

Bauhaus-Universität Weimar

Faculty of Media

READING VERSION

**Examination regulations
for the master's degree programme
Computer Science for Digital Media (MSc)**

In accordance with § 3, par. 1 in combination with § 34, par. 3 of the Thuringian Higher Education Act (ThürHG) effective 21 December 2006 (GVBl. pp. 601 ff.) and as amended by Article 15 on 20 March 2009 (GVBl. p. 238), the Bauhaus-Universität Weimar issues the following examination regulations for the degree programme "Computer Science and Media" with the conferral of a Master of Science (MSc) degree. These regulations were approved by the Faculty Council of the Faculty of Media on 9 February 2011 and were adopted on 6 April 2011 with the approval of the Vice-Chancellor of the Bauhaus-Universität Weimar.

Content:

I. GENERAL

I. Preamble

- § 1 Purpose of the examination
- § 2 Academic degree
- § 3 Scope and structure
- § 4 Structure of examinations, examination deadlines
- § 5 Disability compensation
- § 6 Examination committee
- § 7 Examiners and observers
- § 8 Recognition of periods of study, course work and examinations
- § 9 Absence, withdrawal, deception, violation of regulations

II. MASTER'S DEGREE PROGRAMME

- § 10 Scope and types of examinations
- § 11 Written examinations and other written assignments
- § 12 Oral examinations
- § 13 Assessment of examinations, grade calculation
- § 14 Retaking examinations
- § 15 Projects
- § 16 International course work
- § 17 Master's module
- § 18 Submission and evaluation of Master's thesis
- § 19 Evaluation of examinations, grade calculation, passing the master's examination
- § 20 Rewriting the Master's thesis
- § 21 Certificate
- § 22 Diploma

III. FINAL PROVISIONS

- § 23 Invalidity of examinations
- § 24 Reviewing the examination documents
- § 25 Contesting the examination results
- § 26 Equal treatment clause
- § 27 Statement of effect

I. GENERAL

Preamble

The following examination regulations form the basis for the examinations administered in the Master's degree (MSc) programme "Computer Science for Digital Media".

§ 1 – Purpose of the examination

Upon successfully completing the examinations, master's thesis and presentation, the student demonstrates that he or she has gained advanced knowledge in the area of Computer Science and is able to advance and acquire scientific knowledge in the conception and development of digital information systems.

§ 2 – Academic degree

The degree programme concludes with the conferral of a "Master of Science" (MSc) university degree as the second-level professional qualification.

§ 3 – Scope and structure of the degree programme

(1) The standard duration of study is 4 semesters.

(2) The master's degree programme is comprised of courses worth a total of 120 credit points (CP). The study regulations should ensure that students can complete their examinations, master's thesis and its presentation in a period of four semesters.

§ 4 – Structure of examinations, examination deadlines

(1) Examinations are comprised of the graded assignments administered during the module.

(2) A written or oral examination can only be taken if the candidate has registered for the examination. When registering, the candidate must state to which module the examination belongs. The registration deadlines are determined by the examination committee. The candidate can de-register up to four working days before the scheduled examination. A candidate receives an automatic grade of "insufficient" (5.0) if he or she does not deregister on time or 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 an assignment in an elective or a term paper is not completed within the time allotted.

(3) Candidates are required to pass their master's examination by the end of their 6th semester. Upon expiration of the deadline, candidates lose their right to take the examination unless they were not at fault for failing to do so within the allotted time period. This deadline is extended accordingly for part-time students.

§ 5 - Disability compensation

Applications for disability compensation in examinations are to be submitted no later than 3 weeks before the scheduled examination. Applications for disability compensation in course work are to be submitted at a reasonable date before the deadline of the course work. Verification of the disability is to be provided; a medical certificate or, in individual cases with justified cause, submission of a certificate issued by a public medical officer [Amtsarzt] may be required. The student may propose a specific form of compensation. The application is to be submitted in writing, the decision is notified in writing and, in the event of a rejection, the reasons for the rejection are also given in writing.

§ 6 – Examination committee

(1) An examination committee is formed to ensure that the procedures put forth in these examination regulations are followed. The examination committee is comprised of five members:

three professors, one member of the academic staff and one representative of the student body. The Faculty Council is responsible for appointing the chairperson, his or her deputy and the other members of the examination committee.

(2) The examination committee passes resolutions based on the majority vote. [...] The quorum of the committee is met when the majority of the members are present, which must include the chairperson (or his or her deputy). The sessions of the examination committee are not open to the public. The examination committee members are subject to professional discretion. If they are not civil servants, they are obligated to professional discretion by the chairperson.

(3) The examination committee ensures that the procedures put forth in the examination regulations are duly followed. The committee reports on the progress of the examinations and study duration to the Faculty Board on a regular basis. Furthermore, it can recommend changes to the study and examination regulations.

(4) At the beginning of each semester, the examination committee is required to draw up and announce the schedule of upcoming oral and written examinations.

§ 7 – Examiners and observers

(1) The examination committee appoints the examiners and observers. The examiners must be individuals with university positions, duties or experience as stipulated in § 48, par. 2 of ThürHG. As a rule, two examiners are required for assessing written examinations and other written assignments, whereby at least one examiner must be a professor. The examination committee may only select examiners and observers who have at least passed the examination in question or attained an equivalent qualification.

(2) The chairperson of the examination committee ensures that the candidate be given sufficient advance notice of the names of the examiners.

(3) The examiners and observers are subject to professional discretion.

§ 8 – Recognition of periods of study, course work and examinations

(1) Periods of study, course work and examinations which were completed at a different domestic or foreign state or state-recognised institution of higher education or in other degree programmes of the same institution of higher education, are to be recognised provided that it can be proven that there are no significant differences with regard to the acquired competence (learning outcomes). The examination committee takes the decision with regard to the recognition.

(2) If the course work and examinations are recognised 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". Recognised academic achievement may be distinguished as such on the official transcript.

(3) If the conditions of section 1 are met, the candidate has a legal right to receive credit for his or her past academic achievement. The candidate is responsible for providing all necessary documentation in order to receive academic credits.

(4) Pursuant to § 48, para. 10 Thuringian Higher Education Act, relevant competences acquired in vocational practice or outside higher education can be credited by the respective examination committee with a maximum of up to 50% of the credit points which are to be acquired. In individual cases, the examination committee can make a decision concerning the recognition on the basis of a placement exam.

(5) The grounds for an unfavourable assessment must be given in writing. The burden of proof that an application does not meet the necessary requirements lies with the body undertaking the assessment.

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

(1) A candidate receives an automatic grade of "insufficient" (5.0), if he or she 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, he or she must notify the examination committee or examiner immediately and substantiate their explanation 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 is rescheduled, usually for the next regular examination session. All previously attained examination results remain valid.

(3) If the candidate attempts to influence the outcome of his or her examination through deception or by means of impermissible aids, the candidate receives an automatic grade of "insufficient" (5.0) 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" (5.0) for the examination.

(4) Following notification of the examination results, the candidate has four weeks to contest the results and have the decision reviewed by the examination committee in accordance with par. 3, nos. 1 and 2. If a candidate receives an unfavourable assessment from the examination committee, he or she must be notified of the decision without delay and in writing. The notification must include the grounds for the assessment and instructions on his or her options of legal recourse.

II. MASTER'S DEGREE PROGRAMME

§ 10 – Scope and types of examinations

(1) The module examinations are comprised of mandatory assignments which the candidate must complete as prescribed in the module catalogue. The exact details of the assignments are a mandatory component of the module descriptions.

(2) Examination 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, membership of a group should not exceed three students.

(3) The candidate is entitled to be informed of the assessment or the grade given for an examination no later than two months after having performed the respective examination requirement.

§ 11 – Written examinations and other written assignments

(1) In written examinations, the candidate should demonstrate his or her ability to examine and solve problems of Computer Science within a limited period of time and with limited resources.

(2) In other written assignments, namely term papers, the candidate should demonstrate that he or she is able to systematically or analytically define problems of Computer Science, suggest methods to address them, describe them at length and develop ways of solving them by taking all the related areas of Computer Science into consideration. The written assignment may also be combined with an oral presentation (Referat) and, if necessary, supplemented or substituted by other appropriate forms of written documentation.

(3) The time allotted to a written examination is at least 30 minutes per credit point and no more than a total of four hours. Other written assignments, namely term papers, are to be completed by the end of the current semester.

§ 12 – Oral examinations

(1) In an oral examination, the candidate should demonstrate understanding of his or her area of examination and be able to categorize specific problems with regard to their context.

(2) Oral examinations of groups or single candidates should be administered by at least two examiners (faculty members) if possible or by one examiner in the presence of an expert observer.

(3) The duration of the oral examination should be at least 15 minutes and no longer than 60 minutes per candidate.

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

(5) Students who plan on taking the same examination at a later date are welcome to attend the presentation if space allows and the candidate does not object. The public part of the presentation does not include the feedback and announcement of the examination results.

§ 13 – Assessment of examinations, grade calculation

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

| | | |
|-----------|--------------|--|
| 1.0 – 1.5 | very good | excellent |
| 1.6 – 2.5 | good | significantly above-average grade |
| 2.6 – 3.5 | satisfactory | average |
| 3.6 – 4.0 | sufficient | meets the requirements despite some faults |
| otherwise | insufficient | fails to meet the requirements as a result of too many faults. |

(2) The grade of a module is calculated by averaging the weighted grades from all the examinations and written assignments completed in the module.

(3) When calculating the grades for the individual sections of the examination, the module grades and final grade may only be calculated to one decimal place. All additional decimal places are neither considered nor rounded.

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

| ECTS grade | Percentile of students who receive this grade |
|------------|---|
| A | top 10 % |
| B | next 25 % |
| C | next 30 % |
| D | next 25 % |
| E | next 10 % |

Candidates receive the ECTS grade "F" for a failed examination.

§ 14 – Retaking examinations

(1) A candidate has passed the module examination in one of the specialist modules or in a specialisation module [Vertiefungsmodul] if he or she has passed the examinations for the individual courses. A candidate can choose freely between the courses offered for the respective modules pursuant to the module catalogue of the degree programme. When registering for an examination, the candidate makes a binding decision concerning which module this examination is allocated to. He or she has a maximum of three attempts to pass the examination. If he or she does not pass the examination within these three attempts, the examination is permanently marked as failed unless he or she was not at fault for failing.

(2) Failed examinations and retakes from other universities or equivalent institutions of higher education are to be taken into account.

(3) Retaking a passed examination is not permitted.

§ 15 - Projects

(1) Students must take part in two projects as part of the degree programme, a first and a second project. Students may only register for the second project when the first project has been completed and graded as passed. The project can be extended to two semesters for part-time students. In such cases, half of the credit points (CP) are credited for each semester.

(2) Students can register for a project at an appointment at the beginning of each semester as determined by the examination committee. Reasonable consideration is to be given to the wishes expressed by the students with regard to the granting of projects or the assignment of students to projects.

(3) A candidate can withdraw from a project which was assigned to him or her within the first eight weeks and without giving reasons. In the event of withdrawing at a later date, or if the right to withdraw had already been used once, the project is graded as "insufficient" unless the candidate can give good reasons for his or her withdrawal. A second retake is permissible upon submission of an application. The decision is to be taken by the examination committee.

§ 16 – International course work

(1) A "Learning Agreement", which is to be checked by an academic advisor, is to be drafted in advance for the recognition of course work performed at a foreign institution of higher education. The student and the academic advisor must agree in a personal consultation on the type and scope of the course work and the examination requirements which are to be performed. The "Learning Agreement" and the "Transcript of Records" (detailed list of the attended courses with the corresponding credit points and the performed course work and the graded certificates of achievement) are to be presented to the academic advisor in a timely manner upon the student's return; this is followed by recognition and, where necessary, conversion of the grade.

(2) Course work and examinations rendered during a semester abroad can also be credited in lieu of the first project if they were not acquired as part of a project. The examination committee takes the decision with regard to the recognition.

§ 17 - Master's module

(1) In the Master's module, the candidate should demonstrate that he or she is able to independently define, recognise, develop and solve a problem from Computer Science in application of the scientific methods and in an allotted period of time. Three individual assignments are to be submitted: preparatory research (ungraded), writing the Master's thesis itself and the presentation of the Master's thesis.

(2) The preparatory research is to be conducted in the semester before the Master's thesis and consists of the candidate acquainting him or herself with the subject and presenting the results of this work to his or her supervisor. The candidate should demonstrate that he or she is knowledgeable about the essential current scientific findings in the respective field and can formulate a meaningful research topic. At the beginning of the preparatory research, the candidate and the supervisor come to a supervision agreement, which includes, in particular, the requirements the candidate must meet in order to pass the preparatory research. The research is the equivalent student effort of 6 CP. It constitutes a part of the Master's thesis and the individual assignments are jointly graded.

(3) If, apart from the Master's module, only a maximum of 30 CP are still lacking for obtaining the degree, then the candidate can submit a written application for admission to write the Master's thesis. The application must include:

1. Certificates confirming passed examinations,
2. Certificate confirming the successful completion of the preparatory research and a proposal for the topic of the Master's thesis,
3. Proposals for the first and second examiners,
4. Written confirmation from the proposed first examiner agreeing to supervise the candidate,
5. Proof of English proficiency at the C 1 level (GER) in accordance with § 5, par. 3 of the study regulations for this degree programme.

(4) The Master's thesis must be written and orally presented in English.

(5) The candidate is allotted four months to complete the master's thesis. Upon application, the examination committee may grant the candidate an extension of up to eight months. 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 submission deadline. The examination committee may grant the candidate an extension of up to three months, or a part-time student up to 6 months, if he or she cannot meet the submission deadline for reasons beyond his or her control. The examination committee should grant the candidate an extension of suitable length if sickness prevents the candidate from completing the thesis on time.

(6) Any examiner is entitled to define thematic areas for the preparatory research, to issue Master's theses, to supervise them and to evaluate them. If the Master's thesis or the preparatory research is to be completed with an institution outside of the Bauhaus-Universität Weimar, the examination committee must give its approval.

(7) The first examiner approves the topic of the Master's thesis after conclusion of the preparatory research and notifies the examination committee of the topic and date of approval. 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.

(8) 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.

(9) Upon submission of the master's thesis, the candidate must provide written assurance that his or her work – if a group work, then his or her portion of the thesis – was completed independently and no other sources or aids were used other than those explicitly cited.

(10) Three printed copies and additionally one digital copy of the Master's thesis must be submitted.

(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 author's copyrights remain unaffected.

§ 18 - Submission and evaluation of Master's thesis

(1) The candidate must submit the master's thesis by the fixed deadline. The date of submission must be put on record.

(2) The Master's thesis must be evaluated by two examiners. The evaluation of the written thesis must be completed no later than after two months. Subsequently, the candidate is required to hold an approximately 30-minute presentation and participate in a discussion. All examinations and

assignments required by the degree programme have to be completed before the candidate is allowed to hold this final presentation.

(3) If both examiners grade the submitted written thesis as "insufficient" (5.0), then the Master's module is deemed "failed", and the candidate is not admitted to the presentation. If one of the examiners marks the thesis as "insufficient" (5.0), another examiner must be appointed. If the third examiner also grades the thesis as "insufficient" (5.0), then the Master's module is deemed "failed", and the candidate is not admitted to the presentation. If the third examiner grades the thesis as "passed", then the Master's thesis is graded as passed (4.0).

(4) The grade of the Master's module is calculated by combining the grade of the research and the Master's thesis with quadruple weight (80%) as well as the grade for the presentation and the follow-up discussion with single weight (20%).

§ 19 - Evaluation of examinations, grade calculation, passing the master's examination

(1) The final grade is calculated by averaging the weighted grades received for the modules (70%) together with the grades of the master's thesis and its presentation (30%). The conditions put forth in § 13 apply accordingly. The credit points awarded for each module are listed in the Attachment of the study regulations.

(2) The master's examination is passed if the candidate receives passing grades for all the module examinations and receives at least a grade of "sufficient" (4.0) for the master's thesis and its presentation.

(3) In the case of outstanding achievement, the examination committee can confer the title "with honours". This requires that both examiners award a grade of "excellent" (1.0) for the master's thesis and its presentation. The arithmetic average of all the weighted grades in the modules must be better than 1,3 and no examination can have received a grade worse than 2,3.

§ 20 - Rewriting the Master's thesis

(1) Preparatory research can be repeated for an unlimited amount of times. If the candidate receives a grade of "insufficient" (5.0) for the Master's thesis and the presentation, he or she may rewrite each once. The candidate may not change the topic of the master's thesis.

(2) The candidate is not permitted to rewrite or repeat the Master's thesis and/or its presentation a second time.

§ 21 - Certificate

(1) After successfully presenting the master's thesis, the candidate receives a certificate with the results of the master's examination. It includes the grades of the examinations, the topic of the master's thesis and its final grade, as well as the total number of credit points the candidate achieved.

(2) The certificate bears the date of the presentation of the master's thesis. It is signed by the Dean of the Faculty and the chairperson of the examination committee, and authenticated with the university seal. The certificate is issued in English and German.

(3) The Bauhaus-Universität Weimar issues a Diploma Supplement (DS) together with the certificate, also in English and German. The numerical grade is used as indicated in the following grading scale:

In comparison with the grading scale

| | | | |
|--------------|-----------|--------------|-----------|
| 1. excellent | 1.0 - 1.5 | sehr gut | 1.0 - 1.5 |
| 2. very good | 1.6 - 2.0 | gut | 1.6 - 2.5 |
| 3. good | 2.1 - 3.0 | befriedigend | 2.6 - 3.5 |

4. satisfactory 3.1 - 3.5 ausreichend 3.6 - 4.0
5. sufficient 3.6 - 4.0

§ 22 - Diploma

(1) Along with the certificate, the candidate receives his or her master's degree diploma, bearing the date of the certificate. The diploma certifies the conferral of the master's degree.

(2) The diploma, issued in both English and German, is signed by the Dean of the Faculty and the chairperson of the examination committee, and is authenticated with the university seal.

III. FINAL PROVISIONS

§ 23 – Invalidity of examinations

(1) If the candidate has knowingly manipulated his or her examination results and this deception is discovered after the certificate has been issued, the examination committee is permitted to retroactively correct the manipulated results and mark the examination in part or total as "failed".

(2) If the requirements for admission to an 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 an examination, then the examination committee is responsible for redressing the matter.

(3) The candidate is allowed to make a statement in his or 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. If the examination is marked as "failed" on account of manipulation with intent to deceive, the diploma 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.

§ 24 - Reviewing the examination documents

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

§ 25 – Contesting the examination results

(1) If the candidate receives an unfavourable assessment on the basis on these examination regulations, he or she must be notified of the decision in writing with its justification, along with instruction on his or 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) The examination committee is responsible for deciding the matter after hearing the position of the examiners.

(3) 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 or her assessment, the examination committee redresses the contested decision. Otherwise, the examination committee reviews whether the assessment:

- was based on incorrect assumptions or irrelevant considerations,
- violated generally recognized principles of assessment standards,
- violated legal provisions, or

- violated general principles of life experience.

If the committee determines that any of these occurred, it issues an "objection notice". In accordance with par. 4, the candidate is not permitted to contest an objection notice.

(4) If the candidate contests a decision made by the examination committee and the committee fails to redress the decision, the Dean is responsible for settling the matter.

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

§ 26 - Equal treatment clause

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

§ 27 - Statement of effect

These examination regulations enter into effect on the first day of the month following their public announcement by the Bauhaus-Universität Weimar. They are applicable to the summer semester 2017 for the first time.

Approved by resolution of the Faculty Board on 14 December 2016.

Prof. Dr.-Ing. Volker Rodehorst
Dean of the Faculty of Media

The statutes are approvable.

Dipl.-Jur. Rainer Junghanß
Legal advisor

Approved
Weimar, 6 February 2017

Prof. Dr.-Ing. Beucke
Vice-Chancellor