

# Official Notifications

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Date 05 February 2013

No. 10/2013

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Contents:

## Examination Regulations

for the Master's Programme in  
Architecture for Obtaining the  
Title of  
"Master of Science"

at the  
University of Siegen

Dated 31 January 2013

# **Examination Regulations**

**for the Master's Programme in  
Architecture for Obtaining the  
Title of  
"Master of Science"**

**at the  
University of Siegen**

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The University has enacted the following Examination Regulations based on Sec. 2 and Sec. 64 of the *Gesetz über die Hochschulen des Landes Nordrhein-Westfalen* [University Act of the Federal State of North Rhine-Westphalia] (HG) dated 31 October 2006 (GV.NRW. [Law and Ordinance Gazette of North Rhine-Westphalia] p. 474), last amended by the Act of 31 January 2012 (GV.NRW. p. 90):

## **Table of Contents**

### **I. General Information**

- Art. 1 Scope of Application of the Master Examination Regulations
- Art. 2 Objectives of the Degree Programme
- Art. 3 Academic Degree
- Art. 4 Admission Requirements to the Degree Programme
- Art. 5 Standard Course Length and Scope of the Degree Programme
- Art. 6 Structure of the Degree Programme and Study Offers
- Art. 7 Modularisation of the Range of Courses
- Art. 8 Acceptance of Study Periods, Study and Examination Results, Placement in a Higher Semester
- Art. 9 Examination Board
- Art. 10 Examiners and Observers
- Art. 11 Absence, Withdrawal, Cheating, Administrative Offence
- Art. 12 Compensation for Disadvantages of Disabled Students
- Art. 13 Family Regulation, Protective Regulations, Times of Absence
- Art. 14 Assessment of Achievements, Grading and Principles for Obtaining Credit Points

### **II. Master Examination**

- Art. 15 Type of Master Examination
- Art. 16 Admission to End of Semester Examinations
- Art. 17 Type and Scope of the End of Semester Examinations
- Art. 18 Retaking End of Semester Examinations
- Art. 19 Type and Scope of the Course Work
- Art. 20 Grading and Weighting of the Module Grades
- Art. 21 Admission to the Master Thesis
- Art. 22 Master Thesis
- Art. 23 Submission and Assessment of the Master Thesis
- Art. 24 Overall Average
- Art. 25 Passing the Master Examination
- Art. 26 Final Academic Record, Degree Certificate and Equivalence Certificate
- Art. 27 Diploma Supplement

### **III. Final Provisions**

- Art. 28 Ineffectiveness of the Master Examination and Withdrawal of the Master Degree
- Art. 29 Inspection of the Examination Files
- Art. 30 Effectiveness and Publication
- Art. 31 Transitional Regulations

Annex: Course Timetable of the Degree Programme

## I. General Information

### Art. 1

#### Scope of Application of the Master Examination Regulations

These Master Examination Regulations apply to all students who registered initially for the Master's Programme in Architecture "*Planning and Construction with Existing Buildings*" for obtaining the title "Master of Science" at the University of Siegen from the winter semester of 2012/13.

### Art. 2

#### Objectives of the Degree Programme

- (1) This Master's Degree Programme is a disciplinary, advanced course which builds on a basic Bachelor's degree programme in Architecture or a comparable diploma course.
- (2) The objective of the Master's degree programme "*Planning and Construction with Existing Buildings*" is to obtain competency in handling existing buildings to be modernised, reutilised, to be annexed or to be destroyed according to urban, design, function and constructive technological aspects.
- (3) The Master's degree programme will provide an academic and theory-related but simultaneously practice-related in-depth and additional qualification.
- (4) Art. 67 (4) of the HG provides that the Master's degree is the precondition for an admission to doctoral programs in accordance with the applicable Regulations for a Doctoral Degree.

### Art. 3

#### Academic Degree

After the successful completion of this course, the graduate will be awarded the academic title of "Master of Science" (in short: M.Sc.).

### Art. 4

#### Admission Requirements to the Degree Programme

- (1) <sup>1</sup>Students who have obtained a first professional qualification of "Bachelor of Science" or "Bachelor of Arts" in a degree course of Architecture or a comparable diploma course can be admitted to the Master's degree programme (Sec. 49 (7) of the HG). <sup>2</sup>An additional precondition for admission is an overall average of 2.7 or better.
- (2) <sup>1</sup>The admission procedure will be performed at least once per year. <sup>2</sup>The Expert Conference of the Department of Architecture will appoint a Selection Board.
- (3) A minimum of two examiners will determine in an admission procedure whether students meet the precondition for an admission to the degree programme.
- (4) The results of the admission procedure will be recorded in protocols.
- (5) <sup>1</sup>Applicants will be notified no later than three weeks after the end of the phase of the examination discussions. <sup>2</sup>A positive result entitles students to start the Master's degree programme in the same year.
- (6) In addition, an order will be specified for the succession procedure list.

#### **Art. 5**

##### **Standard Course Length and Scope of the Degree Programme**

- (1) The standard course length for obtaining the Master's degree is 4 semesters, including the Master Thesis.
- (2) The degree programme consists of 14 modules which form the content-related bases of the course (see Module Descriptions). <sup>2</sup>Students need to achieve a total of 120 credits (CR).
- (3) The Module Descriptions contain the times required for teaching and project work and the preparation and follow-up times for each of the modules or module elements.

#### **Art. 6**

##### **Structure of the Degree Programme and Study Offers**

- (1) The programme, including the Master Thesis comprises 9 compulsory and 5 elective modules.
- (2) The credits for the individual sections of the programme are listed in the Course Timetable.

#### **Art. 7**

##### **Modularisation of the Range of Courses**

- (1) <sup>1</sup>The degree programme is divided into modules. <sup>2</sup>The modules consist of thematically and timely integrated and self-contained study units (module elements).
- (2) The modules normally comprise 6 credits.  
<sup>2</sup>For more information, please refer to the Module Descriptions.
- (3) <sup>1</sup>The admission to one of the modules might be made dependent on certain preconditions, in particular the necessary completion of another module or module element or of several other modules or module elements. <sup>2</sup>For more information, please refer to the relevant Module Descriptions.
- (4) A precondition for the successful completion of any module or a module element is that students have obtained a certain number of credits.
- (5) The credits for the individual parts of the programme are listed in the Course Timetable (Annex).

#### **Art. 8**

##### **Acceptance of Study Periods, Study and Examination Results, Placement in a Higher Semester**

- (1) Study periods, study and examination results obtained in a comparable Master's degree programme at a different university which is subject to the scope of application of the Constitution will officially be accepted.
- (2) <sup>1</sup>Study periods, study and examination results obtained in other study programmes or at a different university or at state or state-recognised cooperative education colleges which are subject to the scope of application of the Constitution will be accepted, insofar as their equivalence has been determined. <sup>2</sup>Study periods, study and examination results which were performed or achieved at universities outside of the

scope of application of the Constitution can be accepted upon request, insofar as their equivalence has been determined. <sup>3</sup>Equivalence shall be deemed to be fulfilled if the contents, scope and the requirements of these study periods, study and examination results correspond essentially to those at the University of Siegen. <sup>4</sup>No schematic comparison shall be made to determine equivalence, but an overall consideration and overall assessment. <sup>5</sup>The *Äquivalenzvereinbarungen* [Agreements on Equivalence] as approved by the *Kultusministerkonferenz* [Standing Conference of the State Ministers of Education and the Arts in the Federal Republic of Germany] and by the *Hochschulrektorenkonferenz* [Standing Conference of Directors and Rectors of Universities and Other Higher Education Institutions of the Federal Republic of Germany] and the law of 16 May 2007 on the Convention on the Recognition of Qualifications concerning Higher Education in the European Region of 11 April 1997 ("Lisbon Recognition Convention") shall be observed regarding the equivalence of study periods, study and examination results achieved at universities abroad. <sup>6</sup>The equivalence of study periods, study and examination results which are performed or achieved in the context of an exchange programme of the Department of Architecture at foreign universities shall be determined in accordance with the agreements made for that purpose. <sup>7</sup>That shall apply to all mobility programmes, insofar as equivalence agreements were made. <sup>8</sup>If no such equivalence agreements are in place, the Examination Board shall take a decision on the matter. <sup>9</sup>In all other respects, the *Zentralstelle für ausländisches Bildungswesen* [Central Advisory Office on Foreign Education Systems] can be approached in case of doubt regarding equivalence.

- (3) Sections 1 and 2 shall apply, *mutatis mutandis*, to the acceptance of study periods, study and examination results obtained in state-recognised distance education courses or in distance study units developed by the federal state of North Rhine-Westphalia in cooperation with other federal states and the federal government.
- (4) <sup>1</sup>The Examination Board shall be responsible for the acceptance as referred to in sections 1 to 2. <sup>2</sup>The representatives of the relevant technical fields shall be heard in case of doubt, before equivalence is determined. <sup>3</sup>Decisions on applications for acceptance will be taken no later than two months after the Examination Board has received all information necessary for accepting the periods or results. <sup>4</sup>Insofar as essential differences are found and evidenced in accordance with the Lisbon Convention, the decision to refuse the acceptance of periods and results shall be set out in writing and must contain reasons.
- (5) <sup>1</sup>When study and examination results are accepted, the grades shall be taken over and included in the calculation of the overall average - insofar as the grading system is comparable. <sup>2</sup>In case of non-comparable grading systems, the standards of the ECTS (European Credit Transfer System) of the European Union shall be applied - notwithstanding any special treaties existing between the departments or universities.
- (6) <sup>1</sup>Insofar as the preconditions set forth in sections 1 to 2 have been met, the student shall be legally entitled to an acceptance of their results. <sup>2</sup>The student shall submit the documents necessary for such an acceptance.

## Art. 9

### Examination Board

- (1) <sup>1</sup>The faculty establishes an Examination Board for the "Master of Science"

degree programme which shall be responsible for organising the examinations and for the tasks assigned in the Examination Regulations. <sup>2</sup>The Examination Board consists of a chairman or chairwoman, their deputy and five more members. <sup>3</sup>The chairman or chairwoman, their deputy and two other members will be elected from the group of professors, one member from the group of graduate teaching assistants and two members from the students. <sup>4</sup>The office term of professors shall be three years, that of the graduate teaching assistants shall be two years and student members will have an office term of one year.

- (2) <sup>1</sup>The Faculty Board of Education • Architecture • Arts will elect the members of the Examination Board and their deputies, in case of absence, from the Department of Architecture on a proposal of their member groups for the office terms set forth in sec. 1 sentence 4. <sup>2</sup>Re-election shall be permissible. <sup>3</sup>Any member who prematurely retires from the Board shall be replaced by a by-election. <sup>4</sup>The Examination Board will elect a chairman or chairwoman and their deputy from among its members who are professors.
- (3) The Examination Board is considered an authority in terms of the *Verwaltungsverfahrensgesetz* [Administrative Procedure Act].
- (4) <sup>1</sup>The Examination Board shall ensure compliance with the provisions of the Examination Regulations and a proper performance of the examinations. <sup>2</sup>It shall, in particular, be responsible for deciding on objections against decisions taken in the examining procedure. <sup>3</sup>It will provide suggestions for a reform of the Course Regulations and Examination Regulations. <sup>4</sup>The Examination Board may transfer the performance of their tasks to the chairman or chairwoman in all regular cases; that shall not apply to decisions on objections.
- (5) <sup>1</sup>Members of the Examination Board who are students will not cooperate in the assessment, acceptance or crediting of study and examination results, the preparation of examination questions and the appointment of examiners and observers.
- (6) <sup>1</sup>Members of the Examination Board are entitled to attend examinations. <sup>2</sup>That applies to the exception of student members who need to take the same examination on the same examination date.
- (7) <sup>1</sup>The meetings of the Examination Board are not open to the public. <sup>2</sup>The members of the Examination Board, their deputies, the examiners and observers are subject to the official duty of confidentiality. <sup>3</sup>If they are not in public service, they will be sworn to confidentiality by the chairman or chairwoman of the Examination Board.
- (8) <sup>1</sup>The Examination Board shall constitute a quorum if, in addition to the chairman or chairwoman or the deputy and one more professor member, a minimum of two other members who are entitled to vote are present. <sup>2</sup>Resolutions will be passed with the simple majority of the votes cast. <sup>3</sup>The vote cast by the member chairing the meeting shall decide in case of a tie.

## **Art. 10**

### **Examiners and Observers**

- (1) <sup>1</sup>The Examination Board will appoint the examiners and observers. <sup>2</sup>It may transfer the task of appointing to the chairman or chairwoman.
- (2) <sup>1</sup>The Examiner can be any person entitled to hold examinations in accordance with Sec. 65 (1) of the HG who regularly holds applicable lectures on the subject to which the examination-relevant credit or the

Thesis results, unless a deviation from this provision is required for compelling reasons. <sup>2</sup>The departmental office will, in coordination with the Examination Board, decide on any exceptions.

- (3) Examination results may only be evaluated by persons who have passed at least a technically applicable Master examination or a comparable examination, a technically applicable diploma dissertation or a first state examination in a technically applicable course for secondary school teaching.
- (4) <sup>1</sup>Observers can only be persons who have passed the master examination or a comparable or higher examination in an accredited course of architecture at a university covered by the scope of application of the Constitution or who hold at least a comparable or higher qualification to be determined by an examination.
- (5) <sup>1</sup>The examiners are independent in their examining activity.
- (6) <sup>1</sup>The chairman or chairwoman of the Examination Board will ensure that the candidate will be informed, in due time, about the name of the examiners. <sup>2</sup>A notification by posting on the notice board shall suffice.

#### **Art. 11**

##### **Absence, Withdrawal, Cheating, Administrative Offence**

- (1) <sup>1</sup>An examination result will be assessed with a grade of "fail" (5.0) if the candidate fails to appear at an examination date without compelling reasons or withdraws from the examination after its start without compelling reasons. <sup>2</sup>The same shall apply if a written examination is not completed within the time prescribed. <sup>3</sup>Sentences 1 and 2 shall apply, mutatis mutandis, if the Master Thesis is not submitted within the time prescribed.
- (2) <sup>1</sup>The Examination Board must immediately be notified, in writing, of credible reasons for the withdrawal or absence by providing documents. <sup>2</sup>The Examination Board must be presented with a medical certificate in case of illness of the candidate. <sup>3</sup>If the Examining Board accepts the reasons, the candidate will be informed of this decision in writing and a new date will be set. <sup>4</sup>Any examination results which have already been achieved will be credited.
- (3) The illness of a child of the candidate for which they are the sole carer shall be considered equivalent to the illness of the candidate as far as the compliance with deadlines for the initial registration for examinations, the retaking of examinations, the reasons for the absence from examinations and the compliance with times prescribed for examinations are concerned.
- (4) If the candidate attempts to influence the result of their examination by cheating, e.g. by bringing or using inadmissible tools, the relevant examination will be assessed with "fail" (5.0).
- (5) <sup>1</sup>Any candidate who disturbs the orderly process of the examination can normally be excluded from continuing with the examination by the competent examiner or the person supervising the examination after having received a warning; the relevant examination shall, in this case, be



deemed to be graded with "fail" (5.0). <sup>2</sup>The reasons for such an exclusion shall be recorded in a file. <sup>3</sup>If the candidate is excluded from continuing with the examination, they may request that this decision be reviewed by the Examination Board within four weeks.

- (6) <sup>1</sup>Adverse decisions taken by the Examining Board shall immediately be notified to the candidate, in writing, by stating reasons for the decision. <sup>2</sup>The candidate must be given an opportunity to exercise their right to be heard before any decision is taken.

#### **Art. 12**

##### **Compensation for Disadvantages of Disabled Students**

Whenever a candidate credibly proves, by presenting a medical certificate, that they are unable to achieve the examination result, in full or in part, in the manner prescribed or within the examination periods specified herein due to a chronic illness or a disability in terms of Sec. 2 (1) of the *SGB IX* [German Social Security Code Volume IX], the chairman of the Examination Board or their deputy will grant the candidate an extension of the time prescribed for the examination or of the periods for taking the examination or for achieving equivalent examination results in an appropriate form. The same shall apply to course work to be prepared during the programme.

#### **Art. 13**

##### **Family Regulation, Protective Regulations, Times of Absence**

- (1) <sup>1</sup>Maternity protection periods as specified in the applicable *Gesetz zum Schutz der erwerbstätigen Mutter* [Maternity Protection Act] shall be taken into account at the request of a candidate. <sup>2</sup>The maternity protection periods will interrupt any type of period as set forth in these Uniform Regulations and of the Examination Regulations; the duration of the maternity protection period will not be included in the calculation of the period.
- (2) <sup>1</sup>Likewise, the periods of parental leave as set forth in the applicable *Gesetz über die Gewährung von Erziehungsgeld und Elternzeit* [Child Raising Allowance and Parental Leave Act] (BErzGG) shall be taken into account, at request. <sup>2</sup>The candidate must inform the Examination Board about the period or periods in which they wish to take parental leave no later than four weeks before the date on which they wish to start their leave.
- (3) <sup>1</sup>In addition, any times of absence caused by care for or support of spouses, registered life partners, relatives of direct lineage or first-degree in-laws shall be taken into account, insofar as these persons are in need of care or support. <sup>2</sup>The request shall be filed immediately after the preconditions have been met.
- (4) The certificates required for verification shall be enclosed in the request.

#### **Art. 14**

##### **Assessment of Achievements, Grading and Principles for Obtaining Credit Points**

- (1) <sup>1</sup>The method for establishing the overall average or the grade of each individual module is set forth in the relevant Module Description. <sup>2</sup>The weighting of the module grades will depend on the amount of work to be performed by the students which is defined by the number of credits.
- (2) <sup>1</sup>Students will be deemed to have passed a module when they have received at least a grade of "sufficient" (4.0) for the final examination of the module. <sup>2</sup>If no final examination is planned for the module, the module shall be deemed to be passed when the student has received at least a grade of "sufficient" (4.0) for the course credits.
- (3) <sup>1</sup>The lecturer will inform at the beginning of each lecture what performances are necessary to obtain the credits prescribed for the lecture. <sup>2</sup>The amount of work to be performed by the students will be taken into account in the assessment of the performance.
- (4) Performances for which grades or credits are granted might be written or oral papers as well as design work.
- (5) All module grades will be taken into account in the overall average of the Master examination in accordance with Art. 24 in form of course examinations.
- (6) <sup>1</sup>The grades for the individual end of semester examinations and course work (module or module elements) will be determined by the relevant examiners. <sup>2</sup>The following grades are to be used for the assessment:
- |                  |   |  |
|------------------|---|--|
| 1 = excellent    | = | an excellent performance;  |
| 2 = very good    | = | a performance which significantly exceeds the average requirements;                  |
| 3 = satisfactory | = | a performance which complies with the average requirements;                          |
| 4 = sufficient   | = | a performance which, despite some weaknesses, still meets the requirements;          |
| 5 = failed       | = | a performance which no longer meets the requirements due to considerable weaknesses. |
- <sup>3</sup>Individual grades can be raised or lowered by 0.3 decimal points to intermediate values to ensure a more differential grading; the grades 0.7 and 5.3 shall be excluded.
- (7) <sup>1</sup>When grades are calculated as the arithmetical means of weighted or non-weighted individual grades, only the first decimal place will be disclosed; all other decimal places will be cancelled after having been commercial rounded. <sup>2</sup>Whenever the figure in the first decimal place to be cancelled is a 0, 1, 2, 3 or 4, the value will be rounded down. <sup>3</sup>Whenever the figure in the first decimal place to be cancelled is a 5, 6, 7, 8 or 9, the value will be rounded up. <sup>4</sup>The module grades are:
- |   |   |               |
|---|---|---------------|
| in case of an average up to and including 1.5           | = | excellent;    |
| in case of an average above 1.5 up to and including 2.5 | = | very good;    |
| in case of an average above 2.5 up to and including 3.5 | = | satisfactory; |
| in case of an average above 3.5 up to and including 4.0 | = | sufficient;   |
| in case of an average above 4.0                         | = | fail.         |
- (8) The assessment of the individual performances will be stated in the Transcript of Records and the final academic record and the grade will be added in brackets, including the first decimal place.
- (9) <sup>1</sup>The overall average will also be set forth in the Examination Certificate in accordance with the ECTS guidelines. <sup>2</sup>The following shall apply to the conversion according to the ECTS guidelines:

ECTS Grade	Weighting according to Grades	ECTS Definition	Ger. Translation
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A	the best	10 %	Excellent	Hervorragend
B	the next	25 %	Very good	Sehr gut
C	the next	30 %	Good	Gut
D	the next	25 %	Satisfactory	Befriedigend
E	the next	10 %	Sufficient	Ausreichend
FX/F			Failed	Nicht bestanden

- (10) <sup>1</sup>Credits will be awarded only if the requirements belonging to the particular part of the studies have been met. <sup>2</sup>Credits will only be credited for any module if the performances prescribed for this module have been achieved with at least a grade of sufficient.

## II. Master Examination

### Art. 15

#### Type of Master Examination

- (1) The Master examination will be held during the degree programme in accordance with the credit system.
- (2) The Master examination consists of
  - the end of semester examinations;
  - the course work;
  - and the Master Thesis.
- (3) <sup>1</sup>A credit account for the Master examination will be established in the *Prüfungsamt* [Examination Office] for each candidate who wishes to be awarded the title of "Master of Science". <sup>2</sup>Candidates are entitled to inspect their account.

### Art. 16

#### Admission to End of Semester Examinations

- (1) End of semester examinations can only be taken by persons who are registered for the Master's degree programme in Architecture "Master of Science" of the Department of Architecture of the University of Siegen or who are visiting students in accordance with Sec. 52 of the HG and have properly studied here for at least one semester.
- (2) The request for admission shall be submitted in writing to the Examination Office or shall be created by using the intra-university electronic examination registration system until the deadline specified by the Examination Board.
- (3) The request for admission to an examination can be withdrawn, in writing, before the Examination Office or by using the intra-university electronic examination registration system until one week before the specified examination date, and will then not be included in the number of possible examination attempts.
- (4) The Examination Board will decide on the admission.
- (5) No admission will be granted, if
  1. the preconditions set forth in para. 1 are not met; or
  2. the documents are incomplete and have not been supplemented until the deadline specified by the Examination Board; or
  3. the candidate failed to pass the last attempt at a Master examination or diploma examination in a course of architecture at a university covered by the scope of application of the Constitution; or
  4. the claim to take part in an examination for a Master or diploma

- degree in architecture was forfeited; or
5. the student is involved in an examination procedure of a comparable degree programme at a university covered by the scope of application of the Constitution and has no sufficient reasons for taking simultaneously part in a different or additional procedure; or
  6. the candidate has not been registered for this degree programme at the University of Siegen for at least one semester before they wish to take the examination.

#### **Art. 17**

##### **Type and Scope of the End of Semester Examinations**

- (1) End of semester examinations means written examination papers, oral examinations and the preparation of designs or project work with a final presentation.
- (2) <sup>1</sup>The time available for written examination papers is max. four time hours. <sup>2</sup>Where end of semester partial examination papers are offered in any of the modules, the sum of the time available for these partial examinations must not exceed the maximum of four time hours. <sup>3</sup>The written examination papers shall be written under supervision.
- (3) Oral examinations shall last for at least 15 and a maximum of 45 minutes per candidate.
- (4) Designs shall be created and design projects shall be completed within a max. period of 6 months.
- (5) Oral examinations will be taken before two examiners or one examiner in the presence of an expert observer in the form of group examinations or individual examinations.
- (6) <sup>1</sup>Candidates will be notified about the grades of written examination papers no later than six weeks after the end of the examination. <sup>2</sup>The grade for oral examinations will be notified to candidates immediately after the examination by stating reasons.
- (7) <sup>1</sup>Written examination papers, the passing of which constitutes a precondition for continuing the degree programme, shall be assessed by two examiners if students take their last attempt at such an exam. <sup>2</sup>The grade will be determined as the arithmetical mean of the individual assessments.
- (8) <sup>1</sup>In case of "integrated project work", the grade will be awarded by the lecturers involved in the project. <sup>2</sup>A performance in an examination shall be deemed to be "failed" (5.0), if the majority of the examiners assess the performance as failed. <sup>3</sup>The chairman or chairwoman of the Examination Board will appoint another examiner in case of a tie.

#### **Art. 18**

##### **Retaking End of Semester Examinations**

- (1) Students will be deemed to have passed an end of semester examination when they have received at least a grade of "sufficient" (4.0) for their performance in the examination.
- (2) <sup>1</sup>Passed exams cannot be retaken.
- (3) <sup>1</sup>Any end of semester examination which was not assessed with at least "sufficient" (4.0), can be retaken twice. <sup>2</sup>For written examination papers, the student may file a request for an oral supplementary exam before the grade "fail" is determined after the second retake of an examination. <sup>3</sup>The request shall be filed with the chairman or chairwoman of the

Examination Board immediately after the announcement of the results of the written examination paper. <sup>4</sup>The oral supplementary exam will be taken before the examiners of the written examination paper jointly; otherwise the provisions on oral examinations as set forth in Sec. 17 (3) shall apply accordingly. <sup>5</sup>The only grades which can be awarded for an oral supplementary exam are "sufficient" (4.0) or "fail" (5.0). <sup>6</sup>The sentences 2 to 4 will not apply to the cases set forth in Art. 11 (1) and (4).

- (4) The student will be given the option to retake any exam graded with fail in the next examination period.
- (5) Any failed examination shall be retaken no later than on an examination date of the next academic year; otherwise the performances forming the precondition for the end of semester examination must be achieved again.
- (6) A new written registration for the retake must be filed with the Examination Office or the registration shall be made via the intra-university electronic examination registration system as defined in Art. 16.

#### **Art. 19**

##### **Type and Scope of the Course Work**

- (1) Course work means papers, seminar papers, designs, constructions and IT tutorials, lab work and calculations.
- (2) Students will be deemed to have passed course work when they have received at least a grade of "sufficient" (4.0).
- (3) <sup>1</sup>Passed course work cannot be repeated.
- (4) The student will be given the option to re-perform within short any course work which was graded with fail.
- (5) If students fail any course work within a module even after one repetition, they need to repeat the entire module.
- (6) Performances achieved in compulsory options (see Module Descriptions), are deemed to be course work.

#### **Art. 20**

##### **Grading and Weighting of the Module Grades**

- (1) Students will be deemed to have passed a module when they have received at least a grade of "sufficient" (4.0) for the final examination of the module or the course work.
- (2) <sup>1</sup>The overall average of the module is the average of the individual grades of the course work or the end of semester final module examination, weighted according to the credits. <sup>2</sup>For more information, please refer to the Module Descriptions.
- (3) When students wish to change their place of study, they can be issued a certificate, at request, on the completed modules and the completed course work, including the name of the module, the grades and the credits they have obtained.
- (4) <sup>1</sup>Module grades are stated with one decimal place. <sup>2</sup>All other decimal places will be cancelled after rounding (see also Art. 14 (6)).

## **Art. 21**

### **Admission to the Master Thesis**

- (1) Students who have successfully completed 4 of the 5 compulsory modules (MM 1 - MM 5) and 4 of the 5 elective modules (MM 6 - MM 10) and the modules MM 11 - MM 13 (Design 1 and Design 2, Integrated Project and Improvisational Design) will be admitted to the Master Thesis.
- (2) <sup>1</sup>The request for admission shall be filed in writing with the Examination Board. <sup>2</sup>The following documents shall be enclosed in the request, unless they were submitted earlier:
  1. Certificates on the preconditions for admission mentioned in para. 1; and
  2. a declaration on former attempts to work on a Master Thesis in the same degree programme.<sup>3</sup>Furthermore, Art. 16 (1) and (5) of the Examination Regulations shall apply. <sup>4</sup>A declaration shall be enclosed in the request stating who of the examiners would be willing to issue the subject and support the Master Thesis.
- (3) The request for admission can be withdrawn, in writing, until the decision on the request is announced, without being included in the number of possible examination attempts.
- (4) The decision on the admission to the Master Thesis will be taken by the Examination Board.

## **Art. 22**

### **Master Thesis**

- (1) <sup>1</sup>The Master Thesis is a final examination. <sup>2</sup>Students should demonstrate that they are able to independently work on a task belonging to their technical field within a prescribed period, both regarding its technical details and also regarding the interdisciplinary connections according to academic and practical requirements of the degree programme. <sup>3</sup>The Master Thesis can be prepared both as a design work, a theoretical work or as a combination of both. <sup>4</sup>It consists of the Master Thesis mentioned in sentence 3 and an oral colloquium.
- (2) <sup>1</sup>The Master Thesis will be issued and supported by a technically competent professor. <sup>2</sup>The student has a right to propose a subject. <sup>3</sup>The proposal does not justify a claim to be given the right to work on this subject.
- (3) <sup>1</sup>The Master Thesis will be assessed by two professors appointed by the Examination Board in accordance with Art. 10 (1). <sup>2</sup>The examinee can propose one examiner and one second examiner for the Master Thesis. <sup>3</sup>The proposal does not justify a claim to these examiners.
- (4) The Department of Architecture offers one registration date for the Master Thesis per semester which will be announced by a notification on the notification board.
- (5) The written registration shall be made in the Examination Office. <sup>2</sup>The decision on the admission to the Master Thesis will be taken by the Examination Board.
- (6) The date of issue of the Master Thesis is announced by a notification on the notification board. <sup>2</sup>It will be set by the Examination Board.
- (7) <sup>1</sup>The time prescribed for the Master Thesis (period from the issue of the subject to the submission of the Master Thesis) is normally 14 weeks. <sup>2</sup>Subject and task must enable the student to complete the Master Thesis within the period prescribed.

- (8) <sup>1</sup>The subject of the Master Thesis can only be returned once and only within the first four weeks of the time prescribed for preparing the Thesis without stating reasons. <sup>2</sup>In the event of a repetition in accordance with Art. 23 (5) of the Examination Regulations, the subject may only be returned insofar as the student has not used this option when they prepared the first Master Thesis.
- (9) The chairman or chairwoman of the Examination Board may, in exceptional cases, extend the time prescribed by up to four weeks, on the basis of a request which was filed before the expiry of the period and which was justified by reasons.
- (10) <sup>1</sup>The oral colloquium supplements the Master Thesis and its grades. <sup>2</sup>It is held to determine whether the student is able to orally present the results of the Master Thesis, its technical bases, its interdisciplinary relations and the relations that go beyond the subject, to independently provide reasons for that and to estimate the importance of the Thesis for the practice and for research. <sup>3</sup>The colloquium will be held as an oral examination and will last at least 30, max. 45, minutes. <sup>4</sup>The colloquium shall be held within three months after the submission of the Master Thesis.
- (11) The examinee shall be notified of the result of the Master Thesis after they have completed the colloquium.
- (12) The Master Thesis might also be performed in form of group work, where the contribution of the individual candidate which is to be assessed as the result of the examination can be uniquely delimited, clearly differentiated and assessed on the basis of sections, page numbers or other objective criteria, and when the requirements set forth in para. 1 have been met.

### **Art. 23**

#### **Submission and Assessment of the Master Thesis**

- (1) <sup>1</sup>The Master Thesis shall be submitted in due time to the Examination Office, the time of submission must be recorded in a file. <sup>2</sup>Upon submission, the candidate shall assure in writing that they have independently prepared the paper - or, in case of group work, that part of the paper which is identified as theirs - and that they have not used any other sources and tools than the ones they have indicated.
- (2) <sup>1</sup>The Master Thesis will be assessed by two examiners. <sup>2</sup>One of the examiners should be the tutor for the Master Thesis.
- (3) Any Master Thesis not submitted in due time shall be assessed with "fail" (5.0).
- (4) <sup>1</sup>A Master Thesis shall be deemed to be passed when it was assessed at least with a grade of "sufficient" (4.0). <sup>2</sup>However, a Master Thesis can only be assessed with "sufficient" (4.0) or better when a minimum of two of the grades are "sufficient" (4.0) or better. <sup>3</sup>Assessments shall be justified in writing by stating reasons.
- (5) <sup>1</sup>A Master Thesis assessed with "fail" (5.0) can only be repeated once. <sup>2</sup>The subject of the Master Thesis can, however, only be returned within the period prescribed in Art. 22 (8), if the candidate has not used this option when they prepared their first Master Thesis.
- (6) <sup>1</sup>The grade of the Master Thesis will be calculated as the arithmetic mean of the grades awarded by the two examiners. <sup>2</sup>If one of the examiners

awards a grade of "fail" (5.0), a third-party expert will be appointed. <sup>3</sup>The third-party examiner will hold the colloquium jointly with the other examiners. <sup>3</sup>The grade of the Master Thesis with the associated colloquium will be determined as the arithmetical mean of the two better grades.

- (7) The candidate will be awarded 18 credits for the successful completion of the Master Thesis.

#### **Art. 24**

##### **Overall Average**

- (1) The overall average of the Master examination consists of the weighted module grades and the grade of the Master Thesis (MM 14).
- (2) <sup>1</sup>Each module grade will be multiplied by the number of credits awarded for the module to come to the overall grade. <sup>2</sup>The sum of the weighted module grades (MM1 to MM 14) will be divided by the sum of the credits of these modules (120 credits).
- (3) <sup>1</sup>The overall average will be stated with only one decimal place. <sup>2</sup>All other decimal places will be cancelled after rounding (see also Art. 14 (7)).

#### **Art. 25**

##### **Passing the Master Examination**

- (1) Students will be deemed to have passed the Master examination when all modules were assessed with at least "sufficient" (4.0) and when the candidate has achieved 120 credits.
- (2) Students will be deemed to have failed the Master examination when
  1. they have failed for the third time one of the end of semester examinations in accordance with Art. 18 or the oral supplementary exam; or
  2. when they have failed, for the third time, an end of semester examination in the cases set forth in Art. 18 (3) sentence 6;
  3. the Master Thesis was assessed with "fail" (5.0) for the second time.
- (3) <sup>1</sup>The candidate will receive a written notification when they have failed the last attempt at their Master examination. <sup>2</sup>The notification will contain information on legal remedies. <sup>3</sup>A certificate (Transcripts of Records) will be prepared on successful performances, including the credits and grades the student has achieved.

#### **Art. 26**

##### **Final Academic Record, Degree Certificate and Equivalence Certificate**

- (1) When the graduate has passed the Master examination, they will receive a final academic record of their results within four weeks. <sup>2</sup>The final academic record will state the overall average, the subject of the Master Thesis and the grade.
- (2) <sup>1</sup>The Transcript of Records which graduates are handed out together with the final academic record will show any and all lectures in which the graduate has obtained credits, including the grades they have achieved. <sup>2</sup>The overall average will also be disclosed according to the ECTS.
- (3) The results of examinations in additional lectures and the number of semesters they have studied until the completion of the Master



examination might also be included in the final academic record, at the candidate's request.

- (4) The date of the final academic record will be the date on which the candidate has passed the last examination.
- (5) <sup>1</sup>In addition to the final academic record on the passed Master examination, candidates will receive a Degree Certificate with the same date as the certificate. <sup>2</sup>It certifies that they were awarded the title of a Master of Science in accordance with Art. 3.
- (6) The Degree Certificate will be signed by the chairman or chairwoman of the Examination Board of the Department of Architecture and the Dean of the Faculty of Education • Architecture • Arts and will bear the seal of the Department.
- (7) In addition to the Degree Certificate, the candidate will receive an Equivalence Certificate showing that the academic degree of a "Master of Science" is equivalent to the academic degree of "*Diplom-Ingenieurin / Diplom-Ingenieur* [Graduate Engineer]".

#### **Art. 27**

##### **Diploma Supplement**

- (1) In addition to the final certificate of the Master's degree programme, the graduate will be handed out a Diploma Supplement.
- (2) The Diploma Supplement informs about the individual technical profile of the degree programme they completed.

### **III. Final Provisions**

#### **Art. 28**

##### **Ineffectiveness of the Master Examination and Withdrawal of the Master Degree**

- (1) <sup>1</sup>If a student had not met the preconditions for being admitted to an examination or an individual performance, where the candidate did not want to deceive about this fact, and if that fact is only found after the certificate was issued, such a deficiency shall be deemed to be cured by the passing of the examination. <sup>2</sup>If the candidate obtained the admission unlawfully by intent, or if they have cheated in an examination and if this fact is only detected after the certificate was issued, the Examination Board will decide on the legal consequences by observing the *Verwaltungsverfahrensgesetz für das Land Nordrhein-Westfalen* [Administrative Procedure Act for the Federal State of North Rhine-Westphalia].
- (2) The person affected must be given an opportunity to exercise their right to be heard before any decision is taken.
- (3) <sup>1</sup>The incorrect examination certificate shall be withdrawn and a new one must be issued, if appropriate. <sup>2</sup>A decision in accordance with para. 1 and para. 2 shall be excluded after a period of five years after the date of issue of the examination certificate.
- (4) <sup>1</sup>If the examination was declared to be failed on account of the deceit, the academic title of Master of Science and the Degree Certificate shall be withdrawn. <sup>2</sup>The Examination Board will decide on the withdrawal.

**Art. 29**

**Inspection of the Examination Files**

- (1) The candidate will be granted, at their request, the right to inspect their written examination papers and the expert opinions prepared for such by the examiners and the examination protocols.
- (2) <sup>1</sup>The request shall be filed with the chairman or chairwoman of the Examination Board within one month after the announcement of the relevant examination result. <sup>2</sup>The chairman or chairwoman of the Examination Board will set the place and time of the inspection.

**Art. 30**

**Effectiveness and Publication**

- (1) These Examination Regulations shall take effect on 01 October 2012.
- (2) They shall apply to all students who registered for the first time for the Master degree programme "*Planning and Construction with Existing Buildings*" at the University of Siegen from the winter semester of 2012/13.
- (3) These Examination Regulations will be published in the Gazette "*Amtliche Mitteilungen*" [Official Notifications] of the University of Siegen.

**Art. 31**

**Transitional Provisions**

<sup>1</sup>Graduates who have completed a Bachelor's degree programme in Architecture consisting of 8 semesters can be credited up to 30 credits, at request. <sup>2</sup>The Examining Board will decide on the acceptance.

Issued based on the resolution of the Faculty Board of the Faculty II Education • Architecture • Arts dated 12 December 2012.

Siegen, 31 January 2013

The Rector

signed

(University Professor Dr. Holger Burckhart)

**Annex: Course Timetable**

# Course Timetable of the Master's Degree Programme - 4 semesters (20 June 2012)

Subject Groups / Modules	1 <sup>st</sup> sem.		2 <sup>nd</sup> sem.		3 <sup>rd</sup> sem.		4 <sup>th</sup> sem.		TOTAL	
	Sem. periods per week	CP	SPW	CP	SPW	CP	SPW	CP	SPW	CP
<b>Compulsory Subjects</b>										
<b>A. Cultural Sciences, History and Theory of Architecture</b>										
<b>MM 1 Cultural Sciences</b>										
MM 1.1 Architectural Theory Oriented to Existing Buildings	4	3							8	6
MM 1.2 History and Theory of the Preservation of Monuments	4	3								
<b>B. Building Theory and Design, Representation</b>										
<b>MM 2 Building Theory and Design</b>										
MM 2.1 Metamorphosis and Design			4	3					8	6
MM 2.2 Analysis / Hypothesis / Antithesis / Synthesis			4	3						
MM 2.3 Planning and Construction with Existing Buildings (optional)										
<b>C1. and C2. Construction and Technology</b>										
<b>MM 3 Construction and Technology I</b>										
MM 3.1 Building Construction	4	3							8	6
MM 3.2 Structural Design	4	3								
<b>MM 4 Construction and Technology II</b>										
MM 4.1 Building Technology					4	3				
MM 4.2 Building Physics					4	3				
<b>D. Building Planning and Construction Management</b>										
<b>MM 5 Building Planning and Construction Management</b>										
MM 5.1 Construction Economics			4	3					8	6
MM 5.2 Building and Planning Law			4	3						
<b>Elective Modules</b>										
<b>A. Cultural Sciences, History and Theory of Architecture</b>										
<b>MM 6 Cultural Sciences</b>										
MM 6.1 The Changing Culture of Urban Development					4	3				
MM 6.2 History and Theory of Architecture					4	3				
MM 6.3 Architecture of the 1960s and 1970s (optional)										
<b>B. Building Theory and Design, Representation</b>										
<b>MM 7 Building Theory and Design</b>										
MM 7.1 Construction in Structurally Weak Regions	4	3							8	6
MM 7.2 Regional Building	4	3								
MM 7.3 Digital Model Making (optional)										
MM 7.4 Design Processes of Architectural Planning (optional)										
MM 7.5 Graphics and Design for Architects (optional)										
MM 7.6 Representation Techniques for Architects (optional)										
<b>C1. and C2. Construction and Technology</b>										
<b>MM 8 Construction and Technology</b>										
MM 8.1 Traditional, Advanced and Innovative Materials			4	3					8	6
MM 8.2 New Building Materials, Construction and Form			4	3						
MM 8.3 Building, Energy, Technology (optional)										
MM 8.4 Structural Design (optional)										
MM 8.5 Building Physics (optional)										
<b>D. Building Planning and Construction Management</b>										
<b>MM 9 Building Planning and Construction Management</b>										
MM 9.1 Construction Economic Analysis and Assessment					4	3			8	6
MM 9.2 Building and Planning Law					4	3				
<b>Interfaculty Elective Subjects</b>										
<b>MM 10 Elective Module</b>										
MM 10.1 Free Subject							4	3	8	6
MM 10.2 Free Subject							4	3		
<b>Compulsory Modules</b>										
<b>Designing and Project Work</b>										
<b>MM 11 Design 1</b>										
	7	12							7	12
<b>MM 12 Design 2 Integrated Project</b>										
			7	12	7	12			14	24
<b>MM 13 Improvisational Design</b>										
							3	6	3	6
<b>Master Thesis</b>										
<b>MM 14 Master Thesis</b>										
							0	18	0	18
<b>TOTAL</b>										
	31	30	31	30	31	30	11	30	104	120