate and the transcript are signed by the Dean of the Faculty of Mechanical, Process and Energy Engineering and by the chairperson of the Examination Board and furnished with the seal of the TU Bergakademie Freiberg. An English translation of the Master's degree certificate and, upon the candidate's request, of the transcript is appended.

### **§ 23**

#### **Invalidity of the Master's Examination**

(1) If the candidate has cheated during an examination and this fact is only discovered after the handing over of the transcript, the grade of the examination is amended as per § 12 sub-paragraph 5 clause 1. In this case, the module examination is declared "not sufficient" (5.0) and the Master's examination "failed". This applies accordingly to the Master's thesis and colloquium.

(2) If the requirements for the approval of a module examination were not met, without willful deceit on the part of the candidate, and if this fact is discovered after the handing over of the transcript, then this flaw was erased by the passing of the module examination. If the candidate deliberately unjustly obtained admission to the module examination, then the module examination is declared "not sufficient" (5.0) and the Master's examination "failed".

(3) The candidate should be heard before the decision.

(4) The incorrect transcript is confiscated by the Student Services Office and, if applicable, a new one is issued. Along with the incorrect transcript, the Master's degree certificate, the Diploma Supplement and the English translations of the certificate and transcript are also to be confiscated if the Master's examination has been declared "failed" on the basis of deceit.

(5) A decision as per sub-paragraphs 1 and 2 clause 2 is excluded after a period of five years from the date of the official copy of the transcript.

### **§ 24**

#### **Inspection of Examinations Files**

Within one year after completion of the examination procedure the candidates, upon request, are allowed, within a reasonable time period, to inspect their written theses, the evaluation thereof and their examination reports.



**§ 25**  
**Appeals Procedures**

(1) Appeals against decisions that were made in accordance with these regulations must be lodged with the Examination Board in writing or by recorded declaration within a month of the student being informed of the decision.

(2) The Examination Board issues the appeals ruling. The reasons for the appeals ruling must be given with instruction on right to appeal and sent to the appealing party. The appeal ruling also determines who pays the costs of the procedure.

Freiberg, March 12th, 2018

gez.  
Prof. Dr. Klaus-Dieter Barbknecht  
Rector

## Appendix: Examination Schedule

Module	Type of Exams and Prerequisites	Weighting within the Module	Special Requirements for Admission	CP
<b>Compulsory Modules</b>				
Thermodynamics and Heat Transfer	MP/KA (KA if 10 students or more)	1		4
Conception of Process Equipment	MP/KA (KA if 8 students or more)	1		3
German A 1/ 1. Semester	KA PVL (Complete active participation in at least 80% of the classes.)	1 0		4
Training in Fluid Dynamics	KA	1		4
Training in Particle Technology	MP/KA (KA if 8 students or more)	1		4
Training in Endurance and Design	KA PVL (Dimensioning and technical design)	1 0		6
Applied Thermodynamics	MP/KA (KA if 10 students or more)	1		4
Project Work (Mechanical and Process Engineering)	AP (Project report) AP (Presentation)	2 1		11
Introduction into Computational Fluid Dynamics	KA	1	Training in Fluid Dynamics	4
Nonlinear Finite Element Methods	MP/KA (KA if 10 students or more) PVL (Preparation of an FEM coding assignment in MATLAB/Octave)  Possible in German.	1 0		4
Project - Process Design Mineral Processing / Recycling	AP* (Report (basic Engineering - process layout and applied engineering tools)) AP* (Presentation (determination of key parameters using engineering tools)) AP* (Presentation (process layout))	2 1 1		8
Discrete Element Method	MP/KA (KA if 5 students or more)	1		4
Maintenance Engineering	MP/KA (KA if 10 students or more)	1		3

Module	Type of Exams and Prerequisites	Weighting within the Module	Special Requirements for Admission	CP
Sustainable Engineering	MP	1		4
Plant Design	KA	1		4
Master Thesis (Mechanical and Process Engineering)	AP* (Master Thesis) AP* (Colloquium)	4 1	Compare to § 19 Sub-paragraph 3 clause 6 of the Examination Regulation.	30
<b>Core Elective Modules</b> Modules totaling 19 credit points are to be chosen.				
German A1/ 2. Semester***	KA PVL (Active participation at classes (at least 80%))	1 0	German A 1/ 1. Semester or equivalent language proficiency	4
Project Management	KA	1		3
Resource Management	AP* (Assignment) KA*	1 5		6
Operations Management	KA PVL (Case Studies)	1 0		6
Simulation of Sustainable Nonferrous Metallurgical Process	AP (Report of simulation)	1		6
Investment and Finance	KA	1		3
Marketing	KA	1		3
Plant Economics and Technology	PVL (Assignments) KA	0 1		6
Materials Handling	MP/KA (KA if 10 students or more) PVL (At least 90% of the practical exercises are passed successfully.)	1 0		4
Selective Separation of Strategic Elements	MP	1		4
Classifying Machines, Crushers, Mills	MP/KA (KA if 10 students or more) PVL (At least 90% of the exercises are completed successfully (protocols).)	1 0		5

Module	Type of Exams and Prerequisites	Weighting within the Module	Special Requirements for Admission	CP
Computational Process Engineering	MP/KA (KA if 10 students or more)	1	Thermodynamics and Heat Transfer Training in Fluid Dynamics	4

**Legende:**

MP = Mündliche Prüfungsleistung (oral exam)

KA = Klausurarbeit (written examination)

AP = Alternative Prüfungsleistung (alternative assessment)

PVL = Prüfungsvorleistung (prerequisite)

MP/KA = mündliche oder schriftliche Prüfungsleistung (abhängig von Teilnehmerzahl) / written or oral exam (dependent on number of students)

\* = In modules requiring more than one exam, this exam has to be passed or completed with at least "ausreichend" (4.0), respectively.

\*\* = Additionally, upon recommendation of the Study Commission, the selection of core elective modules on offer can be extended by the Faculty Council of the Faculty of Mechanical, Process and Energy Engineering. The extended selection of core elective modules on offer is announced at the start of the semester.

\*\*\* = Notice § 7 of the study regulations.

## **Study Regulations for the Master's Degree Program in Mechanical and Process Engineering at the Technische Universität Bergakademie Freiberg**

As per § 13 sub-paragraph 4 in conjunction with § 36 sub-paragraph 1 of the Higher Education Act of the Free State of Saxony (SächsHSFG) of January 15<sup>th</sup> 2013 (SächsGVBl. p. 3) (most recently changed by section 11 of the Act from April 29<sup>th</sup> 2015, SächsGVBl. P. 349) the Faculty Council of the Faculty of Mechanical, Process and Energy Engineering at the Technische Universität Bergakademie Freiberg, in consultation with the Senate, agreed on the following study regulations for the Master's degree program in Mechanical and Process Engineering:

<b>Contents:</b>	<b>§§</b>
Scope.....	1
Aims of the Degree Program.....	2
Admission Requirements.....	3
Duration of Studies, Study Volume and Commencement of Studies.....	4
Student Advice.....	5
Program Structure.....	6
Methods of Instruction and Assessment.....	7
Provision of Courses.....	8
Courses.....	9

**Appendix 1: Curricula**

**Appendix 2: Procedure for Determining Eligibility**

**Appendix 3: Module Descriptions**

## **§ 1 Scope**

The existing study regulations regulate the aim, content and structure of the Master's degree program in Mechanical and Process Engineering on the basis of the examination regulations of the international Master's degree program in Mechanical and Process Engineering at the TU Bergakademie Freiberg.

## **§ 2 Aims of the Degree Program**

(1) Building on a primary university degree the Master's program aims to teach advanced methodical and technical expertise in the field of Mechanical and Process Engineering. Students will gain in depth knowledge of mathematical principles and the principles of natural science and engineering and will be able to employ these principles.

(2) Students should be qualified to tackle complex problems in a scientific way and to provide a technical solution. Graduates of the Master's degree program in Mechanical and Process Engineering should be able to develop concepts and solutions with regard to other related disciplines. They are able to develop innovative products, processes and methods.

(3) Graduates are able to identify, to locate and to acquire essential information. They are qualified to plan and to implement analyses, simulation models and experiments as well as to evaluate the data critically and to draw conclusions from the data. They can investigate and evaluate the application of innovative and developing technologies in their discipline.

(4) Moreover, graduates are qualified to methodically classify knowledge from different fields, as well as to combine them systematically and are able to handle complex issues. They are able to familiarize quickly with unknown fields in a methodical and systematic manner, to identify applicable methods and to assess their limitations. Successively they can systematically reflect on the non-technical implications of the technical applications and act in a responsible manner.

## **§ 3 Type of Degree Program**

The Master's degree program in Mechanical and Process Engineering is a consecutive Master's degree program with a strong emphasis on research.

## **§ 4 Admission Requirements**

(1) The requirements for admission to the Master's degree program in Mechanical and Process Engineering are:

1. primary university degree in the field of mechanical engineering, process engineering or other comparable studies from a university with a prescribed period of study of at least 6 semesters and the proof of the required professional

competence through participating the procedure for determining eligibility in accordance with appendix 2,

2. the proof of English language skills by an acknowledged language test as for example the Test of English as a Foreign Language (TOEFL) with at least 87 points (internet-based test). Alternatively, the International English Language Test System (IELTS) with a grade of at least 6.0 or an equivalent test with a comparable result will be accepted. This does not apply for foreign applicants whose national language is English.

(2) The Examination Board can, at the instigation of the Commission for Determining Eligibility, issue the applicant holding a university degree in accordance with sub-paragraph 1, No. 2 or 3 with the condition of passing certain coursework and examinations within a certain time span, however at the latest until the student receives the topic of the Master's thesis.

(3) Beyond this, the enrollment regulations of the TU Bergakademie Freiberg apply.

## **§ 5**

### **Duration of Studies, Study Volume and Commencement of Studies**

(1) The prescribed period of study is 4 semesters

(2) In the Master's degree program in Mechanical and Process Engineering, 120 credit points must be acquired.

(3) Studies commence in the winter semester.

## **§ 6**

### **Student Advice**

(1) In addition to general advice concerning studies from the Central Student Advisory Service, a Departmental Advisory Service is provided by the Dean of Students or the education coordinator for the Master's degree program in Mechanical and Process Engineering. This contains, among other things, advice on study requirements, study schedules, examination issues, changing university, periods of study abroad and career entry opportunities.

(2) Students that have not passed a module examination by the beginning of the third semester should take part in a consultation at the Departmental Student Advisory Service during the third semester.

## **§ 7**

### **Program Structure**

(1) The degree program is composed of 4 semesters and is concluded with the Master's examination.

(2) The Master's thesis is written in the fourth semester. Further details concerning the Master's thesis and colloquium are regulated in the examination regulations of the international Master's degree program in Mechanical and Process Engineering.

(3) Separable subject or topic related areas are integrated into self-contained modules. These encompass subject-related courses of various types (§ 8 sub-paragraph

1) and are concluded with module examinations, for which, if passed, credit points are acquired. Module examinations lead, together with the Master's thesis including the colloquium, to graduation. The modules, along with their workload and assigned credit points, are presented in the module descriptions.

(4) Students who have already obtained the German language level "German A1 (Deutsch A1)" or an equivalent level have to choose an advanced German language course, which is offered by the language centre of the TU Bergakademie Freiberg.

(5) Students, who are German native speakers or who have obtained an equivalent German language level, have to choose another module offered by the TU Bergakademie Freiberg or a cooperating university instead of the course "German A1 (Deutsch 1A)". This has to be approved by the Examination Board.

## **§ 8**

### **Methods of Instruction and Assessment**

(1) Courses (Lehrveranstaltungen, LV) can be lectures (Vorlesungen, V), workshops (Übungen, Ü), seminars (Seminaren, S), practicals (laboratories, fieldwork, internships etc.) (Praktika, P) and other types of courses. In lectures, theoretical knowledge is presented. In workshops, material from the lectures and background knowledge necessary for understanding the lectures is revised, practised and consolidated. Seminars lead the students to independent scientific work through discussions and their own presentations. The aim of practicals, besides the consolidation of theoretical knowledge, is to learn methods and other practical skills.

(2) Courses are conducted in English language.

(3) The size of courses is measured in "semester week hours" (Semesterwochenstunden, SWS). One SWS describes a unit of time of generally 45 minutes per week throughout the entire lecture period of a semester (about 15 weeks). Courses can also be carried out in blocks.

(4) Supplementary to attending courses, students must work independently to consolidate material from the modules and especially in the cases of practicals, workshops and seminars, prepare and follow up. To attain the necessary knowledge, additional independent reading is generally indispensable.

(5) Assessments can be oral presentations, papers, reports, written or oral tests or something else. They are evaluated but not necessarily graded. Details are given in the module descriptions.

## **§ 9**

### **Provision of Courses**

(1) The university ensures through its course program that the module examinations, in accordance with the examination regulations for the Master's degree program in Mechanical and Process Engineering, can be taken within the deadlines stipulated. The study schedule (Appendix 1) enables graduation within the prescribed period of study.

(2) Module examinations usually take place in the semester in which the module courses finish. For modules that run over several semesters, examinations take place



in the semester stated in the examination schedule. Repeat examinations, as far as is possible, can be taken in the following semester.

(3) At the end of each academic year, the Examination Board, along with the Study Commission, checks if the education according to the study schedule needs to be updated. This should take place so that the necessary changes in the program planning can be in place in time for the new academic year.

## **§ 10** **Course Program**

(1) The modules and their recommended sequence, as well as the type and size of their courses, are stated in the study schedule of the respective fields of study (Appendix 1). The courses aim to cover the material needed for these modules. Details of this can be found in the module descriptions.

(2) Students can take additional optional modules. Further details can be found in the examination regulations.

Freiberg, March 12<sup>th</sup>, 2017

gez.  
Prof. Dr. Klaus-Dieter Barbknecht  
Rector

## Appendix 1: Study Schedule

Module	1. Sem. V/Ü/S/P	2. Sem. V/Ü/S/P	3 Sem. V/Ü/S/P	4. Sem. V/Ü/S/P	CP
<b>Compulsory Modules</b>					
Thermodynamics and Heat Transfer	1/2/0/0				4
Conception of Process Equipment	2/0/0/0				3
Deutsch A1/ 1. Semester **	0/4/0/0				4
Training in Fluid Dynamics	1/2/0/0				4
Training in Particle Technology	1/2/0/0				4
Training in Endurance and Design	1/2/0/1				6
Applied Thermodynamics		2/1/0/0			4
Project Work (Mechanical and Process Engineering)		22 weeks			11
Introduction into Computational Fluid Dynamics		2/1/0/0			4
Nonlinear Finite Element Methods		2/1/0/1			4
Project - Process Design Mineral Processing / Recycling			0/0/2/8		8
Discrete Element Method			2/1/0/0		4
Maintenance Engineering			2/0/0/0		3
Sustainable Engineering			1/2/0/0		4
Plant Design			2/1/0/0		4
Master Thesis (Mechanical and Process Engineering)				22 weeks	30
<b>Core Elective Modules*</b>					
Modules totaling 19 credit points are to be chosen.					
Deutsch A1/ 2. Semester**		0/4/0/0			4
Project Management	1/1/0/0				3
Resource Management	2/2/0/0				6
Operations Management	2/2/0/0				6
Simulation of Sustainable Nonferrous Metallurgical Process Systems 1		2/0/0/0			3
Investment and Finance		2/0/0/0			3
Marketing		2/0/0/0			3

Plant Economics and Technology		4/0/0/0			6
Materials Handling		2/1/0/0			4
Selective Separation of Strategic Elements			2/0/1/1		4
Classifying Machines, Crushers, Mills			2/1/0/1		5
Simulation of Sustainable Nonferrous Metallurgical Process Systems 2			2/0/0/0		3
Computational Process Engineering			2/1/0/0		4

Legends:

CP= credit points (Leistungspunkte); V= lecture (Vorlesung); Ü = exercise (Übung); S= seminar; P= practical application (Praktikum); SWS =semester week hours (Semesterwochenstunden).

\* = Additionally, upon recommendation of the Study Commission, the selection of core elective modules on offer can be extended by the Faculty Council of the Faculty of Mechanical, Process and Energy Engineering. The extended selection of core elective modules on offer is announced at the start of the semester.

\*\* = Notice § 7 of the study regulations.

## **Appendix 2: Procedure for Determining Eligibility**

### **1. Generalities**

- 1.1 The procedure for determining eligibility aims to judge the motivation and eligibility of the applicant for the Master's degree program in Mechanical and Process Engineering. The expected ability of the applicant to successfully complete the program should be assessed.
- 1.2 The procedure for determining eligibility for the Master's degree program in Mechanical and Process Engineering is carried out by the Qualification Commission in the form of an evaluation on the basis of educational proofs listed in point 4.2.

### **2. Application**

2.1 Participation in the procedure for determining eligibility for the Master's degree program in Mechanical and Process Engineering is generally applied for with the form "Application for admission to study".

2.2 Along with the application for the Master's degree program in Mechanical and Process Engineering, the following must be submitted:

1. completed "Application for Admission Form",
2. a certified copy of the certificate for a first degree that qualifies the applicant for the Master's program,
3. a certified copy of the transcripts of records for the first degree that qualifies the applicant for the Master's program,
4. the proof of English language skills by an acknowledged language test as for example the Test of English as a Foreign Language (TOEFL) with at least 87 points (internet-based test). Alternatively, the International English Language Test System (IELTS) with a grade of at least 6.0 or an equivalent test with a comparable result will be accepted. This does not apply for foreign applicants whose national language is English,
5. if applicable, proof of professional training or experience related to the degree program, internships or other activities relevant to the program,
6. a letter of motivation of maximum two sides in length, explaining reasons for applying to study for the Master's degree program in Mechanical and Process Engineering.

2.3 The application must be submitted to the Admission Office of the TU Bergakademie Freiberg by October 1<sup>st</sup> (for non-EU applicants by April 15<sup>th</sup> of the application year). If the documents are not submitted by the deadline, the candidate will not be considered at the procedure for determining eligibility.

### **3. Commission for Determining Eligibility**

3.1 The Commission for Determining Eligibility is responsible for selecting the applicants. The commission and the chairperson are appointed by the Examination Board of the Master's degree program in Mechanical and Process Engineering.

3.2 The Commission for Determining Eligibility consists of three members, of which two are teaching staff (university professors) of the Master's degree program in Me-

chanical and Process Engineering. They are appointed with consideration for the chosen field of study. A deputy is appointed, if possible, for all members. Repeat appointments are allowed.

3.3 The Commission for Determining Eligibility prompt decisions from the Examination Board with respect to the entry requirements in accordance with § 4 of the study regulations for the Master's degree program in Mechanical and Process Engineering.

#### **4. Admission Procedure**

4.1 Every applicant will go through the admission procedure. Within six weeks after the application deadline (April 15<sup>th</sup> for non-EU applicants), applicants are assessed in a non-public meeting of the Commission for Determining Eligibility.

4.2 The applicants are assessed based on the following criteria and with the defined weighting (in brackets):

1. English language skills (0.2)
2. Motivation (0.1)
3. Overall grade of the latest degree/GPA (0.3)
4. Grades in the fields of thermodynamics, fluid mechanics, technical mechanics and construction technology represent at least 75% of the maximum examination performance (0.3)
5. Additional scientific achievements, such as publications, prizes, scientific experience (0.1).

Each criterion is given with a maximum of 10 points. In general, an applicant's documents with at least 6.5 points can be selected.

Because of the international character of the degree program a balanced combination of applicants from different countries and regions is preferred.

4.3 The minutes of the selection procedure should be kept, including the day, location, as well as the names of the applicants, the assessment by the members of the commission.

#### **5. Evaluation and validity of the Eligibility Determination**

5.1 Every applicant is evaluated with "selected" or "not selected".

5.2 The applicant is informed in written form by the Admissions Office of the result of the selection process, along with the notice of admission or rejection to the degree program applied for. The notice is accompanied by instruction on the right to appeal.

5.3 Proof of passing the eligibility determination for the Master's degree program in Mechanical and Process Engineering is valid for two years.

5.4 Upon request, the applicant is allowed to inspect the minutes of the eligibility determination. The request must be made to the Commission for Determining Eligibility within a month of the announcement of the result. The commission determines the time and place of inspection.

## **Appendix 3: Module Descriptions**

### **Adaptation of Module Descriptions**

The following components in the module descriptions can be modified in agreement with the Dean of studies:

1. Module-Code (Modul-Code)
2. Responsible (Verantwortlich)
3. Lecturer(s) (Dozent(en))
4. Institute(s) (Institut(e))
5. Competencies (Qualifikationsziele/Kompetenzen)
6. Contents (Inhalte), as long as sofern sie über die notwendige Beschreibung des Prüfungsgegenstandes hinausgehen
7. Literature (Typische Fachliteratur)
8. Pre-requisites (Voraussetzungen für die Teilnahme), as long as sofern hier nur Empfehlungen enthalten sind (also nicht zwingend erfüllt sein müssen)
9. Frequency (Verwendbarkeit des Moduls)
10. Wordload (Arbeitsaufwand)

The changed module descriptions are announced at the start of the semester.

Published by: The Rector of the TU Bergakademie Freiberg

Edited by: Vice Rector for Education

Address: TU Bergakademie Freiberg  
09596 Freiberg

Printed by: Medienzentrum of the TU Bergakademie Freiberg