

Notices from Bauhaus-Universität Weimar

Academic rules

*please note that the following is a translation from German and is thus not legally binding

<input checked="" type="checkbox"/> The president <input type="checkbox"/> The chancellor	Examination regulations for the consecutive Master's degree programme European Urban Studies with the Master of Science (M. Sc.) degree	Edition 12/2018 Date 30 May 2018				
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Pursuant to Section 3 Para. 1 in conjunction with Section 34 Para. 3 of the Thuringian Higher Education Act in the version published on 13 September 2016 (GVBl. Page 437) Bauhaus-Universität Weimar issues the following examination regulations for the degree programme European Urban Studies with the Master of Science (M. Sc.) degree.

The council of the Faculty of Architecture and Urbanism passed the examination regulations on 14 February 2018. The president of Bauhaus-Universität Weimar has approved the regulations with the decree dated XXX.

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Section 1 - Scope

These regulations govern the examinations for the Master's degree programme European Urban Studies at Bauhaus-Universität Weimar. They apply in conjunction with the study regulations for the European Urban Studies degree programme.

Section 2 - Purpose of the Master's examination

The Master's examination is the degree for the European Urban Studies course. It is comprised of module examinations during the course, the Master's thesis and its defence. The examination aims to establish whether the candidate has an overview of the interactions between the methods and content conveyed during the course and has the skill to handle task assignments even across specialist areas with academic skills.

Section 3 - Completion of the course

Once the Master's examination has been passed, Bauhaus-Universität Weimar will grant the academic title Master of Science (M. Sc.).

Section 4 - Normal study period

- (1) The normal study period is four semesters. The study and examination regulations ensure that the degree can be completed within the normal study period.
- (2) During the degree 120 credits must be accumulated from the compulsory and optional subjects including the Master's thesis and its defence. The study programme in Appendix 1 applies.

Section 5 - Structure of the examinations

Modules are usually only completed with one examination performance. In individual cases (e.g. cross-semester modules) these may comprise examinations in an examination subject or cross-departmental examination area. The type and scope of the examination performance to be provided is stipulated in the module list.

Section 6 - Deadlines

- (1) An examination period is set for undertaking examinations at the latest at the start of the relevant semester. Examinations that should take place outside this period require the agreement of the examination committee.
- (2) The examination committee must ensure that the examination performance can be completed as per the applicable study schedule. To this end, the candidate should be informed in good time about the type and number of the examination performances to be provided and the deadlines by which they are to be performed. The repeat examination dates must also be notified to the candidate.
- (3) Registration is compulsory for examinations. The registration for the relevant examination takes place automatically when registering for the teaching event. Withdrawal from registration for the teaching event is usually possible within 2 weeks of the registration's start. Withdrawal from the examination registration is usually possible up to two weeks before the examination period starts. If the withdrawal from the examination is made on time, automatic registration is made for the next possible examination date.
- (4) If the Master's thesis has not been successfully defended by the end of the 6th semester, it is finally graded as "not passed" unless the candidate is not responsible for the absence.

Section 7 - Examination committee

- (1) An examination committee has been formed to organise the degree and examinations. It is appointed by the faculty council. The examination committee comprises five members: three university lecturers, one academic employee and a student. The term of office is three years; for student members one year. Re-appointment is possible.
- (2) The examination committee passes its resolutions with the majority of the votes given. The examination committee is quorate if the majority of its members, including the member elected as chair or their deputy, are present.
- (3) The examination committee ensures that the provisions of the examination regulations are complied with. It reports regularly to the faculty council on the development of the examination and study periods including the actual work time for the Master's thesis and the distribution of subject and overall grades. The examination committee provides suggestions on reforming the study regulations and examination regulations.
- (4) The members of the examination committee have the right to take part in approving the examinations.
- (5) The members of the examination committee are subject to official confidentiality. If they are not in public service they must be obliged by the chair to maintain confidentiality.

Section 8 - Examiners

(1) Examiners must be lecturers (pursuant to Section 20 Para. 2 No. 1 of the Thuringian University Act) and other authorised people under Section 48 Para. 2 and 3 of ThürHG who, if no variation is required for binding reasons, have undertaken or are currently undertaking independent teaching work in the area to which the examination performance relates.

(2) The candidate can propose the examiner or group of examiners to support the Master's thesis, its review, assessment and defence (oral examination). The suggestion does not justify a claim.

(3) The name of the examiners should be notified to the candidate in good time, in general 14 days before the examination.

(4) The Master's thesis is defended in front of an examination commission. It comprises at least two people, of which one must be a lecturer; one examiner may be an academic employee of the faculty. The supervisor for the Master's thesis must be a lecturer from the Faculty of Architecture and Urbanism; they are at the same time the initial assessor and member of the examination commission. The second assessor and supervisor may be academic employees of the Faculty of Architecture and Urbanism, lecturers of other faculties at Bauhaus-Universität Weimar or other universities if this appears appropriate for the subject of the Master's thesis. The candidate may submit a suggestion for the second assessor. There is no legal claim to the appointment of a particular assessor.

(5) Section 7 Para. 4 applies accordingly to the examiners.

Section 9 - Written examinations

(1) In the class papers (with course attendance certificate or grade) the candidate should demonstrate that they have recognised a problem within a limited period of time and with limited resources using common methods and can work on a solution. The examiner may provide the candidate with a choice of subjects.

The duration of the class papers is usually up to three hours.

(2) Bauhaus-Universität Weimar reserves the right to use and publish written work including the Master's thesis in part or in full for its own non-commercial purposes of teaching and research in any media whilst stating the name of the author. The copyright claims of the author are otherwise unaffected.

Section 10 - Oral examinations

(1) In the oral examinations the candidate should demonstrate that they have recognised the interactions in the area being examined and can assign special issues to these interactions.

(2) It should also be determined whether the candidate has in-depth knowledge. The examination performances should be provided before at least two examiners of which at least one should be a lecturer or examiner in the presence of an expert assessor (colleague examination) as a group or individual examination.

(3) The duration of the oral examinations per candidate should in general be at least 15 minutes but at most 45 minutes.

(4) The key objects and results of the oral examination performances should be stored in a protocol. The result is to be notified to the candidate after the oral examination. At their request the candidate is to be given sight of the relevant protocol.

(5) Students who want to undertake the same examination at a later date should be permitted access as auditors if there is sufficient space unless the candidate opposes this. Admission to act as an auditor however does not cover the advice and notification of the examination results to the candidate.

Section 11 - Recognition of study periods, studies and examinations as well as competencies demonstrated outside the university

(1) Study times, course and examination performances and practical semesters that were provided at another domestic or international state or state-recognised university or other degree programmes from the same university are to be credited if there is no significant difference in terms of the competencies gained (learning results). The examination committee decides on the crediting.

(2) If study and examination performances are recognised - if the grade systems are comparable - the grades are to be transferred and included in the calculation of the overall grade. The note "passed" is used for grade systems that are not comparable. It is permissible to indicate the recognition in the attestation.

(3) If the requirements in Paragraph 1 are met, there is a legal right to recognition.

The candidate must submit the documents required for recognition.

(4) Key practical competencies or those gained outside of university may be recognised under Section 48 Para. 10 of the Thuringian Higher Education Act with up to 50% of the credits to be recognised by the responsible examination committee. The recognition of practical activities requires the presentation of meaningful documents that reflect the professional career to date. In individual cases the examination committee can make the recognition dependent on a grading examination.

(5) Rejected decisions must be justified in writing. The burden of proof that an application does not meet the necessary requirements is with the department conducting the assessment.

Section 12 - Assessment of examinations and formation of the overall grade

(1) The grades of the examination performances are set by the relevant examiners. The following ten-part grades are to be used:

1.0 - 1.5	very good	excellent performance
1.6 - 2.5	good	performance that is significant above the average requirements
2.6 - 3.5	satisfactory	performance that matches the average requirements
3.6 - 4.0	adequate	in spite of defects, performance that meets the requirements
> 4,0	unsatisfactory	due to significant defects, performance does not meet the requirements

(2) If a module examination comprises several examination performances (sub-examinations), the grade is calculated from the total of the grades from the individual examination performances weighted via credits. Only the first digit after the decimal point is taken into account; all other digits are ignored without rounding.

(3) A total grade is formed for the Master's examination. Para. 2 applies accordingly. The total grade of the Master's examination is calculated as follows:

The examination performances during the course are included in the calculation of the overall grade to 40%, weighted as per the number of credits. The Master's thesis and its defence is weighted at 60%.

(4) The German grades are supplemented by an ECTS grade using the following scheme:

SCTS grade Share of the successful students that are usually given this grade

A the best 10%

B the next 25%

C the next 30%

D the next 25%

E the next 10%

F Exam not passed

If the cohort used does not provide a sufficiently reliable basis for the relative grades, these are not shown.

Section 13 - Absence, withdrawal, fraud, order infringement

(1) An examination performance (including sub-examination performances) is considered to be "unsatisfactory" if the candidate is absent for an examination without an appropriate reason or if they withdraw from the examination after it starts without an appropriate reason. This also applies if they do not provide a written examination performance within the stated processing time.

(2) The reasons for the withdrawal or absence asserted must be notified to the examination office in writing without delay and made credible. If the candidate or a child for which they are responsible or a family member is sick or requires care, a medical certificate must be presented without delay, however within 3 working days of the examination. In cases of doubt an official medical certificate may be requested. If the reasons are recognised, the candidate is excused and a new date is set, usually the next normal examination date.

(3) If the candidate attempts to influence the result of their examination through fraud or using unauthorised resources, this examination performance is graded as "unsatisfactory" (5.0). A candidate that disturbs the proper process of the examination may be excluded from continuing the examination by the relevant examiner or supervisor; in this case the relevant examination performance is graded as "unsatisfactory" (5.0).

(4) The candidate may request within one month of notification of the examination result that the decisions under Para. 3 Sentence 1 and 2 are checked by the examination committee.

Adverse decisions by the examination committee must be notified to the candidate without delay in writing, justified and provided with notification on legal remedies.

Section 14 - Passing and failing

(1) A module examination is passed if all sub-performances are graded at least as "adequate" (4.0).

(2) The degree is completed successfully if all module examinations have been passed, all compulsory and optional modules that were not completed with an examination that must be completed under Appendix 1 have been completed successfully (course attendance certificate issued) and the Master's thesis was graded at least "adequate" (4.0).

(3) The candidate is responsible for providing information on the passing or failing of module examinations and any repeat examinations.

Section 15 - Repeating the examinations

- (1) Examination performances (including sub-examinations) can be repeated twice if the performance is "unsatisfactory". If the examination is not passed after the second repetition, this examination is considered to be finally not passed and this results in de-registration. A second repetition of the thesis is excluded.
- (2) The repeat examinations are to be completed to the next examination date (usually the end of the following semester). If the repeat deadline is missed, the repeat examination is graded as "unsatisfactory" unless the candidate is not responsible for the absence. After decision by the examination committee, the repeat examination can be set at a later time. The last possible repeat examination must be completed at the latest one year after the initial examination unless the candidate is not responsible for the delay.
- (3) If a module examination comprising several examination performances is not passed, only the relevant sub-examination that was graded as "not passed" must be repeated.

Section 16 - Reconciling disadvantage

- (1) Students can apply to reconcile disadvantage during the course. The disadvantage must be credible. Therefore a medical certificate or in justified individual cases the presentation of an official medical certificate can be requested.
- (2) The information and advice for chronically sick and disadvantaged students on questions relating to reconciling disadvantage is provided by the general advising.
- (3) An application for reconciling disadvantage must be provided individually for each examination performance and requested again for each semester. The application for reconciling disadvantage should be made to the relevant examiner at least four weeks before the examination date. The application is made in writing and the decision is notified in writing. The student can propose a particular form of reconciliation. Academic advising will provide advice on this.

Section 17 - Admission to undertake Master's thesis

- (1) The candidate requests admission to undertake the Master's thesis. The examination committee or as per its resolution the chair of the examination committee decides on the admission.
- (2) For admission all successfully completed study and examination performances (see Appendix 1) must be presented.

Section 18 - Master's thesis

- (1) The Master's thesis is an examination exercise that completes the academic training. It should show that the candidate is able to independently work through a problem using academic methods within a stated period of time. 30 credits are given for the Master's thesis and its defence.
- (2) The Master's thesis is provided in the form of academic work. The Master's thesis is supervised by two supervisors as per Section 8.
- (3) The Master's thesis is produced in English. If the examiners can check the work in another language it can also be written in another language. The examination committee will decide about the permission of other languages on request.
- (4) The Master's thesis may be issued, supervised and assessed by any professor and junior professor at the Faculty of Architecture and Urbanism. A Master's thesis subject is either offered by the supervisor or opportunity is provided to the candidate to submit suggestions for the subject of the Master's thesis. There is no legal right to have a proposed subject accepted. The theme, submission deadline and processing period must be entered in the files.
- (5) The processing term of the Master's thesis is 14 weeks. The subject, theme and scope of the work must be limited by the initial examiner such that the stipulated period can be complied with. The subject can only be returned once and only within the first 4 weeks of the processing time.
- (6) In justified cases on request to the examination committee the processing time can be extended to a total of 18 weeks for technical reasons. Sickneses (as per Section 13 Para. 2) of up to a total of 7 days do not result in the processing time being extended. If sick the candidate must present a medical certificate; in cases of doubt an official medical certificate can be requested. Study breaks due to public holidays do not result in the processing time being extended. An extension to the submission period due to sickness or circumstances that the examination committee does not consider that the candidate is responsible for enable the processing time for the Master's thesis to be extended by up to 4 weeks. After this time the work must be stopped. It is then considered not to have been started.

Section 19 - Submitting and assessing the Master's thesis

- (1) The Master's thesis must be submitted on time with three copies and also in digital form to the Administration Office of the Institute for European Urban Studies; the submission time must be recorded in the files.

- (2) On submitting the Master's thesis the candidate must make assurances in writing that they produced the work themselves and used no sources, resources or advisors other than those stated. Each person's part in group work should be indicated.
- (3) The defence (oral examination) of the Master's thesis is public. Exceptions are decided by the examination committee on request.
- (4) The Master's thesis must be defended in an oral examination lasting around 45 minutes, of which around 20 minutes is planned for a brief presentation by the candidate.
- (5) The assessment of the Master's thesis and its defence arises from the arithmetic mean of the grades assigned by the examiners. The individual grades are given as whole grades with one decimal digit. The grade for the defence is worth 30% and the whole work is 70% of the final grade for the Master's module. A record is to be kept concerning this assessment.
- (6) The Master's thesis is assessed as per Section 48 ThürHG Para. 4 by at least two examiners. The first examiner should be a lecturer at Bauhaus-Universität Weimar.
- (7) The assessment and grading of the Master's thesis should take place at the latest within four weeks of submitting the work.
- (8) If an assessor grades the work as "unsatisfactory" the examination committee shall obtain the opinion of a third assessor who must be a lecturer. If this assessor also grades the work as "unsatisfactory" the work is "failed". If they grade the work at least as "adequate" the work is passed. In each case all assessments shall be provided in writing.
- (9) The Master's thesis belongs to the candidate. Bauhaus-Universität Weimar reserves the right to use and publish the Master's thesis in part or in full for its own non-commercial purposes of teaching and research whilst stating the name of the author. The copyright claims of the author are otherwise unaffected.

Section 20 - Repeating the Master's thesis

- (1) The Master's thesis can be repeated once if the performance is "unsatisfactory". Here returning the subject of the Master's thesis is only permissible under Section 18 Para. 5 if the candidate did not use this option when producing the first Master's thesis.
- (2) A second repetition of the Master's thesis is excluded.

Section 21 - Attestation and Master's certificate

- (1) The examination candidate receives an attestation on the passed Master's examination, if possible within four weeks.
- (2) The attestation bears the date on which the last examination performance was provided.
- (3) Bauhaus-Universität Weimar provides a Diploma Supplement (DS) in English and German.
- (4) At the same time along with the attestation of the Master's examination, the examination candidate also receives the Master's certificate with the attestation's date. This certifies the award of the Master's degree. The Master's certificate and attestation are signed by the faculty dean and chair of the examination committee and bear the university's seal. The certificate and attestation are produced in two languages (German/English).

Section 22 - Invalidity of module examinations and Master's examination

- (1) If the candidate commits fraud in an examination performance and this fact only becomes known after the attestation has been handed over, the examination performance grade may be adjusted accordingly. If necessary the affected module examination can be declared "unsatisfactory" or the Master's examination failed. This also applies to the Master's thesis.
- (2) If the requirements were not met for admission to undertake a module examination without the candidate intending fraud and this fact only becomes known after the attestation has been handed over, this defect is rectified by passing the module examination. If the candidate deliberately brought about admission improperly, the examination committee will take the final decision.
- (3) Before a decision is made, the candidate is permitted to make a statement.
- (4) The incorrect attestation is to be withdrawn and if necessary a new one issued. With the incorrect attestation the Master's certificate and Diploma Supplement are also to be withdrawn if the Master's examination is declared "failed" due to fraud. A decision under Paragraph 1 and Paragraph 2 Sentence 2 is excluded after a period of five years from the attestation's date.

Section 23 - Viewing the examination files

Within one year of completing the examination process, the candidate is to be granted a view of the written examination work, the related examiner's report and the examination protocols on request after an appropriate period.

Section 24 - Objection process

(1) All adverse decisions under these regulations must be issued in writing, justified and issued with information on appealing the decision.

(2) The affected person has the right of appeal against the decisions in Para. 1. The objection must be raised with the examination committee within one month of notification of the decision in writing or orally for writing down. If the examination committee does not resolve the contradiction, the dean issues the objection notification. This must include information on taking legal action.

(3) In the event of a rejection notice the affected person may sue using the administration courts.

Section 25 - Equal opportunity clause

The status and functional names under these regulations apply equally to males and females.

Section 26 - Entry into force

(1) These regulations come into force on the 1st date of the month following their notification by Bauhaus-Universität Weimar.

(2) They are first applied to students registered for the WS 2018/19.

Faculty council resolution dated 14 February 2018

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

The rules must be approved.

Dipl.-Jur. Rainer Junghanß
Lawyer

Approved on 4 April 2018
Prof. Dr. Winfried Speitkamp
President

Programme Study Plan: Master's Degree programme for European Urban Studies

1 st semester		2 nd semester		3 rd semester		4 th semester				
compulsory modules	European Cities L: European Cities I S: Introduction to European Cities	6	European Cities S: European Cities II S: Spatial Planning	6	Guided Research Project in Europe RP: Research Project S: Project Supervision	30	Master thesis	30		
	Academic Development E: Research Methods	3							Academic Development E: Research Design	3
	Urban and Landscape Planning L: Research in Urban Design & Planning S: Urban Design S: Urban Planning S: Urban Landscapes	12								
	Urban Sociology L: Urban Sociology S: Urban Sociology	6							Language Course²	3
elective module	lecture / seminar / exercise¹		9							

L - lecture S - seminar E - exercise RP - research project

¹ All Master level courses offered by the Bauhaus-University Weimar and other Universities in Thuringia.

² Language course in a european language (except English)