

Bauhaus-Universität Weimar

Academic Regulations

<input checked="" type="checkbox"/> President <input type="checkbox"/> Registrar	Examination Regulations for the Graduate Programme in European Urban Studies Leading to a Master of Science (M.Sc.)	Edition 15/2014
	Dept./Unit Fac. A&U	Telephone 3113

Please note: This is a translation of the German *Prüfungsordnung* and is not legally ratified. It is offered to aid understanding only. The German *Prüfungsordnung* serves as a legal basis.

In accordance with § 3 par. 1, together with § 34 par. 3 of the Thuringian Higher Education Act (Thüringer Hochschulgesetz ThürHG) from 21 December 2006 (GVBl. page 601ff.), last amended by Art. 16 of the Act from 21 December 2011 (GVBl. page 531), the Bauhaus-Universität Weimar enacts the following examination regulations for the Master Programme in European Urban Studies leading to a Master of Science degree (M.Sc.); the faculty board of the Faculty of Architecture and Urbanism has adopted the examination regulations on 11 December 2013.

By means of the decree from 27 January 2014, the President (Rector) of the Bauhaus-Universität Weimar authorised these regulations.

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Appendix 1: Curriculum and Examination Schedule for the Master's Programme European Urban Studies

§ 1 Purpose of the Master's Examination

The Master's examination is the final examination of the degree programme in European Urban Studies. It is to be ascertained by means of this examination whether the candidate has gained an overview of the methods and the content taught in the course of European Urban Studies and has the ability to apply, also in an interdisciplinary manner, his/her scientific knowledge to tasks in this field of knowledge.

§ 2 Degree Awarded

The Bauhaus-Universität Weimar will award a Master of Science degree (MSc) to candidates upon successful completion of the Master's examination.

§ 3 Duration and Content of the Master's Programme

(1) The Master's programme is scheduled to take four semesters, the Master's thesis being written generally in the fourth subject-related semester.

(2) During the period of study, 120 credits must be obtained altogether in the compulsory and compulsory elective courses, including the Master's thesis. Studies are comprised of thematic compulsory modules, (seminars and lectures), from the areas of urban design/urban planning, urban sociology, project development and spatial planning, of the interdisciplinary module methods and training (exercises), an interdisciplinary study project, a model project (internship and seminar), the compulsory elective courses, the Master's Colloquium and the Master's thesis and/or project. The Degree Programme and Examination Schedule (see appendix 1) apply to this.

§ 4 Structure of the Examinations, Examination Deadlines and Authorisation

(1) In accordance with § 3 par. 2, modules are concluded upon successful completion of the examinations. Information concerning the sort and the extent of the examinations will be provided at the beginning of the semester. As a rule, the module examinations shall be taken at the end of each semester.

(2) Candidates are obliged to register for all examinations. Upon enrolling for a module course registration for the respective examination takes place automatically. As a rule, withdrawal from a module course a candidate has already enrolled in is possible up to four weeks after the semester has begun. The examination board has the right to deviate from this rule.

(3) Candidates are admitted to write their Master's thesis only after submitting an application at the beginning of the appropriate semester. The examination schedule and registration period will be announced by means of a notice six weeks beforehand at the latest.

(4) If, in particular by means of a medical certificate, a candidate is able to show satisfactorily that he/she is unable to take an examination in the designated form, either in full or in part, because of prolonged or permanent physical impediment, the candidate will be granted an extension of the period designated for completing the task or be permitted to take an equivalent examination in a different form. In such cases, the examination board may require the candidate to present an official medical certificate.

(5) The examination board has to ensure that the credits can be obtained within currently valid version of the degree programme. In order to achieve this, candidates are to be informed in due time about the amount and type of credits required, the examinations or assignments to be completed successfully and the deadlines which are to be met, as well as about deadlines for issuing and handing-in of the Master's thesis. The candidates are also to be informed of the scheduled dates for the re-sits of each examination.

(6) The examination requirements comply with § 48 par. 2 – 4 of the Thuringian Higher Education Act. The examination board appoints the examiner.

(9) Except in circumstances beyond a candidate's control, candidates are no longer entitled to take the examination should the Master's thesis not have been completed by the end of the seventh semester of the degree programme.

§ 5 Examination Board

(1) An examination board is formed to organise the degree programme and the examinations. The members of the board are appointed by the faculty board. The examination board is comprised of five members: three university professors, one academic associate and one student. For all non-student members of the board a term of office lasts three years; for students it lasts one year. Reappointment is possible.

(2) The examination board ensures that the provisions of the examination regulations are complied with. It reports to the faculty board regularly on developments in examination and course schedules, including the actual time needed to complete the Master's thesis, the allocation of the marks for each subject and the final mark. The examination board makes proposals for reforming the study and examination regulations.

(3) The members of the examination board have the right to be present during the examinations.

(4) The members of the examination board are bound to secrecy by their office. Should members not be in the civil service, then they are bound to secrecy by the chairman of the board.

§ 6 Recognition of Periods of Study, Academic Achievement and Examination Results

(1) Periods of study, successfully completed courses and examination results in the degree programme European Urban Studies leading to a Master's of Science degree (M.Sc.) will be recognised without examination of equivalence if they were earned in a comparable Master's programme at a university or an equivalent higher education institution in the Federal Republic of Germany. The recognition of portions of a Master's degree programme can be refused if more than half of the examinations or Master's thesis/project should be recognised. The examination board makes the decision about refusal.

(2) Periods of study, successfully completed courses and examination results that do not fall under paragraph 1 are recognised in as far as they are given equivalency. Periods of study, successfully completed courses and examination results are equivalent when they significantly correspond in content, scope, trained competencies and the requirements of the European Urban Studies Master's degree programme. A general inspection and evaluation are conducted rather than a schematic comparison. In calculating periods of study, successfully completed courses and examination results that were earned outside of the Federal Republic of Germany, the equivalency agreements of the Conference of Ministers of Education and Cultural Affairs (KMK) and German University Rectors Conference (HRK) as well as the agreements in the framework of the Higher Education Cooperation are to be observed. The examination board makes decisions on this basis.

(3) Periods of study, successfully completed courses and examination results from completed courses of study are recognised only if the equivalencies outlined in paragraph 2 have been established and the merits were not incorporated into the completion of the course of study.

(4) Paragraphs 2 and 3 apply to periods of study, successfully completed courses and examination results in federally recognized studies abroad as well as successfully completed courses and examination results supported by multi-media; paragraph 3 also applies to periods of study, successfully completed courses and examination results in other educational institutions.

(5) Relevant professional or any competencies gained outside of the university can be recognized with up to 50% of the acquired credits in accordance with the relevant examination board.

(6) If successfully completed courses and examination results are recognised, the grades—as far as the grade system is comparable—are to be transferred and incorporated in the calculation of the cumulative grade. In cases in which the grade system is not comparable, the annotation "passed" will be applied.

(7) In the case that the requirements are fulfilled according to paragraphs 2-4, the student has a legal claim to recognition of credit. The students must submit the necessary documents for accreditation at the beginning of the course of study or after they return from abroad. The burden of proof that an application does not fulfill the corresponding requirements lies with the those who conduct the assessment.

§ 7 Default, Withdrawal, Deception and Breaches of Conduct

- (1) An examination is marked with 'insufficient' (5.0) if the candidate fails to attend or withdraws after beginning an examination without compelling reasons. The same applies if the candidate fails to complete the Master's thesis within the allotted period of time.
- (2) The reasons a candidate may have for withdrawal or non-attendance of an examination have to be promptly presented in writing to the examination office without delay and prima facie evidence must be provided. Should a candidate be taken ill, a doctor's certificate or, in cases deemed necessary, an official medical certificate stating that the candidate is unable to sit the examination is to be presented. If the reasons given are accepted, a new date will be fixed for retaking the examination – usually the next regularly scheduled examination.
- (3) If a candidate attempts to influence the results by means of deception or the use of prohibited aids, the examination will be graded 'insufficient'. A candidate who disturbs the orderly execution of the examination can be excluded from continuing the examination by the examiner or proctor, in which case the examination is graded 'insufficient'. In particularly serious cases the examination board can exclude the candidate from taking any further examinations.
- (4) Within the month following the notification of the results of an examination, a candidate can insist that the examination board reappraises the decision in accordance with par. 3 sentences 1 and 2. Incriminating decisions made by the examination board are to be conveyed to the candidate in writing without delay, to be substantiated and accompanied by instructions on rights of appeal.

§ 8 Admission to the Master's Thesis

- (1) A candidate has to apply for admission to the Master's thesis.
- (2) For admission the applicant has to submit certificates proving successful fulfilment of all study and examination achievements (see appendix 1):
- (3) As an exception the certificate showing the successful completion of the Master's colloquium has to be submitted before the deadline for the completion of the Master's thesis.
- (4) Admission is decided either by the entire examination board or by resolution from the chairman of the examination board.
- (5) Admission may be denied, only if the requirements listed in par.1 and 2 are not fulfilled.

§ 9 Master's Thesis

- (1) The Master's thesis is the examination that concludes the academic education. Its purpose is to demonstrate a candidate's ability to resolve a given task in Urban Studies independently, using scientific methods within a specified period of time.
- (2) The Master's thesis can take the form of a scientific piece of written work or an academic analysis of a project or design.
- (3) The Master's thesis is to be written in English. The examination board decides on the admissibility of applications to write the Master's thesis in any other language.
- (4) On request, the chairman of the examination board ensures that candidates receive a topic for the Master's thesis in good time. The subject of a Master's thesis is issued by the chairman of the examination board. The issuing date is to be put on record. The candidate is to be given the opportunity to propose a topic for the Master's thesis.
- (5) 16 weeks is the period of time available for working on the Master's thesis. The topic, the task and the scope of the assignment are to be restricted by the first examiner so that candidates can complete their theses within this time limit. The topic can only be returned once, and only within the first four weeks of the working period for the thesis.

(6) In individual cases and upon reasonable application the examination board can grant an extension of the time limit by a maximum of 8 weeks if required for thematically-based reasons. Medical certificates for periods of sickness of up to 4 days do not warrant an extended deadline. Should a candidate be taken ill, a doctor's certificate or, in cases deemed necessary, an official medical certificate is to be presented. Breaks due to bank holidays do not lead to an extension of the deadline.

§ 10 Submission and Evaluation of the Master's Thesis

(1) Three copies of the Master's thesis in addition to one in digital form without write protection are to be handed in at the Administration Office for European Urban Studies in the time limit; the time at which the thesis is handed in is to be put down on record.

(2) Upon handing in the Master's thesis, candidates must testify to the fact that they are the sole author of the Master's thesis and that no other sources of information, aids or advisors have been used or consulted except those referred to in the thesis. For group work the contribution made by a particular candidate is to be highlighted.

(3) The presentation of the Master's thesis takes place in public. Applications for exception from this rule are decided upon by the examination board.

(4) The Master's thesis is to be presented in an oral examination lasting approx. 40 minutes; as a rule approx. 20 minutes of the 40 are allotted to the candidate for a short presentation.

(5) The examiner evaluates the Master's thesis by using the arithmetic mean of the marks. Individual marks are awarded with one decimal place. The final mark for the Master's thesis is composed to 30 per cent by the presentation and to 70 per cent by the written work. A record of the assessment is made.

(6) The Master's thesis is evaluated by at least two examiners. The first examiner should be a university professor at the Bauhaus-Universität Weimar.

(7) The examination and assessment of the Master's thesis should be completed within four weeks after the submission of the thesis.

(8) Should one examiner consider the thesis insufficient for a pass, then the examination board is to request the expert opinion of a third person who has to be a professor. Should the third examiner consider the thesis insufficient for a pass as well, then the Master's thesis has failed the examination. Should the third examiner award at least the mark 'sufficient' then the thesis has passed the examination. In this case all of the assessments are to be documented in written form.

(9) The Master's thesis is the property of the candidate. With due reference to the author, the Bauhaus-Universität Weimar reserves the right to make use of the Master's theses, in entirety or in parts, for non-commercial teaching and research purposes. The copyrights of the author remain otherwise unaffected.

§ 11 Written Examinations

(1) In written examinations (for course-participation certificates or grades), candidates are expected to demonstrate their ability to recognise problems and then find ways of solving them, with limited aids, in a limited amount of time and using the established methods for the subject. The examiner can offer the candidate a choice of topics.

(2) The examinations last up to three hours as a rule. If the examination includes tasks involving technical drawing, the time available can be changed appropriately.

§ 12 Oral Examinations

(1) In the oral examination, candidates are expected to demonstrate their grasp of interrelated areas in the field of knowledge under examination as well as to be able to deal with a particular task in the context of this knowledge. Additionally, the breadth of a candidate's basic knowledge is to be established. The oral examination should be held in the presence of at least two examiners, or one examiner accompanied by a competent observer (examination by colleagues).

(2) The examination is to last at least 15 minutes as a rule; 45 minutes, however, at a maximum.

(3) The main subjects and results of the oral examination are to be documented. The candidates are to be informed of their results directly after the oral examination. On request, candidates are to be granted access to the document containing the minutes of the examination.

(4) Providing there is sufficient room and the candidate has no objection, students intending to take the same examination at a later date are to be admitted as spectators. This concession, however, neither includes the consultation with the candidate nor the disclosure of his/her marks.

§ 13 Final Oral Examination

(1) The final oral examination consists of a defence of the Master's thesis. It is an individual examination, with one degree candidate and at least two examiners, of which one should be a university professor from the Bauhaus-Universität Weimar. The examination should generally not exceed 45 minutes.

(2) The topic of the final oral examination is based on the focus of study according to § 5 of the Study Regulations for the Graduate Programme in European Urban Studies.

(3) The most important topics and content of the oral examination are to be recorded in a brief transcript. The oral examination mark is a result of the arithmetic mean of the examiners' individual evaluations. The result of the examination is to be announced to the degree candidate directly following the oral examination.

(4) Students who want to take the same examination at a later date are to be permitted as spectators unless the degree candidate objects. This concession, however, does not extend to the consultation with the degree candidate nor to the disclosure of his/her marks.

§ 14 Assessment of Examinations and Calculation of the Final Mark

(1) Marks for each examination are determined by the respective examiners. The following numbers correct to one decimal place are to be used as marks:

1.0–1.5	very good	outstanding achievement
1.6–2.5	good	well above average achievement
2.6–3.5	satisfactory	an average achievement
3.6–4.0	pass	below average achievement still satisfying the requirements, despite deficiencies
> 4.0	fail	the result does not meet basic requirements due to considerable deficiencies

(2) For module examinations comprising more than one examination (component testing), the final mark is calculated by using the sum of marks for the individual examinations weighted on the credit points. The result is rounded to the first decimal place, all further decimal places will be left out without rounding.

(3) A total mark is calculated for the Master's degree. It is valid in accordance with par.2. The final mark for the Master's degree is calculated as follows:

Calculated by weighting the number of credits appropriately, the examination results attained during the degree programme account for 40% of the final mark. The Master's thesis together with its presentation accounts for 60%.

(4) The German marks are supplemented by ECTS marks according to the following scheme:

ECTS Mark	percentage of students attaining this mark as a rule
A	the top 10%
B	the following 25 %
C	the following 30 %
D	the following 25 %
E	the following 10 %
F	fail

§ 15 Passing and Failing the Examination

(1) A module examination is passed when all individual examinations have achieved the minimum mark 'sufficient' (4.0).

(2) The degree programme has been successfully completed when all module examinations have been passed and all compulsory and compulsory elective modules in appendix 1 not requiring an examination have been successfully attended and the Master's thesis has been awarded at least pass (i.e. 'sufficient', grade 4.0).

(3) Should candidates not have passed any one of the module examinations or the Master's thesis (assessed 'fail', 5.0), they will be informed. They are also to be informed about the possibility, necessity, extent and deadlines imposed for re-sitting examinations or repeating the Master's thesis.

(4) Should candidates not have passed module examinations and/or the Master's thesis, then, on request and upon showing the appropriate proof, they will be issued a certificate detailing the marks of the examinations successfully passed and the examinations still to be taken, as well as information concerning examinations and/or the Master's thesis, that have not been passed.

§ 16 Re-Sitting Examinations

(1) Module examinations and Master's theses not passed on the first attempt may be re-taken once. Unsuccessful attempts at other universities are to be taken into account. Repetition of examinations or the Master's thesis once passed is not permitted.

(2) The re-sit examinations are to be taken at the next scheduled date (as a rule, at the end of the following semester). Except if it is for reasons beyond their control candidates will have failed their re-sit examinations should no attempt have been made to re-take them in the allotted time. The examination board can decide to postpone the re-sit examination; however, they have to be completed at the latest within one year after the first attempt, except in such cases in which candidates exceed the time limit for reasons beyond their control.

(3) Failed module examinations have to be repeated within a period according to § 16 paragraph 2. If a module examination comprising more than one examination is failed, only the examinations evaluated "fail" have to be repeated within the module.

(4) A second re-sit of the same examination may be granted by the examination board in well-founded cases. Applications to re-sit these examinations are to be made in writing and addressed to the examination board. According to the examiner's preference, the re-sit may be taken in a written, oral or graphical form. Should the examination not be passed on this occasion, the result is considered to be final and the student's name will subsequently be removed from the university register.

§ 17 Repeating the Master's Thesis

(1) After failing the first attempt, the Master's thesis can be attempted once more. In this case, exchange of the topic in accordance with §9 par. 5 is permitted providing the candidate did not make use of this option on the first attempt.

(2) A third attempt at the Master's thesis is not permitted.

§ 18 Attestation and Degree Certificate

(1) Shortly after successfully passing the Master's examination (normally within four weeks), each candidate will receive an attestation.

(2) The attestation will be dated with the day of the last completed examination.

(3) The Bauhaus-Universität Weimar issues a Diploma Supplement (DS) in English and German.

(4) Together with their attestation, candidates are also presented with the certificate for the Master's degree programme, dated with the same day as the attestation. This document certifies the award of the Master's degree. The Master's degree certificate and the attestation are signed by the dean of the faculty and the chairman of the examination board, and validated by the university seal. The certificate and the attestation are issued both in German and English.

§ 19 Access to Examination Documentation

Upon request and provided sufficient advance notice is given, candidates have the right to access their written examination work, the examiners' assessments and the examination minutes for up to a period of one year after completion of all of the examinations.

§ 20 Legal Remedy

(1) All incriminating decisions in accordance with these examination regulations are to be issued in a written form containing reasons for the decision and instructions on the right to appeal.

(2) The person concerned has the right of objection against the decisions according to paragraph. 1. The objection has to be filed to the examination board in written form or orally for record within a month of the decision's announcement. If the examination board does not redress the objection, the dean issues the notice of objection. Instructions on the right to appeal have to be added.

(3) After a negative decision within the opposition proceedings according to paragraph. 2 the person concerned has the possibility for legal action at the administrative court.

§ 21 Equal Opportunity Clause

Titles used in these regulations referring to status and functions are equally valid irrespective of the use of the feminine or masculine form.

§ 22 Coming into Effect

(1) These regulations come into effect on the first day of the month following their publication in the communications of the Bauhaus University Weimar.

(2) They come into effect for the first time for students who enrol for this degree programme in winter semester 2014/2015.

Decision of the Faculty Board of 11 December 2013

Dean

Prof. Dipl.-Ing. Dipl.-Des. Bernd Rudolf

The regulations are suitable for authorisation.

Dipl.-Jur. Rainer Junghanß

Legal Adviser

Authorised on 27 January 2014

President (Rector)

Prof. Dr.-Ing. Karl Beucke

Appendix 1: Degree Programme (Programme Structure) and Examination Schedule for the Master's Programme European Urban Studies

	1st Semester	2nd Semester	3rd Semester	4th Semester
Compulsory Modules 117 ECTS (CP)	<p>Urban Design/ Urban Planning S + L 3 + 3 = 6 ECTS (CP)</p> <p>Urban Sociology S + L 3 + 3 = 6 ECTS (CP)</p> <p>Project Development S + L 3 + 3 = 6 ECTS (CP)</p> <p>Transfer of Methods and Expertise E + E 3 + 3 = 6 ECTS (CP)</p> <p>Introduction to Model Projects S 3 ECTS (CP)</p>	<p>Spatial Planning S + L 3 + 3 = 6 ECTS (CP)</p> <p>Study Project SP 21 ECTS (CP)</p>	<p>Model Project (Practical Training) MP 27 ECTS (CP)</p> <p>Model Project Forum S 6 ECTS (CP)</p>	<p>Master's Thesis: Master's Colloquium 3 ECTS (CP) Master's Thesis 27 ECTS (CP)</p>
Compulsory Elective Modules 3 ECTS (CP)	Seminar/ Lecture S/L 3 ECTS (CP)			

S - Seminar L - Lecture E - Exercise SP - Project MP – Practical Training