

Examination Regulations
for the Master's degree program Spatial Planning
at the Faculty of Spatial Planning
of TU Dortmund University
of 20 October 2020

According to Section 2 (4) in connection with Section 64 (1) North Rhine-Westphalia Higher Education Act (*Hochschulgesetz NRW*, HG) of 16 September 2014 (GV. NRW. p.547), last amended by Article 10 of the Act on Consistent and Solidarity-based Management of the COVID 19 Pandemic in North Rhine-Westphalia and for the adaptation of state law with regard to the effects of a pandemic (*Gesetz zur konsequenten und solidarischen Bewältigung der COVID-19-Pandemie in Nordrhein-Westfalen und zur Anpassung des Landesrechts im Hinblick auf die Auswirkungen einer Pandemie*) of 14 April 2020 (GV. NRW. p.218b), TU Dortmund University has issued the following regulations:

Table of Contents

I. General provisions

- Section 1 Scope of validity of Master's Examination Regulations
- Section 2 Study objectives
- Section 3 Application requirements and admission
- Section 4 Master's degree
- Section 5 Standard program duration, scope of studies and credit point system
- Section 6 Modules and module handbook

II. General examination regulations

- Section 7 Admission to courses with limited number of participants
- Section 8 Examinations
- Section 9 Disadvantage compensation
- Section 10 Maternal protection
- Section 11 Repetition of examinations
- Section 12 Written examinations
- Section 13 Seminar papers/written assignments
- Section 14 Oral examinations
- Section 15 Examination Board
- Section 16 Admission board
- Section 17 Examiners and observers
- Section 18 Viewing of examination records
- Section 19 Recognition of examination achievements, placement into advanced semesters
- Section 20 Absence, withdrawal, deception, violation of regulations

III. Module examinations

- Section 21 Master Project / Master Design Studio
- Section 22 Specialization focus
- Section 23 Master's thesis

IV. Graduation

- Section 24 Admission to Master's examination
- Section 25 Master's examination
- Section 26 Evaluation of course-related examination performance, acquisition of credit points, calculation of grades
- Section 27 Additional qualifications

Section 28 Master's diploma, Master's certificate, documents for a change of university

Section 29 Certification of specialization focus

Section 30 Invalidity of examination achievements and withdrawal of Master's degree

V. Final provisions

Section 31 Entry into force, publication, transitional provisions

I. General provisions

Section 1

Scope of validity of Master's Examination Regulations

These Master's degree examination regulations shall apply to the Master's degree program Spatial Planning at the Faculty of Spatial Planning of TU Dortmund University. In accordance with Section 64 of the North Rhine-Westphalia Higher Education Act (*Hochschulgesetz NRW*, HG), they regulate the structure of the Master's degree program.

Section 2

Study objectives

- (1) The Master's degree program serves in particular to prepare students for a professional career in international fields of activity in science and research, but also for practical professional fields of spatial planning that require a close connection between research and practical orientation. This takes into account the increasing demands of professional practice for scientifically based planning knowledge and skills to lead extensive projects at all planning and decision-making levels of spatial planning and to lead interdisciplinary working groups.
- (2) With the consecutive Master's degree program Spatial Planning, a further professionally qualifying degree is acquired. At the same time, the Master's degree program prepares students for doctoral studies.
- (3) In the Master's degree program Spatial Planning, students are particularly enabled to apply basic knowledge of spatial planning in new contexts in an interdisciplinary manner and to deepen their knowledge and skills individually in self-selected areas from the research activities of the Faculty of Spatial Planning.
- (4) Based on the competencies and skills acquired in the Master's degree program Spatial Planning, spatial planners are qualified to
 - analyze and evaluate the natural, social, cultural, economic and technical prerequisites of spatial planning activities in a scientifically sound manner;
 - recognize and evaluate the spatial effects of social, economic and cultural developments at all spatial levels;
 - participate creatively in the further development of spatial planning as a science on the basis of comprehensive scientific methods and international research findings;
 - contribute to solutions for complex spatial planning tasks in an analytical, methodical and design-oriented manner;
 - integrate global challenges such as climate change and demographic change with their requirements into planning at local, regional and European level;
 - manage and moderate comprehensive spatial development projects and lead interdisciplinary working groups;
 - communicate the specific concerns and goals of spatial planning to policy makers and various societal audiences at different planning and decision-making levels of spatial planning;
 - critically analyze and reflect on one's own actions against the background of current national and international debates in spatial and planning sciences.

- (5) The Master's examination is intended to determine whether students have acquired the thorough specialist knowledge necessary for leading positions in professional practice, have a comprehensive overview of the contexts of their subject, and possess the ability to independently apply advanced scientific methods and findings, both alone and in groups.

Section 3

Application requirements and admission

- (1) Admission requirements for the Master's degree program are in principle
 - a) a qualified Bachelor's degree, i.e., with a grade of at least "satisfactory", or a Diploma degree (*Diplomstudium*) Spatial Planning from the Faculty of Spatial Planning at TU Dortmund University, or
 - b) a qualified, i.e., at least "satisfactory", university degree in the field of study of urban and regional planning, e.g., Urban Planning or Urban and Regional Planning, at a university within the scope of the Basic Law with an overall scope of study of at least 240 credit points (CP) or
 - c) a qualified, i.e., at least "satisfactory", university degree in the field of study of urban and regional planning, e.g., Urban Planning or Urban and Regional Planning, at a university within the scope of the Basic Law with a scope of study of less than 240 credit points (CP) or
 - d) a qualified university degree, i.e., with at least the grade "satisfactory", in the field of study of urban and regional planning at a university outside the area of application of the Basic Law.
- (2) The determination of the admission requirement according to subsection 1 letter a is made *ex officio*. The determination of the admission requirement according to subsection 1 letter b and d shall be made upon application by the admission board (Section 16) of the faculty. In the cases of subsection 1 letter b, the admission qualification is determined if there is no significant difference in the content, scope and requirements of the program durations and achievements to those of the Bachelor's degree program Spatial Planning at TU Dortmund University. In the cases of subsection 1 letter c and d, the admission qualification is determined if there is no significant difference in the content and requirements of the achievements compared to those of the Bachelor's degree program Spatial Planning and missing credit points are subsequently acquired according to subsections 5 to 6.
- (3) Depending on the courses and specializations planned for each of the upcoming two semesters, applicants who have completed a qualified degree program in related fields (e.g. geography, landscape planning, architecture, civil engineering or urban planning), i.e., with a grade of at least "satisfactory", may be admitted to the Master's program in individual cases if there is no significant difference in the content of the degree program compared to that of the Bachelor's degree program Spatial Planning.
- (4) The admission board (Section 16) decides on all applications. Applicants shall submit the documents required for admission according to subsection 9 in due time according to subsection 10. Certificates and documents issued neither in German nor in English shall be submitted in certified German or English translation.
- (5) Applicants according to subsection 1 letter c or d or according to subsection 3 can be admitted with the condition to make up for missing achievements, especially if the previous Bachelor's degree program has a lower scope of studies than the Bachelor's program Spatial Planning at TU Dortmund University.

- (6) Depending on the extent and type of the achievements to be compensated, these must either be made up during the Master's degree program at the Faculty of Spatial Planning (alignment studies, *Angleichstudium*) or proven before the start of the program.
- (7) The maximum scope of imposed conditions is usually 60 CP. The corresponding determinations are made by the admission board. Section 8 (1), sentence 1 and 5 and subsection 2, sentence 1 shall apply accordingly to the examinations to be taken as part of the requirements.
- (8) If an applicant does not yet have the Bachelor's degree certificate, the Examination Board may admit this applicant to the chosen Master's degree program if the applicant provides proof that he or she has successfully passed all examinations of a Bachelor's degree program in accordance with subsection 1.
- (9) Applicants according to subsection 3 must submit the following application documents in German or English in addition to the application for admission from the Student Registration Office or the International Office of TU Dortmund University:
 - Certificates and documents showing fulfillment of the admission requirements according to Section 3 of the Master's Examination Regulations for Spatial Planning.
- (10) The deadlines for the submission of applications for admission, as well as the method and place of submission, are determined and announced by the Admission Board.
- (11) Applicants who have acquired their university entrance qualification or a degree in accordance with Section 3 of the Master's Examination Regulations for Spatial Planning outside the area of application of the German Basic Law and whose native language is not German must also provide evidence of the acquisition of sufficient German language skills.
- (12) Knowledge of the German language can be proven by the German Language Test for University Admission of Foreign Study Applicants (DSH-2) or other adequate certified training in the German language. For admission to the Master's degree program Spatial Planning, participation in a personal interview is also required due to the specific requirements of the project study program.
- (13) Provided that there is a sufficient offer of English-language modules and module elements in the respective upcoming two semesters, applicants who can prove sufficient English language skills for the degree program may also be admitted. If the native language of the applicant is not English, very good English language skills, both spoken and written, must be demonstrated before admission to the degree program. These are considered to be proven if the study applicant submits certificates with the following minimum scores: TOEFL (550 points paper-based, 213 computer-based, 80 internet-based) or IELTS (minimum of 6,0 points) or MELAB (minimum of 78 points).
- (14) If the academic degree was acquired abroad, the equivalence agreements approved by the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany and the German Rectors' Conference, agreements within the framework of university partnerships and the recommendations of the Central Office for Foreign Education (*Zentralstelle für ausländisches Bildungswesen, ZAB*) must be taken into account when examining the materiality of differences. Furthermore, the Central Office for Foreign Education can be consulted in case of doubts about the equivalence. Credit points acquired within the framework of ECTS will be credited if the necessary requirements are met.
- (15) Admission shall be denied if the applicant fails to submit the required documents according to subsection 4.

- (16) Granted admissions are exclusively valid for the semester for which an admission was requested. In the case of requirements according to subsections 5 and 6, an extended validity may be noted on the admission.

Section 4

Master's degree

Based on the successful completion of the Master's examination (Section 25 (2)), TU Dortmund University awards the academic degree Master of Science (M. Sc.) through the Faculty of Spatial Planning.

Section 5

Standard program duration, scope of studies and credit point system

- (1) The Master's degree program Spatial Planning can be studied as a full-time or part-time degree program.
- (2) The standard program duration of the Master's degree program is two semesters for full-time and three semesters for part-time and includes the completion of the Master's thesis.
- (3) It is possible to switch between full-time and part-time studies on a semester-by-semester basis. If a change is to be made, this must be bindingly declared to the Student Registration Office of TU Dortmund University within the framework of the re-registration for the next semester.
- (4) The degree program is structured on the basis of a credit point system compatible with the European Credit Transfer System (ECTS). Each module is assigned a number of credit points (CP) according to its assumed study effort. One credit point in the sense of these examination regulations corresponds to one ECTS point, for which a workload of approximately 30 hours is assumed for the student in attendance and self-study. In the Master's degree program, a total of 60 CP must be acquired through participation in the modules according to Section 25 (2) and the passing of the associated examinations.
- (5) As a rule, 30 CP per semester must be acquired in full-time studies. In part-time studies, a maximum of 20 CP can usually be acquired per semester.
- (6) Credit points are awarded on the basis of successfully and entirely completed modules.
- (7) The degree program can be taken up in the summer or winter semester. If all prerequisites according to Section 3 (1) letter a are met, enrollment is possible at any time.
- (8) Admission on the basis of Section 3 (13) may be limited to the winter semester.

Section 6

Modules and module handbook

- (1) The degree program is divided into modules, each of which extends over a maximum of two semesters. Modules are self-contained units of study, rounded off in terms of content and time, with a scope of usually at least 5 credit points.
- (2) In Section 25 (2) the modules are presented including the credits and examinations to be acquired. All modules of the Master's examination according to Section 25 (2) are specified in a module handbook.

- (3) The decision on the preparation and amendment of the module handbook is made by the Faculty Council of the Faculty of Spatial Planning.
- (4) The module handbook contains in particular the specification of the examinations to be taken with the associated course content and competencies to be acquired as well as the course cycle, the module structure and the division into module elements and their course types.
- (5) The module handbook specifies whether module elements are compulsory (*Pflicht*, P) or compulsory elective (*Wahlpflicht*, WP). Compulsory elements must be completed by all students. If module elements are marked as compulsory electives, students can choose from at least two alternatives for each element marked in this way.
- (6) Courses in the Master's degree program Spatial Planning are announced at the beginning of each semester in the annotated course catalog.
- (7) The module handbook indicates the permissible course language for each module. In elective modules and elective elements, courses can be offered in English if there is at least one German-language alternative. The examination is conducted in the language of the course. The foreign language of a course is announced by the lecturers/teachers in the annotated course catalog before the start of the course.
- (8) Students admitted on the basis of Section 3 (13) are entitled to a course offering in English.

II. General examination regulations

Section 7

Admission to courses with limited number of participants

- (1) The number of participants in the courses of the Master's degree program Spatial Planning may be limited for the reasons stated in Section 59 (2) sentence 1 Higher Education Act (*Hochschulgesetz*, HG).
- (2) The Faculty Council of the Faculty of Spatial Planning determines the limitation of the number of participants as well as the maximum number of participants for the respective courses and shall announce this in an appropriate manner.
- (3) If the number of applicants exceeds the admission capacity, the respective teacher can request that the Dean or a teacher charged with this task by the Dean shall regulate admission with the participation of the Faculty's Commission for Teaching and Studies. Applicants must be considered in the following order:
 1. Students who depend on attending the course at this time according to their study schedules within the framework of their chosen degree program.

Students are deemed as depending on attending a course include, on the one hand, those for whom the course is designed according to the module descriptions in the module handbook and the study plan of a given semester, and, on the other hand, students who are in the last semester according to the standard program duration or in a later semester and who need the course in order to complete their Master's program within the standard program duration or in a timely manner.
 2. Students who are not dependent on attending the course within the degree program of their choice at the given point of time or who are admitted as cross-registered students pursuant to Section 52 (2) HG and who depend on attending the course at this time according to their study plan within the framework of

- their chosen degree program.
3. Students who are admitted to the respective course as cross-registered students pursuant to Section 52 (2) HG.
 4. Other students of TU Dortmund University, on condition that they meet the requirements for participation in the course.
- (4) Where a selection is necessary within a group, the candidates must be considered in the following order:
1. Students with a long-term or permanent physical disability, chronic illness or with care requirements (care of children living in the same household who have to be looked after most of the time, care of spouse or registered life partner, or persons to whom the student is related in straight line of descent or a relative in the first degree, on condition that they need long-term care).
 2. Students for whom it is essential to repeat a course in the respective module.
 3. Upon exhaustion of the other criteria, a decision shall be made by lot.
- (5) During the application procedure, the candidates themselves must inform the Dean of the fulfilment of the conditions relating to the criteria set out in sentences 1 and 2 of subsection 4 within the specified and published deadlines.
- (6) The Faculty of Spatial Planning ensures, within the framework of the available resources, that the students mentioned under subsection 3 sentence 1 generally do not suffer any loss of time or at most a loss of one semester due to the limitation of the number of participants.

Section 8

Examinations

- (1) As a rule, all elements of a module are completed by only one examination (module examination) after attending the courses. In particularly justified cases, several modules can also be completed with a joint examination. The module is completed by a graded module examination. Exceptionally, modules can also be completed by examinations for individual module elements (individual course requirements). The respective types of examination (module examination or individual course requirements) result from Section 25 (2).
- (2) The module examinations and individual course requirements are usually carried out during the degree program in the form of written examinations, seminar papers, oral examinations as well as other module-related examination performances according to Section 0 of these examination regulations. With the approval of the Examination Board, the responsible lecturers/teachers may in individual cases determine other suitable forms of examination or conduct examinations in electronic form or by electronic communication.
- (3) In modules that conclude with a module examination, the module handbook can stipulate that admission to the module examination is made dependent on the successful completion of additional requirements (coursework). These can be in particular: exposé, interim report, interim presentation as well as topic- and area-specific performances. Study achievements can be graded or assessed as "passed" respectively "failed". The requirements of such coursework are clearly below the requirements of the module examination of the respective module in terms of form and scope.
- (4) The form and scope of the module examinations, individual course requirements and coursework are specified in the module handbook.

- (5) Examination performances in written or oral examinations with which a degree program is completed, and in repeat examinations for which no compensation option is provided in the event of a final failure, are to be evaluated by at least two examiners.
- (6) The assessment of the module examinations or individual course requirements is to be communicated by the examiners to the Examination Board without delay. The assessment of written examinations is to be made known to the students at the latest after six weeks, but at least two weeks before an associated repeat examination.
- (7) Provided that a proper examination procedure is ensured, the Examination Board may, upon request, grant exceptions with regard to the type, place, and time of the examination if a justified study-promoting stay abroad is intended at the scheduled examination time and participation in the regular examination procedure is unreasonable.
- (8) Examinations during a semester of leave shall be subject to the requirements of Section 48 (5) of the Higher Education Act.
- (9) The obligation of regular attendance can be provided for courses whose learning objective cannot be achieved without the active participation of the students. The respective lecturers shall decide on the compulsory attendance insofar as the module handbook provides for this possibility. The Faculty Council decides on regulations in this regard in the module handbook either on the basis of a favorable vote by the Student Advisory Council or by a two-thirds majority. The lecturer must indicate the compulsory attendance when announcing the course.

Section 9

Disadvantage compensation

- (1) If the student provides a medical certificate showing that he or she is unable to complete all or part of an examination in the prescribed form, duration or time limit due to a long-term or permanent disability or chronic illness, the chairperson of the Examination Board or the Board of Postgraduate Studies shall determine in which other form, duration or time limit the examination is to be completed. This also applies to the acquisition of a requirement for participation. Furthermore, deviations may be provided with regard to the use of aids or assistants as well as to the number of and requirements for the repetition of examination performances. In the case of persons with a disability or chronic illness, it should cover all examinations to be taken during the degree program, unless a change in the clinical picture or disability is to be expected. In case of doubt, the responsible person or office for questions concerning the interests of disabled students (e.g. the Department of Disability and Studies, part of the Center for Higher Education at TU Dortmund University) will be involved.
- (2) The disadvantage compensation is granted on a case-by-case basis upon application to the Examination Board and must be submitted to the Central Examination Administration. Examination procedures take into account periods of absence due to the care of children living in the household who are predominantly to be cared for, the care of the spouse, the registered spouse respectively partner or a relative in the direct line or first-degree relative by marriage, insofar as the latter is in need of care.

Section 10

Maternal protection

The statutory maternity protection periods as well as the corresponding provisions of the Maternity Protection Act (*Mutterschutzgesetz*, MSchG) apply, cf. Section 64 (2) no.5 and (2a) HG NRW.

Section 11

Repetition of examinations

- (1) The module examinations and the individual course requirements can be repeated once if they have not been passed or are deemed to have not been passed. A failed examination must be repeated within two semesters. Otherwise, students lose the right to take the examination, unless they prove that they are not responsible for missing the deadline. The time limit shall be extended in the cases of Section 64 (3a) Higher Education Act by the periods specified therein for each of the cases. Passed examinations cannot be repeated. Coursework may be repeated as often as required.
- (2) Upon application to the Examination Board within three months from the announcement of the assessment of the first repeated examination, the candidate, with a credit score of at least 120, will be allowed an additional retake of a single examination (third attempt), which he or she cannot retake according to sentence 1. If no application is made within the application deadline, the Master's examination is definitively failed. The dates for the third attempt are set and announced by the Examination Board.
- (3) In case of failure of an individual course requirement in a compulsory module, only this individual course requirement has to be repeated. In case of failure of an individual course requirement for elective compulsory elements, the repeated examination can also be taken for other elective compulsory elements of the module.

Section 12

Written examinations

- (1) For examinations in the form of written examinations, a processing time of a minimum of 90 and a maximum of 180 minutes is to be specified in the module handbook. Permitted aids will be announced by the respective lecturer in the course prior to the examination.
- (2) The written examinations are conducted under supervision and are not open to the public. Participants must identify themselves by means of a student ID or official photo ID. Participation in written examinations requires electronic registration on the Central Examination Administration portal set up by TU Dortmund University. Registration is possible up to three working days before the day of the exam at the latest and can be revoked up to one day before the exam (deregistration).
- (3) Three consecutive dates are set by the Examination Board for the written examination (examination campaign). A first-time participation in the examination campaign must take place on the first or second date. The third date of an examination campaign serves exclusively for repetition; a first-time participation in the examination campaign on the third date is excluded.
- (4) The first and second dates of an examination campaign should be offered by the end of the lecture-free period following the course; the third date can also be in the following semester. Students may participate in only one examination campaign per module examination or individual course requirement. The first repeat attempt pursuant to Section 11 (1) must be taken by students within the examination campaign assigned to the first examination attempt. Students who do not register for the first repeat examination within the examination campaign lose the examination entitlement. The second repeat examination of the examination campaign can exceptionally be taken at the latest on the first date of the immediately following examination campaign. The module examination is definitively failed if a student has participated in the second repeat examination without success. If the student was

unable to attend an examination date through no fault of his or her own (Section 20 (2)), he or she may attend the next examination date within the examination campaign.

- (5) Dates for written examinations are announced within the semester of the course, but no later than 30 June for examinations following the lecture period in the summer semester or 31 December for examinations following the lecture period in the winter semester.

Section 13

Seminar papers/written assignments

- (1) Student research projects are written or graphical elaborations. The type and scope of the work must be announced by the responsible lecturers at the beginning of the semester in the annotated course catalog or 14 days before registration for the examination. If an examination performance is required beforehand, the registration must take place 14 days beforehand.
- (2) The student research project is to be submitted in paper form and/or electronically as determined by the responsible lecturer and is to be evaluated within six weeks. The Examination Board may determine that coursework is to be submitted to the secretariat of the Examination Board instead of to the lecturers. In the event of failure, the student must be given the opportunity to retake the assignment with a new topic when the grade is announced.
- (3) The Examination Board is to be informed about the assessment of a piece of coursework, stating the module or module element and the course title as well as the name and student ID of the student.

Section 14

Oral examinations

- (1) Oral examinations are held before two examiners or one examiner and one qualified observer as a group examination with up to three students or as an individual examination. The duration of the examination should be 20 to 30 minutes per student.
- (2) Students may make suggestions for exam topics that can tie into the subjects of their Master Project and Master Design Studio or a chosen specialization focus.
- (3) The essential items and results of the oral examination shall be recorded in a protocol. If an oral examination is taken before an examiner, the examiner shall hear the observer before determining the grade in accordance with Section 26 (1). The result of the examination shall be announced to the students following the oral examination. Students who wish to take the same examination at a later date shall be admitted as listeners, subject to the space available, unless the student being examined objects. Admission does not extend to the consultations and the announcement of the examination results. In the event of influencing or disrupting the examination, these persons may be excluded as listeners by the examiner.
- (4) The Examination Board shall set examination periods for the oral examinations during the lecture-free period. The Examination Board shall determine the examination dates and the details of the registration procedure and shall announce them in a suitable manner in good time. Withdrawal from the fixed examination date is only possible without giving reasons within a period of three days after the announcement of the examination date. Examinations outside the fixed examination periods are permissible by mutual agreement between the student and the examiners and must be reported to the Examination Board. In case of the cancellation of such a date by mutual

agreement, the Examination Board must be notified.

Section 15

Examination Board

- (1) An Examination Board shall be formed for the organization of the examinations and the tasks assigned by these examination regulations.
- (2) The Examination Board consists of five members, namely three members from the group of university teachers, one member from the group of academic staff and one member from the group of students.
- (3) The members are elected by the Faculty Council separately according to groups for two years, the members from the group of students for one year. The Faculty Council elects substitutes for all members except the chairperson and his or her deputy. The Examination Board elects the chairperson and the deputy chairperson from the members from the group of university teachers. Re-election is permitted. The composition of the Examination Board is announced by the Dean. If the election of the Examination Board or individual members is declared invalid after taking office, this shall not affect the legal validity of the resolutions and official acts previously adopted.
- (4) The Examination Board shall ensure that the provisions of the examination regulations are complied with and shall take the necessary measures for the proper conduct of the examinations. In particular, it is responsible for deciding on objections against decisions made in the examination procedure and for coordinating inter-faculty questions and problems. In addition, the Examination Board shall report to the faculty regularly, at least once a year, on the development of examinations and study periods. It makes suggestions for the reform of the examination regulations and the module handbook. The Examination Board may delegate the business of day-to-day administration, in particular recognition issues, complaints, examiner appointments, as well as the handling of urgent decisions to the chairperson. The decision on objections and the fulfillment of reporting obligations to the Faculty Council are reserved for the Examination Board.
- (5) The Examination Board constitutes a quorum if, in addition to the chairperson or his/her substitute, at least one member from the group of university professors and one other voting member are present. The Examination Board decides by simple majority. In the event of a tie, the chairperson has the casting vote (i.e. the deciding vote). The student members do not participate in pedagogical-scientific decisions. Such decisions include, in particular, the assessment, the recognition of achievements, the determination of examination tasks and the appointment of examiners and observers.
- (6) The members of the Examination Board have the right to attend the taking of examinations.
- (7) The meetings of the Examination Board are not public. The members of the Examination Board, their substitutes, the examiners and the observers are subject to the obligation of discretion. Unless they are employed in the civil service, they must swear an oath of confidentiality to the chairperson of the Examination Board.
- (8) In the performance of its duties, the Examination Board is supported by the secretariat of the Examination Board. In addition, the Examination Board avails itself of the administrative assistance of the Central Examination Administration of TU Dortmund University.

Section 16

Admission board

- (1) The Faculty of Spatial Planning forms an admission board to determine the admission requirements according to Section 3 for the Master's degree program Spatial Planning.
- (2) The admissions board consists of five members, namely three members from the group of university teachers, one member from the group of academic staff and one member from the group of students.
- (3) The members are elected by the Faculty Council separately according to groups for two years, the members from the group of students for one year. The Faculty Council elects substitutes for all members, with the exception of the chairperson and his or her deputy. The admission board elects the chairperson and deputy chairperson from the members from the group of university teachers. Re-election is permitted.
- (4) The admissions board examines whether the applications for admission meet the admission requirements according to Section 3 of the Master's examination regulations Spatial Planning and decides on admission to the Master's degree program Spatial Planning according to Section 3 (2) and (4) of these regulations. The admission board may delegate the handling of day-to-day business to the chairperson. The report to the Faculty is made by the Examination Board.
- (5) The admission board constitutes a quorum if, in addition to the chairperson or his/her deputy and one other member from the group of university teachers, at least one other voting member is present. The admission board decides by simple majority. In the event of a tie, the chairperson has the casting vote.
- (6) The meetings of the admission board are not open to the public. Only the employees entrusted with the admission procedure may attend as guests. They and the members of the board are subject to confidentiality. Unless they are employed in the civil service, they must swear an oath of confidentiality to the chairperson of the Examination Board.
- (7) The main administrative tasks of the admission board are performed by the secretariat of the admission board.

Section 17

Examiners and observers

- (1) The Examination Board appoints the examiners and observers according to the legal provisions. It can confer the appointment upon the chairperson of the Examination Board. Lecturers/teachers at the university and other persons authorized to conduct examinations within the meaning of Section 65 (1) Higher Education Act may be appointed as examiners or observers. An observer may be appointed who has acquired at least the qualification to be determined by the examination or a comparable qualification.
- (2) The examiners are independent in their examination activities.

Section 18

Viewing of examinations records

- (1) After the announcement of the results of a written examination, the candidate is allowed to view the records of this examination. During this viewing, photocopies or

other exact reproductions may be made. The date and place of the viewing shall be fixed by the examiners and announced in an appropriate form.

- (2) The inspection of the other written examination performances and the related assessments shall be granted to the students upon request by the examiners.
- (3) Inspection of the minutes of the oral examinations is granted to the students upon request by the Examination Board.
- (4) If the inspection is not carried out informally in agreement with the examiner, an application for inspection can be submitted to the chairperson of the Examination Board within three months of the announcement of the examination result. The chairperson of the Examination Board shall determine the place and time of inspection.

Section 19

Recognition of examination achievements, placement into advanced semesters

For the recognition of examination achievements and the placement into higher semesters, the currently valid regulations on the recognition of examination achievements for all Bachelor's and Master's degree programs at TU Dortmund University apply.

Section 20

Absence, withdrawal, deception, violation of regulations

- (1) An examination result is assessed as "insufficient" (5.0) or "failed" if the candidate does not appear for the examination appointment without good reason or if he/she withdraws from the examination after it has started without good reason or if he/she has not completed the written examination within the allotted time.
- (2) The reasons given for the withdrawal or the failure to attend must be reported immediately and in writing to the Examination Board and these reasons must be substantiated. In case of illness of the candidate or of a child to be predominantly cared for by the candidate, the submission of a medical certificate is required. In the case of illness of the candidate, the medical certificate must prove the inability to take the examination. In the case of a subsequent withdrawal from an examination already taken, the medical certificate must show that the impairment of performance given during the examination was not recognizable to the student for health reasons and that there was no reasonable cause to doubt the ability to perform. If the Examination Board does not recognize the reasons for the withdrawal or the failure to attend, the candidate will be informed of this in writing.
- (3) If the performance of an examination is influenced by deception or cheating (for example by using impermissible aids, adopting text passages without rendering them as quotations, copying from another candidate etc.) the respective examination shall be deemed "insufficient" (5.0) or "failed". This also applies to attempted deception. If an attempt at deception or deception within the meaning of sentence 1 is detected by the supervisor during an examination, the supervisor shall record this attempt at deception or the deception in writing. The decision as to whether there has been an attempt at deception or an act of deception and thus whether the examination has been assessed as "insufficient" (5.0) or "failed" is made by the respective examiner. Students who disrupt the orderly conduct of the examination may, as a rule after a warning, be excluded from continuing the examination by the respective examiner or the supervisor. In this case, the examination performance in question shall be deemed as "insufficient" (5.0) or "failed". The respective reasons for such decisions are to be recorded on file. In serious cases of deception or disruption, the Examination Board

may exclude the candidate from taking further examinations.

- (4) The Examination Board requires students to submit a written declaration (declaration of authorship/affidavit) for all examinations other than purely oral examinations, stating that they have written the work independently and have not used any sources or aids other than those specified, and that they have indicated verbatim and analogous quotations. Section 23 (10) remains unaffected.
- (5) The examination candidate can demand within a period of 14 days that decisions according to subsection 3 are reviewed by the Examination Board. Incriminating decisions are to be communicated to the candidate in writing without delay, reasons are to be given and instructions on the right to appeal are to be provided. Prior to the decision, the candidate must be given the opportunity and right to a hearing.

III. Module examinations

Section 21

Master Project / Master Design Studio

- (1) The following requirements are placed on the successful completion of the Master Project and Master Design Studio (Module 2).
- (2) Master Projects and Master Design Studios are completed by students working in groups of usually four to six students.
- (3) Registration for the module examination with the Examination Board is required for participation. The registration and deregistration procedure as well as the procedure for distributing students among the Master Project and Master Design Studio is determined by the Examination Board in consultation with the module representative.
- (4) Master Projects and Master Design Studios can be offered in German or English. If they choose, students are entitled to a Master Project or Master Design Studio in German. Students admitted on the basis of the requirements of Section 3 (13) are entitled to an English-language offering.
- (5) The Master Project is completed with a graded module examination (disputation). The disputation lasts a minimum of 90 and a maximum of 120 minutes. The prerequisite for participation in the module examination is the successful completion of topic- and area-specific coursework, which is listed in the module handbook and must be explained by the lecturer at the beginning of the semester according to type and scope. All successfully completed coursework must be submitted together to the lecturers at the time of registration for the module examination. In the disputation, students should also explain individual contributions to the coursework and answer the questions of the lecturers. In the individual grading, the lecturers take into account the students' performance in the disputation, their contributions to the coursework and their other collaboration in the project work.
- (6) The Master Design Studio is completed with a graded module examination (disputation). The disputation lasts 45 to 60 minutes. The prerequisite for participation in the module examination is the successful completion of topic- and area-specific coursework, which is to be listed in the module handbook and explained by the lecturers at the beginning of the semester according to type and scope. All successfully completed coursework must be submitted together to the lecturers at the time of registration for the module examination. In the disputation, students should also explain individual contributions to the coursework and answer the questions of the lecturers. In the individual grading, the lecturers shall take into

account the students' performance in the disputation, their contributions to the coursework and their other collaboration in the Master Design Studio (subsection 7) to an appropriate extent. They shall notify the Examination Board of the grade within two weeks of the disputation.

- (7) The processing of the module examination and the coursework requires the regular and active participation of the members. This includes in particular the preparation and follow-up of meetings, moderation of meetings and taking minutes as well as the processing of work assignments; active participation in supervisory discussions as well as the processing of drawing or graphic individual course requirements, input presentations or similar work assignments.
- (8) If students do not actively participate in the module examination or the course work as defined in Section 21 (7), individual students or groups of students may be excluded from further work in consultation with the Examination Board. Exclusion is possible up to four weeks before the disputation. The students concerned must be informed in writing by the supervisor before a possible exclusion (warning). The warning must be forwarded to the Examination Board.
- (9) If the assessment of the module examination is "insufficient (5.0)", the module examination can be repeated once by participating in a new Master Project or Master Design Studio. The module is definitively failed if the repetition of the module examination is also assessed as "insufficient (5.0)".
- (10) The disputation as part of the module examination may be held in public with the consent of the members.
- (11) The Examination Board must allow the module representative to inspect the examination documents and comments on the Master Project and Master Design Studio.

Section 22

Specialization focus

- (1) Successful completion of the specialization focus (Module 3) is subject to the following requirements.
- (2) Registration with the Examination Board is required for participation in the seminars and exercises. The registration and deregistration procedure as well as the procedure for the distribution of students to the seminars and exercises is determined by the Examination Board in consultation with the module representative.
- (3) Seminars and exercises require the regular and active participation of the students. This includes in particular oral and written contributions to discussions as well as further coursework regulated in the course announcements. The announcement is made at the beginning of the semester or 14 days before registration for the examination. The Examination Board must immediately be informed of the student's successful active participation by the lecturer/teacher.
- (4) In addition, students must be given the opportunity to take an examination (individual course requirement) in the form of a course assignment or an oral examination.
- (5) Passing the module requires active participation in four seminars or exercises. If the required performance according to subsection 3 is not or not sufficiently achieved, the performance can be achieved by participation in a new seminar or exercise.

Section 23

Master's thesis

- (1) The Master's thesis should demonstrate that the student is able to work independently on a problem within a given period of time using scientific methods. It is supervised by two teachers (supervisors), who issue the topic of the Master's thesis and register it with the Examination Board. The students can make suggestions for the topic. The date of the issue is made on record by the Examination Board.
- (2) The Master's thesis can be supervised by all teachers according to Section 17 (1). At least one supervisor must belong to the group of university teachers of the Faculty of Spatial Planning or be a member of the Faculty of Spatial Planning with a doctoral qualification.
- (3) Master's theses can be supervised by scientists with a doctoral or postdoctoral lecture qualification from other faculties, universities or research institutes who meet the requirements of Section 65 (1) HG and are appointed as supervisor with the approval of the Examination Board. In this case, one supervisor must be a member of the group of university teachers of the Faculty of Spatial Planning.
- (4) Students may suggest supervisors for the Master's thesis. The suggestions should be taken into consideration as far as possible. However, the suggestions do not constitute a claim. If students are unable to name a supervisor, the chairperson of the Examination Board will ensure that the student receives a topic for the Master's thesis and a supervisor.
- (5) The Master's thesis must always be written independently as a single work. However, this does not preclude the topic of the Master's thesis being worked on by two persons within a working group. In this case, it must be ensured that the contribution of the individual to be evaluated as an examination performance is clearly distinguishable and assessable according to objective criteria and fulfills the requirements according to subsection 1.
- (6) The processing time for the Master's thesis is four months. It shall be completed during the course of study. The Examination Board may, in individual cases and in agreement with the supervisor, extend the processing period once by up to one month. A request for an extension must be submitted to the Examination Board no later than fourteen days before the end of the processing period. In the case of illness, the deadline for submission must be extended by the duration of the illness, as evidenced by the submission of a medical certificate. If the duration of illness exceeds half of the processing time, the Examination Board may, in consultation with the supervisor, assign the candidate a new topic without crediting an examination attempt.
- (7) The topic of the Master's thesis can only be returned once and only within the first 14 days; the Master's thesis is then considered not to have been started.
- (8) The length of the Master's thesis should not exceed 175,000 characters (without spaces). In agreement with the examiner, the Master's thesis can be written in German or English.
- (9) When handing in the Master's thesis, the student must declare in lieu of an oath that he or she has written the thesis independently and has not used any sources or aids other than those indicated, and that he or she has indicated verbatim and analogous quotations (affidavit, i.e., declaration of independence). The signed declaration must be enclosed with the Master's thesis.
- (10) For the submission of the Master's thesis, the provisions of the Regulations for the Submission of Theses (Bachelor's/Master's) of TU Dortmund University apply in their currently valid version. The Master's thesis is to be uploaded in compliance with sentence 1 in a file format to be determined by the Central Examination Administration, which is suitable for plagiarism detection by a software product. Plagiarism control is carried out by the Examination Board of the Faculty of Spatial

Planning. If the uploading of individual theses or parts of theses is not suitable for technical reasons and/or if there is a contractual agreement with third parties that excludes the publication of theses or parts of theses, the previous analog procedure for the submission of theses according to subsection 2 shall apply by decision of the Examination Board.

- (11) In the analog procedure, the Master's thesis must be submitted to the Examination Board in due time in two printed copies and additionally in an electronic version that can be used for a software product for plagiarism detection (electronic text form); the time of submission must be recorded in the files. In the case of postal delivery, the date of the postmark shall apply. If the Master's thesis is not handed in on time, it is considered to be graded as "insufficient (5.0)". The Master's thesis is examined and evaluated by the supervisors. The evaluation shall be submitted to the Examination Board without delay. The grade of the Master's thesis is calculated from the arithmetic mean of the individual grades and reduced to one decimal place behind the comma without rounding, provided that the difference does not exceed 2.0. If the difference is more than 2.0 or if only one examiner evaluates the Master's thesis with at least "sufficient (4.0)", the Examination Board will appoint a third examiner to evaluate the Master's thesis. In this case, the grade of the Master's thesis is formed from the arithmetic mean of the two better grades; sentence 6 applies. However, the Master's thesis can only be evaluated as "sufficient (4.0)" or better if at least two grades are "sufficient (4.0)" or better.
- (12) The student must be notified of the evaluation of the Master's thesis via the Examination Board no later than six weeks after submission.
- (13) The master thesis can be repeated only once and only as a whole.

IV. Graduation

Section 24

Admission to Master's examination

- (1) Upon enrollment in the Master's degree program Spatial Planning at TU Dortmund University or upon admission as a cross-registered student pursuant to Section 52 (2) HG, a student is deemed admitted to the examinations of the Master's degree program Spatial Planning, unless enrollment or admission is to be denied pursuant to subsection 2.
- (2) Enrollment or admission is to be denied if
 - a) the student has definitively failed an examination required by these examination regulations in the Master's degree program Spatial Planning at TU Dortmund University or in another degree program that has a significant content-related proximity to this degree program, or
 - b) the candidate, after having passed the examination in one of the above-mentioned study programs, has not yet received a final and legally binding decision on the final failure due to a subsequent challenge of the examination notice, or
 - c) the candidate has lost the right to take an examination pursuant to Section 11 (1) for an examination required under these examination regulations in the Master's degree program Spatial Planning at TU Dortmund University, or
 - d) in the candidate's alignment studies (*Angleichstudium*), examinations are required which the candidate has already definitively failed in the Diploma or Bachelor's degree program Spatial Planning at TU Dortmund University.

Section 25

Master's examination

- (1) The Master's examination is composed of examinations according to Section 8, in which a total of 60 credit points must be acquired in compulsory modules.
- (2) The course-related examinations are to be taken in the following modules:

Module number and module title	Type	CP	Examination	
1 General spatial research and spatial planning	P	8	MP	graded
2 Master Project / Master Design Studio	P	12	MP	graded
3 Specialization focus	P	20	2 TL	graded
4 Master's thesis	P	20	MP	graded

P = compulsory, WP = compulsory elective, MP = module examination, TL = individual course requirement

- (3) The examination requirements are specified in the module descriptions (module handbook).
- (4) The Master's examination is passed when all 60 credit points from the examinations have been acquired.
- (5) The Master's examination is entirely definitively failed if the student is no longer able to acquire the required minimum number of credit points in one or more of the modules or if one of the modules mentioned in subsection 2 has been definitively failed.
- (6) If the Master's examination has been definitively failed or if an examination is deemed to have been definitively failed, the Chairperson of the Examination Board shall issue a written notification of this to the student. The notification shall be accompanied by instructions on how to appeal. Upon application, the student will be issued with a certificate of successful completion of the examinations. The addition that this certificate is not valid for presentation at another university shall be included.

Section 26

Evaluation of course-related examination performance, acquisition of credit points, calculation of grades

- (1) The grades for the examinations and passed components are determined by the respective examiners. The following grades are to be used for the evaluation:

very good (1)	=	an excellent performance
good (2)	=	a performance which is considerably above the average requirements
satisfactory (3)	=	a performance which meets the average requirements
sufficient (4)	=	a performance that satisfies the requirements despite its shortcomings
insufficient (5)	=	a performance which does not meet the requirements due to significant deficits

For further differentiation of the course-related examinations, the grades are reduced or increased by 0.3; the grades 0.7, 4.3, 4.7 and 5.3 are excluded.

- (2) The number of credit points assigned to the respective module is acquired if the module examination or all passed components have been assessed with at least

"sufficient (4.0)" or "passed".

- (3) If the module is completed with a module examination, the grade of this examination is the grade for the module. For individual course requirements, the module grade shall be calculated from the arithmetic average of the non-rounded grades of the individual course requirements in the various modules, whereby the grades of the individual course requirements shall be weighted according to the number of corresponding credit points for that module. When calculating the module grades, only the first decimal place after the decimal point is taken into account; all other decimal places are deleted without rounding. Then, the module grades are, in words, for an average value of:
- | | | |
|------------------------|---|---------------|
| up to 1.5 | = | very good, |
| over 1.5 and up to 2.5 | = | good, |
| over 2.5 and up to 3.5 | = | satisfactory, |
| over 3.5 and up to 4.0 | = | sufficient, |
| over 4.0 | = | insufficient. |
- (4) Supplementary to the module grade in words, the average value is given in numerical form.
- (5) The final grade of the Master's examination is calculated from the average value of the individual module grades of all graded modules according to Section 25 (2), which are weighted according to the number of credit points assigned to them. When calculating the final cumulative grade, only the first decimal place after the comma is taken into account; all other places are deleted without rounding.
- (6) The final grade shall also be reported in form of a grade corresponding to the grading system of the European Credit Transfer System (ECTS). In addition to this, ECTS grades may be reported for all graded examination performances. However, this requires a corresponding decision of the Examination Board.

The grades corresponding to the ECTS system are to be reported as follows:

A = usually the best approx. 10% of all successful students;
 B = usually the next approx. 25% of all successful students;
 C = usually the next approx. 30% of all successful students;
 D = usually the next approx. 25% of all successful students;
 E = usually the next approx. 10% of all successful students.

- (7) The ECTS grade is generally calculated by comparing the results of the cohorts over the last six semesters. If this group is smaller than 50 persons, the reference group must be determined from the last 10 semesters. The current semester is generally not to be taken into consideration. As long as no statistical data is available to complete a relative evaluation, no ECTS grades are reported. To assure legally binding grades, the Examination Board may decide to omit the reporting of ECTS grades. Appropriate information shall be provided in the final document. Regarding the composition of the comparison group, distinctions shall be made depending on the degree and the degree program. In addition to this and if objectively justified, a different composition of the comparison group may be allowed. This requires a corresponding decision of the Examination Board.

Section 27

Additional qualifications

- (1) Until the completion of the last examination of the degree program, students can take an examination in further modules with partial credits for elective compulsory elements (WP) of the Master's degree program, in subjects of other programs of the Faculty of Spatial Planning or in subjects of other degree programs that are part of

cooperation agreements with the Faculty of Spatial Planning (additional subjects).

- (2) The results of the examination in these additional subjects are not taken into consideration for the determination of the overall grade; they are included in the Transcript of Records at the request of the student.

Section 28

Master's diploma, Master's certificate, documents for a change of university

- (1) The candidate receives a Master's diploma in German and a translation of it into English effective from the date on the certificate. The Master's diploma certifies the conferring of the academic degree according to Section 4.
- (2) The Master's certificate is signed by the Dean of the Faculty of Spatial Planning and the Chairperson of the Examination Board and bears the seal of the Faculty of Spatial Planning.
- (3) As a rule, the student will receive a certificate confirming that he or she has passed the Master's examination no later than four weeks after the assessment of the last examination performance. The date on which the last examination was taken is noted on the certificate. The overall grade of the Master's examination, including the ECTS grade according to Section 26 (6), the topic and the grade of the Master's thesis shall be included in the certificate. The certificate is signed by the Chairperson of the Examination Board and bears the seal of the Faculty of Spatial Planning.
- (4) The certificate is accompanied by an overview of all examination performances (Transcript of Records, ToR) and a diploma supplement. It describes in particular the essential study contents underlying the degree, the course of study, the competences acquired with the degree as well as the awarding university. In addition, voluntary internships completed during the course of study, which were approved upon application via the Examination Board and which have a content-related and subject-related connection to the chosen course of study, can be included. The diploma supplement is issued in German and English.
- (5) At the request of the student, a certificate of the already completed examinations shall also be issued before the completion of the Master's examination, containing a list of the successfully completed modules with the acquired credit points and achieved examinations with their grades (grade overview) pursuant to Section 26 (1).

Section 29

Certification of a specialization focus

- (1) Students can specialize individually within the framework of the degree program. A specialization can be certified on the Master's degree certificate at the request of the student if the requirements according to subsection 2 have been completely fulfilled and the associated examination results have been evaluated with at least "sufficient (4.0)".
- (2) A prerequisite for the certification of a specialization focus is that all passed components in Module 3 have been completed within a module element and that the Master's thesis (Module 4) has been supervised by at least one person involved in the teaching of this module element. Module elements are named in the module handbook (Section 6).
- (3) The designation of the certified specialization corresponds to the designation of the module element in Module 3 for which the passed components according to subsection 2 were completed.

Section 30

Invalidity of Master's examination and withdrawal of Master's degree

- (1) If the candidate has cheated in an examination and this fact only becomes known after the certificate has been issued, the Examination Board can subsequently correct the grades for those examination performances in whose implementation the candidate cheated and declare the examination to have been failed in whole or in part.
- (2) If the requirements for admission to an examination were not fulfilled without the candidate intending to deceive, and this fact only becomes known after the certificate has been issued, this condition is rectified by the passing of the examination. If the candidate has intentionally obtained admission unlawfully, the Examination Board will decide on the legal consequences, taking into account the Administrative Procedure Act for the State of North Rhine-Westphalia (*Verwaltungsverfahrensgesetz für das Land Nordrhein-Westfalen, VwVfG NRW*).
- (3) Prior to a decision pursuant to subsections 1 and 2, the concerned person is given the opportunity to submit oral or written statements.
- (4) The faulty certificate is to be withdrawn and, if necessary, a new document issued. A decision pursuant to subsection 1 or subsection 2, sentence 2, is not possible anymore after a period of five years from the date of issue of the certificate.
- (5) The Master's degree shall be revoked and the certificate is to be withdrawn if it is subsequently found that it was acquired by deception or if essential requirements for the award were erroneously considered to have been met. The Faculty Council of the Faculty of Spatial Planning shall decide on the revocation.

V. Final provisions

Section 31

Entry into force, publication, transitional provisions

- (1) These examination regulations will be published in the Official Notices of TU Dortmund University and will come into force with effect from 1 October 2019.
- (2) They apply to all students who have been enrolled in the Master's degree program Spatial Planning as of the winter semester 2019/2020 at TU Dortmund University.
- (3) For all students who have already been enrolled in the Master's degree program Spatial Planning for the first time before 1 October 2012, Section 15 of the examination regulations of 8 January 2008 shall apply instead of Section 25. The Examination Board shall make any necessary adjustments in the examination procedure in accordance with Section 7 (9). Examination procedures that have been started may be continued.
- (4) Students who have not yet completed any examinations in modules of the Master's degree program according to Section 15 of the examination regulations of 8 January 2008 may change to these examination regulations upon application to the Examination Board.

Issued on the basis of the resolution of the Faculty Council of the Faculty of Spatial Planning of 7 October 2020 and the Rectorate of TU Dortmund University of 28 September 2020.

Note

Attention is drawn to the fact that, pursuant to Section 12 (5) of the Higher Education Act of the State of North Rhine-Westphalia (*Hochschulgesetz*, HG NRW), a violation of procedural or formal requirements of the university's regulatory or other autonomous law can no longer be asserted after the expiry of one year from the date of this announcement, unless

1. the regulations have not been duly published,
2. the rectorate has previously objected to the decision of the body adopting the regulations,
3. the formal or procedural fault has been notified to the university in advance and the violated legal provision and the fact giving rise to the fault have been indicated, or
4. the legal consequence of the exclusion of the right to complain was not pointed out when the regulations were publicly announced.

Dortmund, 20 October 2020

The President
of TU Dortmund University

Professor Dr. Manfred Bayer