

# Notifications of Bauhaus-Universität Weimar

## Academic Regulations

This document is a translation from the German original regulation. Only the German version is legally binding.

<input checked="" type="checkbox"/> The president <input type="checkbox"/> The chancellor	<b>Examination regulations</b> for the consecutive Master's programme Integrated Urban Development and Design with a Master of Science (M. Sc.) degree	Edition <b>13/2018</b>
	Produced Dec./Unit <b>Fac. A&amp;U</b>	Telephone <b>3113</b>

According to § 3 Section 1 in conjunction with § 34 Section 3 of the Thuringian Higher Education Act in the version published on 13<sup>th</sup> September 2016 (GVBl. Page 437), Bauhaus-Universität Weimar issues the following examination regulations for the study programme Integrated Urban Development and Design (IUDD) with the Master of Science (M. Sc.) degree.

The Board of the Faculty of Architecture and Urbanism passed the examination regulations on 14<sup>th</sup> February 2018.

The president of Bauhaus-Universität Weimar has approved the regulations with the decree dated on 4<sup>th</sup> April 2018.

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### Appendix 1: Curriculum

## **§ 1 – Scope**

These regulations govern the examinations in the Integrated Urban Development and Design (IUDD) programme at the Bauhaus-Universität Weimar. It applies in conjunction with the academic regulations for the Integrated Urban Development and Design programme.

## **§ 2 - Purpose and scope of the degree**

(1) The degree establishes whether a candidate has achieved the qualification goals in the Integrated Urban Development and Design programme in accordance with § 4 and § 5 of the academic regulations and whether the student has grasped the interrelationships of the methods and content imparted therein.

(2) The degree requires successful completion of the examinations, which must be documented according to the Curriculum (Appendix 1).

## **§ 3 – Academic degree**

(1) Upon successful completion of the Master's thesis, including its successful defence (Master's examination), Bauhaus-Universität Weimar confers the academic degree of "Master of Science" (M. Sc.) through the Faculty of Architecture and Urban Studies.

(2) Students who have successfully completed their Advanced Urbanism studies at Tongji University and the corresponding examinations in Shanghai also receive the academic degree of "Master of Engineering" (M. Eng.) from Tongji University Shanghai/China through the College of Architecture and Urban Planning (CAUP).

## **§ 4 – Standard duration of the programme**

(1) The standard duration of the programme is four semesters. The study and examination regulations are designed to ensure that the programme of study can be completed within the standard study period.

(2) During the course of study, 120 credits must be accumulated in the compulsory and elective subjects, including the Master's thesis. The Curriculum in Appendix 1 applies.

## **§ 5 - Structure of the examinations**

(1) The module-based Curriculum is a component of the academic regulations. As a rule, modules are only completed with a single examination. In individual cases they may consist of examinations in one subject or in an interdisciplinary examination area. The type and scope of the examinations to be completed are defined in the module catalogue in which the modules are described.

(2) Examinations may also take the form of group projects. The individual contribution to be evaluated as an examination should be clearly distinguishable and assessable as an individual examination. As a rule, the group should not comprise more than four students.

## **§ 6 – Deadlines**

(1) A deadline for the completion of examinations is established no later than the beginning of the respective semester. Examinations that take place outside this period require the approval of the examination committee.

(2) The examination committee must ensure that the examinations can be completed in accordance

with the Curriculum. To this end, the candidate should be informed in good time of both the type and number of examinations required and the dates on which they are to be taken. The candidate must also be informed of the respective re-examination dates.

(3) It is compulsory to register for examinations. Registration for the respective examination takes place automatically upon enrolment for a course. Withdrawal from a course registration is usually possible up to two weeks after the start of enrolment. Withdrawal from an examination is usually possible up to two weeks before the start of the examination period. Students who withdraw from an examination prior to the deadline will automatically be registered for the next possible examination date.

(4) If the Master's thesis has not been successfully defended by the end of the seventh semester, it receives a final grade of "not passed" unless the candidate is not responsible for the absence.

## **§ 7 – Examination committee**

(1) An examination committee is formed for the organisation of the curriculum and examinations. It is appointed by the Faculty Board. The examination committee consists of five members; three university lecturers, one member of the academic staff and one student. The term of office is three years; for student members one year. Re-appointment is possible.

(2) The examination committee shall adopt resolutions by a majority of votes cast. The examination committee constitutes a quorum if the majority of its members, including the member elected for the chair or vice-chair, are present.

(3) The examination committee ensures compliance with the provisions of the examination regulations. It reports regularly to the faculty board 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 academic 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 bound by official confidentiality. If they are not in the public service, they must be obliged by the chair to maintain confidentiality.

## **§ 8 – Examiners**

(1) Examiners must be lecturers (pursuant to § 20 Section 2 No. 1 of the Thuringian University Act) and other authorised people under § 48 Section 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 a group of examiners to supervise the Master's thesis, its grading, assessment and defence (oral examination).

(3) The proposal does not justify a claim.

(4) The names of the examiners should be announced to the candidate in a timely manner, in general 14 days before the examination.

(5) 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 primary supervisor of the Master's thesis is generally also the primary assessor and must be a lecturer from Bauhaus-Universität Weimar. The secondary supervisor is generally also the secondary assessor. Academic employees of the Faculty of Architecture and Urbanism, lecturers of other faculties at Bauhaus-Universität Weimar or other universities can be appointed as secondary assessors

if this appears appropriate for the subject of the Master's thesis.

### **§ 9 - Written examinations**

(1) In essay-based exams (with course attendance certificate or grade) candidates should demonstrate that they can identify a problem within a limited period, with limited resources, using the common methods of their discipline in conformity with academic standards and develop approaches to a solution. The examiner may offer the candidate a choice of topics. The duration of the exams is usually up to three hours.

(2) In the context of independent production of a paper or project report, students demonstrate scientific knowledge and the capability to deal with a complex question in written form while including relevant literature and adhering to academic standards.

(3) Written examinations may also include graphic and performance work. This includes, in particular, projects and designs.

(4) Bauhaus-Universität Weimar reserves the right to use and publish written and designed works including the Master's thesis in part or in full for its own non-commercial purposes of teaching and research in any media with citation of the author's name. The author's copyright claims remain unaffected.

### **§ 10 - Oral examinations**

(1) In oral examinations candidates should demonstrate that they have grasped the interrelationships in the area being examined and can assign specific issues to these interrelationships. The aim is also to determine whether the candidate has in-depth expertise. The examinations should be conducted in the presence of at least two examiners or one examiner in the presence of an expert assessor (colleague examination) as a group or individual examination.

(2) The duration of the oral examinations should in general be at least 15 minutes but at most 45 minutes per candidate. The main subjects and results of the oral examinations shall be documented in a protocol. Candidates shall be notified of the results after each oral examination. Upon request, the candidates shall be allowed to view the protocol relating to their exams.

(3) Students who wish to take the same examination at a later date should be admitted to the audience as space permits unless the candidate objects. Admission as a listener does not, however, extend to the consultation and announcement of the examination results to the candidate.

### **§ 11 - Recognition of periods of study, academic achievements and examinations as well as competencies demonstrated outside the university**

(1) Periods of study, courses and examinations, and practical semesters that were provided at another domestic or international state or state-recognised university or other degree programmes from the same university shall be credited if there is no significant difference in terms of the competencies gained (learning results). The examination committee decides on recognition of credit.

(2) If credit for study and examinations is recognised, the grades – insofar as the grading systems are comparable – shall be transferred and included in the calculation of the overall grade. For incomparable grading systems, the grade of "passed" shall be used. It is permissible to indicate the recognition in the attestation.

(3) If the requirements of Section 1 are met, there is a legal right to recognition. The candidate must submit the documents required for recognition.

(4) In accordance with § 48 Section 10 of the Thuringian Higher Education Act, key practical competencies acquired in professional practice or those gained outside of university may be

recognised with up to 50% of the credits to be recognised by the responsible examination committee. The recognition of professional activities requires the presentation of meaningful documents reflecting the previous professional activity. In individual cases, the examination committee may make recognition dependent on a placement examination.

(5) Decisions to deny recognition must be justified in writing. The burden of proof that an application does not meet the necessary requirements lies with the department conducting the assessment.

## § 12 - Assessment of examinations and formation of the overall grade

(1) Grades of examinations are determined by the respective examiners. The following grades to the first decimal shall be used:

1.0 - 1.5	very good	excellent performance
1.6 - 2.5	good	performance significantly above the average requirements
2.6 - 3.5	satisfactory	Performance that meets average requirements
3.6 - 4.0	adequate	Performance that meets the requirements, despite defects
> 4.0	unsatisfactory	due to significant defects, performance does not meet the requirements

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

(3) If the Master's module is assessed with 1.0 and the average grade of the other module examinations is 1.3 or better, the examination committee will award the grade "with distinction."

(4) Upon completion of the M.Sc. degree, an overall grade is awarded. Section 2 applies accordingly. The overall grade of the Master's examination is calculated as follows: the examinations during the course of study are weighted by the number of credit points and together comprise 60% of the overall grade. The Master's thesis, including its defence, is weighted at 40%.

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

ECTS grade	Proportion of successful students who usually receive this grade
A	the top 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.

## § 13 - Absence, withdrawal, fraud, breach of regulations

(1) An examination (including sub-examinations) is considered "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. The same applies if a written examination is not completed within the specified time.

(2) The reasons given for withdrawal or failure must be reported to the examination office in

writing without delay and must be credibly substantiated. If the candidate or a child for which he or she is responsible, or a family member who requires care, is ill, a medical certificate must be presented without delay, but no later than 3 working days of the examination. In cases of doubt, an official medical certificate may be required. If the reasons are accepted, the candidate is considered excused and a new date is set, usually the next regularly scheduled examination date.

(3) Candidate attempting to influence the result of their examination through fraud or using unauthorised resources will receive the grade of "unsatisfactory" (5.0). A candidate who disturbs the proper conduct of the examination may be excluded from continuing the examination by the examiner or supervisor; in this case the corresponding examination is graded as "unsatisfactory" (5.0).

(4) Within one month of announcement of the examination results, the candidate may request that the decisions pursuant to Section 3 Sentences 1 and 2 be reviewed by the examination committee. The candidate must be notified immediately in writing of any adverse decisions of the examination committee, the justifications of such decisions must be given and instructions on how to appeal must be provided.

#### **§ 14 - Passing and failing**

(1) To pass a module examination all sub-examinations must have at least the grade of "adequate" (4.0).

(2) The course of study is successfully completed when all module examinations have been passed, all compulsory and elective modules required in accordance with Appendix 1 and not fulfilled by examination have been successfully completed (course attendance certificate issued) and the Master's thesis has been graded with at least the mark of "adequate" (4.0).

(3) Candidates are responsible for finding out on their own initiative about module examinations they passed or did not pass and whether they need to be repeated.

#### **§ 15 - Repeating examinations**

(1) The module examinations and Master's thesis can be repeated once in the event of they are marked "unsatisfactory." Repetition of a passed examination, partial examination or Master's thesis is not permitted.

(2) The make-up examinations are to be completed to the next examination date (usually the end of the following semester). If the make-up deadline is missed, the repeat examination is graded as "unsatisfactory" unless the candidate is not responsible for the absence. After a decision of the examination committee, the make-up appointment may be set at a later date.

(3) If a module examination consisting of several sub-examinations is not passed, only the sub-examinations with the grade of "unsatisfactory" must be repeated.

(4) In justified exceptions, the examination committee may approve a second re-taking of a module examination or sub-examination. This must be requested in writing from the examination committee. This second repetition may be rendered in writing, orally or as a drawing as required by the examiner. If it is not passed, the examination is considered to have a final grade of "unsatisfactory" and results in disenrollment. A second repetition of the Master's thesis is excluded.

#### **§ 16 – Compensation for disabilities**

(1) Students may apply to compensate a disadvantage during their studies. The disadvantage must be substantiated; a medical certificate or, in justified individual cases, the presentation of an official medical certificate may be required.

(2) Information and advice for chronically ill and disadvantaged students on questions related to

Compensation for disabilities is provided by general advising.

(3) An application to compensate disabilities must be submitted individually for each examination and applied for each semester. The application for compensation of disabilities should be submitted to the respective examiner at least four weeks before the examination period. The application is submitted in writing and the decision is communicated in writing. The student may propose a certain form of compensation. Advice on this is provided by academic advising.

### **§ 17 - Admission to undertake Master's thesis**

- (1) The candidate submits the standard form "Thesis Application Form"
- (2) All academic requirements and examinations of the 1st to the 3rd semesters must be completed successfully in accordance with the Curriculum (Appendix 1) for admission.
- (3) Admission is decided by the examination committee or, upon its decision, by the chairman of the examination committee.
- (4) Admission may only be refused if the conditions set out in Sections 1 and 2 are not fulfilled.

### **§ 18 – Master's thesis**

(1) The Master's thesis is an examination exercise that completes the academic training. Its aim is to show that the candidate is capable of working through a problem independently in the field of Urban Studies using academic methods within a defined period. For the Master's thesis including its defence 27 credits are awarded, for the Master's colloquium 3 credits.

(2) The Master's thesis is in the form of an academic paper. It can also take the form of a scientific analysis of a project or design.

(3) The Master's thesis is generally written in English. The examination committee shall determine the admissibility of other languages upon request.

(4) The Master's thesis is supervised by two supervisors in accordance with § 8. A topic for the Master's thesis can be provided by the supervisor or the candidate may propose a topic for the Master's thesis. This regulation does not confer on candidates a right to have their proposed topics accepted.

(5) Assignment of the topic of the Master's thesis and the accompanying starting date of the Master's thesis on record is carried out on behalf of the examination committee. The topic, assignment date and processing period must be entered on file.

(6) Processing time for the Master's thesis is 12 weeks. The topic, task and scope of the work must be limited by the primary examiner such that the specified work deadline can be met. The topic may only be returned once and only within the first 4 weeks of the processing time.

(7) In individual cases, the examination committee may extend the processing time by up to eight weeks for technical reasons upon submission of a justified, informal request. This requires the approval of the primary supervisor of the Master's thesis. Sick leave (in accordance with § 13 Section 2) of up to 4 days shall not result in an extension of the processing time. In the event of illness, the candidate must present a medical certificate or, in cases of doubt, an official medical certificate. Interruptions to studies due to public holidays do not extend the processing time.

(8) An extension of the submission deadline due to illness or circumstances that the examination committee recognises as beyond the candidate's control is possible by a maximum of 4 weeks after the expiration of the processing period of the Master's thesis. The work must then be stopped. It is then considered not to have been started.

## **§ 19 - Submission and assessment of the Master's thesis**

(1) The Master's thesis must be submitted by the deadline in hard copy in triplicate and once in digital form (CD or DVD) to the IUDD administration office of the Bauhaus Institute for Experimental Architecture (ifex) at green:house; the date of submission will be recorded.

(2) On submission of the Master's thesis, the candidate must confirm in writing that he/she has written the work independently and has not consulted any sources, aids or advisers other than those indicated. In the case of group work, the candidate's own part shall be indicated.

(3) Defence of the Master's thesis takes place in an oral examination of approximately 40 minutes duration. Generally, about 20 minutes are allocated in which the candidate provides a brief presentation of the Master's thesis, usually followed by about 20 minutes for questions to the candidate. In doing so, the subject areas listed in § 4 of the academic regulations should be taken into account.

(4) The defence (oral examination) of the Master's thesis is public. The examination committee may make exceptions upon request.

(5) The grade for the Master's thesis and its defence is the arithmetic mean of the grades awarded by each examiner. Individual grades are given in whole grades with one decimal place. The grade for the defence is 30% of the final grade of the Master's examination, and the Master's thesis is 70%. A protocol is generated for the evaluation. Candidate shall be informed of the examination results following the oral examination.

(6) The Master's thesis is evaluated by at least two examiners in accordance with § 48 ThürHG. The primary examiner should be a lecturer at the Bauhaus-Universität Weimar.

(7) The assessment and grading of the Master's thesis should take place no later than four weeks after submission of the thesis.

(8) If a grader assesses the thesis as "unsatisfactory" the examination committee shall obtain the opinion of a third grader, who must be a university lecturer. If the latter also assesses the thesis as "unsatisfactory" the work is considered "not passed." If the third grader assesses the thesis as at least "adequate" it is passed. In any case, all of the assessments must be submitted in writing.

(9) The Master's thesis is the property of the candidate. Bauhaus-Universität Weimar is entitled to use and publish the Master's thesis in part or in full for its own, non-commercial teaching and research purposes, naming the author. The author's copyright claims remain unaffected.

## **§ 20 - Repetition of the Master's thesis**

(1) The Master's thesis may be repeated once in the event of "unsatisfactory" performance. The topic of the Master's thesis may only be returned in accordance with § 18 Section 6, if the candidate did not make use of this option in the initial attempt at the Master's thesis.

(2) The Master's thesis may not be attempted a third time.

## **§ 21 - Attestation and Master's certificate**

(1) The examination candidate receives an attestation of the passed Master's examination, if possible within four weeks.

(2) The attestation bears the date on which the last examination was completed.

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



(4) Concurrently with the attestation of the Master's examination, the candidate for the examination receives the Master's certificate with the date of the attestation. This document certifies the award of the Master's degree. The Master's certificate and the attestation are signed by the dean of the faculty and the chairman of the examination committee and bear the university seal. Certificates and attestations are issued in two languages (German/English).

## **§ 22 - Invalidity of module examinations and the Master's examination**

(1) If the candidate commits fraud in an examination and this fact does not become known until after the attestation has been handed over, the examination performance grade may be adjusted accordingly. If necessary, the relevant module examination can be declared "unsatisfactory" or the Master's examination can be declared failed. The same applies to the Master's thesis.

(2) If the candidate gained admission to a module examination without meeting the criteria but had no fraudulent intent, and if this fact does not become known until after the attestation has been handed over, this deficiency is rectified by passing the module examination. If the candidate intentionally and unjustly obtained admission, the examination committee shall decide.

(3) The candidate must be given the opportunity to comment before a decision is made.

(4) The incorrect attestation shall be withdrawn and, if necessary, a new one shall be issued. Along with the incorrect attestation, Master's certificate and Diploma Supplement are also to be withdrawn if the Master's examination is declared "failed" due to deception. A decision under Section 1 and 2, Sentence 2, is excluded after a period of five years from the date of the certificate.

## **§ 23 - Viewing of examination files**

Within one year after the conclusion of the examination procedure, the candidate is granted access to the written examination documents, the related assessments of the examiners and the examination protocols within a reasonable period upon request.

## **§ 24 – Appeals process**

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

(2) The person concerned has the right of appeal against decisions pursuant to Section 1. The appeal must be filed in writing or orally for the record with the examination committee within one month of notification of the decision. If the examination committee does not provide remedy for the appeal, the dean issues the notice of appeal. This must be accompanied by instructions on legal remedies.

(3) In the event of a denial of the appeal, the person concerned may bring an action before the administrative courts.

## **§ 25 - Equal opportunity clause**

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

## **§ 26 - Coming into effect**

(1) These regulations shall enter into force on the first day of the month following their publication in the notices of the Bauhaus-Universität Weimar.

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

Decision of the Faculty Board 14<sup>th</sup> February 2018

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

Regulations to be approved.

Dipl.-Jur. Rainer Junghanß  
Legal affairs

Approved on 4<sup>th</sup> April 2018

Prof. Dr. Winfried Speitkamp  
President

Appendix 1

Curriculum Master's Programme Integrated Urban Development and Design (120 credits)

Winter Semester 1. Semester	Summer Semester 2. Semester	Winter Semester 3. Semester	Summer Semester 4. Semester
Urban Development and Design S + L   3 + 3 = 6 CP	Computational Urban Analysis and Simulation S + E   3 + 3 = 6 CP	Model Project <sup>1)</sup> (Practical Training) MP   24 CP	Master's Colloquium and Master's Thesis 3 + 27 = 30 CP
Urban Sociology S + L   3 + 3 = 6 CP	Study Project Pro   15 CP	International Model Project Forum S   6 CP	
Real Estate Development S + L   3 + 3 = 6 CP		or	
Research Methods and Professional Communication S + E   3 + 3 = 6 CP		Design Project <sup>2)</sup> Pro   9 CP	
Introduction to Study Project Introductory Seminar S + E = 3 CP		Urban Planning & Transportation S + L   3 + 3 = 6 CP	
Reflective Urban Practice <sup>1)</sup> (Preparatory Course) S   3 CP		Introduction to Master's Thesis (Introductory Seminar) S + E = 3 CP	
or Culture and Urbanism of China <sup>2)</sup> (Preparatory Course) S   3 CP	Elective Module S / L   3 + 3 = 6 CP		
	Elective Module <sup>3)</sup> S / L / E   3 + 3 = 6 CP	Academic Review & Thesis Discussion E   3 CP	
30 CP	30 CP	30 CP	30 CP
Total: 120 CP			

S = Seminar L = Lecture E = Exercise Pro = Design & Study Project (Studio) MP = Model Project  
CP = Credit Points according ECTS (European Credit Transfer System)

<sup>1)</sup> Students immatriculated in the study programme »Reflective Urban Practice« have to take the Model Project module with mandatory internship and seminars.

<sup>2)</sup> Students immatriculated in the study programme »Advanced Urbanism« have to take the modules referring to the study period at Tongji-University Shanghai.

<sup>3)</sup> Elective Module: to be selected from course offers in the first or second semester at any Faculty of Bauhaus-Universität Weimar or other Thuringian Universities.