

Anhalt University of Applied Sciences

EXAMINATION AND STUDY REGULATIONS

for achieving the academic degree of

MASTER OF SCIENCE M.Sc.

for the Cooperative course

Design Research (MCD)

of 10 April 2013

including the Correction of 14.10.2014, AM 69/2014
and the Adjustment of Statutes of 27.04.2016, AM 73/2016
and the Adjustment of Statutes of 15.03.2019, AM 80/2019

These Examination and Study Regulations have been approved pursuant to §§ 67 clause 3 No. 8, 77 clause 2 No. 1 and § 13 clause 1 of the "Hochschulgesetz des Landes Sachsen-Anhalt" (*Higher Education Act of the Federal State of Saxony-Anhalt*) as of 14 December 2010 (Official Gazette LSA No. 28/2004 p. 600) as amended.¹

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¹ In the interest of the legibility of these Regulations, it has been refrained from stating the male and female forms of persons, positions and functions, terms given in their masculine form also apply to the female form.

This is an English translation of the original German Version as it was published at 'Amtliches Mitteilungsblatt der Hochschule Anhalt Nr. 64/2014' on April 8th, 2014, including the correction of October 14th, 2014, the adjustment of statutes of April 27th, 2016 and March 15th, 2019. In case of doubt or contradiction, the German wording of these Examination- and Study Regulations has priority. (<https://www.hs-anhalt.de/hochschule-anhalt/service/ordnungen.html>)

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I.
General part

§ 1

Admission requirements and start of the course

(1) The qualification for the course has to be evidenced pursuant to the Higher Education Act of the Federal State of Saxony-Anhalt. The admission requires a qualified university degree in a Bachelor or Master course in Architecture or Design, Cultural Sciences or comparable courses after a regular study time of at least four years and the evidence of at least 240 credits according to the European Credit Transfer System (ECTS).

(1a) When the regular study time of the previous Bachelor / Master course covered less than eight semesters (240 ECTS), an adjustment study of one to max. two semesters has to be attended according to these Regulations.² Detail regulations are made by the Study Council on the basis of the individual previous education acquired and in the result of the selection procedure in the individual case. The admission to the Master course is granted with the reservation that these requirements have been evidently fulfilled by the beginning of the regular start of the course.

(1b) An additional requirement is a written application with portfolio in compliance with a specific call for tender, evidencing the specific suitability for this course. The Study Council decides upon the admission to the course.

(1c) Applicants ~~holding a Bachelor degree~~ have to additionally evidence that they have acquired qualified professional experience after the completion of their first study in the fields of architecture, design or comparable subjects of usually not less than one year.

(2) The course is held in English, the Master thesis may be optionally written and submitted in German or English. Applicants who have not completed their school education up to university maturity or their university study at a German-speaking institution in the jurisdiction of the German Constitution or at an English-speaking institution shall present evidence that their proficiency in the English language according to TOEFL or a comparable test corresponds to level C1 of the Common European Reference Framework of Reference (CERF).

(3) The course starts on the first day of the winter semester.

§ 2

**Composition and objective of the course,
purpose of the examinations**

(1) The course is structured in modules. One module covers an interrelated teaching and learning unit that has to be completed by an examination or by other verifiable study performances. The different modules are given in Appendix 4 of these Regulations.

(2) Credits are awarded for the successful completion of every module and the Master thesis. The number of credits depends on the average workload of the student required for the respective module. According to the European Credit Transfer System (ECTS), one credit point

² Students in the adjustment course have the status of program students according to § 14 of the Admission Regulations of the Anhalt University of Applied Sciences of 26 January 2011 (cf. Official Bulletin No. 44/2011). They are entitled to attend modules and to sit module examinations. The Examination and Study Regulations covering the regarding module apply.

corresponds to a workload (i.e. attendance in lectures, preparation and rework, self-study, preparation of examinations, course and examination achievements) of 25 to 30 full hours. Credit points shall be awarded without decimal, at least 5 per module. The contents of a module shall be dimensioned in such a way that they can be usually taught within one semester or one year. 30 credit points shall be obtained per semester, corresponding to a workload of 750 to 900 full hours per semester.

(3) The objective of the course is the acquisition of profound knowledge in methods of scientific work and the instructed elaboration of independent research projects in the field of research in design and architecture. The Master thesis shall prepare for a possible subsequent doctorate.

(4) The Master examination is the pinnacle of the advanced course Design Research. In this examination, the candidate shall evidence whether he has acquired the necessary theoretical and practical professional knowledge, understands the professional interrelations and is able to apply scientific and design methods and knowledge. In the examination, the candidate shall give evidence of his ability to explain scientific findings convincingly and in a clear language in a discussion.

(5) The Master examination consists of module examinations (see Appendix 4), the Master thesis and the colloquium. Pre-examination tests and proofs of attendance as shown in Appendix 4 are required as prerequisites for a module examination. In a pre-examination test, the student gives evidence of his acquired knowledge, skills and competences in a way specific for the subject, decided on by the examiner in dependence on the type of lecture and the regarding number of students. Typically, these decisions are announced two weeks after the beginning of the semester, at the latest.

(6) For each module, a maximum of one examination has to be passed. The result is entered in the final certificate. The candidate shall demonstrate in the examinations that he knows the major interrelations in the content and methods of the module and that he is able to independently apply the acquired knowledge, skills and competences. The marks are given according to § 17.

(7) Modules may be completed successfully without an examination by means of proofs of attendance and/or pre-examination tests. The module is marked as "passed" or "failed", i.e. it is not included in the calculation of the overall mark of the Master examination as per § 26.

(8) The course is held in cooperation with the Bauhaus Dessau Foundation and the Humboldt University Berlin in accordance with the Cooperation Agreement concluded on 22 November 2013.

**§ 3
Master's degree**

After having passed the Master examination, the Department of Architecture, Facility Management and Geoinformation awards the academic degree of

**Master of Science
(M.Sc.)**

The Anhalt University of Applied Sciences together with the Bauhaus Dessau Foundation will issue a certificate stating the date when the last examination result was achieved. For the rest, § 19 applies.

§ 4

Standard period and structure of the study

(1) The standard period of study, during which the course can be completed, is two semesters including the Master examination.

(2) The standard period for the completion of the course and the module structure are laid out in such a way that the student is usually able to pass his Master examination in the second semester of this course. Examinations may also be taken ahead of curriculum.

(3) For the scope of study in the compulsory and electoral compulsory modules, the student has to evidence 60 credit points at least.

§ 5

Board of Examiners

(1) A Board of Examiners is appointed to organise examinations and to exercise and observe the duties assigned by these Examination Regulations. The Department Council appoints the chairperson and the members of the Board of Examiners as well as their permanent deputies. The Board of Examiners consists of six members: four members of the professors' group, one member of staff according to § 33, clause 1 Nos. 2 and 3 of the Higher Education Act of the Federal State of Saxony-Anhalt, and a student. The chairperson and the deputy chairperson belong to the group of professors. In the assessment and consideration of study and examination results, the student member has an advisory function only.

(2) On a regular basis, the Board of Examiners informs the Department Council about the development of examinations and periods of study. It also provides suggestions for reforming these examination and study regulations; whereby special consideration is given to the adherence of standard periods of study and examinations. The Board deals with objections filed.

(3) The Board of Examiners takes its decisions based on the majority of valid votes cast. Abstentions are considered as vote not cast. In the event of a tie, the chairperson has the casting vote. The Board of Examiners has a quorum when the majority of its members – among them the chairperson or the deputy chairperson and at least one other professor – is present. In case of high urgency, decisions can be taken in writing.

(4) The term of office for the members of the Board of Examiners is four years, and one year for the student member.

(5) The meetings of the Board of Examiners are not open to public.

(6) The Board of Examiners decides upon its internal rules of procedure. Minutes are taken on the meetings of the Board of Examiners, recording the main matters of discussion and the decisions taken by the Board of Examiners.

(7) The Board of Examiners may delegate powers to the chairperson and the deputy chairperson. This does not apply to decisions concerning objections and the activity report to the Department Council. The chairperson prepares and implements the decisions taken by the Board of Examiners. On a regular basis, the chairperson informs the Board of Examiners about his activities.

(8) The members of the Board of Examiners are entitled to take part as observers in the examination process.

(9) The members of the Board of Examiners and their permanent representatives are subject to official secrecy. Unless they are public service employees, they shall be committed to official secrecy by the chairperson.

§ 6

Examination Office

The administrative office of the Board of Examiners is the Examination Office. The head of the Examination Office is in charge of all organisational tasks regarding the preparation and registration of examinations and parts of the examination. He notifies the Board of Examiners about the adherence of examination periods and the admission conditions by the students.

§ 7

Examiners and assessors

(1) The Board of Examiners appoints the examiners and the assessors (examinations committee). Members of this or another university as well as persons with relevant professional experience and training may be appointed as examiners. The examiners must be authorised to teach independently. Only those persons may become assessors who hold at least the same or a similar qualification as the one established by the examination.

(2) The examiners hold their examinations independently.

(3) For oral examinations, at least two persons as per clause 1 have to be appointed. For the rest, § 14 clause 3 applies.

(4) The Board of Examiners ensures that the students are informed about the names of the examiners, the place and date of the examination pursuant to the general semester schedule of the Anhalt University of Applied Sciences, or the module plan of the Department.

(5) § 5 clause 9 applies to examiners and assessors accordingly.

II.

Student advisory service, duration and structure of the course

§ 8

Student advisory service / Study committee

(1) The general student advisory service of the Anhalt University of Applied Sciences informs prospective students about study options, final degrees, admission requirements, admission restrictions, study conditions, as well as about the contents, structure and requirements of a course of study. The service considers the individual inclinations of prospective students.

(2) The student advisory service is organised by the respective department. It supports students by providing course-related, subject-specific consultancy, particularly concerning arrangement options for the curriculum. The student advisor keeps himself informed about the run of the course until the end of the first year of the study, notifies the students accordingly, and renders study consultancy, if required.

(3) For each course of study a professor is assigned by the department to render the student advisory service.

(4) The study committee consists of the student advisor, acting as the chairperson, and a responsible member of each of the cooperating institutions, appointed by these institutions in agreement with the partners. If a member of the committee is prevented from attending, the tasks of this member can be exceptionally undertaken by a deputy who is also appointed by the regarding institution.

(5) The study committee has the task of profiling and assuring the quality of the course in correspondence with its objective: the planning of the lessons as well as the selection of lecturers and the coordination of their occupation; the committee takes the decision on admission in accordance with the criteria of § 1 clause 1.

(6) Usually the study committee meets once per study year before the beginning of the 1st semester, and takes its decisions by majority vote. Detailed regulations are fixed in rules of procedure.

§ 9

Course schedule and contents

(1) The studies are subject to the curriculum of the course in the semesters (Appendix 4). It focuses on the objective of the study and forms a part of these Regulations. It contains a recommendation on the time schedule for the courses and specifies the number of semester/week/hours for each module and the credits to be acquired.

(2) The curriculum regulates compulsory and electoral compulsory modules. Compulsory modules are binding for all students. Electoral compulsory modules are alternatively offered individually or for groups. Each student has to choose a certain number of modules according to his curriculum and to the recommendation of the student advisory service.

(3) In addition to compulsory and electoral compulsory modules, the students can also take additional modules. Additional modules are modules not bindingly required for achieving the course objectives. Students can select these modules from the entire range of courses offered by the Anhalt University of Applied Sciences.

§ 10

Teaching and learning methods

(1) The contents of the course are taught in an application-oriented manner on a scientific basis. The course contents are taught and learned in lectures, seminars, exercises, projects, internships and excursions.

(2) Lectures are held to teach basic interrelations and the systematisation of theoretical knowledge and the methodology of scientific work. Specific subjects are presented in a well-structured form, incorporating new research results.

(3) In seminars, the contents are taught in dialogue and discussion phases between the lecturer and the students.

(4) In exercises, the contents of the curriculum are worked through in a systematic manner. The lecturers take the lead, provide tasks and offer assistance for solution finding. The students work individually or in groups.

(5) In internships, the theoretically acquired knowledge is demonstrated and substantiated by tests,

experiments, and simulations. Skill and competences in the use of specific software, measuring instruments and/or the application of measuring methods shall be developed. Usually the students work in teams.

(6) In projects, the students contribute to the processing, analysis and solving of problems of the immediate professional practice, attended by persons entitled to examine, and also by self-organized work in small groups.

(7) Excursions are part of the course.

(8) Lectures, seminars, exercises and projects can be carried out completely or in part by means of multimedia aids, and offered as online courses. This has to be specifically mentioned in the curriculum (Appendix 4). For the attendance in online lectures, a multimedia PC with web access is necessary. These technical requirements have to be fulfilled by the student.

§ 11

Mobility phase (not applicable)

III.

Crediting of study periods, examination results, evaluation and accreditation of examination results, rules of procedure

§ 12

Crediting of study periods, course and examination results and their accreditation

(1) Study periods, course results, credits and examination results of an equivalent course at another university-level institution in the application area of the German Constitution will be credited on application.

(2) Study periods, course results, credits and examination results that are not subject to clause 1 will be credited on application in accordance with the Lisbon Convention, provided there is no significant difference. This is not subject to a schematic comparison but to an overall view and overall evaluation. **Notices of rejection are to be substantiated and provided with information on legal remedies.** For the equivalence of study periods, course results, credits and examination results at foreign university-level institutions, the agreements on equivalence approved by the Conference of the Ministers of Culture and the Conference of University Rectors as well as regulations in the scope of university partnerships have to be considered.

(3) The clauses 1 and 2 apply accordingly to the acknowledgement of course results, credits and examination results acquired in officially accepted correspondence courses.

(4) On application, evidenced equal competences and skills acquired in non-university institutions may be credited by granting half of the credit points intended for the course. The decision on this crediting is taken by the Board of Examiners on proposal of the responsible lecturer of the module and/or the student advisor in the individual case.

(5) Pursuant to the clauses 1 to 4, the Board of Examiners in agreement with the lecturers in charge of the regarding subjects is responsible for the crediting of results. Any negative decisions have to be substantiated in writing. Study periods pursuant to clauses 1 to 3 may also be credited by the Matriculation Office of the Anhalt University of Applied Sciences.

(6) When course and examination results are credited, the grades – provided the grading system is comparable – have to be adopted and included in the calculation of the final grade. If applicable, the grade will be adapted to the grading system pursuant to § 17. In case of incomparable grading systems, the module is recorded with the remark “passed”, and is not considered in the calculation of the overall mark of the Master examination according to § 26.

(7) Crediting becomes a legal right if the requirements of the clauses 1 to 3 are met. The study periods, course results, credits and examination results, which have been achieved in the application area of the German Constitution, are credited ex officio. The student has to include all documents in his application that are required for crediting.

§ 13

Registration and admission to examinations

(1) Pursuant to Appendix 4 of these Regulations, students are supposed to take the examinations at the relevant date in the standard period of study. By matriculating or re-registering they are deemed to have been registered for taking part in the examinations of the standard semester, except if compulsory and electoral-compulsory module examinations are bound to pre-examination tests according to these regulations. The students have to register or de-register for the examinations. Registrations and de-registrations for written and oral examinations are possible by the **fifth calendar day** before the date of the examination, at the latest. In the case of no de-registration, § 16 clause 1 applies. Registrations and de-registrations have to be made through the service portal of the Anhalt University of Applied Sciences.

(2) If compulsory and electoral-compulsory module examinations are bound to admission requirements, the admission to the relevant examination is deemed to be granted if the positive result of the pre-examination tests has been documented at the Examination Office on the **tenth calendar day** before the date of the examination.

§ 14

Types of examinations

(1) According to clauses 2 to 9, the following types of examinations are possible:

1. written examination (clause 2),
2. oral examination (clause 3),
3. term paper (clause 4)
4. design/course work (clause 5),
5. lecture (clause 6),
6. experimental work (clause 7)
7. project (clause 8)
8. presentation and colloquium (clause 9)

A balanced proportion of the types of examinations according to par. 1 to 8 shall be applied throughout the complete course, in particular including oral examinations.

(2) In a written examination, students shall demonstrate that they are able to understand a problem in a limited period of time and, under supervision, find a way to solve it using a limited number of tools and aids. The exam duration is regulated in Appendix 4.

(3) The oral examination is conducted in form of an individual or group examination for up to three students simultaneously and taken in front of the examination committee pursuant to § 7 (1) and (3). In an oral examination, the candidate shall demonstrate that he is able to establish

relations within the examination subject and to place certain matters in the context of these relations. The assessor is to be heard preliminary to the determination of grades. The assessor primarily monitors if the procedure of the oral examination is conducted according to the rules. He also takes the minutes during the examination. The main subjects and the assessment of the examination are recorded in the minutes to be signed by the examiners and assessors. The duration of the examination for each examinee is regulated in Appendix 4. The candidate shall be informed about the examination result at the end of the oral examination.

(4) A term paper is a work independently written by the examinee on a subject-specific or cross-module problem to be handed in in a common scientific form on a date fixed by the lecturer. The independent preparation of the work shall be explicitly stated.

(5) A design/course work includes the handling of a subject-specific or cross-module problem in conceptual, constructive and/or artistic terms with special regard to planning aspects. A course work can also be done as a proof of performance for the mastering of working tools, technologies or the like. On this basis, the students demonstrate that they are able to utilise the above means for the solution of subject-specific tasks.

(6) A lecture includes an independent approach to a problem with reference to relevant literature as well as an oral content-related presentation and communication of the results, followed by a discussion.

(7) An experimental work includes the theoretical preparation, the setting-up and the execution of an experiment and the written presentation of the working steps, the process and results of the experiment as well as their critical evaluation.

(8) Projects are practice-oriented works carried out individually or in small groups attended by a lecturer and as self-organized work of the project group, with independent contributions of the individual members of the project group. The results are presented and defended in a common project report.

(9) The presentation is a public form of a visual-verbal demonstration of the results of the work of the candidate(s) with the option of a subsequent discussion. In the colloquium, the student shall explain and defend his work or give evidence of his knowledge in the examined subject. The colloquium is held as an oral examination and may be combined with a presentation. In this case, the presentation and the colloquium are jointly marked.

(10) The general semester curriculum of the Anhalt University of Applied Sciences or the module plan of the department regulates the periods in which the oral examinations, term papers, course works and written examinations shall be conducted. In other types of examinations according to clause 1, the lecturer fixes the examination date which has to be notified to the Examination Office. In justified exceptional cases only, examinations may deviate from the general examination period.

(11) If a student cannot or can only partially take part in the prescribed examination form because of a longer lasting disease or a permanent handicap, he has to show probable cause by submitting a medical certificate. On this basis, the Board of Examiners shall arrange that the student is enabled to take part in an equivalent examination of another form. For this purpose, the candidate shall submit an application to the Board of Examiners.

(12) On application of the examiners, the Board of Examiners may also accept suitable types of examinations in the form of group work. The individual contributions of each student to the group work, which has to be evaluated as their performance, must meet the same criteria that apply to the examination. Moreover, individual contributions must also be clearly distinguishable, either as a declaration of paragraphs written by one student or by other objective criteria, and it must be possible to evaluate them independently of the whole group work. As a rule, groups should not comprise more than three people.

(13) For projects, examiners can make specifications that differ from the description in clause 12, sentence 3.

(14) All studies are to be submitted on time and as machine-readable files, enabling their further review without additional technical treatment.

§ 15

Procedures, discontinuation and publicity of examinations, cancellation of decisions on examination results

(1) Before the commencement of an examination, it has to be clarified through enquiry by the persons authorized to conduct examinations whether each of the students is fit to sit the examination and is not impaired by any health issues. Should such impairment to the student's health be found that would prevent the examinee from sitting the examination, the student can only claim participation in the examination in the following semester.

(2) Oral examinations (§ 14 clause 3) may be attended by students intending to take the same examination in the near future and by other members of the university who have a recognized interest in attendance. However, this right does not include the consultation between examiners and the announcement of the result to the candidates.

(3) If requested by the examinee, people desiring to attend the examination as defined in clause 2, sentence 1, shall be excluded.

(4) Should the procedures of the examination be disturbed by the public, they may be excluded until the end of the examination. The decision about exclusion lies with the Examinations Committee. Members of the Board of Examiners are not to be considered as belonging to the public as described in the preceding clause.

(5) The Examinations Committee can also take the decision to discontinue the examination without determination of a result if the physical or mental condition of the student requires it. Should concerns regarding the student's health become known only after the end of the examination, and if they are certified by a doctor's certificate, the examiners can request that the Board of Examiners cancels the decision concerning this examination. The Board of Examiners shall schedule a new date for the examination.

§ 16

Absence, withdrawal, deception, breach of regulations

(1) An examination is deemed as having been taken and evaluated as "failed" if the student, without reasons accepted by the Board of Examiners,

- does not attend an examination he has registered for,
- withdraws from the examination after it has begun,
- does not complete a written examination or an examination as per § 14 clauses 1 par. 3 to 8 within the period fixed for that purpose.

(2) The Board of Examiners shall be informed immediately in written form about the plausible reasons for withdrawal or absence (see clause 1); otherwise an evaluation

is made according to clause 1. If the reasons are accepted the Board of Examiners will set a new date.

(3) If the student attempts to influence the examination result by deception (e.g. plagiarism, incorrect way of quoting, etc.) or the use of not allowed material, the respective examination shall be evaluated as "failed". This also applies if this fact does not emerge until after the examination or after the awarding of the certificate. Whether an offence has been committed will be determined and recorded by persons authorized to conduct examinations or supervisors. Students committing a breach of examination regulations can be disqualified from the examination by persons authorized to conduct examinations or supervisors. In this case the respective examination is evaluated as "failed". The reasons for disqualification have to be put on record. For the rest, § 18 clause 1 and § 22 apply.

(4) Minor deficiencies in the appearance of the examination result, such as typing errors, are not regarded as breach of the regulations. They may influence the evaluation but are no cause that an examination result is evaluated as "failed". Serious deviations, such as text sections being difficult to read or illegible, non-compliance with valid standards for creating scientific work, choice of non-permitted text media etc. may result in the non-acceptance of the work by the persons authorized to conduct examinations. The non-acceptance has to be put on record within a period of four weeks after the submission date.

§ 17

Evaluation of examination results, formation of the module mark

(1) The individual examination result shall be announced by the examiners, in the case of oral examinations immediately after the evaluation has been determined, in the case of written examinations or art examination results usually within a period of four weeks after the start of the semester, in the case of examinations according to the standard semester schedule, or four weeks after the completion of the module block, through the service portal of the department, taking data protection regulations into due account. For examinations in the last course semester, the results will be announced four weeks after the end of the lecture period.

(2) The following marks³ have to be used by the regarding examiner for evaluation:

1.0; 1.3	for "very good"	- an excellent achievement,
1.7; 2.0; 2.3	for "good"	- an achievement which considerably exceeds average requirements,
2.7; 3.0; 3.3	for "satisfactory"	- an achievement which meets average requirements,
3.7; 4.0	for "sufficient"	- an achievement which despite of its shortcomings meets the minimum requirements,
5.0	for "failed"	- an achievement which due to significant shortcomings does not meet the requirements.

(3) The examination has been passed if it is evaluated at least as "sufficient". When the examination result is evaluated by two or more examiners it has been passed if the achievement has been evaluated by all examiners at least as "sufficient" (4.0). If the examination result is evaluated by two or more examiners the mark of the examination result is based on the average of the individual marks.

(4) In case of an averaged value, the mark is:

up to	1.5	very good,
above	1.5 to 2.5	good,
above	2.5 to 3.5	satisfactory,
above	3.5 to 4.0	sufficient,
above	4.0	failed.

(5) Only the first decimal behind the point shall be taken into account when forming the final mark of the subject; all other digits will be cancelled without rounding.

§ 18

Re-take of examinations and pre-examination tests

(1) Examinations not successfully passed can be repeated twice, with the exception of the Master thesis and the associated colloquium (see Section V). A second repeat examination has to be generally evaluated by two examiners according to § 7 clause 1.

(2) Pre-examination tests can be repeated twice. In the case of a second repetition, the result has to be evaluated by two persons authorised to examine.

(3) The repetition of a successfully passed module examination or of a pre-examination test is not permitted.

(4) The type of examinations as described in § 14 clause 1 is usually not changed in case of repetitions.

³ The evaluation should be made according to the following scheme:

1.0 = min. 95 percent
<u>1.3 = min. 90 percent</u>
1.7 = min. 85 percent
2.0 = min. 80 percent
<u>2.3 = min. 75 percent</u>
2.7 = min. 70 percent
3.0 = min. 65 percent
<u>3.3 = min. 60 percent</u>
3.7 = min. 55 percent
<u>4.0 = min. 50 percent</u>
5.0 = < 50 percent

(5) Failed examination attempts in the same course of study at a university of applied sciences will be considered for the repetition options as per clause 1.

§ 19

Master's Degree Certificate, Certificate of Examination, Diploma Supplement and certifications

(1) A Certificate of Examination as shown in Appendix 2 shall be issued for the student in German and English for the successfully passed Master examination. The issue of the Certificate of Master examination is subject to application. The Certificate contains all results as shown in Appendix 4 and the achieved credit points. The Master's Degree Certificate (see Appendix 1) and the Certificate of Examination (see Appendix 2) are signed by the chairperson of the Board of Examiners, the Dean and the director of the Bauhaus Dessau Foundation, the Diploma Supplement (see Appendix 3) by the chairperson of the Board of Examiners. The Master's Degree Certificate and the Diploma Supplement are issued together with the Certificate of Examination for a Master's Degree. The Certificate and the Diploma Supplement are dated in accordance with § 3.

(2) If the Master examination is finally marked or considered not passed, the Matriculation Board issues a regarding written notice. This notice shall include instructions on legal remedies.

(3) When a student leaves the university or changes to another course of study, a certificate is issued on his application, showing the previously achieved examination and study results and their assessment.

(4) Any illegitimate certificate of examination has to be withdrawn and replaced by a legitimate certificate of examination or by a certificate according to clause 3.

§ 20

Examinations in additional modules

(1) Students may sit additional module examinations for more modules than stipulated in Appendix 4.

(2) On application, the results of such additional module examinations are included in the regarding Certificate of Examination, but they are not considered in the determination of the final grade.

§ 21

Placement examination and special curricula

(1) (not applicable)

(2) For particularly talented persons and students having professional knowledge and skills, special curricula and examination schedules can be agreed in the tutorial responsibility of the student advisor, aiming at a reduction of the time of the study and/or at a professional specialisation. An agreement on special curricula is also possible for students because of social or family reasons and to promote professional sportsmen to harmonize their requirements with the course of the study. These curricula have to be agreed upon with the Study Dean in charge.

(3) The protective regulations according to §§ 3, 4, 6 and 8 of the "Mutterschutzgesetz" (*Maternity Protection Act*) and the periods fixed in the "Bundeserziehungsgeldgesetz" (*Federal Law on Child Benefits*) are considered in accordance with special study curricula applied for as stated in par. 2.

§ 22

Invalidity of the examination

If the conditions for the admission to an examination have not been fulfilled without the student intending to deceive, and this fact becomes known only after the handing-over of the certificate, this lack is remedied by passing the examination. When the admission has been deliberately wrongly obtained, the Board of Examiners will decide on the legal consequences under consideration of the Act of Administrative Procedure for the State of Saxony-Anhalt. Before such a decision is taken, the person involved shall be given the opportunity to be heard by the Board of Examiners.

§ 23

Inspection of examination files and examination documents

(1) After the completion of each module examination of the Master examination, students shall be allowed to inspect their written examination papers including all remarks added by the examiner. The application shall be placed within three months after the announcement of the examination results, at the latest. The 1st examiner determines the place of the inspection at the Anhalt University of Applied Sciences.

(2) The application for inspecting examination files can be made to the Board of Examiners within three months after having obtained the Master's Degree Certificate, at the latest. The chairperson determines the time and place of the inspection.

§ 24

Incrimutory decisions, appeals procedure

(1) An incrimutory (rejecting) decision, in particular pursuant to §§ 12, 13, 15, 16, 17, 18, 19, 20, 22, 23, 26, 28, 29, 32 and 33 of these Regulations, has to be substantiated in writing, furnished with instructions on legal remedies, and announced. The student may lodge an objection against the decision with the Board of Examiners within one month after its announcement.

(2) The Board of Examiners shall decide on the objection. If the objection concerns an evaluation, the Board of Examiners reviews the matter in accordance with clause 3.

(3) If the objection concerns an evaluation, the Board of Examiners shall forward the objection to the 1st examiner for review. If the evaluation is changed as applied for, the Board of Examiners shall remedy the objection. Otherwise the Board of Examiners shall only review the decision to establish whether:

1. the examination procedure has been held correctly,
2. correct examination facts have been assumed,
3. general evaluation principles have not been observed,
4. the evaluation has not been influenced by irrelevant considerations.

(4) The objection should be decided on within an appropriate period. Should the objection not be remedied, the decision has to be substantiated, furnished with instructions on legal remedies, and serviced.

IV.

Master Examination

§ 25

Components of the Master examination

Components of the Master examination are:

1. the Master thesis,
2. the Master thesis colloquium,
3. the module examinations and proofs of the completion of modules (Appendix 4),
4. the pre-examination tests (Appendix 4).

§ 26

Final grade of the Master examination

(1) The arithmetical mean value of examinations marks obtained in the compulsory and electoral compulsory modules as per Appendix 4 is calculated with one decimal in accordance with § 17 clause 5. The final grade of the Master examination results from the **0.7**fold of the mark according to sentence 1, the **0.25**fold of the mark for the Master thesis, and the **0.05**fold of the mark for the colloquium. The final grade is calculated with one decimal according to § 17 clause 5.

(2) An additional ECTS grade is stated:

A	the best	10 %,
B	the next	25 %,
C	the next	30 %,
D	the next	25 %,
E	the next	10 %.

The minimum reference value of this scale usually refers to the chronologically last 50 graduates of this course.

(3) If the course has not been completed by 50 graduates yet, the ECTS grade is shown in accordance with the following numeric system:

A	up to	1.3,
B	above	1.3 to 2.0,
C	above	2.0 to 3.0,
D	above	3.0 to 3.7,
E	above	3.7 to 4.0.

V.

Master thesis and colloquium

§ 27

Purpose of Master thesis and colloquium

(1) The Master thesis colloquium is the pinnacle of the course and represents its completion.

(2) In the colloquium for the Master thesis, the student demonstrates his capability of presenting scientific findings and own results in lecture form, supported by modern means, and that he is able to present both findings and results convincingly and methodically in a scientific discussion.

(3) The Master thesis shall demonstrate that the student is able to independently work on a problem within a specified period of time, to apply scientific findings, to understand complex professional interrelations, to take reference to applications and research, and to express method criticism. The student shall demonstrate his ability for inter-disciplinary work and social competences.

§ 28

Subject and preparation time of the Master thesis

(1) The subject shall be issued and attended by the examiner in the German or English language after having heard the student. The issue of the subject has to be put on record in the Examination Office. At least one examiner must be a member of the Anhalt University of Applied Sciences.

(2) The Master thesis has to be attended by the professor who issues the subject in the context of his lecture-ship.

(3) The subject of the Master thesis shall be chosen in such a way that the preparation time of **20** weeks can be observed. The subject can be returned within another four weeks without reasoning. In this case, a new subject shall be issued within four weeks without consideration of the previous handling time. In well-founded exceptions, the Board of Examiners can extend the preparation time, after having heard the examiners, for a period of eight weeks.

(4) Together with the issuance of the subject to the student, the Board of Examiners shall appoint the examiners and the chairperson of the Master Examination Board, fix the final date of submission and notify the student accordingly in writing. The chairman of the Master Examination Board must be a professor of the Anhalt University of Applied Sciences.

§ 29

Registration and admission to Master thesis

(1) The application for admission to the Master thesis must be submitted to the Board of Examiners. The admission shall be rejected when regular tests of modules of the 1st semester except one in Appendix 4 have not yet been passed.

(2) The Board of Examiners approves the admittance and confirms the subject in accordance with § 28.

§ 30

Specific requirements to a Master thesis

(1) The thesis is accompanied by a statement indicating that the work has been independently prepared, not yet submitted in the same or similar wording as an examination paper in another course, and that no other than the specified tools and resources have been used, including the specified or described software. This declaration has to be signed by all authors involved.

(2) **Three** copies of the Master thesis have to be submitted to the Examination Office in due time in the usual form of scientific publications. It has to be accompanied by a bibliographical summary⁴. It may also be requested that the thesis shall be submitted in digital form on a data carrier. Regarding decisions shall be taken together with the issue of the subject according to § 28.

(3) The date of submission has to be put on record in the Examination Office.

§ 31

⁴ See Regulations on the Archiving of Student Examination Papers of 17 June 2009; Official Bulletin of Anhalt University of Applied Sciences No. 40/2010 of 28 January 2010

Evaluation of the Master thesis

(1) Two expert opinions are required to evaluate the Master thesis. At least one expert opinion must have been prepared by a professor or lecturer of the Anhalt University of Applied Sciences. Expert opinions shall be usually elaborated within four weeks.

(2) Should one expert evaluate the thesis as "failed" but the second one as passed, another expert opinion shall be ordered by the Board of Examiners. If the additional expert evaluates the thesis as "failed" too, the mark for the Master thesis is "failed". In the positive case, the final grade results from the arithmetic mean value of the individual marks of all three expert opinions according to § 17 clause 4; however at least by mark 4.0 "sufficient".

(3) If, without a reason recognized by the Board of Examiners, the Master thesis has not been submitted within the agreed time limit, it shall be evaluated as "failed".

(4) For the rest, § 17 clause 2 applies to the evaluation.

§ 32

Colloquium for the Master thesis

(1) A condition for being admitted to the colloquium is the existence of at least two affirmative expert opinions to the Master thesis, and the proof of all achievements required pursuant to § 25, par. 3 to 4.

(2) The colloquium is usually held as a public event. The exclusion of public audience shall be ordered by the Board of Examiners.

(3) On the day of the colloquium for the Master thesis, the chairperson of the Master Examination Board may increase the number of board members to a maximum of five. The board consists of the chairperson and at least one other examiner. When three expert opinions have been ordered, all three experts are members of the Master Examination Board. The board members shall be announced at the beginning of the colloquium. The chairperson determines the duration of the colloquium for the Master thesis. It should not exceed 90 minutes. The colloquium consists of the lecture of the author or, if applicable, of all authors, and the discussion.

(4) Each board member awards a colloquium grade pursuant to § 17 clause 2. The overall grade of the Master colloquium results from the arithmetic mean value of the grades awarded by the committee members, which is formed and recorded pursuant to § 17 clauses 3, 4 and 5, and shall be announced by the chairperson.

§ 33

Re-take of the Master thesis and the colloquium

(1) If the Master thesis has been evaluated or deemed as having been evaluated as "failed", it may be re-taken once with a new subject. The new subject of the Master thesis shall be issued within a reasonable period of time. When the student fails to apply for a new subject within four weeks after having been notified of mark 5, his examination entitlement expires, unless the candidate can prove that he is not responsible for the delay.

(2) If the colloquium has been evaluated or deemed as having been evaluated as "failed", it can be repeated once; a second repeat is not possible. For the rest, clause 1 sentence 4 applies accordingly.

(3) § 18 clause 5 applies accordingly.

(4) When the final examination (§ 27) is taken at a time before the regarding standard course semester (see App. 3), such examination is deemed not taken in case of failure (free attempt)

VI. Final provisions

§ 34 Transitional provisions (not applicable)

§ 35 Effective date of the Master Examination and Study Regulations

(1) These regulations are coming into effect after they have been approved by the President of Anhalt University of Applied Science on the day after their announcement in the "Official Bulletin of Anhalt University of Applied Sciences" and applies for all students enrolled in the course Design Research on or after 01 October 2014.

(2) Issued on the basis of the resolution of the Department Council of the Department Architecture, Facility

Management and Geoinformation of 10 April 2013 and of the resolution of the Senate of the Anhalt University of Applied Sciences of 22 May 2013 and the approval by the President of the Anhalt University of Applied Sciences of 03 March 2014.

(3) Published in the "Official Bulletin of Anhalt University of Applied Sciences" No. 64/2014 of 07 March 2014.

Köthen, 03 March 2014

Prof. Dr. Dr. h. c. Dieter Orzessek
President of the Anhalt University of Applied Sciences



Bernburg
Dessau
Köthen

**Bauhaus
Dessau**



Hochschule Anhalt

Anhalt University of Applied Sciences

Masterurkunde Master's Degree Certificate

Nachname, Name

Nachname (*surname*), Vorname (*first name*)

Geburtsdatum, Geburtsort

Geburtsdatum (*date of birth*), Geburtsort (*place of birth*)

Die Hochschule Anhalt
Fachbereich
Architektur, Facility Management
und Geoinformation

verleiht aufgrund der
bestandenen Masterprüfung im
kooperativen Studiengang

DESIGN RESEARCH

den Mastergrad

MASTER OF SCIENCE (M SC.).

Anhalt University
of Applied Sciences,
Department of
Architecture, Facility Management
and Geoinformation

has awarded the academic degree of
MASTER OF SCIENCE (M SC.).

after the successful completion of
examinations following a course in
DESIGN RESEARCH

Dekan Prof. Dr. Vorname Name
Dean

Direktor der Stiftung Bauhaus Dessau
Prof. Dr. Vorname Name
Director Bauhaus Dessau Foundation

Vorsitzender des Prüfungsausschusses
Prof. Dr. Vorname Name
Chair of the Examinations Committee

Ort, Datum

Ort (*place*), Datum (*date*)



Bernburg
Dessau
Köthen

**Bauhaus
Dessau**



Hochschule Anhalt

Anhalt University of Applied Sciences

Zeugnis über die Masterprüfung Certificate of Examination for a Master's Degree

Nachname, Name

Nachname (*surname*), Vorname (*first name*)

Geburtsdatum, Geburtsort

Geburtsdatum (*date of birth*), Geburtsort (*place of birth*)

hat im Fachbereich

**ARCHITEKTUR, FACILITY MANAGEMENT
UND GEOINFORMATION**

die Masterprüfung im kooperativen
Studiengang

DESIGN RESEARCH

bestanden.

has passed all examinations on the
Master's Programme

DESIGN RESEARCH

in the Department of

**ARCHITECTURE, FACILITY MANAGEMENT
AND GEOINFORMATION**

Dekan Prof. Dr. Vorname Name
Dean

Direktor der Stiftung Bauhaus Dessau
Prof. Dr. Vorname Name
Director Bauhaus Dessau Foundation

Vorsitzender des Prüfungsausschusses
Prof. Dr. Vorname Name
Chair of the Examinations Committee

GESAMTNOTE DER MASTERPRÜFUNG

Final Grade of Examination for a
Master's Degree

CREDITS

ECTS

Ort, Datum

Ort (*place*), Datum (*date*)

Pflichtmodule Compulsory Subjects

Credits <u>Credits</u>	Noten <u>Grades</u>
----------------------------------	-------------------------------

Vorlabor / Labor zu Design Research
Prelab / Laboratory on Design Research

C

X,y

Theorie und Methoden
Theory and Methods

C

X,y

Ringvorlesung / Forschungskolloquium I
Lecture Series / Colloquium

C

X,y

Projektive Arbeit
Project Work

C

X,y

Ringvorlesung / Forschungskolloquium II
Lecture Series / Colloquium

C

X,y

Wahlpflichtmodule

Electoral Compulsory Subjects

WPM I
Elective I

C

X,y

WPM II
Elective II

C

X,y

Thema der Masterarbeit:
Subject of the Master Thesis:

Masterarbeit / Kolloquium
Master Thesis / Colloquium

C

X,y

Zusatzmodule

Additional Subjects

ZM 1
AS 1

C

X,y

ZM n
AS n

C

X,y

Grading scale: very good (up to 1,5); good (1,6 - 2,5); satisfactory (2,6 - 3,5); sufficient (3,6 - 4,0)

s.a. successfully attended

ECTS: A (up to 1,3); B (1,4 - 2,0); C (2,1 - 3,0); D (3,1 - 3,7); E (3,8 - 4,0)

Notenskala: sehr gut (bis 1,5); gut (1,6 bis 2,5); befriedigend (2,6 bis 3,5); ausreichend (3,6 bis 4,0)

e.t. erfolgreich teilgenommen

ECTS: A (bis 1,3); B (1,4 bis 2,0); C (2,1 bis 3,0); D (3,1 bis 3,7); E (3,8 bis 4,0)

Bernburg
Dessau
Köthen

- Muster -

Hochschule Anhalt
Anhalt University of Applied Sciences

Diploma Supplement

1. INFORMATION IDENTIFYING THE HOLDER OF THE QUALIFICATION

- | | |
|-----------------------------------|----------------------|
| 1.1 Family Name / 1.2. First Name | «Name», «Vorname» |
| 1.3 Date, Place of birth | «GebDatum», «GebOrt» |
| 1.4 Student ID Number or Code | «Mtknr» |

2. INFORMATION IDENTIFYING THE QUALIFICATION

- | | |
|-------------------------------|--|
| 2.1 Name of Qualification | Master of Science (M.Sc.) |
| 2.2 Main Field of Study | «Design Research» |
| 2.3 Administering Institution | Anhalt University of Applied Sciences,
Department of «Architecture, Facility
Management and Geoinformation».
The MSc. Design Research program is
conducted by Anhalt University of Applied
Sciences and Bauhaus Dessau Founda-
tion in cooperation with Humboldt Uni-
versität zu Berlin. |
| 2.4. Language of Instruction | English |

3. INFORMATION ON THE LEVEL OF THE QUALIFICATION

- | | |
|----------------------------------|--|
| 3.1 Level of Qualification | Master |
| 3.2 Official Length of Programme | 1 year |
| 3.3 Access Requirements | One of the following degrees: Bakkalau-
reus/Bachelor degree (four years); Magis-
ter/Master degree; Diplom in Architecture,
Design, Culture Sciences or appropriate re-
lated fields or foreign equivalent. Profes-
sional practice in one or several of these
fields (one year). |

4. INFORMATION ON THE CONTENTS AND RESULTS GAINED

- | | |
|-------------------|-----------|
| 4.1 Mode of Study | full time |
|-------------------|-----------|

4.2 Programme Requirements / Qualification Profile of the Graduate

In the Master's Programme students are taught comprehensively in the field of Design Research in order to enable the graduates to operate scientifically and responsibly in their future professions. In particular, students will acquire founded knowledge about methods of scientific working and they will gain knowledge about instructed elaborating individual projects of research in the fields of Design and Architecture.

Students learn processes in scientific working, development, operation monitoring, the selection of facility and equipment and the processes for the production scientific proposals. The students possess a sound background in the basic knowledge and range of techniques in the above mentioned areas of competence.

With this qualification students will have gained knowledge in the subject and have the necessary communication skills in order to:

1. apply their knowledge of scientific methods in design research and be able to integrate their ideas and problem solving skills
2. compile, assess and interpret relevant information
3. make sound decisions when discoveries are made which concern social, commercial, scientific and ethical issues
4. sustain the momentum of independent learn processes
5. formulate and argue professional opinions/criteria
6. be able to interact on a professional level with professionals and non-professionals
7. work on an interdisciplinary level and have the capability to take responsibility in a team.

4.3 Programme Details

See transcript for list of courses and grades as well as Certificate of Examination for a Master's Degree for subjects offered in final examinations (written and oral), and topic of thesis, including evaluations.

4.4 Grading Scheme

- 1.0; 1.3 for "very good", an excellent performance,
1.7; 2.0; 2.3 for "good", a performance significantly exceeding the average requirements,
2.7; 3.0; 3.3 for "satisfactory", a performance fulfilling average requirements in every respect,
3.7; 4.0 for "sufficient", a performance corresponding the minimum requirements despite its deficiencies,
5.0 for "insufficient", a performance not fulfilling the requirements because of severe deficiencies.

An ECTS grade according to the following system is additionally granted:

- | | |
|---|-------------------------|
| A | best 10 % |
| B | next 25 % |
| C | next 30 % |
| D | next 25 % |
| E | last 10 % of Graduates. |

4.5 Overall Classification

Based on Comprehensive Final Examination (Subjects offered in final examination, written and oral: 80 %, thesis: 15 %, oral examination/colloquium: 5 %)

5. FUNCTION OF THE QUALIFICATION

5.1 Access to Further Study

Qualifies to apply for admission for a doctorate program at cooperating- and non - cooperating Universities.

5.2 Professional Status

Graduates of the Master's program are competent in all aspects relating to the development of Design Research. This includes the right to hold the professional title of M.Sc.

6. ADDITIONAL INFORMATION

6.1 Additional Information

no further information provided

6.2 Further Information Sources

About the institution: <http://www.hs-anhalt.de/nc/fachbereiche/fb-3-architektur-facility-management-und-geoinformation/studiengaenge.html>

7. CERTIFICATION

This Diploma Supplement refers to the following documents:

Master's Degree Certificate

Certificate of Examination for a Master's Degree

«PruefDatum»

Certification Date

«name»

Chair of the Examinations Committee

Curriculum and Examination Schedule for Course M.Sc. Design Research

The curriculum indicates the volume and assignment of the modules to the different semesters of the standard study period and their crediting. The [Master Bachelor](#) examination includes: the examinations in the compulsory and electoral compulsory modules, the Master thesis and the Master colloquium.

1 st semester	Semester week hours 15 weeks			Pre-exam test	Type of exam	Duration of exam	Credits
	Lecture	Seminar	Project				
Compulsory modules							
Prelab / Laboratory on Design Research		8			E/B		10
Theory and Methods	2	2		TN80	H		5
Lecture Series / Colloquium I	2			TN80	R		5
Projective Work (6 Weeks)		8			P		5
Electoral compulsory modules (1 must be chosen)							
ECM	2	2			E/B		5
Total 1 st semester	6	20					30
2 nd semester							
Compulsory modules							
Lecture Series / Colloquium II	2			TN80	R		5
Master thesis (20 weeks)				§ 29	H		20
Master colloquium				§ 32	C/P	20 min.	5
Total 2 nd semester	2						30
Course Total							
	8	20					60

Module exams:

E/B = design/course work
H = term paper
R = lecture
P = presentation
C = colloquium

Pre-exam test : TN 80 - evidence of 80 % attendance

Standard Period of the Course

1 st semester	15 weeks – lectures, exercises, excursions	6 weeks - exercises, projects, excursions, examinations	30 credit points
2 nd semester	22 weeks lecture series / colloquium Master thesis / colloquium		30 credit points

The module examinations are preferably taken in the examination week, optionally in the lecture period