

Joint Examination Regulations  
for the  
**Master's degree program in**  
**“Spatial Planning for Regions in Growing Economies (SPRING)”**  
at the Faculty of Spatial Planning  
of TU Dortmund University, Germany  
and  
the School of Urban and Regional Planning, University of the  
Philippines, Philippines,  
dated ...

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 Law of 12 July 2019 (GV.NRW., p.425) and according to the University of the Philippines Charter of 2008 (also: Republic Act 9500), TU Dortmund University and the School of Urban and Regional Planning, University of the Philippines, have issued the following regulations:

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## I. General provisions

### *Section 1*

#### *Scope of validity of Master's Examination Regulations*

These Master's degree Examination Regulations shall apply to the SPRING Master's degree program at the Faculty of Spatial Planning of TU Dortmund University (TU Dortmund) and the School of Urban and Regional Planning, University of the Philippines (UP SURP), Diliman, Quezon City. They regulate the structure of the Master's degree program in accordance with Section 64 of the North Rhine-Westphalia Higher Education Act (*Hochschulgesetz NRW, HG*) and the University of the Philippines Charter of 2008.

### *Section 2*

#### *Study objectives*

- (1) The SPRING Master's degree program provides students with knowledge, skills and methods for a sustainable development of communities, districts and regions. A particular concern of the program is to improve management and organizational skills so that the social and technical infrastructure in the fields of employment, education and regional economy can optimally develop taking into account the natural, economic, cultural, political and social conditions.
- (2) The teaching contents are tailored to the particular challenges in the global south and impart appropriate methods and techniques as well as basic theoretical principles, which are applied in step with actual practice in the field work.

### *Section 3*

#### *Purpose of Master's examination*

- (1) The purpose of the examination shall be to determine whether
  - the students have acquired the necessary specialist knowledge for professional activities in regional development planning,
  - they have gained understanding of the interrelations between the different specialist components, and
  - they can work independently and in accordance with recognized professional standards, both alone and in a group.

In particular, students shall be able to apply internationally recognized methods and procedures to regional planning and the management of regional development processes at the spatial level of districts and regions.

- (2) At the end of the entire academic program, students shall have acquired planning theories and concepts and manage to evaluate their relevance, know how to apply them and master professional

research techniques and methods. Furthermore, they shall also be expected to analyze critically and think independently and be able to describe original and innovative solutions. In addition, students shall be able to conduct their own research work on a self-chosen topic in the case study region of the planning workshop, with a research topic that was previously approved by the Examination Board.

#### ***Section 4*** ***Admission requirements***

- (1) Admission to the Master's degree program SPRING is possible for those candidates who fulfil the requirements of the admission regulations for the SPRING Master's degree program at the Faculty of Spatial Planning of TU Dortmund University.
- (2) The successful completion of the modules of the first year of the study plan is required for admission and access to the courses and examinations scheduled to take place in the modules of the second year of the study plan of the degree program SPRING at the School of Urban and Regional Planning, University of the Philippines, Philippines.

#### ***Section 5*** ***Master's degree***

After the successful passing of the Master's examination, TU Dortmund University with its Faculty of Spatial Planning and the School of Urban and Regional Planning, University of the Philippines, shall award the academic degree "Master of Science" (M.Sc.) in "Regional Development Planning and Management".

#### ***Section 6*** ***Credit point system***

- (1) The program is based on a credit point system which is compatible with the European Credit Transfer System (ECTS).
- (2) A fixed quantity of credit points is assigned to each module, according to its workload within the degree program. One credit point, within the meaning of these Examination Regulations, is equivalent to one ECTS credit and shall be awarded for the performance of a workload of approximately 30 hours. As a general rule, students must obtain 30 credit points per semester.
- (3) Credit points are awarded on the basis of successfully completed modules.

*Section 7*  
*Standard program duration and scope of studies*

- (1) The standard program duration of the Master's degree program is four semesters (two years) and includes the completion of the Master's thesis and the oral disputation thereof. The standard program duration for the first part of the SPRING Master's degree program, which is completed at TU Dortmund University, is two semesters. The standard program duration for the second part, which is completed at the University of the Philippines, is two semesters.
- (2) All in all, the Master's degree program includes a total of 120 credits, equivalent to approximately 3600 working hours, which are distributed among compulsory subjects.
- (3) The Master's degree program is divided into modules that have to be completed within a maximum of two subsequent semesters. These modules consist of courses which are independent and self-contained in content and time, normally comprising a workload of at least 5 credit points.
- (4) The teaching and examinations of the SPRING Master's degree program are offered and held in English.
- (5) The degree program can be started in the winter semester.

*Section 8*  
*Contents of studies*

- (1) The first two semesters are conducted at the Faculty of Spatial Planning, TU Dortmund University, Germany, and the third and fourth semester at the School of Urban and Regional Planning, University of the Philippines, Philippines.
- (2) The first year in the study plan of the Master's degree program SPRING is divided into three phases:
  - Analysis of regional planning conditions,
  - Planning and program development,
  - Plan and program implementation.

Each of the three phases ends with a one-week planning workshop. To assure integration of the technical contents into the different workshops, each phase is accompanied by an intensive "Program Planning and Project Management" course.

- (3) In the second year of study at the University of the Philippines, the theoretical knowledge imparted in the first year of study is practically applied. A central component is the extensive, practice-oriented field studies (e.g. Development Planning Workshop) on local development planning. Complementary courses cover social, economic, ecological, physical and

institutional aspects of regional development planning in the Philippines.

- (4) In the third semester, students take the courses in the scheduled modules and start to prepare the planning workshop and their Master's thesis..
- (5) In the fourth semester, both the planning workshop and the Master's thesis are to be completed.
- (6) The structure of the Master's degree program as well as the modules, including the credit points to be achieved and the types of examination (module examination or individual course requirements thereof), are set out in the appendix of these Examination Regulations.

### *Section 9*

#### *Admission to courses with limited numbers of participants*

- (1) The number of participants in the courses of the Master's degree program SPRING at TU Dortmund University 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 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 in the Master's degree program SPRING, 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 program.

3. Students who are admitted to the respective course as cross-registered students pursuant to Section 52 (1) 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 these 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 10

### Examinations

- (1) The modules, as a rule, are to be completed by just one examination. The module is completed with a module examination marked by a grade. As an exception, individual course requirements marked by a grade can also be fulfilled in a cumulative way to complete a module. Individual course requirements are fulfilled within the framework of specific courses. Modules of the first two semesters can also be completed with an ungraded module examination or ungraded individual course requirements. The respective forms of examination are set out in the appendix of these Examination Regulations.
- (2) Module examinations or individual course requirements thereof are integrated into the courses and, as a rule, consist of written examinations, group reports, written seminar papers, oral examinations and a Research Paper (written thesis paper after the first study year). In individual cases, the according responsible examiners, with the consent of the Examination Board

respectively the Director for Graduate Studies, can chose to determine other appropriate forms of examinations or conduct examinations in digital form respectively via electronic communication.

- (3) Type, form and scope of the module examinations and individual course requirements are shown in the module descriptions of the module handbook or will be announced by the examiners at the latest two weeks after the beginning of the respective course.
- (4) Admission to the individual module examinations or individual course requirements demands that the examination achievements described as prerequisites in the module descriptions of the module handbook have been successfully taken.
- (5) The chairperson of the Examination Board, respectively the Director for Graduate Studies, determines and announces the examination dates as early as possible, but at the latest four weeks prior to the end of the lecture period. The dates for the oral examinations are to be announced at least four weeks before the earliest examination date
- (6) By enrolling in the SPRING Master's degree program at TU Dortmund University, students are automatically registered for the examinations. A deregistration without giving reasons is allowed for oral examinations up to one week prior to the respective examination date, and up to one day prior to the respective examination for written examinations. In these cases, the student is considered as not registered for the examination.
- (7) At the School of Urban and Regional Planning, University of the Philippines, students are considered as registered for the examinations upon their enrolment at the School of Urban and Regional Planning, University of the Philippines. The dates for the examinations are set by the Examination Board.
- (8) The chairperson of the Examination Board, respectively the Board of Postgraduate Studies, ensures that the names of the examiners are announced in good time and at least two weeks before the date of the respective examination.
- (9) The written examinations are written under supervision and are not public. Any resources whose use may be allowed during the examinations shall be announced by the examiners at the latest four weeks prior to the examination.
- (10) The results of the written examinations shall be communicated to the students at the latest six weeks after the test in an appropriate form and within the requirements of data protection.
- (11) The written examinations of the module examinations shall last a minimum of 90 and a maximum of 180 minutes, the oral examinations at least 20 up to a maximum of 30 minutes per student. For individual course requirements, the written



examinations shall cover a maximum time of 90 minutes and the oral examinations approximately 15 to 20 minutes.

- (12) If a written or oral examination is the last possible attempt to retake the exam or if a program is to be completed by an examination with no possibility to compensate in case of definite failure, the results have always to be evaluated by at least two examiners within the meaning of Section 16. Beyond this, oral examinations are always to be held in front of several examiners or one examiner and one qualified observer as individual or group examinations *with a maximum of 3 students*.
- (13) If an oral examination is taken before one examiner only, the examiner must hear the qualified observer before determining the grade in accordance with Section 21 (1). If an oral examination is taken before two examiners, each examiner shall determine an individual grade for the oral examination in accordance with Section 21 (1). The grades for the oral examination shall be determined from the arithmetic mean of the two individual grades in accordance with Section 21 (6).
- (14) The essential items and results of the oral examination shall be documented in a protocol. The result of the examination shall be announced to the candidate after the examination. Students who wish to take the same examination in a later examination period shall be admitted as listeners in accordance with the space available, unless the respective examination candidate objects. The admission of listeners does not include the examiner's discussion and the subsequent announcement of the examination results. If the audience influences or disturbs the examination, these persons may be excluded by the examiner.
- (15) In modules that conclude with a module examination, additional course work may be required in the individual courses. These can be in particular: presentations, written homework, certified practical tests, practical exercises, written or oral performance reviews, lectures or protocols. Course work can either be graded or assessed as "passed" respectively "failed". Prerequisite for participation in the module examination is the successful completion of all course work which is required in this module.
- (16) The requirements of such course work are clearly below the requirements of an examination, both in terms of form and content. If the form in which such items of course work are to be completed for a module is not defined in the module descriptions of the module handbook, it shall be announced by the lecturer/teacher at the beginning of the according course.
- (17) The obligation of regular personal attendance can be determined for courses whose learning objective cannot be achieved without the active participation of the students. The respective lecturers/teachers shall decide on the mandatory attendance provided that the module handbook offers such a possibility. The Faculty Council decides on the according regulations in the

module handbook either on the basis of a favorable vote by the Study Advisory Council or by a two-thirds majority. The lecturer/teacher must indicate the mandatory attendance when announcing the course.

## **Section 11**

### **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 or the Board of Postgraduate Studies 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 12**

### **Maternal protection**

For studies at TU Dortmund University, 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 13**

### **Regional Planning Workshop and group reports**

- (1) The Regional Planning extends over the third and fourth semester and is completed with a development plan or a sector plan, a written report and a final oral examination at the end of the fourth semester.

- (2) The main outcome of the Regional Planning Workshop is a comprehensive territorial development plan or a comparable plan at regional or district level, to be submitted at the end of the second year of the studies.
- (3) Students are evaluated according to their individual contributions to this result. It must be ensured that the contribution to the examination achievement of the individual student to be evaluated can be clearly distinguished and evaluated according to objective criteria. The evaluation shall be based on a continuous assessment and an oral examination.
- (4) The continuous evaluation shall be assured by the workshop tutors (usually two) and is based on the workshop report and the individual and group tasks. The students are divided into groups for the workshop. The size and number of groups depends on the total number of students of the respective year.
- (5) For the oral examination, an Examination Committee is formed each year. As a rule, the committee consists of the Head of Department (chair), the SPRING Director (responsible for keeping the minutes) and a representative of the Faculty of Spatial Planning, TU Dortmund University. The keeper of the minutes can be assisted by the workshop tutors or supervisors.
- (6) Each group elects one or two representatives who will present the group results in a 30-minute presentation using visual aids such as flipcharts, maps, PowerPoint slides, etc. The examiners ask questions which are answered by all group members in order to evaluate the group work and determine the grades according to the individual achievements. After that, the students are interviewed by the committee for 15 to 30 minutes in regard to their general understanding.

## **Section 14**

### **Repetition of examinations, passing the Master's examination, final failing of an examination**

- (1) If the module examinations and different individual requirements are not passed or are not considered as passed, they can be repeated twice. If an individual course requirement is not passed, only this part has to be repeated. Repeated examinations at the Faculty of Spatial Planning at TU Dortmund University should be conducted in the same form as the first attempt at the examination in order to ensure comparability and fairness of the examination. The repeat exam at the Faculty of Spatial Planning at TU Dortmund University must be completed within two semesters; otherwise the students lose the right to take the examination unless they can prove that they are not responsible for missing the deadline. In the cases specified in Section 64 (3a) HG NRW, the time limit is extended by the periods specified therein. Examinations that have been passed cannot be repeated. Course work can be repeated as often as desired..

- (2) Deviating from subsection (1), the Master's thesis can only be repeated as a whole and then only once and with a new subject.
- (3) The Master's examination is successfully passed when all 120 credit points from the required integrated examinations and the Master's thesis have been achieved.
- (4) The Master's examination is to be regarded as definitely failed if
  - a) the Master's thesis after the repetition is again not passed or is not considered as passed, or
  - b) the candidate cannot acquire the necessary minimum number of credit points anymore or
  - c) one of the compulsory modules listed in the appendix was definitely failed.
- (1) If the Master's examination is definitely failed or an examination is regarded as definitely failed, the chairperson of the Examination Board respectively the Board of Postgraduate Studies notifies the candidate in writing. This notification is to be provided together with an instruction on the right to appeal. Upon request, the candidate shall be issued a certificate listing the successfully passed examinations; a supplement is added that this certificate is not valid for presentation at another university.

**Section 15**  
**Examination Board / Examination Office of the**  
**School of Urban and Regional Planning, University of the**  
**Philippines**

- (1) In the first year of the degree program, the organization of the examinations and the duties assigned by these Examination Regulations are the responsibility of the Examination Board responsible for the Bachelor's and Master's degree programs in Spatial Planning. In the second year of the degree program, the supervisory duties for the examinations are the responsibility of the SPRING Director respectively the Board of Postgraduate Studies.
- (2) The examination board of the Faculty of Spatial Planning consists of five members, i.e. three members from the group of university professors, one member from the group of academic staff and one member from the group of students. The Faculty Council elects the members separately according to the groups for two years, the member from the group of students separately for one year. The Examination Board elects the chairperson and the deputy chairperson from among its members from the group of university teachers. The Faculty Council elects substitutes for the members of the Examination Board with the exception of the chairperson and his or her deputy. 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

thereof is declared invalid after they have taken office, this does not affect the legal validity of the resolutions and official acts previously adopted.

- (3) The Examination Board of the Faculty of Spatial Planning is to ensure that the provisions of the examination regulations for the first two semesters are complied with and that the examinations are conducted properly. In particular, it is responsible for decisions on appeals against decisions made in examination procedures. In addition, the Examination Board shall report regularly, at least once a year, to the Faculty Council on the development of examinations and study periods. It makes suggestions for reforming the examination regulations and the module handbook. The Examination Board can assign the completion of the day-to-day administration to the chairperson, in particular the following tasks: recognition issues, complaints, appointment of examiners as well as the handling of urgent decisions. Decisions on appeals and the fulfillment of reporting obligations to the Faculty Council remain reserved for the Examination Board.
- (4) The Examination Board constitutes a quorum if, in addition to the chairperson or the deputy chairperson and one other member from the group of university professors, at least one other voting member is 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 member of the Examination Board does not participate in pedagogical-scientific decisions, in particular in the assessment, recognition or crediting of achievements, the determination of examination tasks and the appointment of examiners and qualified observers.
- (5) The members of the Examination Board have the right to attend the examinations.
- (6) 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
- (7) The main administrative tasks of the Examination Board shall be performed by the secretariat of the Examination Board.

## **Section 16**

### **Examiners and observers**

- (1) The Examination Board respectively the Board of Postgraduate Studies appoints the examiners and observers according to the legal provisions. It can confer the appointment upon the chairperson of the Examination Board.

- (2) Lecturers of TU Dortmund University and the University of the Philippines as well as other persons entitled to examinations according to the legal requirements may be appointed as examiners at the university.
- (3) An observer may only be appointed if they have acquired at least the same qualification or one that is comparable to the qualification to be determined by the examination.
- (4) The examiners are independent in their examination activities.

## **Section 17**

### **Recognition of examination achievements, placement into advanced semesters**

The accordingly valid recognition regulations of the participating universities apply to the recognition of examination achievements and the placement into advanced semesters.

## **Section 18**

### **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 as well as to the SPRING Director and the Board of Postgraduate Studies 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 respectively the Board of Postgraduate Studies 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. A candidate who disrupts 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 respectively the SPRING Director as well as the Board of Postgraduate Studies may demand a written declaration from candidates in the case of examinations that they have written the paper - in the case of a paper written by a group, a correspondingly marked part of the paper - independently and have not used any other sources and material than those indicated and have marked verbatim and analogous quotations. Section 22 (14) 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 or the SPRING Director. 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.

## **II. Master's examination**

### **Section 19**

#### **Admission to the Master's examination**

- (1) Upon enrollment in the Master's degree program SPRING at TU Dortmund University, a student is considered as admitted to the examinations of this degree program.
- (2) The enrolment or admission is to be refused if
  - a) the candidate has definitively failed an examination required by these Examination Regulations in the Master's degree program SPRING at TU Dortmund University and the School of Urban and Regional Planning, University of the Philippines or in another degree program that has a considerable relation in content to this degree program, or
  - b) the candidate, after having taken the examination in one of the above-mentioned degree programs, has not yet received a final and legally binding decision on the definite failure due to a subsequent challenge of the examination notice.

## Section 20

### Scope of Master's examination

- (1) The Master's examination consists of module examinations and individual course requirements in which a total of 86 credit points must be achieved. A further 34 credit points must be achieved through the Master's thesis.
- (2) The type of examination (module examination or individual course requirements) and the number of credit points to be achieved are listed in the appendix to these Examination Regulations.

## Section 21

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

- (1) The grades for the individual examinations at TU Dortmund University are determined by the respective examiners in accordance with the German grading system; the respective international grades are listed accordingly.

German grading scheme		International grading scheme	
Very good 1.0 1.3	an excellent performance	A	Excellent
Good 1.7 2.0 2.3	a performance which is considerably above the average requirements	B+	Very Good
Satisfactor y 2.7 3.0 3.3	a performance which meets the average requirements	B-	Good
Sufficient 3.7 4.0	a performance that satisfies the requirements despite its shortcomings	C	Pass
Insufficient 5.0	a performance which does not meet the requirements due to significant deficits	D	Failure

- (2) The grades for the individual examinations at the University of the Philippines, Philippines, are determined according to this grading scheme; the respective international grades are listed accordingly.

Philippine grading scheme		International grading scheme
1.00 1.25	Excellent	A



1.50 1.75	Very Good	B+
2.00 2.25	Good	B-
2.50 2.75	Satisfactory	C
3.00	Passed	C
4.00	Conditional Failure	C
5.00	Fail	D

- (3) In consultation with the Examination Board, examination achievements which are not calculated in the final cumulative grade can be evaluated either according to the grading scheme as shown in subsection 1 or according to the following simplified scheme:

*passed* = a performance which at least meets the requirements

*not passed/failed* = a performance which does not meet the requirements anymore due to significant deficits.

- (4) The number of credit points assigned to each module is granted if the module examination or individual course requirements were completed with a grade of at least “sufficient” (4.0), or as passed.
- (5) 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. 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 = not sufficient.

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.

- (6) The final grade of the first and second year of studies shall be shown separately for each university.
- (7) The first year's final grade is calculated from the arithmetic average of the grades awarded for all the graded modules of the

corresponding study year according to subsection 5, whereby the individual grades shall be weighted according to the number of corresponding credit points for that module. Subsection 5 applies correspondingly.

- (8) The second year's final grade is calculated from the arithmetic average of the grades awarded for all the graded modules of the corresponding study year according to subsection 2, including the Master's thesis, whereby the individual grades shall be weighted according to the number of corresponding credit points for that module. Subsection 2 applies correspondingly.
- (9) The final grade of the Master's degree program shall be calculated from the arithmetic average of the grades awarded for all the graded modules according to subsection 5, whereby the individual grades shall be weighted according to the number of corresponding credit points for that module. Subsections 2 and 5 apply correspondingly.
- (10) 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.
- (11) 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 22 Master's thesis

- (1) The Master's thesis shall contain an original and significant research achievement or conceptual work; it shall demonstrate the student's ability to make a critical assessment of the work on the chosen research topic and show the student's ability to present the research results in a systematic and scientific manner. In addition to the preparation of the Master's thesis, it also includes the subsequent oral disputation. The Master's thesis is ungraded and can either be assessed as "passed" or "not passed".
- (2) Students must observe the following consecutive steps when writing their Master's thesis:
  1. Selection and proposal of the topic: The student should determine his/her research focus at the earliest possible time after enrolment in the Master's degree program and before or at the moment of registration for the Master's thesis, based, among other things, on his/her previous academic and professional background as well as his/her research interests and experience. Within this study focus, the student should choose a preliminary topic for the Master's thesis upon registration.
  2. Following the choice of the topic, the student has the following options for choosing the supervisor of the thesis:
    - a. select a supervisor from among the faculty members, provided that the supervisor teaches in the chosen topic area; or
    - b. the SPRING Director assigns a suitable supervisor to the student.
  3. The student prepares the exact proposal for the topic of the Master's thesis and is advised by the supervisor while doing so. If a student is unable to formulate a topic adequately, he/she will be advised by his/her supervisor and by other faculty members until a workable topic has been specified.
- (3) The processing time for the Master's thesis is 6 months. The topic and the assignment must be devised in such a way that the Master's thesis can be completed within this period. Upon justified request of the candidate, the Examination Board respectively the SPRING Director as well as the Board of Postgraduate Studies may exceptionally grant an extension of up to four weeks before the end of the processing time in consultation with the according supervisor. A request for an extension must be submitted to the Examination Board respectively the SPRING Director as well as to the Board of Postgraduate Studies at least fourteen days before the end of the processing period. In the case of illness, the deadline for submission can be extended by a maximum of half of the

processing time. This requires the submission of a medical certificate. The extension is equal to the period of illness. If the period of illness exceeds half of the processing time, the candidate (optionally: via the Examination Board or the Board of Postgraduate Studies) will be given a new topic without recognition of an examination attempt.

- (4) The overall extent of the Master's thesis should not exceed 60,000 words.
- (5) The SPRING Director determines the date by which the topic and an abstract containing the research problem, objectives, methodological approach and a time schedule should be submitted and will make this known.
- (6) In consultation with the Head of Department and the other responsible persons of the degree program, the SPRING Director will determine an appropriate point of time for an oral presentation of the proposal of the topic. This will then be forwarded to the Board of Postgraduate Studies. During this presentation, the suitability of the topic, its extent and its supervision should be commented on.
- (7) After the presentation, the student submits a final summary which incorporates the comments. Upon receipt of the summary, the SPRING Director will prepare a list of all students, their research topics, and the corresponding supervisors, which will be signed by both the student and the supervisor. This is then forwarded to the Board of Postgraduate Studies.
- (8) The supervisor advises the student in the preparation of the proposal for the Master's thesis; directs and supervises his/her research; submits an evaluation report with an according grade to the SPRING Director, who subsequently forwards it to the Head of Department and the Examination Board; and admits the student to the Master's thesis disputation.
- (9) The Master's Thesis Committee, which meets the legal requirements of the School of Urban and Regional Planning, University of the Philippines, consists of a supervisor, a second supervisor, if any, and a lector and is convened after the end of the lecture period. The committee consists of full-time, tenured faculty who must have at least a Master's degree. Exceptions are decided by the Dean or SPRING Director upon recommendation and confirmation of the faculty in accordance with the Higher Education Act and University Rules and Regulations. Full-time external lecturers, emeritus professors and experts from external institutions may act as secondary supervisors, lectors, and discussion participants the approval of the Dean respectively the SPRING Director. One of them can be the representative of the Faculty of Spatial Planning of TU Dortmund University.

- (10) The committee for the Master's thesis shall approve the proposal of the Master's thesis topic and admit the draft of the Master's thesis for the oral disputation.
- (11) The functions of the lector are: to evaluate the Master's thesis for the disputation and to admit it for oral examination before the disputation committee.
- (12) If a supervisor or a lector is on leave for more than one semester, the Dean respectively the SPRING Director appoints a new supervisor or a new lector on the recommendation of the responsible bodies. If a student wishes to change the supervisor or the lector, he/she must contact the Dean respectively the SPRING Director in writing using the procedural path. Supervisors or lectors may apply for a release from their duties in case of valid reasons.
- (13) The student submits a written proposal of the topic for the Master's thesis to the supervisor, if applicable to the second supervisor, and to the lector. If the topic proposal is approved, the student may begin his/her research activities. A certified copy of the topic proposal and a form duly signed by the members of the Master's Thesis Committee approving the proposal is submitted to the Dean, respectively the SPRING Director, using the procedural path.
- (14) When submitting the Master's thesis, the candidate 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. Unpublished contributions must also be included in the list of sources. The signed affidavit must be included as an integral part of the Master's thesis when it is submitted.

### **Section 23**

#### **Disputation and grading of Master's thesis**

- (1) After the complete draft of the Master's thesis has been positively evaluated by the members of the Master's Thesis Committee, they submit their admission of the exam candidate for the oral disputation to the Dean, respectively the SPRING Director using the procedural path.
- (2) The Disputation Committee consists of at least three and no more than five members appointed by the Dean or recommended for appointment by the Director for Graduate Studies. A maximum of two out of five members or one out of three members of the Disputation Committee may be from an external organization, i.e., from outside the faculty or the university. The Faculty Council of the Faculty of Spatial Planning at TU Dortmund University may appoint a university lecturer or a staff member with a doctoral degree as an advisory member of the Disputation Committee. The

Disputation Committee should be chaired by someone other than the supervisor.

- (3) The disputation must take place in the faculty at a time recommended by the Disputation Committee, confirmed by the Examination Board or the Board of Postgraduate Studies, and approved by the SPRING Director.
- (4) The time and place of the disputation will be officially announced by the Board of Postgraduate Studies at least two weeks before the scheduled date. The schedule of the disputation may only be changed upon the recommendation of the Disputation Committee through procedural channels and with the formal approval of the Dean respectively the SPRING Director or the Director of Graduate Studies.
- (5) The disputation may only be held if all members of the Disputation Committee have received the manuscript of the Master's thesis at least two weeks before the scheduled date of the disputation and all members of the Disputation Committee are present; except for programs in which the involvement of foreign second supervisors or foreign external examiners is required. In the event of the latter's absence, he/she must submit his/her comments to the Chairperson of the Disputation Committee, who will incorporate them into the committee's final report. In case of the absence of one of the other members of the Disputation Committee, the disputation is to be adjourned.
- (6) The disputation is a public oral examination lasting a maximum of 60 minutes. However, the assessment and evaluation of the disputation shall be carried out by the Disputation Committee *in camera* immediately after the disputation.
- (7) The disputation is evaluated with "pass" or "fail". For the subsequent publication of the Master's thesis, there are also three possible results of the disputation: "Pass" ("passed"), "Provisional Pass" ("passed with conditions") or "Fail" ("not passed"). "Fail" means that at least two of the five or one of the three members of the Disputation Committee demand/s a significant revision of the Master's thesis. Any member of the Disputation Committee who rejects the Master's thesis must give written reasons for this rejection. The written justification shall be attached to the final report of the Disputation Committee.

"Provisional Pass" means that minor changes to the Master's thesis are necessary. All members of the Disputation Committee must agree to the proposed changes, which must be specified in writing and attached to the final report of the Disputation Committee. A student who receives a "Provisional Pass" must defend the revised Master's thesis again. A second evaluation form may only be signed after the student has incorporated the

requested changes into the Master's thesis and the Disputation Committee has certified this

- (8) The result of the disputation must be communicated to the Dean or the SPRING Director through the procedural channel on the first working day following the disputation.
- (9) If the student passes the disputation, the Master's thesis is regarded as approved.

If the student does not pass the disputation, he/she may repeat it within one academic year after the first date of the disputation.

- (10) Four bound copies of the approved Master's thesis should be submitted and distributed as follows:
  - the library of the University of the Philippines, School of Urban and Regional Planning (UP SURP),
  - the Main Library of the University of the Philippines,
  - the National Library of the Republic of the Philippines, and
  - the supervisor of the Master's thesis (Thesis Adviser).

An electronic copy stored on/in a CD/USB will be provided to the UP SURP Library and forwarded to TU Dortmund University stating the existing guidelines of the University of the Philippines for classification of the Master's thesis.

## **Section 24**

### **Additional qualifications**

- (1) Prior to the passing or the definitive failure of the final examination, the student can take additional examinations in other modules than the compulsory ones. However, students cannot acquire credit points with these additional examinations.
- (2) The evaluation of these examination performances will be included in the Transcript of Records at the request of the student, but will not be included in the determination of the final cumulative grade.

## **Section 25**

### **Master's certificate, documents for a change of university**

- (1) After the successful completion of the first year of the degree program, the student receives
  - a) a certificate which confirms the successful completion of the first year of the degree program,
  - b) a Transcript of Records which documents the grades that were achieved in the examinations during the first year of the studies and
  - c) a certified copy of the official Transcript of Records which is added to the joint Transcript of Records.

- (2) After the successful completion of the second year of the SPRING degree program, as a rule in the second quarter of the year after the assessment of the last examination, the student receives the following documents:
  - a) a certificate (“Transcript of Records”) with both the final grades of the first and second year of the degree program as well as the final grade of the Master’s examination including the ECTS grades according to Section 21 (10), the topic and grade of the Master’s thesis, the modules and individual grades of all modules as well as the number of credit points acquired in the individual modules,
  - b) and a supplement (diploma supplement) which lists the credit points, a description of the competences acquired in the course of the program, the nature, content and qualification level on which the program is based as well as information about the university or the system of higher education.
- (3) At the candidate's request, additional achievements that have not been included in the module and final cumulative grade are also shown on the certificate.
- (4) At the candidate's request, a certificate of the examination achievements which were already made (certificate of grades) can also be issued before the completion of the Master's examination, which contains a list of the successfully completed modules with the credit points and examination achievements acquired and the grades according to Section 21 (1).
- (5) This certificate is to be signed by the Dean and the chairperson of the Examination Board of the Faculty of Spatial Planning of TU Dortmund University and the University Registrar.

## **Section 26**

### **Master’s diploma**

- (1) The candidate receives a Master’s diploma in German and a translation of it into English effective from the date on the transcript. The Master’s diploma certifies the conferring of the academic degree according to Section 5. The Master’s diploma has to contain the degree program of the graduate.
- (2) The joint Master’s diploma shall be signed, at TU Dortmund University, by the President of TU Dortmund University, the Dean and the chairperson of the Examination Board of the Faculty of Spatial Planning and, at the University of the Philippines, by the Chancellor and the Rector and the Dean. This Master’s diploma is to be embossed with the University Seal of both universities.



### III. Final provisions

#### Section 27

#### 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 of TU Dortmund University and the Office of the University Registrar shall decide on the revocation.

#### Section 28

#### Viewing of examination 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 on the day of the announcement of the examination results.
- (2) The viewing of the further written examination results is granted to the students upon request. The request has to be submitted within one month to the chairperson of the Examination.
- (3) Upon request, the students are granted access to the examiners' assessments of the according examinations as well as to the

examination protocols of the oral examinations. The application must be submitted to the chairperson of the Examination Board or the Board of Postgraduate Studies within three months after the announcement of the examination result. The latter determines the place and time for the viewing.

## Section 29

### Scope of application, entry into force, publication

- (1) These examination regulations apply to all students who have been enrolled in the SPRING program.
- (2) It will be published in the Official Notices of TU Dortmund University and in the "Student's Handbook" of the School of Urban and Regional Planning, University of the Philippines and will come into force with effect from 1 October 2019.

### 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.

Issued on the basis of the decisions of the Faculty Council of the Faculty of Spatial Planning at TU Dortmund University from ..., the corresponding body of the partner university of ... and the Rectorate of TU Dortmund University from.... .

Dortmund, dated ...

The President  
of TU Dortmund University

Professor Dr. Manfred Bayer

## Appendix: Module overview

Module	Designation	Credit points	Type of examination
1	Planning Approaches and Key Skills for Planners	8 LP	Graded written module examination
2	Workshop - Planning Practice	12 LP	3 graded individual course requirements
3	Planning in Development Countries and Physical Infrastructure	20 LP	Graded written module examination
4	Planning Tools	6 LP	2 ungraded individual course requirements
5	Concepts and Theories for Planning	7 LP	Graded oral module examination
6	Socio-Economic Development Planning	7 LP	Graded oral module examination
7	Planning and Research Methods	8 LP	3 graded individual course requirements
8	Policy Planning and Implementation in the Philippines	10 LP	3 graded individual course requirements
9	Development Planning Workshop	8 LP	Oral final examination (final report, group and individual examination), preparation of a development plan or sector plan, and written examination (The students produce a plan addressing the stated needs of the workshop site. In addition there are oral examinations (individual and as a group) as well as an individual exam for testing contents and methods employed in the workshop. All of these are graded)
10	Master's Thesis	34 LP	Ungraded Master's thesis and disputation  (Written thesis assessed individually by several examiners, final mark determined by entire examination)

			committee after oral disputation: external examiner from one of the SPRING network partner universities present at the disputation)
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### Study plan of the Master's degree program SPRING

Studien-standort	Semester	Module					Leistungs-punkte
Dortmund (Deutschland)	1. Semester	Modul 1: Planning Approaches and Key Skills for Planners  8 LP	Modul 2: Workshop – Planning Practice  12 LP	Modul 3: Planning in Developing Countries and Physical Infrastructure  20 LP	Modul 4: Planning Tools  6 LP	Modul 5: Concepts and Theories for Planning  7 LP	60 LP
	2. Semester						
University of the Philippines, Manila, The Philippines	3. Semester	Modul 7: Planning and Research Methods  8 LP	Modul 8: Policy and Implementation in the Philippines  10 LP	Modul 9: Urban Planning and Management Workshop  8 LP		Modul 10: Master Thesis  34 LP	60 LP
	4. Semester						