

TH Wildau General Regulations extract (No. 42/2019)

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§ 2 Degree programme structure

- (1) Degree programmes are modular. Modules are self-contained examined units covering a specific topic over a specific time period. One module generally lasts for a single semester or academic year. In certain circumstances, a module may stretch over more than two semesters.
- (2) The amount of work is measured based on a system of Credit Points (CP). This points-based system is a formal mechanism for structuring and calculating the amount of time students will require for a module and for the degree programme as a whole. One CP corresponds to a study workload of 25 to 30 hours. The points system is based around the ECTS (European Credit Transfer System). Modules should be at least five credit points. In some special cases, modules may come with fewer credits, provided that this does not increase the average examination load during the semester.
- (3) Modules must be listed in the form of a study plan with their name, the semester of study, the total number of study hours required or number of contact hours, teaching and learning formats, examination format, and the number of credit points awarded for the respective subject-specific study and examination regulations.
- (4) All modules are listed in a module handbook in order for students to get a better overview of the degree programme. The module description must contain at minimum: 1. Module name, 2. Module coordinator, 3. Content and learning aims of the module, 4. Type of module (mandatory or elective module), 5. Teaching formats (including contact hours per week), 6. Requirements for the award of credit points, 7. Type and format of examination, 8. Hours of work required for the modules (measured in credit points) and 9. Teaching language. Modules descriptions are binding as defined in the relevant course-specific study and examination regulations.

- (5) For a first degree (bachelor's) for which the degree of bachelor is awarded, a minimum of 180 and a maximum of 240 credit points are required.
- (6) To be awarded the degree of master by the university following on from the completed first degree programme, a total of 300 credit points are required.

§6 Special study plan

- (1) Students may apply to follow an individual special study plan where the student can demonstrate good cause to do so. The student must state, and provide evidence to that effect, that part-time study as per §5 is not appropriate for their situation. Good cause includes pregnancy, child care, assisting family members who are in need of care, limitations due to health (disability, illness) and competitive sports. A written application including documentation according to paragraph 2 must be submitted to the Examinations Board by the end of the teaching period in the semester prior, or by the start of the teaching period for those beginning their first semester. Any exceptions will be decided by the faculty Examinations Board.
- (2) Applications as per paragraph 1 require that students first have an advice session with the degree programme director. The results of these actions are to be written down as a special study plan containing all details that differ from the regular study plan, including the corresponding extension to the standard duration of studies.
- (3) The Examinations Board will review the special study plan and make a final decision, giving sufficient discretion.
- (4) A special study plan does not entitle students to request separate study or performance requirements. The qualification awarded as well as the nature and scope of the examinations are no different to those of full-time study.
- (5) Students have the same status as full-time students within the university. Reregistration and the amount of fees due (tuition fees etc.) are unaffected by a special study plan.

§8 Types and methods of examination

- (1) Assessment takes the form of one of the following:
 1. oral,
 2. written examinations and other written tasks,
 3. project work,
 4. laboratory experiments and
 5. other controlled methods that can be evaluated to the same standards. Completion of a practical phase can also be designated as assessment.
- (2) Written examinations take place under invigilation and are documented. Oral examinations require the presence of an assessor or an expert observer. The subject and key events of oral examinations must be officially written down. The appointed observer must possess a degree equal to that which the candidate's degree programme is leading to, or have achieved a comparable higher level qualification or state examination.
- (3) Each module examination takes place as one of the following three types of examination:
 1. Fixed module examination (FMP): An examination that takes place at a specified time within the examination period (the period two weeks after teaching for that semester has ended and two weeks before the commencement of teaching for the following semester),
 2. Module examination during studies (SMP): the examination takes place outside of the examination period (this examination may consist of several tests),
 3. Combined module examination (KMP): this is a fixed component made up of several tests outside of the examination period (during the semester) and a test within the examination period (two weeks after teaching for that semester has ended).
- (4) Assessments supported by the use of multimedia are permitted.
- (5) Resits of examinations within an enrolment year should be carried out in the same form as the original examination. The examination scheme (Section 20, Paragraph 7) used by the examiner is authoritative. The appropriate Examinations Board shall decide on any exceptions upon request.

- (6) As far as the particular nature of the subject necessitates it, the relevant teaching staff can require the completion of the examination or a partial performance in all languages named in the module description.
- (7) The length of examinations is based on the amount of subject matter. Written examinations have a duration of at least 90 minutes and a maximum of 240 minutes. Oral examinations have a duration of at least 15 mins and a maximum of 60 mins. In the case of group oral examinations, this duration applies per candidate.

§9 Assessment of examination performance and calculation of grades

- (1) Grades for the individual examinations are differentiated and set by the examiner. In so doing, the assessments are made as follows:

%-share A of the maximum possible score	Grade	Assessment	Definition
$95 < A \leq 100$	1.0	Very good	OUTSTANDING – excellent performance and only a few minor errors
$90 < A \leq 95$	1.3	Very good	VERY GOOD – above-average performance, but with a few errors
$85 < A \leq 90$	1.7	Good	GOOD – overall good, solid work, but with a few fundamental errors
$80 < A \leq 85$	2.0	Good	
$75 < A \leq 80$	2.3	Good	
$70 < A \leq 75$	2.7	Satisfactory	SATISFACTORY – average, but with significant shortcomings
$65 < A \leq 70$	3.0	Satisfactory	
$60 < A \leq 65$	3.3	Satisfactory	

55 < A <= 60	3.7	Sufficient	SUFFICIENT – the examination performance meets the minimum requirements
50 < A <= 55	4.0	Sufficient	
0 < A < 50	5.0	Unsatisfactory	UNSATISFACTORY – improvements are necessary before the results can be recognised

(2) Module examinations receives module grades; practical modules are assessed as “Successful/Unsuccessful“. If a module examination consists of several tests, the examiner determines in the examination scheme (Sec. 20, Para. 7) how the module grades (according to Section 1) are to be calculated from the examination results. Module descriptions can stipulate the need to pass all or a minimum number of examinations.

(2a) The examination scheme (Sec. 20, Para. 7) may permit bonus points to be awarded for additional academic work set by the examiner that students may submit on a voluntary basis. Bonus points can only be gained and credited for the semester in which the module takes place. Where modules run over more than one semester, the period over which the module takes place according to the study plan is considered the period for which bonus points are credited. Bonus points can make up a maximum of 20% of the final grade for a module (according to Section 1). Excluding bonus points, a minimum grade of 50% is required to pass the module. Including bonus points, the maximum grade that can be awarded is 100%. It must be possible to achieve 100% without any bonus points. The module grade is determined according to Paragraph 1.

(3) When calculating grades which comprise sub-grades, only the first decimal place after the decimal point will be taken into account; all other decimal places will be disregarded without being rounded up. If the calculated grade is not a value given in Section 1, then the grade is rounded up to the nearest grade according to Section 1 and awarded as such. If the calculated grades falls exactly between two grade levels in Section 1, then the better of these grades is awarded.

- (4) Module grades should be made available to the Department of Student Affairs at the latest four weeks after all examinations and assessments have been completed, unless otherwise stated in these regulations. Exceptions are permitted only for impediments which could not be delayed or invalidity due to illness. The dean must be informed immediately in such cases. Examination results are released for individual candidates. The announcement takes place via the campus management system.
- (5) A weighted average (M) is calculated as the final mark from all the differentiated module grades of the degree programme, the dissertation grade and, if applicable, the grade for the final oral examination (§26 Para 1). Weighting is determined using Credit Points (CP): $M = \frac{\sum(\text{Grade} \times \text{CP})}{\sum \text{CP}}$. This provides the following grades:

Final mark	Final mark (verbal)
$1.0 \leq \text{Grade} < 1.3$	With distinction
$1.3 \leq \text{Grade} < 1.6$	Very good
$1.6 \leq \text{Grade} < 2.6$	Good
$2.6 \leq \text{Grade} < 3.6$	Satisfactory
$3.6 \leq \text{Grade} < 4.0$	Sufficient
$4.0 < \text{Grade}$	Failed

- (6) In the event that the German grading scale is supplemented by the award of ECTS grades (relative grades), the assessment shall be carried out in accordance with the European Commission's ECTS guidelines.

§20 Examination procedures and minimum quorum for successful examinations

- (1) Only those enrolled in the relevant degree programme at TH Wildau can take examinations, unless the subject-specific part of the study and examination regulations states otherwise.
- (2) On the basis of their enrolment/reregistration at the university, students are registered for all module examinations expected for their semester as indicated in the study plan from the study and examination regulations for their degree programme.
- (3) The authorised examiner is the lecturer named on the timetable. No changes are possible unless in the event of special circumstances.
- (4) Students can withdraw from module examinations via the campus management system. After withdrawal from a module examination, the student may no longer sit this examination. Any examination performance produced in spite of this will not be recognised.
- (5) Notification of inability to take an examination pursuant to Sec. 22 is redundant after withdrawal from an examination. When you withdraw from an examination, you will be registered for a resit.
- (6) The examination for any given module must be passed no later than four semesters after the intended examination date as specified in the study and examination regulations. If the student has not met this deadline or has failed to pass the examination over four subsequent semesters, he/she must de-register from the university if he/she has not fulfilled the obligation to participate in a degree programme consultation (Sec. 4 para 2 (2)), or has rejected the conclusion of a study agreement (Sec. 4 para. 3), or has not reasonably fulfilled the stipulated requirements of the study agreement by the agreed deadline. This does not apply if the student concerned was not advised of these consequences when invited to the degree programme consultation or when the study agreement was concluded. Any suspension of studies is not considered when setting these deadlines.
- (7) The lecturer concerned must provide information about the examination schedule within the first two teaching weeks of the module based on the corresponding module description. The examination schedule gives

information about the type of examination according to the study plan, the examination method, the length and date or time period of the examination as well as permitted resources, weighting and evaluation of (partial) assessment and in the case of several tests, what happens in the event of failure of individual tests. The examination schedule is simultaneously published on the module's course area on TH Wildau's learning platform.

§20a Fixed module examination (FMP):

- (1) Examination dates for module examinations of the type FMP must be published at least two weeks beforehand on the campus management system. In this case, students are able to withdraw from the examination via the campus management system up to three calendar days before the examination date.
- (2) The first resit date for a module examination of type FMP will be in the two weeks before the commencement of teaching in the following semester ("resit period"), unless a resit in this period is not possible according to the applicable study and examination regulations due to an internship for the degree programme in question. In this case, all participating students may take resits after the official resit period. Details of the rules surrounding resits can be found in the study and examination regulations. Further resit dates coincide with the examination and/or resit dates of the following matriculation register. Decisions regarding any exceptions are made by the Examinations Board.

§20b Module examination during studies (SMP)

- (1) Students can only withdraw from a module examination of the type SMP via the campus management system within the first three weeks of the semester and/or academic year. Any changes to this are stipulated in §20b, Paragraph 7 of the applicable study and examination regulations.
- (2) In the event that there are several tests, the withdrawal covers all the module tests for the semester and/or academic year.
- (3) The first resit option of a module examination of the type SMP takes place in the next academic year. It may be taken in the following semester, provided that the module is scheduled for just one semester in the curriculum and a comparable examination situation is possible. A decision regarding the

time/period is made by the Dean and agreed with the examiner and must be announced no later than the commencement of teaching; it is noted in the examination schedule (§20 Para. 7).

- (4) Resits for a module examination of the type SMP that takes place in the following semester may be held no earlier than three weeks after the commencement of teaching. Resits for a module examination of the type SMP that takes place in the next academic year must be taken at the time of the next regular examination.
- (5) A module examination of type SMP for which a resit is offered in the next academic year must be organised by the lecturer such that the examination can be marked by the last day of the semester and the grade entered into the campus management system.
- (6) A module examination of type SMP for which a resit is offered in the following semester must be organised by the lecturer such that it can be marked within four weeks of the end of the teaching period and the grade entered into the campus management system.
- (7) Exceptions may be granted for the resit to take place in the same semester. Such exceptions can only be granted for bachelor's degree programmes where immediate commencement of a master's degree programme is possible. Resits for a module examination of the type SMP that takes place in the same semester must be held before the end of the teaching period. Details of the rules surrounding resits can be found in the study and examination regulations.
- (8) The respective examination schedule pursuant to §20, Para. 7 governs the specific examination performance.
- (9) Students who are unable to sit one or more assessments of type SMP due to reasons beyond their control must inform the lecturer immediately. The regulations in the examinations schedule §20, Para 7 shall apply. Decisions regarding any exceptions are made by the Examinations Board.

§20c Combined module examination (KMP)

- (1) Students wishing to withdraw from a module examination of the type KMP must do so within the first three weeks of the semester and/or academic year.
- (2) The withdrawal applies to all tests for that module for the semester and/or academic year.
- (3) Resits for a module examination of type KMP take place in the next academic year. It may be taken in the following semester, provided that the module is scheduled for just one semester in the curriculum and a comparable examination situation is possible. A decision regarding the time/period is made by the Dean and agreed with the examiner and must be announced no later than the commencement of teaching; it is noted in the examination schedule (§20 Para. 7).
- (4) Resits for a module examination of the type KMP that takes place in the following semester may be held no earlier than three weeks after the commencement of teaching. Resits for a module examination of the type KMP that takes place in the next academic year must be taken at the time of the next regular examination.
- (5) A module examination of type KMP for which a resit is offered in the next academic year must be organised by the lecturer such that the examination can be marked by the last day of the semester and the grade entered into the campus management system.
- (6) A module examination of type KMP for which a resit is offered in the following semester must be organised by the lecturer such that it can be marked within four weeks of the end of the teaching period and the grade entered into the campus management system.
- (7) The respective examination schedule pursuant to §20, Para. 7 governs the specific examination performance.
- (8) Students who are unable to sit one or more assessments of type KMP due to reasons beyond their control must inform the lecturer immediately. The regulations in the examinations schedule §20, Para 7 shall apply. Decisions regarding any exceptions are made by the Examinations Board.

§21 Passing examinations

- (1) An examination has been passed, if a minimum grade of “sufficient” is achieved (Grade: 4.0) or is assessed as “successful”.
- (2) If the degree programme stipulates a special bachelor or master’s examination, consisting of several individual assessments, this is deemed to have been passed, when all the individual tests have been passed.
- (3) Failed module examinations can be retaken twice. After two unsuccessful retakes, the right to take examinations expires. Degree programmes at TH Wildau are not suitable courses for optional examination attempts in accordance with §22 Para 3(1) Brandenburg Higher Education Act (BbgHG).
- (4) If a student fails to pass a module examination or is unable to sit the examination due to reasons beyond their control and the student still has a right to sit the examination, then registration for the subsequent module examination takes place automatically.
- (5) Bachelor’s and master’s theses can only be repeated in the event of failure, and may only be repeated once. This also applies to the final oral examination.
- (6) It is not possible to retake examinations which have been successfully passed. §22 Para. 3(2) of the Brandenburg Higher Education Act states that examinations which have already been passed can be resat only where the examination was taken under the “Freiversuch” regulation (optional examination attempt not counted). In accordance with Para. 3, the “Freiversuch” regulation is not applicable at TH Wildau due to a lack of suitable courses.
- (7) For a module examination which consists of several assessments, only the ones which were assessed as “unsatisfactory” or “unsuccessful” need to be retaken, if the assessments cover clearly distinct areas within a subject area or require different skills and knowledge. The final decision lies with the examiner and is to be recorded in the examination schedule (§ 20 Para. 7).
- (8) Failed examinations which were the final attempt must always be assessed by an additional examiner.

§22 Absence/Withdrawal

- (1) An examination is graded as “unsatisfactory”, if
 1. the candidate does not turn up for an examination without good cause,
 2. the candidate withdraws from an examination which he/she attended, without good cause or
 3. assessed work is not submitted on time.
- (2) For module examinations of the type FMP as well as for examinations within the examination period of type KMP, the reason for the absence or withdrawal must be reported immediately (within three working days) to the Examinations Board of the relevant faculty, demonstrating their plausibility. The form “Notification of inability to take an examination” must be used in both cases. The Examinations Board will reach a decision on the application within 21 calendar days of receipt. If no decision is reached within this time frame, the application is considered to have been approved.
- (3) For module examinations of the type SMP, §20b Para. 9 and §20c Para. 8 apply accordingly.

§23 Cheating, breach of regulations

- (1) If a candidate attempts to cheat in their examination or makes use of aids which are not permitted, the examination in question will be graded “unsatisfactory” (5.0) or “unsuccessful”.
- (2) If it is discovered at a later time that cheating has occurred, then the performance record or examination will retrospectively be graded as failed.
- (3) In event of a second attempt at cheating, the right to examination will be revoked for the entire degree programme in question.
- (4) Candidates who are disruptive during an examination may be excluded from continuing to take part in the examination by the supervising examiner or invigilator; in this case the examination will be graded “unsatisfactory” (5.0) or “unsuccessful”. In serious cases, the Examinations Board responsible can bar the candidate from taking any further examinations.

§24 Examiner and observer

- (1) Authorised to approve examinations at TH Wildau are full-time scientific staff, associate lecturers and people with professional experience in higher education. University examinations may only be approved by persons who have teaching responsibilities. Examinations may only be assessed by persons who possess the qualification for which the examination is being given for, or possess another equivalent qualification. Observers must also be qualified according to (3).
- (2) One of the two assessors of final theses and subsequent colloquium, usually the first assessor, must meet the employment requires for professors according to the Brandenburg Higher Education Act and independently carry out teaching activities at the university in a field related to the thesis.

§25 Examinations Board

- (1) Each faculty has a common Examinations Board for all degree programmes. These boards are made up of the following faculty members:
 1. the Dean or a professor appointed by the Dean as chairperson to lead the activities of the Examinations Board
 2. two additional professors
 3. another full-time member of the teaching staff
 4. a student.

The Examinations Board is an examination institution of the Technical University of Applied Sciences Wildau. The Faculty Board can issue rules and regulations upon the initiative of the Examinations Board. Applications for advice or a decision to be made by the Examinations Board must be submitted to the Examinations Board in writing. Decisions should be announced within six weeks of submitting an application. Meetings of the Examinations Board are not public.

- (2) The members as indicated in Paragraph 1(2), numbers 2–4 are elected by the members of the Faculty Board according to their status for a period of two years. The current Examinations Board remains in place until a new Examinations Board has convened. The board is to meet at least three times during the teaching period each semester. Minutes indicating the outcomes of board meetings must be kept.

- (3) The Examinations Board ensures that the stipulations of these regulations and the subject-specific study and examination regulations are upheld. With the exception of the exams themselves and the assessment of these, the board makes all decisions in regard to examination procedures unless otherwise regulated in government legislation. Any person affected by a decision of the board can request the specially appointed officer of TH Wildau to attend board meetings. The Examinations Board makes suggestions for reforms to the study and examination regulations and the standard study plans.
- (4) Members of the Examinations Board are entitled to be present when examinations are being approved. The exception to this is the student member who is to sit the same examination during the same examination period.
- (5) The members of the Examinations Board and any specially appointed participants in board meetings are subject to an obligation of secrecy. Provided the participant is not attending in the capacity of a public servant, then the chairperson must obligate them to maintain secrecy. This must be officially recorded.
- (6) The Examinations Board can make binding decisions provided that more than half its members are present. Decisions are made by simple majority. In the event of an undecided vote, the vote of the chairperson decides the outcome. Members may not vote on matters which affect themselves. If a decision must be made before the next scheduled meeting of the board can be convened, the chairperson will make the decision and inform the board during the next meeting.

§26 Completion of theses

- (1) Students must complete a thesis in the final semester. It constitutes part of the assessment. It should show that the student is capable of working independently on a well-defined task within a given period of time. For a bachelor's degree, an oral examination can additionally form part of the degree assessment, for a master's degree an oral examination is a mandatory part of the assessment. The oral examination relates to the subject of the thesis. In accordance with the study and examination regulations, the

bachelor thesis may comprise at least 6 credit points and at most 12 credit points. The master's thesis may comprise a minimum of 15 and a maximum of 30 credit points. In both cases the oral examination is included in this.

- (2) The topic of the final thesis is chosen at the earliest upon successful completion of the majority of required coursework and examinations, usually after the successful completion of at least 75 per cent of the total number of credit points required for the degree programme, minus the credit points for the thesis and the viva. After successful completion of all academic coursework and examinations, the subject of the thesis shall be submitted no later than four weeks after enrolment. The time of submission must be recorded. Registration of the thesis must be made no later than in the fourth semester upon successful completion of all coursework and examinations, otherwise the right to examination expires. In special cases the Examinations Board may extend the deadline upon receipt of a justified application from the student; the application must be made in writing no later than three weeks before the end of the semester.
- (2a) The work, in accordance with Para 1, can also be submitted in the form of group work between two candidates, if the candidate's individual contribution is clearly distinguishable and can be evaluated based upon objective measurable content that enables a clear differentiation of ownership of work and meets the requirements as given in Para 1.
- (3) The thesis can be submitted in German or English upon agreement with the supervisor. A summary, including the title, must be attached in both languages.
- (4) It is the responsibility of the student to find a supervisor for his/her thesis. Supervision is generally done by a professor or other authorised examiner at the TH Wildau, provided this person is sufficiently active the relevant field. The subject of the thesis is suggested by the candidate.
- (5) Confirmation of the topic, the suggested supervisor (first assessor and examiner) as well as the second assessor and examiner is issued by the Examinations Board. The subject and time of approval of the subject must be recorded. In exceptional cases a thesis may be supervised by two supervisors.

- (6) The task formulation and scope of the thesis must be limited by the supervisor in such a way that the submission deadline can be met.
- (7) Whilst completing the thesis, students have the right to consultations. The supervisor should be informed at regular intervals about the progress of the work.
- (8) Upon application by the student or by the supervisor, the subject can be further refined just once and by no later than halfway through the allocated period at the latest. The final specific subject must be recorded with the supervisor's and the student's signatures.

§27 Submission and assessment of the thesis; performance and assessment of the oral examination

- (1) The thesis must be submitted by the due date to the Examinations Board responsible, bound in triplicate as well as in electronic form on a data storage device. The thesis may contain two digital annexes, one public and one protected. The thesis must be understandable without having to read the annexes. One bound and one electronic copy will remain in the University Library upon completion of the procedure. The University Library stipulates the data formats to be used. The time of submission must be recorded. Upon submission the candidate must give a written declaration that he/she has completed the work independently – for group work, his/her share of the work, labelled accordingly – and that he/she has not used any sources or aids other than the ones listed.
- (2) The submission deadline for the thesis may be extended by the Examinations Board upon application by the candidate for reasons that are not his or her fault, but by no more than half of the allocated period for working on the thesis. Applications should be generally be submitted three weeks before the submission deadline.
- (3) The thesis is an academic piece of work and therefore in principle public. In exceptional cases students can apply for a publishing ban, limited to a maximum of five years. During this period the contents of the thesis may not be made public by members of the university. No further claims will be considered. The application for the publication ban must be submitted no

later than two weeks before submission of the thesis. The supervisor and assessor must agree to the application in writing. Notwithstanding the above, upon submission of the thesis, the student may assign an unlimited publishing ban on the protected digital annex.

- (4) The thesis must be evaluated by the two assessors separately. A bachelor thesis should be assessed within four weeks and the master's thesis within six weeks. Each individual assessment is to be submitted in the form of a written report. The grade is calculated from the arithmetical mean of the two assessor's grades.
- (5) An oral examination (cf. §26 Para. 1) is assessed separately and included on the transcript.
- (6) Where the evaluation of the two assessors differs, the grade for the thesis is determined from the arithmetic mean of the individual evaluations if the difference between the two grades is less than 2.0 in accordance with §9 Para 1. If the difference is 2.0 or greater according to §9 Para 1, a third assessor will be appointed by the Examinations Board. In this case the grade is calculated from the arithmetical mean of the two highest grades from the evaluations. However, the thesis can only receive a grade of "sufficient" (4.0) or higher if at least two of the assessed grades are "sufficient" (4.0) or higher. All assessments must be justified in writing. The final grading is conferred by the Examinations Board.
- (7) A thesis or oral examination given a grade 5.0 (unsatisfactory) as per §26 Para 1 may be repeated once. Registration must take place by the semester immediately afterwards at the latest.
- (8) Only once all coursework and examinations required during the degree programme have been successfully completed by the student will the final grade for the bachelor or master's thesis be published. A subsequent oral examination as per §26 Para 1 can only be held after successful completion of all coursework and examinations required for the degree programme by the student.

§31 Access to examination files, appeal period

(1) Students may be allowed access to examination materials which relate to a module examination as well as the thesis reports during a period of four weeks after publication of the examination results. An examiner or other suitably qualified person is to be present when viewing the examination materials. The assessment must be explained to the student upon request.

Appeals against examination results must be made in writing to the Examinations Board responsible within six weeks of the publication of the examination results.

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