

# Announcements of the Bauhaus-Universität Weimar

Academic Regulations

**READING VERSION**

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| <input checked="" type="checkbox"/> The President<br><input type="checkbox"/> The Chancellor | Examination regulations for the<br>consecutive degree programme<br>»Digital Engineering«<br>(MSc) |                         | Issue<br>25/2017     |
|  | Resp. dept./unit<br>Fac. B/Fac. M   | Telephone:<br>4415/3708 | Date<br>19 July 2017 |

In accordance with § 3, par. 1 in conjunction with § 34, par. 3 of the Thuringian Higher Education Act (ThürHG) in its version of 13 September 2016 (GVBl. p. 437), the Bauhaus-Universität Weimar issues the following examination regulations for the degree programme »Digital Engineering« with the conferral of a Master of Science (MSc) degree. These examination regulations were approved by the Faculty Boards of the Faculty of Media and the Faculty of Civil Engineering on 12 April 2017 and 10 May 2017.

The President of the Bauhaus-Universität Weimar approved the regulations on 21 June 2017.

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## **§ 1 - Purpose of the examination**

Upon successfully completing the examinations, Master's thesis and presentation, students demonstrate that they have gained advanced knowledge in the area of Digital Engineering and are able to perform scientific work.

## **§ 2 - Academic degree**

Upon passing the Master's examination, the Bauhaus-Universität Weimar confers upon proposal of the Faculties of Media and Civil Engineering the academic degree »Master of Science« (MSc).

## **§ 3 - Scope and structure of the studies**

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

(2) The Master's degree programme is comprised of modules worth 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**

(1) The Master's examination is comprised of the module examinations of the Master's degree programme and the Master's thesis including its preparatory research and presentation.

(2) Modules are concluded with examinations, on the basis of which credit points (CP) are awarded. Module examinations are administered during the module and are generally concluded with an examination.

## **§ 5 - Deadlines**

(1) 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.

(2) A written or oral examination can only be taken if the candidate has registered for the examination. The registration deadlines are determined by the examination committee. The candidate can de-register up to four working days before the scheduled examination. Registration and de-registration are done in the respective examination office.

## **§ 6 - Disability compensation**

Applications for disability compensation during 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 submission 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] can be demanded. The student can 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.

## **§ 7- Examination committee**

- (1) An examination committee comprised of members of the Faculty of Media and the Faculty of Civil Engineering is to be formed to ensure compliance with the tasks assigned by these examination regulations.
- (2) The Faculty Boards of the Faculty of Media and the Faculty of Civil Engineering appoint the members of the examination committee, the chairperson and his or her deputy.
- (3) The examination committee is comprised of three professors, one member of the academic staff and one representative of the student body. Preferably, the chairperson is to be a professor holding a joint professorship of both faculties. He/she, his/her deputy and the other members of the examination committee are appointed by the Faculty Boards of the Faculty of Media and the Faculty of Civil Engineering
- (4) 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).
- (5) 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.
- (6) 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 Boards of the Faculty of Media and the Faculty of Civil Engineering on a regular basis. Furthermore, it can recommend changes to the study and examination regulations.
- (7) At the beginning of each semester, the examination committee is required to draw up and announce the schedule of upcoming oral and written examinations.
- (8) The members of the examination committee may attend when examinations are being taken.

## **§ 8 - Examiners and observers**

- (1) The examination committee appoints the examiners and observers. To be eligible for appointment as an examiner, one must meet the requirements as stipulated in § 48, par. 2 of ThürHG.
- (2) If necessary due to the purpose and particular nature of the examination, persons with experience in the vocational practice and training can be appointed as examiners provided that they have at least passed the examination in question or attained an equivalent qualification.
- (3) The chairperson of the examination committee ensures that the candidate be given sufficient advance notice of the names of the examiners.
- (4) The examiners and observers are subject to professional discretion.

## **§ 9 - 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). Decisions concerning the recognition and the receiving of credit or refusal are made by the examination committee upon application.

(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 modules 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, as a general rule at the beginning of the first semester, all necessary documentation to the examination committee in order to receive credit. The burden of proof that an application does not meet the corresponding requirements lies with the body undertaking the assessment.

(4) Pursuant to § 48, para. 10 Thuringian Higher Education Act, relevant competences acquired in vocational practice or outside higher education can only be credited with a maximum of 50% of the credit points which are to be acquired. The examination committee is responsible for deciding individual cases upon written application. In individual cases, the examination committee can make a decision concerning the recognition on the basis of a placement examination.

(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.

## **§ 10 - Absence, withdrawal, deception, violation of regulations**

(1) A candidate receives an automatic grade of »insufficient« (5.0) if he or she does not present him or herself 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 without delay, usually within no more than three working days, and substantiate his/her reasons in writing. In the case of illness, the candidate must submit a doctor's certificate, and in substantiated cases, certification from a medical officer attesting the candidate's inability to sit the examination. If the reason for failure to attend or withdrawal is recognised, 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 he or she disrupts the examination process. 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 petition the examination committee to review its decision 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.

### **§ 11 - Scope and types of examinations**

(1) Examination requirements consist of

1. written examinations and other written assignments (§12) and/or
2. oral examinations (§ 13).

Course work such as reports, course attendance certificates, and projects constitute, as a general rule, advance performance of examination requirements. Course work or advance performance of examination requirements are determined by the person responsible for the module and are to be announced at the beginning of the course in the module catalogue.

(2) When appropriate, these assignments may be completed as 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 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.

### **§ 12 - Written examinations and other written assignments**

(1) In written examinations, the candidate should demonstrate that he or she is able to recognise a problem, to work reflectively, critically and analytically on this problem, and to find solutions within limited time, using aids determined by the examiner and the customary disciplinary methods. The time allotted to a written examination is at least 30 minutes per credit point and must not exceed four hours.

(2) The candidate should demonstrate in the other written assignments that he or she is able to

- systematically or analytically define problems,
- develop methods for their solution,
- comprehensively discuss and develop solutions,
- develop or apply aids,
- integrate the existing level of knowledge into a relevant context,
- interpret results and solidify them into relevant conclusions and
- finally, present results in a transparent and comprehensible scientific form.

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) As a rule, written examinations and other written assignments are to be assessed by two examiners, one of whom should be a professor.

(4) Written examinations and other written assignments in the multiple-choice format are excluded.

### § 13 - Oral examinations

(1) In an oral examination, the candidate should demonstrate understanding of the examination topic and be able to categorise specific problems with regard to their context. Furthermore, the oral examination serves to assess whether the candidate has broad basic knowledge at his or her disposal.

(2) If possible, oral examinations of groups or single candidates are to be administered by at least two examiners (faculty members) or by one examiner in the presence of an expert observer, with one of the examiners being a professor.

(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 permitted to attend the presentation if there is sufficient space and the candidate does not object. This permission does not extend to the deliberation process and the announcement of the examination results to the candidate.

### § 14 - 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 assessing 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 flaws;                   |
| over 4.0  | insufficient | fails to meet the requirements as a result of too many flaws |

(2) For a differentiated assessment of the examinations, individual grades can be raised or lowered by decimals.

(3) If a module examination comprises several examination requirements, the grade is calculated on the basis of the arithmetic average of the individual examinations, which includes the weighting of the credit points granted for the individual examinations. The calculation of the examination grades only considers the first digit after the decimal point and omits all further digits after the decimal point.

(4) A final grade is calculated for the Master's examination. The final grade of the Master's examination is calculated on the basis of the arithmetic average of all grades achieved in the module examinations and the Master's module, which includes the weighting of the credit points granted for the individual examinations. The second digit after the decimal point is considered, all other digits are omitted without rounding. In the case of outstanding achievement, the examination committee may 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.

(5) 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.

### § 15 - Passing and failing

(1) A candidate has passed a module examination if he or she has achieved at least the module grade „sufficient“. If, as an exception, a module examination consists of several **partial examinations**, all partial examinations must have been given a minimum grade of »sufficient«. Failed partial examinations are to be retaken in accordance with § 16.

(2) If a module examination consists of various **sub-disciplines**, no individual assessment of these **sub-disciplines** will be conducted. Para. 1 sentence 1 applies.

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

(4) If the examination candidate does not pass the Master's examination, a certificate can be issued, upon application and submission of the corresponding documentation and the exmatriculation certificate, which indicates the examinations he or she took with the achieved results, the examination requirements which are yet to be met, and the information that the Master's examination has not been passed.

### § 16 - Retaking module examinations

(1) Failed module examinations and **partial examinations** must be retaken.

(2) If a candidate fails the second retake, the examination is permanently marked as failed.

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

(4) Retaking a passed module examination or **partial examination** is not permitted.

### § 17 - Projects

(1) Students must take part in a project as part of their studies. The duration of 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 by 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 without giving reasons. In the event of withdrawing at a later date, or if the right to withdraw has previously been used, 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.

### **§ 18 - 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 submitted at a foreign institution of higher education. The student and the academic advisor agree in a personal consultation on the type and scope of the course work and the examination requirements which are to be performed. Promptly upon returning, the »Learning Agreement« and the »Transcript of Records« (detailed list of the attended courses/modules with the corresponding credit points, the submitted course work, and the graded certificates of achievement) are to be presented to the academic advisor; 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 credited as part of a project. The examination committee takes the decision with regard to the recognition.

### **§ 19 - 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 his or her specialised area 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 previous to 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 of the essential current scientific findings in this subject and can formulate a meaningful research issue. At the beginning of the preparatory research, the candidate and the supervisor conclude a supervision agreement, which includes, in particular, which requirements the candidate must meet in order to pass the preparatory research. The research is the equivalent student effort of 3 CP. It constitutes a part of the Master's thesis.

(3) Any person identified in § 8, para. 1 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. Applications for other approvals can be made and granted by the examination committee.

(4) 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.

(5) The evaluation of the Master's module consists of the grade for the Master's thesis weighted as 80% as well as the grade for the presentation including the subsequent discussion weighted as 20%.

(6) The Master's thesis must be written and orally presented in English. The candidate may also write and orally present the Master's thesis in German if the according application has been submitted to the examination committee.

## **§ 20 - Issuance of Master's thesis**

(1) A candidate is permitted to commence with the Master's thesis if he or she can document that he or she has achieved a minimum of 78 CP in this degree programme and has passed the project.

(2) The Master's thesis is to be registered in writing with the examination office of the Faculty of Media. 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 § 7, par. 2 of the study regulations for this degree programme.
6. proof of German proficiency at the A 1 level (GER) in accordance with § 7, par. 3 of the study regulations for this degree programme.

(3) 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.

(4) The candidate is allotted five months to complete the Master's thesis. The examination committee may grant the candidate an extension of up to eight months total time. 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.

(5) The examination committee may grant the candidate an extension of the time allotted to complete the Master's thesis if circumstances arise which are beyond his or her control and require a time extension to complete the Master's thesis. In individual cases and upon justified request, the examination committee may grant an extension if necessary due to topic-related reasons. The maximum time allotted to complete the Master's thesis must not exceed six months. If this period is exceeded and the candidate cannot meet the submission deadline for reasons beyond his or her control, then work on the Master's thesis is to be terminated and a new topic is to be assigned. Participation in the examination is thus deemed as not attempted. The examination committee should grant the candidate an extension of suitable length if illness prevents the candidate from completing the thesis on time.

## **§ 21 - 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) Upon submission of the Master's thesis, the candidate must provide written assurance that his or her work – or in the case of group work, his or her portion of the thesis – was completed independently and no other sources or aids were used other than those explicitly cited.

(3) Three printed copies and additionally one digital copy of the Master's thesis are to be submitted.

(4) 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 receives the unlimited and unrestricted right to use the Master's thesis, or parts of it, in any media for non-commercial purposes if the author is named. The author's copyrights remain unaffected.

(5) The Master's thesis must be evaluated by two examiners. The evaluation of the written thesis must be completed no later than two months after submission. Subsequently, the candidate is required to hold a 30-minute presentation and participate in a follow-up discussion. All examinations and assignments required by the degree programme have to be completed before the candidate is allowed to hold this final presentation. The presentation bears the character of an oral examination; § 13 (Oral examinations) applies correspondingly.

(6) 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 only 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).

## **§ 22 - Rewriting the Master's thesis**

(1) Preparatory research can be repeated for an unlimited amount of time. If the candidate receives a grade of »insufficient« for the Master's thesis or the presentation, he or she may rewrite it (or repeat the presentation) only once. It is not permitted to discard 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.

## **§ 23 - Certificate and Master's Diploma**

(1) After successfully presenting the Master's thesis, the candidate receives a certificate with the results. The certificate includes the grades of the module, 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.

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

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

(5) The diploma is signed by the Dean of the Faculty of Media and the Dean of the Faculty of Civil Engineering, and is authenticated with the university seal.

#### **§ 24 - 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 whole as »failed«.

(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 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. The Master's diploma and the diploma supplement are to be retracted with the incorrect certificate. In accordance with para. 1 and para. 2, sentence 2, decisions concerning retraction may no longer be made after five years of the date on the examination certificate.

#### **§ 25 - 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.

#### **§ 26 - 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 in writing of the decision and 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) 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 in accordance with the application, the examination committee redresses the contested decision. Otherwise, the examination committee reviews whether the assessment:

1. was based on incorrect assumptions or irrelevant considerations,
2. violated generally recognised 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 and the committee fails to redress the decision, then both Deans will make a final joint decision after hearing the examination committee.

(4) Contested decisions must be addressed at the earliest 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.

### **§ 27 - Equal treatment clause**

Terms of status and function as applied in these regulations equally pertain to both sexes.

### **§ 28 - Statement of effect**

(1) These examination regulations enter 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 whom these regulations apply.

Approved by resolution of the Faculty Board on 12 April 2017

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

Approved by resolution of the Faculty Board on 10 May 2017

Prof. Dr.-Ing. Volker Rodehorst Dean of  
the Faculty of Civil Engineering

The statutes are approvable.

Dipl.-Jur. Rainer Junghanß  
Legal Advisor

approved:  
Weimar, 21 June 2017

Prof. Dr. Winfried Speitkamp  
President