

**Translation**

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Master's Examination Regulations  
for the advanced Part-Time Master's programme in  
International Facade Design and Construction  
at the Hochschule Ostwestfalen-Lippe  
(MPO IFDC)

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**Master's Examination Regulations  
for the advanced Part-Time Master's programme in  
International Facade Design and Construction  
at the Hochschule Ostwestfalen-Lippe  
(MPO IFDC)**

**of 2011**

The Hochschule Ostwestfalen-Lippe has adopted the following Master's examination regulations pursuant to § 2 (4) and § 64 (1) of the Higher Education Act (Hochschulgesetz - HG) of the State of North Rhine-Westphalia of 31 October 2006 (GV NRW p 474), last amended by act of 13 March 2008 (GV. NRW. p 217):

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## **I. General**

### **§ 1**

#### **Objective of the Course and Purpose of the Master's Examination**

(1) The advanced Part-Time Master's programme in International Facade Design and Construction is an advanced Master's course within the meaning of § 62 of the Higher Education Act (Hochschulgesetz - HG) of the State of North Rhine-Westphalia.

(2) The aim of the course is that, following a first degree, students will acquire an understanding of in-depth and skilled scientific knowledge and approaches relating to design and construction of a technical and methodological nature. They will be equipped to continue to develop this knowledge themselves and without assistance produce responsible solutions to complex problems both in practice and in research and development in a scientific manner using skilled design, construction, technical and methodological knowledge and abilities.

(3) In particular the Master's programme is also intended to enable graduates to work without assistance in academic research and development and to be able to undertake a doctorate. In addition, successful completion of the course opens up access to the senior-level public service.

(4) The Master's examination is intended to establish whether the candidate has acquired in-depth and competent scientific knowledge and procedures relating to design and construction of a technical and methodological nature and is capable of producing independent solutions to complex problems using scientific knowledge and methods.

### **§ 2**

#### **Master's Degree**

The academic degree

„Master of Engineering“, abbreviated as „M.Eng.“

shall be awarded following a pass in the Master's examination.

### **§ 3**

#### **Access and Admission, Status**

(1) The requirements for the commencement of studies in the advanced Master's programme in International Facade Design and Construction are

1. the Fachhochschulreife qualification or a qualification recognised as being equivalent to this and

2. evidence of a Bachelor's or Diploma qualification, in exceptional cases also evidence of another final examination, for a course having major engineering science components over at least six semesters,
3. evidence of normally at least one year's professional experience in the field of building and construction which is relevant to the advanced Master's programme in International Facade Design and Construction,
4. evidence of a special, i.e. technical and methodological, aptitude for the advanced Master's programme in International Facade Design and Construction,
5. evidence of a knowledge of English, verified by one of the following tests or certificates, as stated below, with the specified minimum number of points/minimum result:
  - at least 7 years English language training during general school education, with normally at least satisfactory (3.0) results for the last four half-yearly periods,
  - TOEFL paper-based 550,
  - TOEFL internet-based (ibt) 79-80,
  - TOEFL computer-based 213,
  - TOEIC 750,
  - Cambridge CPE/CAE pass or
  - an equivalent certificate.

(2) As a special admission requirement the evidence of 210 credits is requested. Evidence of at least 180 credits is to be provided before the commencement of studies. Evidence of the missing credits is to be provided at the latest with the application for admission to the master's dissertation. In exceptional cases the examination committee shall give its ruling.

(3) The missing part of the credits can be required by additional course achievements of bachelor or master study programmes or university programmes equivalent to this. In addition, relevant professional skills can be taken into account. The examination committee will decide whether the achievements or skills are equivalent and how they can be recognised.

(4) The aptitude required under clause 1 no. 4 shall be assessed in accordance with the "Regulations on the assessment of aptitude for the advanced Master's programme in International Facade Design and Construction at the Hochschule Ostwestfalen-Lippe (EFO IFDC)" which shall be adopted accordingly.

(5) The examination committee shall decide whether the requirements referred to under clause 1 no. 2 and no. 3 have been met.

(6) If the number of admissible applications exceeds the number of places available, the examination committee will decide on admission to the course taking account of the following criteria: final grade of the aptitude assessment in accordance with the EFO IFDC regulations, final grade of the first degree and the quality of the relevant professional experience and any further/additional education.

(7) Participants in the advanced Master's programme in International Facade Design and Construction shall have a status at the university pursuant to § 62 or § 48(7) of the HG; The university will communicate more details before studies commence. This notwithstanding, participants in the advanced Master's programme in International Facade Design and Construction are described as students in these examination regulations.

#### **§ 4**

##### **Standard Course Duration, Total Credit Hours, Language of Instruction and Examination, Course Locations, Cooperation and Industrial Partners**

(1) The standard course duration including the Master's examination of the part-time-study is four semesters.

(2) 62 credit hours in compulsory and elective subjects are required to complete the course. 90 credit points must be obtained including the dissertation and accompanying colloquium. Until the master's examination a total of 300 credits must be obtained including the credits required in the first degree and additional recognised credits.

(3) Lectures and examinations in the advanced Master's programme in International Facade Design and Construction will be in English.

(4) The course locations are The Hochschule Ostwestfalen-Lippe (HS OWL), the Delft Technical University (TU Delft), the Hochschule Luzern, Switzerland (HS Luzern) and the University of Bath in Bath, Great Britain (UoB). The Hochschule Ostwestfalen-Lippe and respectively the other participating universities may give advance notice that lectures and examinations will also be held at other locations, in particular on the premises of industrial partners with which the universities cooperate.

#### **§ 5**

##### **Organisation of the Course Structure of Examinations and Examination Dates**

(1) Studies consist of attended lectures/modules and self-taught modules. Attended lectures/modules and self-taught modules take place alternately. The students are given study texts for the self-taught modules. Attended lectures/modules are generally organised as block lectures. More details will be provided before the course commences or before each individual semester.

(2) The course is concluded with the Master's examination. The Master's examination consists of module examinations and a concluding examination, which comprises a dissertation and a colloquium.

(3) The course and the examinations should be designed so that the course and the Master's examination can be concluded at the end of the fourth semester. To this end the candidate must receive notification in good time concerning both the type and number of examinations and the dates on which these are to be taken and also concerning the date on which the topic of the dissertation is to be released and the date on which the dissertation is to be submitted.

Registration for the concluding part of the master's examination (application for admission to the master's dissertation) will generally be at the beginning of the fourth course semester.

## **§ 6**

### **Examination Committee**

(1) The faculty council of the Department of Architecture and Interior Design shall elect an examination committee to organise the examinations and carry out the tasks assigned by these examination regulations. The examination committee shall consist of the chair, the deputy and three further members. The chair, the deputy and a further member shall be selected from the group of university professors, one member shall be selected from the group of academic staff and one member shall be selected from the group of the participating students. Accordingly personal deputies for the members of the examination committee shall be selected, except for the chair and his deputy. The period of office for the member selected from the group of participants shall be one year, for the other members four years. Re-election shall be permissible.

(2) The examination committee is an authority within the meaning of the law on administrative procedures.

(3) The examination committee shall ensure that the provisions of the examination regulations are complied with and that the examinations are held in accordance with the regulations. It shall be responsible in particular for ruling on appeals made against decisions taken in examination procedures. The examination committee shall report at least once a year to the department on the development of the master's assessment process and periods of study. The report should be published in an appropriate manner by the university. The examination committee shall submit proposals for the reform of the examination regulations and the curriculum. The examination committee may delegate routine tasks to the chair; this shall not apply to decisions on appeals.

(4) The examination committee shall have a quorum if, in addition to the chair or his or her deputy and one professor, at least one member is present. The examination committee shall adopt decisions by a simple majority. The chair's vote shall be the deciding vote in the event of a tie. The student member of the examination committee will not take part in decisions concerning educational-academic matters, in particular not in those concerning recognition and assessment of credits and examinations and appointment of examiners and assessors.

(5) The members of the examination committee shall have the right to be present during examinations, except for the student member who wishes to take the same examination on the same day.

(6) Examination committee meetings shall be closed to the public. The members of the examination committee and their deputies shall observe confidentiality. Those members who are not public servants shall be bound to confidentiality by the chair of the examination committee.

(7) Incriminatory decisions taken by the examination committee or its chair should be immediately notified to the candidate. The candidate should be given prior opportunity for a legal hearing. § 2 (3) no. 3 of the Administrative Procedures Act for the State of North Rhine-Westphalia, in particular concerning exceptions in respect of the obligation to allow legal hearings and to state reasons in assessments of a scientific or artistic nature, shall remain unaffected.

## **§ 7**

### **Examiners and Assessors**

(1) The examination committee shall appoint the examiners and assessors. It may delegate the appointment to the chair. Only those who have at least taken the corresponding Master's examination or have a comparable qualification and, providing there are no compelling reasons for a departure from this requirement, have carried out independent teaching work in the subject area to which the examination relates may be appointed as examiners; if several examiners are to be appointed, at least one must have taught the examination subject in question. Only those who have passed the corresponding Master's examination or a comparable examination or have a comparable qualification may be appointed as assessors.

(2) Examiners shall be independent in their conduct of examinations.

(3) The examination committee shall ensure that the examination obligations are distributed as equally as possible among the examiners.

(4) The chair of the examination committee shall ensure that the names of the examiners are made known to the candidates at least two weeks before the date of the respective examination.

(5) § 6 (6) second and third sentences shall apply with the necessary modifications to examiners and assessors.

## **§ 8**

### **Recognition of Previous Studies, Credits and Examinations, Assignment to a More Senior Specialised Semester**

(1) Relevant periods of study in corresponding courses at other universities operating within the remit of the German Constitution and credits and examinations obtained there shall be automatically taken into account without an examination of their equivalence.

(2) Confirmed periods of study on other courses or at other universities operating within the remit of the German Constitution and credits and examinations obtained there shall be automatically recognised provided equivalence is established. Equivalent periods of study, credits and examinations at universities operating outside the remit of the German Constitution shall be recognised on application. Equivalence should be established if the periods of study, credits and examinations essentially correspond in terms of content, scope and requirements to those of the course aspired to. The equivalence agreements approved by the Standing Conference of the Ministers of Education and Cultural Affairs of the Federal States



(the Kultusministerkonferenz) and the German Rectors' Conference shall be the relevant criteria to be applied in determining the equivalence of periods of study, credits and examinations at foreign universities. Agreements concluded under university partnerships should be observed. In the event of any doubts with regard to equivalence, the Central Office for Foreign Education Systems (Zentralstelle für ausländisches Bildungswesen) may be consulted.

(3) Clauses 1 and 2 shall apply with the necessary modifications to the recognition of periods of study, credits and examinations in state-approved distance learning courses or in distance learning units developed by the state of North Rhine-Westphalia in cooperation with other states and the federal government .

(4) The examination committee shall be responsible for recognition and assignment to a more senior specialised semester pursuant to clauses 1 to 3. In the event of any doubt the examination committee shall give its ruling after consulting examiners responsible for the subjects.

(5) If credits and examinations are recognised, the grades - where the grade systems are comparable - should be adopted and included in the calculation of the final grade. Where grade systems are not comparable, the grade "pass" should be recorded.

(6) The student must submit the documents required for recognition.

## **§ 9**

### **Assessment of examinations, credits and ECTS credits**

(1) The grades for examinations in individual subjects shall be set by the respective examiner. The following grades should be used for the grading:

1.0	=	very good	=	an outstanding performance;
2.0	=	good	=	a performance considerably higher than average requirements;
3.0	=	satisfactory	=	a performance corresponding to average requirements;
4.0	=	sufficient	=	a performance which still satisfies the requirements despite deficiencies;
5.0	=	fail	=	a performance which falls short of the requirements due to serious deficiencies.

The intermediate values 1.3, 1.7, 2.3, 2.7, 3.3 and 3.7 may be used to differentiate between examination performances. The subject grades shall be determined according to the grading scale in Appendix 2.

(2) An examination shall be deemed to have been passed if the subject grade is at least "sufficient" (4.0).

(3) If several examiners are involved in an examination, they shall jointly assess the overall examination performance unless otherwise determined in these examination regulations. If the assessment can not be agreed upon, the grade shall be derived from the arithmetic mean of the individual assessments.

(4) When grades are derived from intermediate values, the following arithmetical values shall result in the following grades:

up to 1.5	the grade "very good"
over 1.5 up to 2.5	the grade "good"
over 2.5 up to 3.5	the grade "satisfactory"
over 3.5 up to 4.0	the grade "sufficient"
over 4.0	the grade "fail".

(5) When the subject grades and the final grade are derived, only the first decimal point shall be taken into consideration; all other decimal points shall be deleted without rounding.

(6) The assessment of module examinations must be notified to students within four weeks; other arrangements under these examination regulations shall remain unaffected. The assessment of the dissertation must be notified to students within four weeks.

(7) Credits (CR) in accordance with Appendix 1 shall be awarded for each module examination assessed as being "sufficient". The credits awarded under these examination regulations correspond to ECTS credits.

## **§ 10**

### **Retaking of Examinations**

(1) Examinations which have been assessed as at least "sufficient" (4.0) cannot be retaken.

(2) Module examinations which have not been passed or are deemed to have not been passed may be retaken not more than twice.

(3) A dissertation which has not been passed or which is deemed to have not been passed may be repeated once. This also applies to the colloquium for the dissertation.

## **§ 11**

### **Absence, Withdrawal, Deception, Breach of the Regulations**

(1) An examination shall be deemed to have been assessed as "fail" (5.0) if the candidate misses an examination without good reason or if he withdraws from an examination without good reason after the examination has begun. The same applies if a written examination assignment is not finished within the allotted time.

(2) Candidates shall immediately notify the examination committee in writing of the reasons for their failure to appear and credibly substantiate these. In the event of illness, the candidate may be required to submit a medical certificate. The chair of the examination committee may, in individual cases, require the submission of a certificate from a medical examiner designated by the committee. If the examination

committee accepts the reasons, this decision shall be notified to the candidate in writing.

(3) If a candidate tries to influence an examination through deception, i.e. using inadmissible aids, the examination in question shall be deemed to have been assessed as "fail" (5.0); this determination shall be made by the respective examiner or invigilator and recorded. A candidate who disrupts the orderly course of the examination may be excluded from further participation in the examination by the respective examiner or invigilator, generally after prior warning; in this case the examination in question shall be deemed to have been assessed as "fail" (5.0), and the reasons for the exclusion should be recorded. In serious cases the examination committee may exclude the candidate from taking further examinations.

(4) The candidate may request within 14 days of their announcement that decisions made under the first and second sentences of clause 3 be reviewed by the examination committee.

(5) Incriminating decisions made by the examination committee should be immediately notified to the candidate in writing, with reasons, and accompanied by information on rights of appeal.

## **II. Module Examinations**

### **§ 12**

#### **Objective, Scope and Form of the Module Examinations**

(1) The aim of the module examinations is to establish whether the candidate has mastered the essential aspects of the content and methods of the examination subjects and can independently apply the acquired knowledge and skills.

(2) The examination requirements should be geared towards the contents of the study materials and the attended lectures which are provided for the subject in question.

(3) The form und scope of the module examinations are set out in §§ 15 to 18a. The examination committee will normally establish the form of the examination in consultation with the examiners for all candidates in the respective examination at least four weeks before the date of an examination.

### **§ 13**

#### **Admission to Module Examinations**

(1) Candidates may only be admitted to a module examination if they

1. fulfil the admission requirements (§ 3(1), (2) and (4)),
2. have been admitted to the advanced Master's programme in International Facade Design and Construction at the Hochschule Ostwestfalen-Lippe ,

3. have fulfilled the admission requirements referred to in these examination regulations for the respective module examination or will fulfil them by a date laid down by the examination committee.

(2) Elective subjects may be changed; this also applies if an elective subject has definitively been failed or is deemed to have definitively been failed. Changes made pursuant to the first sentence of this clause shall only be allowed until admission to the colloquium has been granted.

(3) Applications for admission should be sent in writing to the chair of the examination committee by the deadline laid down by the examination committee. Application should be made at the same time for all module examinations which the candidate aspires to take within the same examination period.

(4) Unless previously submitted, the following documents should be appended to the application or should be handed in at a later date decided upon by the examination committee:

1. evidence concerning the admission requirements referred to in clause 1,
2. a statement concerning previous attempts to take corresponding examinations and previous attempts to take a Master's examination and a preliminary or intermediate examination in the same course,
3. a statement concerning whether, in the case of oral examinations, the admission of listeners is opposed.

If it is not possible for the candidate to append a document required under the first sentence of this clause in the manner envisaged, the examination committee may allow the evidence to be presented in some other way.

(5) An application for admission to a module examination may be withdrawn without counting towards the number of examination attempts possible by notifying the chair of the examination committee in writing by no later than the seventh day before the examination.

(6) The chair of the examination committee and, in the event of any doubt the examination committee, shall decide on admission.

(7) Admission should be refused if

- a) the requirements referred to in clause 1 are not fulfilled or
- b) the documents are incomplete and have not been supplemented by the date set by the examination committee or
- c) the candidate has definitively not taken a corresponding examination or has definitively failed the Master's examination or a corresponding preliminary or intermediate examination in the same course held at a location within the remit of the German Constitution.

Otherwise admission may only be refused if, within the remit of the German Constitution, the candidate has lost his entitlement to an examination in the same course through missing a deadline for retaking it.

## **§ 14**

### **Implementation of Module Examinations**

- (1) The examination committee shall set the dates of the examinations and make them known in good time. Module examinations may take place subsequent to or as part of attended lectures.
- (2) The examination committee shall set the dates of the examinations and make them known in good time in advance - generally at least four weeks before the respective examination.
- (3) Candidates must produce an official identity document at the request of the examiner or invigilator.

## **§ 14 a**

### **Students in Special Situations**

- (1) If a candidate demonstrates by means of a medical certificate or in some other way that he is not capable of taking the examination wholly or partially in the envisaged form due to a permanent physical handicap, the chair of the examination committee may allow an equivalent examination to be taken in some other form. He or she must ensure that any disadvantage for disabled persons is compensated for as much as possible by the arrangements for the examination conditions. In the event of any doubt the chair of the examination committee may request further evidence.
- (2) With regard to students affected by the protection provisions referred to in §§ 3, 4, 6 and 8 of the Maternity Protection Act (Mutterschutzgesetz) or the parental leave periods under the Federal Child-Raising Allowance Act (Bundeserziehungsgeldgesetz), the examination committee may, on application by the student, take account of the individual's situation when determining the examination conditions governed by these examination regulations .
- (3) With regard to students who care for their spouse, registered partner, relative in the direct line or a person related by marriage in the first degree, if the latter is in need of care, the examination committee shall, on application by the student, take account of the periods of absence caused by this care and the individual's situation when setting deadlines and dates governed by these examination regulations.

## **§ 15**

### **Written Test (Klausurarbeit)**

(1) The examination shall consist of a written examination with a duration of one to two hours, in exceptional cases up to three hours. The examination committee shall lay down the exact time allotted in consultation with the examiners for all the candidates for the respective examination. A written test shall take place under supervision. The examiner shall decide on the allowance of aids.

(2) The examination Assignments for a written test are normally only set by one examiner.

(3) Written tests should be assessed by two examiners. The examination committee may deviate from this in justified cases; the reasons should be recorded.

## **§ 16**

### **Oral examination**

(1) Oral examinations are generally held before an examiner in the presence of an expert assessor or before several examiners in the form of group or individual examinations. In principle each candidate will be tested in each area by only one examiner. The duration of an oral examination is 15 to 30 minutes per candidate, whereby the duration of the examination for all candidates is determined by the examination committee in agreement with the examiner. The examiner must consult the assessor before determining the grade and, where there are several examiners, they must consult each other.

(2) The main objects and results of the examination, in particular the facts forming the relevant criteria for the grading, should be recorded in a report. The result of the examination should be made known to the candidate following the oral examination.

(3) Students intending to take the same examination at a later time shall be allowed to attend as listeners if space permits unless a candidate has opposed this when registering for the examination. Permission to attend does not extend to the discussions and announcement of the examination results.

## **§ 17**

### **Presentation**

(1) In the "presentation" type of examination assignment relating to the subject in question is to be tackled without assistance, the solution and results are to be presented orally; the presentation concept in written form should be handed to the examiner before the presentation starts. The preparation time shall be at least two weeks. The duration of the presentation shall be 15 – 20 minutes per candidate. During the presentation only questions regarding clarifications concerning the solution and results may be asked by the examiner(s). Only the content and methodology of the presentation including answers to questions regarding clarifications are assessed. Those students who are in the same semester of the advanced Master's programme in International Facade Design and Construction are permitted to attend as listeners and may not be excluded by the candidate. Other listeners may be permitted if the candidate does not oppose this. Permission to

attend does not extend to the discussions and announcement of the examination results.

(2) The assignments shall be set by the competent member of the teaching staff and should after their approval by the examination committee be handed to the students or announced in a notice.

(3) Otherwise § 16 shall apply with the necessary modifications. Where the presentation concept is handed to the examiner in written form, this should be appended to the report.

## **§ 18**

### **Composition with Presentation**

(1) In the "Composition with Presentation" type of examination an assignment relating to the subject in question should be tackled without assistance. Depending on the problem, a draft, a model, a piece of work or a written or digital composition should be prepared; combined forms are permissible. The assignment should contain advice on the scope of the composition. The time allotted for the composition shall be at least two weeks.

(2) After approval by the examination committee the assignment, the entity to which the composition should be submitted and the advice that the composition should be submitted by the time of registration for the presentation shall be notified to students in written form by the competent member of the teaching staff or announced in a notice.

(3) The composition should be submitted by the time of registration for the presentation (submission deadline) at the place shown on the written notification of the assignment. The date of submission must be recorded. If the composition is delivered by post or by a comparable commercial delivery service, the relevant criterion for determining the date is the date it was received by the post office or delivery service. When the composition is submitted, the candidate must provide a written assurance that he has prepared his work or, in the event of group work, his appropriately marked part of the work without assistance and that he has not used any sources and aids other than those stated and identified in citations.

(4) A presentation with a duration of 15-20 minutes per candidate follows the composition. During the presentation only questions regarding clarifications concerning the solution and results may be asked by the examiner(s). The composition and the presentation shall be assessed as a single unit.

(5) The examination committee shall set the presentation dates after agreement with the examiner(s) and shall announce them in good time, normally at least two weeks beforehand.

(6) Presentations will normally be held before listeners and the two examiners. Questions regarding clarifications concerning the solution and results may only be asked by the examiners. Only the content and methodology of the presentation including answers to questions regarding clarifications are assessed. Those students who are in the same semester of the advanced Master's programme in International Facade Design and Construction shall be permitted to attend as listeners and may

not be excluded by the candidate. Other listeners may be permitted if the candidate does not oppose this. Permission to attend does not extend to the discussions and announcement of the examination results.

(7) § 15 (3) shall apply with the necessary modifications. § 16 shall apply with the necessary modifications to the presentation.

### **§ 18a** **Composition with Colloquium**

(1) In the "Composition with Colloquium" type of examination an assignment relating to the subject in question should be tackled without assistance. Depending on the problem, a draft, a model, a piece of work or a written or digital composition should be prepared; combined forms are permissible. The assignment should contain advice on the scope of the composition. The time allotted for the composition shall be at least two weeks.

(2) After approval by the examination committee the assignment, the entity to which the composition should be submitted and the advice that the composition should be submitted by the time of registration for the colloquium shall be notified to students in written form by the competent member of the teaching staff or announced in a notice.

(3) The composition should be submitted by the time of registration for the colloquium (submission deadline) at the place shown on the written notification of the assignment. The date of submission must be recorded. If the composition is delivered by post or by a comparable commercial delivery service, the relevant criterion for determining the date is the date it was received by the post office or delivery service. When the composition is submitted, the candidate must provide a written assurance that he has prepared his work or, in the event of group work, his appropriately marked part of the work without assistance and that he has not used any sources and aids other than those stated and identified in citations.

(4) A colloquium with a duration of 15-20 minutes per candidate should follow the composition. During the colloquium the composition should be explained by the candidate. The composition and the colloquium shall be assessed as a single unit.

(5) The examination committee shall set the colloquium dates after agreement with the examiner(s) and shall announce them in good time, normally at least two weeks beforehand.

(6) § 15 (3) shall apply with the necessary modifications. § 16 shall apply with the necessary modifications to the colloquium.

### **III. Master's Examination, Additional Subjects**

#### **§ 19** **Module Examinations for the Master's Examination**

(1) 62 credits must be obtained in the advanced Master's programme in International Facade Design and Construction in the compulsory subjects contained in Appendix 1.



(2) In addition 8 credits must be obtained through an examination in a subject chosen from the list of elective subjects in "Facade Concept Modules" (Appendix 1) . If the necessary number of credits is achieved or exceeded, further subjects in which credits are obtained shall be deemed to be additional subjects. § 13 (2) remains unaffected.

(3) The elective subjects offered for this course (Appendices 1) will be decided by the examination committee depending on availability each semester and shall be notified to students in good time. If less than three students register for an elective subject, it may be cancelled for that semester.

## **§ 20 Dissertation**

(1) The aim of the dissertation is to demonstrate that the candidate is capable within a prescribed deadline of independently working on a complex task in his subject area both as regards details of the subject and the interdisciplinary contexts using scientific methods, in particular in respect of construction design. The dissertation normally consists of an independent project with a specialist, technically methodological, construction design und planning organisation assignment. Depending on the type of assignment, a draft, a model, a piece of work or a written or digital composition should be prepared. The dissertation may also be a theoretical work with specialist content.

(2) The dissertation shall be issued and supervised by an examiner appointed by the examination committee in accordance with § 7(1) . The candidate should be given an opportunity to put forward proposals for the topic of the dissertation.

(3) On application, the chair of the examination committee shall ensure that a candidate receives a topic for the dissertation in good time.

(4) A dissertation may also be allowed to be prepared in the form of group work.

## **§ 21 Admission to the Dissertation**

(1) Students may only be admitted to the dissertation if they

1. fulfil the admission requirements for module examinations in accordance with § 13 (1) no 1 und no 2,
2. have passed all the module examinations for the Master's examination in the advanced Master's programme in International Facade Design and Construction and
3. provide the evidence of the necessary 210 credits as a special admission requirement for the master's programme according to § 3 (2) and (3)

(2) An application for admission should be sent in writing to the chair of the examination committee. The following documents should be appended to the application unless they are already available:

1. evidence concerning the admission requirements referred to in clause 1,
2. a statement concerning previous attempts to work on a dissertation and to take the Master's examination and, where appropriate, a preliminary or intermediate examination in the same course.

A statement should be appended to the application concerning the examiner who is prepared to issue and supervise the dissertation.

(3) An application for admission may be withdrawn in writing without adding to the number of possible examination attempts until such time as the decision on the application is announced.

(4) The chair of the examination committee, and in cases of doubt the examination committee, shall decide on admission. Admission should be refused if

- a) the requirements referred to in clause 1 have not been fulfilled or
- b) the documents are incomplete or
- c) in the area within the remit of the German Constitution a corresponding dissertation by the candidate has been assessed as "fail" without the possibility of a re-sit or one of the examinations referred to in clause 2 no. 2 has definitively been failed.

Otherwise admission may only be refused if, in the area within the remit of the German Constitution, the candidate has lost his entitlement to an examination in the same course through missing a re-sit deadline.

## **§ 22**

### **Issue and Processing of the Dissertation**

(1) The topic of the dissertation shall be set by the person supervising the dissertation. The dissertation shall be issued via the chair of the examination committee. The day on which the topic of the dissertation is notified to the candidate shall be deemed to be the date of issue. The date should be recorded.

(2) The time allotted for the dissertation shall be not more than four months. The subject, assignment and scope of the dissertation should be limited by the supervisor so that the time allotted for the dissertation can be observed. In exceptional cases, e.g. illness, the chair of the examination committee may extend the allotted time by up to four weeks after receiving a justified application from the candidate before the expiry of the deadline. The supervisor should be consulted concerning this application.

(3) The topic of the dissertation may be returned without specifying any reason once only and only within the first four weeks of the allotted time. In the event of a re-sit in

accordance with § 10 (3) return is only permissible if the candidate has not made any use of this facility when preparing the first dissertation.

(4) § 14 a shall apply with the necessary modifications.

## **§ 23**

### **Submission and Assessment of the Dissertation**

(1) The dissertation must be submitted within the specified time to the chair of the examination committee. The date of submission must be recorded. If the dissertation is delivered by post or by a comparable commercial delivery service, the relevant criterion for determining the date shall be the date it was received by the post office or by the delivery service. When the dissertation is submitted, the candidate must provide a written assurance that he has prepared his work or, in the event of group work, his appropriately marked part of the work without assistance and that he has not used any sources and aids other than those stated and identified in citations. If the dissertation is not submitted within the specified time, it shall be assessed as "fail" (5.0) pursuant to § 11 (1) second sentence.

(2) The dissertation should be examined and assessed by two examiners. One of the examiners should have supervised the dissertation. The second examiner shall be specified by the examination committee. The individual assessment should be made in accordance with § 9 (1) and justified in writing. The grade of the dissertation shall be derived from the arithmetic mean of the individual assessments provided the difference is not more than 2.0. If the difference is more than 2.0, a third examiner shall be specified by the examination committee to assess the dissertation. In this case the grade of the dissertation shall be derived from the arithmetic mean of the two better grades. However the dissertation may only be assessed as "sufficient" or better if at least two grades are "sufficient" or better.

(3) 15 credits are obtained if the dissertation is passed.

## **§ 24**

### **Colloquium**

(1) The colloquium supplements the dissertation and should be assessed independently. Its aim is to establish whether the candidate is able to orally describe and without assistance to justify the results of the dissertation, the principles on which it is based, its interdisciplinary framework and its extra-disciplinary ramifications and to assess its significance in practice. The work on the topic of the dissertation should also be discussed with the candidate.

(2) The colloquium should take place within four weeks after the assessment of the dissertation has been announced.

(3) A candidate will only be admitted to the colloquium if

1. the requirements referred to in § 21 (1) for admission to the dissertation have been satisfied and
2. the dissertation has been assessed at least as "sufficient".

The application for admission should be sent to the chair of the examination committee. The evidence concerning the admission requirements referred to in clause 1 should be appended to the application unless the examination committee is already in receipt of them. A statement concerning previous attempts to take corresponding examinations and whether the attendance of listeners is opposed should also be appended. The candidate may also apply for admission to the colloquium when registering for the dissertation; in this case admission to the colloquium takes place as soon as the examination committee has all the necessary evidence and documents. Otherwise § 21 (4) shall apply with the necessary modifications to admission to the colloquium and refusal thereof.

(4) The colloquium shall take the form of an oral examination and shall be jointly tested and assessed by the examiners specified for the dissertation. If the sixth sentence of § 23 (2) applies, the colloquium shall be tested by the examiner from whose individual assessment the grade for the dissertation has been derived. The colloquium shall have a duration of about 30 minutes for each candidate. The provisions applicable to oral examinations (§ 16) shall apply with the necessary modifications to the colloquium.

(5) 5 credits are obtained if the colloquium is passed.

## **§ 25**

### **Result of the Master's Examination**

(1) The Master's examination in the advanced Master's programme in International Facade Design and Construction shall be deemed to have been passed if

1. 62 credits have been obtained in the compulsory subjects pursuant to § 19 (1) and
2. 8 credits have been obtained in a subject from the list of elective subjects under "Facade Project Modules" (Appendix 1) and
3. 15 credits have been obtained from the dissertation and 5 credits from the colloquium

(2) The Master's examination in the advanced Master's programme in International Facade Design and Construction shall be deemed not to have been passed if

- a) one of the compulsory subjects appearing in Appendices 1 has definitively been assessed as "fail " or is deemed to have been assessed as „fail “ or
- b) it is no longer possible to obtain 8 credits in the list of elective subjects under "Facade Project Modules" (Appendix 1) or
- c) the dissertation or the colloquium has definitively been assessed as "fail " or is deemed to have been assessed as "fail“.

(3) A decision accompanied by information on rights of appeal shall be issued with regard to a failed Master's examination. On application, the chair of the examination committee shall issue a certificate after the student has left the university which contains the examinations taken, their grades and the credits obtained and the

examinations still required for the Master's examination. It must be clear from the certificate that the candidate has definitively failed the Master's examination. On application, the chair of the examination committee shall issue a certificate which only contains the examinations taken, their grades and the credits obtained.

## **§ 26**

### **Certificate, Final Grade, ECTS Final Grade**

(1) A certificate in English shall be immediately drawn up concerning the passed Master's examination, if possible within four weeks after the last examination; on application, a copy in German shall be produced. The certificate shall contain the grades of all module examinations, the subject and grade of the dissertation, the grade of the colloquium and the final grade of the Master's examination. In each case the grade should be stated in words and - in brackets afterwards - in figures to one decimal place. The number of credits obtained with the examination should be stated after the name of each examination. The total number of credits obtained through these examinations should be stated.

(2) The final grade of the Master's examination shall be derived from the arithmetic mean weighted by credits of the grades for the module examinations, the dissertation and the colloquiums in accordance with § 9 (4) and (5).

(3) The certificate must be signed by the chair of the examination committee. The certificate shall bear the date on which the last examination was taken.

(4) In addition to the certificate the ECTS final grade will be stated according to the following grading scale:

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

The final note will be taken into account with two decimal places and will be stated in relation to the ECTS final grade. Further decimal places will be neither rounded up nor down but rather ignored.

(5) The reference parameter for the calculation of the relative ECTS final grade will be the graduate grades from the previous 6 semesters. If this group should not consist of at least 60 persons, more semesters shall be included until at least 60 persons are included. Only entire semesters should be taken into account.

(6) If there are less than 6 final semesters and/or less than 60 graduates in this course the relative ECTS final grade will be stated only upon request. In this case the reference parameter pursuant to clause (5) will be completely, additionally resp. supplementary composed of graduates of equivalent degree programmes or several equivalent degree programmes. Further details will be decided by the examination

committee; this should be recorded. If the reference parameter is composed according to this clause, it shall be explained in an explanatory note.

## **§ 27**

### **Diploma Supplement**

(1) The graduate shall be issued with a Diploma Supplement and Transcript of Records along with the Master's examination certificate.

(2) The Diploma Supplement shall contain details of the course, its requirements and content, the grading system and the way in which it was passed; it shall also contain information about the university and the German system of academic studies.

(3) The Transcript of Records shall provide information in particular about the content of subjects/modules passed through examination and the credits obtained.

## **§ 28**

### **Master's Diploma**

(1) Before or at the time of the receipt of the certificate the candidate shall be issued with the Master's diploma showing the date of the certificate and details of the course. The award of the academic degree laid down in § 2 will be recorded in the Master's diploma. The certificate will be issued in English; upon request it can also be issued in German.

(2) The Master's diploma shall be signed by the President and the chair of the examination committee und sealed using the embossed seal of the Hochschule Ostwestfalen-Lippe.

## **§ 29**

### **Additional Subjects**

(1) An examination in an additional subject means that a candidate taking the advanced Master's programme in International Facade Design and Construction has chosen and passed more than the required number of elective subjects taken from a list of such subjects. The first examinations taken shall be deemed to be examinations in elective subjects unless the candidate has specified otherwise before the first examination attempt or in a permissible manner at a later date. If the necessary number of credits has been achieved in a list of elective subjects, further subjects from this list in which credits have been obtained shall be deemed to be additional subjects; § 13 (2) remains unaffected.

(2) The admission requirements for additional examinations pursuant to clause 1 derives from § 13.

(3) The result of an examination in an additional subject and the number of credits obtained will on application be recorded on the certificate, but it will not be taken into account in determining the final grade and total number of credits.

#### **IV. Non-Validity of Examinations, Revocation of the Master's degree, Inspection of the Examination Documents**

##### **§ 30**

##### **Non-Validity of the Master's Examination, Revocation of the Master's Degree**

- (1) If a candidate cheats during an examination and this does not become known until after the certificate has been issued, the examination committee may subsequently accordingly correct the grades for those examinations in which the candidate has cheated and declare the examination wholly or partially failed.
- (2) If the conditions for admission to an examination were not fulfilled, without the candidate having intended to cheat about this and this does not become known until after the certificate has been issued, this shortcoming is remedied by passing the examination. If the candidate has wrongly obtained admission by intent, the examination committee shall decide on the legal consequences taking account of the Act on Administrative Procedures for the State of North Rhine-Westphalia.
- (3) The person concerned should be given an opportunity to comment before a decision is taken.
- (4) The incorrect examination certificate should be withdrawn and, if necessary, a new one should be issued. No decision pursuant to clause 1 and the first sentence of clause 2 may be made after a period of five years has elapsed following the issue of the examination certificate.
- (5) If the examination has been declared to have been failed overall, the Master's degree must be revoked and the Master's diploma withdrawn.

##### **§ 31**

##### **Inspection of the Examination Documents**

After the result of each examination has been released, the candidate shall on request be allowed in due course to inspect the respective examination documents relating to him or her. The chair of the examination committee shall determine the location and date of this inspection.

#### **V. Final Provisions**

##### **§ 32**

##### **Transitory Provisions**

- (1) This examination regulation will be applicable to students, who are admitted to the Master's programme in International Facade Design and Construction at the Hochschule Ostwestfalen-Lippe from the winter semester 2011/2012 on.
- (2) Students who commenced studies in the Master's programme in International Facade Design and Construction at the Hochschule Ostwestfalen-Lippe before the

winter semester 2011/2012 can take their examinations according to the Master's examination regulations for the advanced Master's programme in International Facade Design and Construction at the Hochschule Ostwestfalen-Lippe of 21 July 2008 (Verkündungsblatt der Hochschule Ostwestfalen-Lippe 2008/Nr. 12) in accordance with their contracts and pursuant to clause (3).

(3) If the MPO IFDC of 21 July 2008 (Verkündungsblatt der Hochschule Ostwestfalen-Lippe 2008/Nr. 12) will be applicable to students, it will be applicable pursuant to the following regulations:

1. **§ 6** shall be amended as follows:

a) clause 1 is replaced by the following:

„(1) The faculty council of the Department of Architecture and Interior Design shall elect an examination committee to organise the examinations and carry out the tasks assigned by these examination regulations. The examination committee shall consist of the chair, the deputy and three further members. The chair, the deputy and a further member shall be selected from the group of university professors, one member shall be selected from the group of academic staff and one member shall be selected from the group of the participating students. Accordingly personal deputies for the members of the examination committee shall be selected, except for the chair and his deputy. The period of office for the member selected from the group of participants shall be one year, for the other members four years. Re-election shall be permissible.”

b) clause 4 is replaced by the following:

„(4) The examination committee shall have a quorum if, in addition to the chair or his or her deputy and one professor, at least one member is present. The examination committee shall adopt decisions by a simple majority. The chair's vote shall be the deciding vote in the event of a tie. The student member of the examination committee will not take part in decisions concerning educational-academic matters, in particular not in those concerning recognition and assessment of credits and examinations and appointment of examiners and assessors.”

c) clause 5 is replaced by the following:

„(5) The members of the examination committee shall have the right to be present during examinations, except for the student member who wishes to take the same examination on the same day.”

2. In **§ 9** clause 1 the following sentence 4 is added after sentence 3:

“The subject grades shall be determined according to the grading scale in Appendix 2.”

3. In **§ 12** clause 3 “18” is replaced by “18a”.

4. **§ 16** clause 1 is replaced by the following:



“(1) Oral examinations are generally held before an examiner in the presence of an expert assessor or before several examiners in the form of group or individual examinations. In principle each candidate will be tested in each area by only one examiner. The duration of an oral examination is 15 to 30 minutes per candidate, whereby the duration of the examination for all candidates is determined by the examination committee in agreement with the examiner. The examiner must consult the assessor before determining the grade and, where there are several examiners, they must consult each other.”

5. In **§ 17** clause 1 “at least four weeks” is replaced by “at least two weeks”. “20 – 25 minutes” is replaced by “15 – 20 minutes”.

6. **§ 18** shall be amended as follows:

a) In clause 1 “at least four weeks” is replaced by “at least two weeks”.

b) In clause 4 “20 – 25 minutes” is replaced by “15 – 20 minutes”

7. After **§ 18** the following **§ 18** is added:

#### **“§ 18a Composition with Colloquium**

(1) In the "Composition with Colloquium" type of examination an assignment relating to the subject in question should be tackled without assistance. Depending on the problem, a draft, a model, a piece of work or a written or digital composition should be prepared; combined forms are permissible. The assignment should contain advice on the scope of the composition. The time allotted for the composition shall be at least two weeks.

(2) After approval by the examination committee the assignment, the entity to which the composition should be submitted and the advice that the composition should be submitted by the time of registration for the colloquium shall be notified to students in written form by the competent member of the teaching staff or announced in a notice.

(3) The composition should be submitted by the time of registration for the colloquium (submission deadline) at the place shown on the written notification of the assignment. The date of submission must be recorded. If the composition is delivered by post or by a comparable commercial delivery service, the relevant criterion for determining the date is the date it was received by the post office or delivery service. When the composition is submitted, the candidate must provide a written assurance that he has prepared his work or, in the event of group work, his appropriately marked part of the work without assistance and that he has not used any sources and aids other than those stated and identified in citations.

(4) A colloquium with a duration of 15-20 minutes per candidate should follow the composition. During the colloquium the composition should be explained by the candidate. The composition and the colloquium shall be assessed as a single unit.

(5) The examination committee shall set the colloquium dates after agreement with the examiner(s) and shall announce them in good time, normally at least two weeks beforehand.

(6) § 15 (3) shall apply with the necessary modifications. § 16 shall apply with the necessary modifications to the colloquium.”

8. In **§ 26** the following clauses 4 to 6 will be added after clause 3:

“(4) In addition to the certificate the ECTS final grade will be stated according to the following grading scale:

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

The final note will be taken into account with two decimal places and will be stated in relation to the ECTS final grade. Further decimal places will be neither rounded up nor down but rather ignored.

(5) The reference parameter for the calculation of the relative ECTS final grade will be the graduate grades from the previous 6 semesters. If this group should not consist of at least 60 persons, more semesters shall be included until at least 60 persons are included. Only entire semesters will be taken into account.

(6) If there are less than 6 final semesters and/or less than 60 graduates in this course the relative ECTS final grade will be stated only upon request. In this case the reference parameter pursuant to clause (5) will be completely, additional resp. supplementary composed of graduates of equivalent degree programmes or several equivalent degree programmes. Further details will be decided by the examination committee; this should be recorded. If the reference parameter is composed according to this clause, it shall be explained in an explanatory note.”

9. In **§ 28** clause 1 the following sentence 3 will be added after sentence 2:

“The certificate will be issued in English; upon request it can also be issued in German.”

10. After appendix 1 B the following appendix 2 is added:

### **Grading Scale**

<b>Subject grade</b>	<b>Percentage points</b>
1,0	At least 95 % of required credits were obtained
1,3	At least 90 %, but less than 95 % of required credits were obtained
1,7	At least 85 %, but less than 90 % of required credits were obtained
2,0	At least 80 %, but less than 85 % of required credits were obtained
2,3	At least 75 %, but less than 80 % of required credits were obtained
2,7	At least 70 %, but less than 75 % of required credits were obtained
3,0	At least 65 %, but less than 70 % of required credits were obtained
3,3	At least 60 %, but less than 65 % of required credits were obtained
3,7	At least 55 %, but less than 60 % of required credits were obtained
4,0	At least 50 %, but less than 55 % of required credits were obtained
5,0	Less than 50 % of required credits were obtained

### **§ 33**

#### **Entry into Force and Publication**

(1) These examination regulations shall enter into force on September 1<sup>st</sup>, 2011. Enrolment in the advanced Master's programme in International Facade Design and Construction will take place for the first time in the 2008/2009 winter semester.

(2) These examination regulations will be published in the Verkündungsblatt der Hochschule Ostwestfalen-Lippe.

These examination regulations have been drawn up following a review by the Office of the President of the Hochschule Ostwestfalen-Lippe and on the basis of a decision by the faculty council of the Department of Architecture and Interior Design of 9 April 2008.

Lemgo, 21 July 2008

The President  
of the Hochschule Ostwestfalen-Lippe

Prof. Tilmann Fischer

## Advanced Part-Time Master's programme in International Facade Design and Construction

Module/ Subject No.	Module/Subject	Reference	Total		Semester/SWS				University/ Industrial Partner (IP)
			SWS	CR	1	2	3	4	
					V Ü	V Ü	V Ü	V Ü	

COMPULSORY MODULES/SUBJECTS <sup>1)</sup>									
<b>Basic Modules</b>									
1950	Facade Basics	IFDC M 1	8	10	5 3				HS OWL/IP
1951	Facade Communication	IFDC M 2	4	8	1 1	1 1			HS OWL
1952	Facade Comfort and Dimensioning	IFDC M 4	8	10		8 0			HS OWL/IP
1953	Facade Project	IFDC M 7	6	10			3 3		HS OWL/IP
<b>Conference Modules</b>									
1954	Symposium 1	IFDC M 3	10	8	5 5				HS OWL/ HS Luzern
1955	Symposium 2	IFDC M 5	10	8		5 5			TU Delft/ UoB
1956	Symposium 3	IFDC M 8	10	8			5 5		HS OWL/ HS Luzern
<b>TOTAL COMPULSORY MODULES/SUBJECTS</b>			<b>56</b>	<b>62</b>	<b>20</b>	<b>20</b>	<b>16</b>		

ELECTIVE MODULES/SUBJECTS <sup>2)</sup>									
<b>Facade Concept Modules</b>									
1957	Concept: Design and Planning	IFDC M 6.1	6	8		1 2	1 2		HS OWL/IP
1958	Concept: Construction and Technology	IFDC M 6.2	6	8		1 2	1 2		HS OWL/IP
1959	Concept: Materials and Technology	IFDC M 6.3	6	8		1 2	1 2		HS OWL/IP
1960	Concept: Production and Assembly Software Application	IFDC M 6.4	6	8		1 2	1 2		HS OWL/IP
1961	Concept: Comfort and Energy	IFDC M 6.5	6	8		1 2	1 2		HS OWL/IP
<b>TOTAL</b>			<b>6</b>	<b>8</b>		<b>3</b>	<b>3</b>		

	Dissertation			15				x	HS OWL
	Colloquium			5				x	HS OWL

<b>TOTAL SWS</b>			<b>62</b>		<b>20</b>	<b>23</b>	<b>19</b>		
<b>TOTAL CR</b>				<b>90</b>	<b>18</b>	<b>26</b>	<b>26</b>	<b>20</b>	

V = Lecture    Ü = Practical    CR = Credits    SWS = Semester credit hours

1) An examination is to be taken in each of the compulsory subjects bearing a subject number.

3) 8 credits are to be obtained by an examination in an elective module/subject.

**Grading Scale****Appendix 1**

<b>Subject grade</b>	<b>Percentage points</b>
1,0	At least 95 % of required credits were obtained
1,3	At least 90 %, but less than 95 % of required credits were obtained
1,7	At least 85 %, but less than 90 % of required credits were obtained
2,0	At least 80 %, but less than 85 % of required credits were obtained
2,3	At least 75 %, but less than 80 % of required credits were obtained
2,7	At least 70 %, but less than 75 % of required credits were obtained
3,0	At least 65 %, but less than 70 % of required credits were obtained
3,3	At least 60 %, but less than 65 % of required credits were obtained
3,7	At least 55 %, but less than 60 % of required credits were obtained
4,0	At least 50 %, but less than 55 % of required credits were obtained
5,0	Less than 50 % of required credits were obtained