

Examination Regulations

For the degree programme "Natural Hazards and Risks in Structural Engineering"
(Master of Science)

In accordance with § 3, par. 1 in combination with § 34, par. 3 of the Thuringian Higher Education Act (ThürHG) effective 13 September 2016 (GVBl. p. 437), the Bauhaus-Universität Weimar has issued the following examination regulations for the degree programme "Natural Hazards and Risks in Structural Engineering" with the conferral of a Master of Science (M.Sc.) degree. These regulations were approved by the Faculty of Civil Engineering's Faculty Council on 16 November 2016 and went into effect on 14 December 2016 with the approval of the Rector of the Bauhaus-Universität Weimar.

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§ 1 - Purpose of the Master's examination

The Master's examination certifies that the student has gained advanced knowledge of their subject and the skills necessary to work in a scientific manner.

§ 2 - Prescribed duration of study

The prescribed duration of study is four semesters.

§ 3 - Structure of the examinations

(1) The Master's examination is comprised of the module examinations administered throughout the degree programme, the Master's Thesis and its presentation.

(2) Modules conclude with an examination, for which candidates are awarded ECTS credit points. Module examinations are administered throughout the degree programme which usually may be comprised of one assignments.

§ 4 - Time limits and deadlines

(1) Candidates are required to pass their Master's examination within the prescribed period of study. If the candidate fails to complete the Master's examination within two semesters following the prescribed period of study, the examination will receive a failing grade, that is, unless the candidate is not at fault for the delinquency.

In this case, the candidate may submit a substantiated request for a study extension to the Examination Committee.

(2) If the candidate fails a module examination, s/he may retake it at the next examination session in the following semester. The second retake is likewise scheduled for the next examination session in the following semester. If the candidate fails to complete the module examination within this period, the examination receives an automatic failing grade, unless the candidate is not at fault for the delinquency.

(3) Registration for the module examination shall take place during the specified period set by the Examination Committee and announced at the beginning of the semester. Registration for the module examination is binding. Withdrawal from the module examination is possible up to 7 calendar days before the respective examination phase.

(4) The first registration for an examination remains valid if a candidate has a documented excuse for illness on the scheduled examination date; meaning that it is unnecessary to re-register for the next possible examination date. The student is then required to take the examination. The same applies for a leave of absence. Students who fail the examination after the end of a leave of absence are required to take the examination at the next possible examination date.

(5) If there are any scheduling conflicts with make-up exams, the examination to be taken first is the one required to be passed first according to curriculum. The candidate must submit an application to the Examination Office for an "excused absence" from the test which falls in a subsequent semester according to the curriculum. Examinations that take place on a single day that do not have a scheduling conflict must be taken. The candidate is

required to sit for a maximum of 2 module examinations or sub-examinations per testing day.

§ 5 - Scope and types of examinations

(1) The candidate is required to complete the following examinations:

1. written examinations and other written tests (§ 6) and/or
2. oral examinations (§ 7).

Documentation, such as records, attestations, and projects are principal prerequisites for examinations. Coursework and previous examination requirements are set by the primary examiner and announced in a module catalogue before the start of the course.

(2) Admission or non-admission to sit for an examination module is announced following a review of the examination prerequisites, no later than five calendar days before the examination by the respective Examination Committee. The specified test date is binding for students who are registered and approved for the examination date.

(3) When appropriate, these requirements may be completed in the form of group work. The candidate's work must be clearly distinguishable from that of the other members of the group and allow for individual assessment. As a rule, groups should not exceed three members.

§ 6 - Written examinations and other written tests

(1) In written examinations, candidates should demonstrate their ability to apply methods commonly used in their professional field to recognize a problem, evaluate it in a reflective, analytical-critical manner, and come up with ways of solving it within a limited period of time. Aids are permitted, pending prior approval by the examiners. The duration of the written examinations is based on 30 minutes for each ECTS credit point awarded for the module, but may not exceed a total of four hours.

(2) In other written tests, candidates should demonstrate their ability to:

- define problems systematically and analytically,
- develop methods for approaching them,
- specify and expand on ways to solve them,
- develop or apply resources and aids,
- integrate current knowledge in a relevant context,
- interpret results and summarize relevant conclusions,
- present these conclusions in an understandable, scientific form.

(3) As a rule, two examiners are required for assessing written examinations and other written tests, whereby at least one examiner must be an authorized lecturer.

(4) Written examinations and other written tests may not be administered in the form of a Multiple-Choice Test.

§ 7 - Oral examinations

(1) In oral examinations, candidates should demonstrate understanding of their area of examination and be able to categorize special problems with regard to their context. Furthermore, candidates should demonstrate that they possess a wide range of general knowledge of their subject of study. The duration of the oral examination should be at least 15 minutes and no longer than 45 minutes.

(2) Oral examinations – in group form or individually – must be administered by at least two examiners (faculty members) or by one examiner in the presence of an expert observer. At least one of the examiners must be an authorized lecturer.

(3) The important points and outcome of the oral examination must be documented in the form of a written protocol. The grade must be announced to the candidate directly following the oral examination.

(4) Other students, who will take a similar oral examination at a later date, are welcome to attend the presentation if space allows and the candidate does not object. The public presentation does not include the feedback and announcement of the examination results.

§ 8 - Assessment of examinations, calculation and weighting of grades

(1) The grades for each task of the examination are determined by the corresponding examiner. The following grade scheme is used for grading a candidate's examinations:

Grade	Grading	Achievement
1.0 – 1.5	very good	excellent
1.6 – 2.5	good	significantly above-average mark
2.6 – 3.5	satisfactory	average
3.6 – 4.0	sufficient	meets the requirements despite some faults
over 4.0	insufficient	fails to meet the requirements as a result of too many faults

(2) To more accurately assess the candidate's achievement, examiners may round individual grades up or down in increments of tenths.

(3) If a module examination is comprised of several sections, the final grade is calculated by averaging the grades from all the sections, whereby each grade is weighted according to the credit awarded for each section. This final grade is calculated to only one decimal place – all additional decimal places are neither considered nor rounded.

(4) The candidate receives a total grade for the Master's examination, calculated by a weighted average of the module examinations completed during the degree programme and the Master's degree module. The final grade is calculated to the second decimal place; all further decimal places are neither rounded nor considered.

For outstanding performance up to an average of 1.19, the Examination Committee may confer the honour "with distinction". The prerequisite for this is a Master's thesis with a grade of 1.0, as well as a grade of 1.0 on the majority of module exams with no grade lower than "good".

(5) The German grades are supplemented by ECTS grades, based on the following grading scheme:

ECTS grade	Students, who receive this grade, are among the
A	top 10 %
B	next 25 %
C	next 30 %
D	next 25 %
E	next 10 %
F	failed examination

§ 9 - Absence, withdrawal, deception, violation of regulations

(1) A candidate receives an automatic grade of "insufficient", if s/he does not show up for the examination without good reason or withdraws from the examination for no good reason after it has commenced. The same applies if a written examination is not completed within the time allotted.

(2) If the candidate fails to attend or withdraws from an examination, s/he must notify the Examination Committee or examiner immediately, normally within a maximum of three working days, and substantiate their reasons in writing. In the case of sickness, the candidate must submit a doctor's certificate, and in substantiated cases, certification from a medical officer attesting the candidate's inability to be examined. Should the reason for failure to attend or withdrawal be recognized, the examination will be rescheduled, usually for the next regular examination session. All previously attained examination results remain valid.

(3) Examinees who fall ill during the examination must notify the examiner of their illness no later than when the examination documents are turned in. Early termination of the examination will be noted by the test monitor and reported immediately to the Examination Office at the end of the exam. In this case, the student must submit an official medical certificate confirming the illness to the Examination Office within three business days after the test date. Otherwise, the test is marked as failed. Upon premature submission of the examination documents, the candidate must explain that the withdrawal from the examination is for health reasons. The examination is not evaluated and the documents are secured. The Examination Committee will reach a decision on recognition of the withdrawal upon receipt of the official medical certificate. In the rare cases in which a candidate is incapable of sitting for an examination and does not notice it at the time, the approval of the withdrawal from the examination by the Examination Committee is permitted only under very extraordinary conditions. In this case, the candidate must provide a detailed written description of the extent to which the illness occurred during the examination and the reasons why the student did not notice the onset of the illness prior to the examination. This must be accompanied by an official medical certificate.

(4) If the candidate attempts to influence the outcome of his/her examination through deception or by means of impermissible aids, the candidate receives an automatic grade of "insufficient" for the examination. The examiner or invigilator has the right to remove a candidate from an examination session if the candidate violates the rules of the examination. In such cases, the candidate receives a grade of "insufficient" for the examination.

(5) Following notification of the examination results, the candidate has four weeks to contest the assessment and have the decision reviewed by the Examination Committee in accordance with par. 3, nos. 1 and 2.

Negative decisions made by the Examination Committee must be communicated to the candidate in writing without delay, substantiated, and accompanied by an explanation of the appeals procedure.

§ 10 - Passing and failing

(1) A module examination is passed if it receives a minimum grade of "sufficient". If a module examination is comprised of several sections, then all sections of the examination must receive a minimum grade of "sufficient" to pass.

Failed sub-examinations must be repeated in accordance with § 11.

(2) In a module examination consisting of various sub-areas, the sub-areas are not evaluated separately. Para. 1, no. 1 applies.

(3) The Master's examination is passed if the candidate receives passing grades for all the module examinations, the Master's Thesis and its presentation.

(4) If the candidate fails the Master's examination, s/he may apply for a certificate of university study by providing proof of study and a certificate of de-registration. The certificate of university study includes a list of the student's completed examinations and results, as well as examinations which must be passed before the Master's degree can be conferred.

§ 11 - Retaking module examinations

(1) Failed module examinations or failed partial examination must be retaken within the time period stipulated in § 4.

(2) A second repetition of module examinations or sub-examinations must be completed in accordance with the deadlines specified in § 4. Should the candidate fail second repeat examination, failure of the examination is final. Failed attempts in the same programme of study at other universities and equivalent post-secondary institutions in Germany count towards the total number of attempts.

(3) If the candidate fails to attend the first retake for no good reason, the examination is marked as failed. If the candidate fails to attend the second retake for no good reason, the examination is permanently marked as failed.

(4) The candidate may not retake module examinations or partial examination which have received a passing grade.

§ 12 - Recognition of periods of study, course work and examinations

(1) Periods of study, studies and examinations completed at other domestic or foreign accredited institutions of higher education or in other degree programmes at the same university must be recognized as long as no difference in the competencies gained (learning objectives) can be demonstrated. Transfer of credit and recognition, as well as failure, is decided by the Examination Committee by application.

(2) If the course work and examinations are recognized and the grading schemes are comparable, the grades are then included into the calculation of the final grade. If the grading schemes are not comparable, the completed courses and examinations are marked as "passed".

Indication of the recognition in the examination certificate is permissible.

(3) If the conditions of sections 1 are met, the candidate has a legal right to receive credit for his/her past academic achievement.

As a rule, the candidate should submit the documentation required for the transfer of credit to the Examination Committee in the 1st programme semester.

(4) Relevant competencies acquired professionally or outside of a university can be recognised by the relevant Examination Committee in accordance with § 48 para. 10 of the Thuringian Higher Education Act with up to 50% of the required credits. The Examination Committee decides such cases on an individual basis by written application.

(5) Negative decisions must be substantiated in writing. The burden of proof that an application does not meet the necessary requirements lies with the assessing body.

§ 13 - Approval of thesis topic, submission and evaluation of Master's Thesis, and retakes

(1) The Master's examination should demonstrate that the candidate has the ability to independently assess and solve a problem in his/her discipline using scientific methods.

(2) All authorized lecturers in the Faculty of Civil Engineering who teach courses in the "Natural Hazards and Risks in Structural Engineering" degree programme are authorized to approve the thesis topic, as well as supervise and assess the Master's Thesis. Supervisors may request additional authorization which requires the approval of the Examination Committee in agreement with the director of the degree programme.

(3) To be eligible for admission to the Master's examination, candidates must have passed module examinations totalling at least 84 credit points (including a passed special project).

(4) The Master's Thesis must be registered with the Examination Office. The candidate must include the following with his/her registration:

- 1 Proposal for the first and second examiner
- 2 Proposal for the topic of the Master's Thesis.

(5) The Examination Committee is responsible for approving the topic of the Master's Thesis and appointing the examiners. The date of approval must be put on record. The first examiner is responsible for supervising the candidate's progress during the completion of the Master's Thesis. The topic may only be discarded once and only within the first four weeks following the date of its approval.

(6) A Master's Thesis in the form of group work is permissible as long as the candidate's achievement can be clearly distinguished from that of the other members (e.g., by means of separate sections, page numbers or other objective criteria) and individually assessed, and fulfils the requirements stipulated in par. 1

(7) Candidates are allotted four months to complete their Master's Thesis. The first examiner should ensure that the topic, proposed treatment and scope of the thesis is restricted to an extent that the candidate can meet the prescribed submission deadline.

(8) The Examination Committee may grant candidates an extension if they cannot meet their submission deadline for reasons beyond their control. In justified cases and upon written request, the Examination Committee may grant a candidate an extension for thematically related reasons. The total period allowed for completing the Master's Thesis may not exceed six months.

If the candidate exceeds this period without justification, work on the thesis must be discontinued and a new topic assigned. The examination in this case is considered not attempted.

(9) The candidate must submit the Master's Thesis to the first examiner by the fixed deadline. The date of submission must be put on record. Upon submission of the Master's Thesis, the candidate must provide written assurance that his/her work – if a group work, then his/her portion of the thesis – was completed independently and no other sources or aids were used other than those explicitly cited.

(10) The candidate must submit one digital and two printed copies of the Master's Thesis in English. On request, the Examination Committee may allow the candidate to write his/her Master's Thesis in a different language.

(11) One printed copy of the Master's Thesis (and its digital copy) become property of the Bauhaus-Universität Weimar and can be destroyed one year after the conclusion of the examination process. The Bauhaus-Universität Weimar has the right to permanent and unlimited use of the Master's Thesis in part or whole in all forms of media. This stipulation does not infringe on the author's copyrights in any way.

(12) The Master's thesis must be evaluated independently by two examiners within four weeks of each other and defended in their presence. The prerequisite for an appointment to defend the thesis is completion of all of the examinations. Defence of the thesis has the character of an oral examination; § 7 (oral examinations) applies.

(13) The final grade of the Master's degree module is comprised by combining the grades of the Master's thesis (worth 75 %) and its presentation (worth 25 %).

The grade is calculated from the arithmetic mean of the individual grades. If an examiner assigns the grade of "insufficient", a third examiner shall be appointed.

The Master's degree module receives a passing grade when at least two examiners have marked it as "sufficient".

(14) If the candidate fails the Master's Thesis or the presentation, s/he may retake them only once. The candidate may discard the topic of the Master's Thesis within the time period stipulated in par. 5, if s/he did not do so already during his/her first attempt at completing the Master's thesis.

§ 14- Accommodation for extenuating circumstances

Applications for accommodation for extenuating circumstances that affect a student's ability to sit their examinations should be submitted at least 3 weeks prior to the examination date. Applications of accommodation for coursework must be made within a reasonable time prior to their completion. The extenuating circumstance must be credible; a doctor's certificate or, in certain cases, a certificate from a public health officer may be

requested. The student may propose a specific form of accommodation. The application must be submitted in writing; the decision will also be in writing, and in the event of rejection, will include a written justification.

§ 15 - Examination Committee

(1) An Examination Committee is formed to ensure that the procedures put forth in these examination regulations are followed.

(2) The Faculty of Engineering's Faculty Council is responsible for appointing members of the Examination Committee, the chairperson and his/her deputy.

(3) The Examination Committee is comprised of five members, including three professors, one member of the academic staff and one student. As a rule, the members of the committee are appointed for a two-year term and the student for one year.

(4) The Examination Committee passes resolutions based on the majority vote. The Examination Committee has a quorum if the majority of its members, including the elected chair or representative thereof, is present and a majority of representatives of the professors is present. In exceptional cases, the vote of a member not in attendance may be obtained in writing. The chair of the Examination Committee has the power to make routine decisions.

(5) The sessions of the Examination Committee are not open to the public. The committee members are subject to professional discretion. If they are not civil servants, they are nonetheless obliged to professional discretion by the chairperson.

(6) The Examination Committee ensures that candidates comply with the procedures put forth in the examination regulations. The committee reports on the progress of the examinations and study duration to the Faculty Council on a regular basis. Furthermore, it can recommend changes to the study regulations, course plan and examination regulations. At the beginning of each semester, the Examination Committee determines the examination schedule.

(7) Members of the Examination Committee have the right to attend examination sessions.

§ 16 - Examiners and observers

(1) The Examination Committee appoints the examiners and observers. Only such members and employees of the Bauhaus-Universität Weimar or another university who are or were qualified in the relevant examination field as professors, associate professors, assistant professors or lecturers, or those qualified as independent instructors, are eligible to serve as examiners. This applies even if the qualification to provide independent instruction is granted in a sub-field of the field to be tested. Examinations are usually assessed by at least two examiners; at least one examiner should be a professor. Observers must possess the same qualification as to be ascertained by the examination or an equivalent qualification.

(2) To the extent the purpose and nature of the examination requires, professionals and trained practitioners, who possess at least the qualification to be ascertained by the examination or an equivalent qualification may be appointed as examiners.

(3) The examiners are subject to professional discretion. If they are not civil servants, they are obliged to professional discretion by the first examiner.

§ 17 - Academic degree

Once the Master's examination is passed, the Bauhaus-Universität Weimar confers the academic title of Master of Science (M. Sc.) at the suggestion of the Faculty of Civil Engineering.

§ 18 - Certificate and Diploma

(1) The examination candidate shall receive a certificate attesting to passed Master's examination immediately, if possible within four weeks, which indicates in German and English the credits earned for the modules of the Master's programme, as well as the final grade.

(2) The certificate bears the date of the day on which the last examination was taken.

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

(4) Along with the certificate, the candidate also receives his/her Master's degree diploma in German and English, bearing the date of the certificate. The diploma certifies the conferral of the Master's degree. Both the Diploma and certificate are signed by the Dean of the Faculty of Civil Engineering and the chairperson of the Examination Committee, and authenticated with the university seal.

§ 19 - Invalidity of examinations

(1) If the candidate has dishonestly manipulated his/her examination results and this deception is discovered after the certificate has been issued, the Examination Committee is permitted to retroactively correct the results according to § 9. If necessary, the final grade of the Master's degree module may be revised as "insufficient".

(2) If the requirements for admission to a module examination were not fulfilled and the candidate had no intention of deceiving the committee, and if this fact is discovered after the certificate is issued, a passing grade on the examination automatically rectifies the mistake. However, if the candidate consciously deceived the committee to be admitted to a module examination, then the examination receives an automatic grade of "insufficient".

(3) The candidate is allowed to make a statement in his/her defence before a decision is made on the matter.

(4) The incorrect certificate must be retracted and, if necessary, replaced with a new one. The Master's degree diploma, the transcript and the Diploma Supplement must also be retracted together with the incorrect certificate. In accordance with par. 1 and par. 2, no. 2, decisions concerning retraction may no longer be made after five years of the date on the examination certificate.

§ 20 - Reviewing the examination documents

The candidate may review (upon prior request and without undue delay) his/her written examination documents, the corresponding assessments by the examiners and the examination protocols within one year following the conclusion of the examination process.

§ 21 - Contesting the examination results

(1) If the candidate receives an unfavourable assessment on the basis on these examination regulations, s/he must be notified of the decision in writing with its justification, along with instruction on his/her options of legal recourse. The candidate is allowed to formally contest the decision with the Examination Committee within one month after receiving notification.

(2) If the candidate contests the assessment of one of the examiners, the Examination Committee forwards the matter to the examiner in question for re-evaluation. Should the examiner decide to change his/her assessment, the Examination Committee redresses the contested decision.

Otherwise, the Examination Committee reviews whether the assessment:

1. was made based on incorrect assumptions or irrelevant considerations,
2. violated generally recognized principles of assessment standards,
3. violated legal provisions, or
4. violated general principles of life experience.

If the committee determines that any of these occurred, it issues an "objection notice".

(3) If the candidate contests a decision made by the Examination Committee, the Dean holds a hearing with the committee, and, if the committee refuses to redress the decision, the Dean is responsible for settling the matter.

(4) Contested decisions must be addressed at the soonest possible date. If the decision is not redressed, the candidate must be notified of the reason why and receive instruction on his/her options of legal recourse.

§ 22 - Equal treatment clause

Terms of status and function as applied in these regulations pertain to both sexes to an equal degree.

§ 23 - Statement of effect

(1) These examination regulations entered into effect on the first day of the month following their public announcement by the Bauhaus-Universität Weimar.

(2) First-semester students beginning in the winter semester 2017/18 are the first to which these regulations apply.

Approved by resolution of the Faculty Council on 16 November 2016.

Prof. Dr.-Ing. Hans Wilhelm Alfen
Dean of the Faculty of Civil Engineering

The statutes are approvable.

Dipl.-Jur. Rainer Junghanß
Legal advisor

Approved
Weimar, 14 December 2016

Prof. Dr.-Ing. Karl Beucke
Rector