

# Announcement by the Bauhaus-Universität Weimar

## Academic Regulations

### Reading version

Vice-chancellor	Examination regulations for the postgraduate degree programme “Media Art/ Media Design” (Master of Fine Arts)	Issue <b>40/2009</b>		
Registrar	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Resp. dept./unit <b>Fak. M</b></td> <td style="width: 50%; border: none;">Tel. <b>3700</b></td> </tr> </table>	Resp. dept./unit <b>Fak. M</b>	Tel. <b>3700</b>	Date <b>23 Oct. 2009</b>
Resp. dept./unit <b>Fak. M</b>	Tel. <b>3700</b>			

In accordance with § 3, par. 1 in combination with § 34, par. 3 of the Thuringian Higher Education Act (ThürHG) effective 21 December 2006 (GVBl. pp. 601 ff.) and as amended by Article 15 on 20 March 2009 (GVBl. p. 238), the Bauhaus-Universität Weimar has issued the following examination regulations for the postgraduate degree programme “Media Art/Media Design” with the conferral of a Master of Fine Arts (MFA) degree. These regulations were approved by the Faculty Council on 15 April 2009 and went into effect on 1 July 2009 with the approval of the Vice-chancellor of the Bauhaus-Universität Weimar.

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## **§ 1 - Purpose of the master's examination**

The master's examination certifies that the student has acquired in-depth knowledge of the subject and mastered artistic/design skills. These skills should enable the student to independently develop artistic and/or design solutions using media and media products.

## **§ 2 – Prescribed duration of study**

The prescribed duration of study is four semesters.

## **§ 3 - Structure of the examinations**

(1) The master's examination is comprised of the module examinations administered throughout the degree programme, the master's thesis and its presentation.

(2) Candidates complete modules with examinations, for which they are awarded ECTS credit points. Module examinations are administered throughout the degree programme and are comprised of one or more examination requirements.

## **§ 4 - Time limits and deadlines**

(1) Candidates are required to pass their master's examination within the prescribed period of study. If the candidate fails to complete the master's examination within two semesters following the prescribed period of study, the examination will receive a failing grade, that is, unless the candidate is not at fault for the delinquency.

(2) If the candidate fails a module examination, s/he may re-take it at the next examination session in the following semester.

(3) Candidates must register for a module within the first two weeks of the semester. Candidates must register for admission to the module examination no later than one week prior to the end of the lecture period. Once registered, withdrawal from the examination is only permitted for important reasons. These must be declared by the candidate in writing and accepted by the examination committee.

## **§ 5 - Scope and types of examinations**

(1) The candidate must complete the following examination requirements:

1. artistic/design examinations (§ 6) and/or
2. exam papers and other written tests (§ 7) and/or
3. oral examinations (§ 8)

These requirements may also be completed in the form of group work. The candidate's work must be clearly distinguishable from that of the other members of the group and allow for individual assessment.

(2) If the candidate can prove that s/he is unable to fully or partially comply with the examination requirements in the prescribed form because of longer-term or permanent physical incapacity, the candidate can be granted an extension to complete the requirements or be permitted to comply with the requirements in another equivalent form. The examination committee may ask the candidate to provide a doctor's certificate or, in substantiated cases, an official medical report.

## **§ 6 – Artistic/design examinations**

(1) In the artistic/design examinations, the candidate must prove that s/he can apply methods and instruments commonly used in the field to create artistic forms or designs by themselves, or come up with an adequate solution to a problem within a limited period of time.

(2) Artistic/design examinations are usually assessed by two examiners. At least one examiner should be a professor. The final grade is based on the numerical average of the examiners' individual grades.

(3) Each examiner must tell the candidate in advance how much time is allotted for the artistic/design examination.

(4) The artistic and design examinations are comprised of an artistic/design exam, a written thesis and oral presentation. The tasks of the artistic/design examination are stated in the description of the module, or are jointly agreed upon by the examiners and candidates and are documented in writing usually at the beginning of the course. The presentation should be open to the public and comply with the stipulations as put forth in § 8 (Oral examinations).

## **§ 7 - Written examinations and other written tests**

(1) In written examinations and other written tests, candidates should demonstrate their ability to apply methods and instruments commonly used in their professional field to recognize a problem and come up with ways of solving it within a limited period of time.

(2) As a rule, two examiners must assess written examinations and other written tests whose outcome determines whether a candidate may continue the degree programme. At least one examiner must be a professor. The final grade is based on the numerical average of the examiners' individual grades.

(3) The duration of written examinations is based on 30 minutes for every weekly semester hour, but may not exceed a total of four hours. Other written tests, such as graded assignments, may be completed throughout the course. The workload for such an assignment is equivalent to approximately 60 working hours.

## **§ 8 - Oral examinations**

(1) In oral examinations, candidates should demonstrate that they understand the context of their area of examination and are able to categorize special problems with regard to this context.

(2) Oral examinations – in group form or individually - must be administered by at least two examiners (faculty members) or by one examiner in the presence of an expert observer. At least one of the examiners must be a professor. The final grade is based on the numerical average of the examiners' individual grades.

(3) The duration of the oral examination should be at least 15 minutes and no longer than 45 minutes.

(4) The important points and outcome of the oral examination must be documented in the form of a written protocol. The evaluation must be announced to the candidate directly following the oral examination.

(5) Students and instructors of the Bauhaus-Universität Weimar are welcome to attend the presentation as long as the candidate does not explicitly object. The public presentation of the results should be incorporated into the examination procedures as a typical characteristic of artistic/design work. The examiners are allowed to limit the number of listeners according to how much space and seating is available. The public presentation does not include the feedback and announcement of the examination results. In exceptional cases, the public may be barred from attending a presentation.

## § 9 - Assessment of examinations, calculation and weighting of grades

(1) The grades for each task of the examination are determined by the corresponding examiner. The following grade scheme is used for grading a candidate's examination:

1.0 – 1.5	very good	excellent
1.6 – 2.5	good	significantly above-average mark
2.6 – 3.5	satisfactory	average
3.6 – 4.0	sufficient	meets the requirements despite some faults
over 4.0	insufficient	fails to meet the requirements as a result of too many faults

(2) To more accurately assess the candidate's achievement, examiners may average individual grades (between 1.0 and 5.0) up or down in increments of tenths. Rounding is not permitted for grades between 4.1 and 4.9.

(3) If a module examination is comprised of several sections, the final grade is calculated by averaging the grades from all the sections of the exam. This final grade is calculated to only one decimal place – all additional decimal places are neither considered nor rounded.

(4) The candidate receives a total grade for the master's examination, calculated by a weighted average of the examinations completed during the degree programme (= 50 % of the total grade, whereby the master's colloquium is regarded as part of the degree programme) and the master's degree module (= 50 % of the total grade). The final grade of the master's degree module is comprised of the grades awarded for the artistic/design work (50 %), the written thesis (25 %) and the presentation (25 %). In the case of outstanding achievement, the examination committee may also grant the title "with honours". This requires that the candidate pass the master's degree module with a 1.0 and the majority of the module examinations with a 1.0.

(5) The German grades are supplemented by the ECTS grades, based on the following grading scheme:

ECTS grade	Students, who receive this grade, are among the
A	top 10 %
B	next 25 %
C	next 30 %
D	next 25 %
E	next 10 %
F	failed examination

## § 10 - Absence, withdrawal, deception, violation of regulations

(1) A candidate automatically receives a grade of "insufficient", if s/he does not show up for the examination without good reason or withdraws from the examination for no good reason after it has commenced. The same applies if a written examination is not completed within the time allotted.

(2) If the candidate fails to attend or withdraws from an examination, s/he must notify the examination committee or examiner of the reasons and substantiate them in writing immediately. In the case of sickness or an accident, the candidate must submit a doctor's certificate, and in substantiated cases, certification from a medical officer attesting the candidate's inability to be examined. Should the reason for failure to attend or withdrawal be recognized, the examination will be rescheduled, usually for the next regular examination session. All previously attained examination results remain valid.

(3) If the candidate attempts to influence the outcome of his/her examination through deception or by means of impermissible aids, the candidate automatically receives a grade of "insufficient" for the examination. The examiner or invigilator has the right to remove a candidate from an examination session if the candidate violates the rules of the examination. In such cases, the candidate receives a grade of "insufficient" for the

examination. In especially severe cases, the examination committee may bar the candidate from taking any further examinations.

(4) Following notification of the examination results, the candidate has four weeks to contest the assessment and have the decision reviewed by the examination committee in accordance with par. 3, nos. 1 and 2. As soon as a decision is made, the examination committee must immediately notify the candidate of the decision with an explanation and instructions pertaining to his/her options of legal recourse.

#### **§ 11 - Passing and failing**

(1) A module examination is passed if it receives a minimum grade of “sufficient”. If a module examination is comprised of several sections, then all sections of the examination must receive a minimum grade of “sufficient” to pass.

(2) The master’s examination is passed if the candidate receives passing grades for all the module examinations, the master’s thesis and its presentation.

(3) If the candidate fails the master’s examination, s/he may apply for a certificate of university study by providing proof of study and a certificate of de-registration. The certificate of university study includes a list of the student’s completed examinations and results, as well as examinations which must be passed before the master’s degree can be conferred.

#### **§ 12 - Retaking module examinations**

(1) Failed module examinations may be retaken at the next examination session in the following semester, as stipulated in § 4 par. 2. If a module examination is comprised of several sections, of which one or more received a failing grade, the candidate need only retake those sections marked “insufficient”.

(2) The candidate is permitted to retake examinations a second time. However, if the retake is failed a second time, it may not be repeated again and is permanently marked as failed. Before permission to retake a failed examination is granted, the examination committee must take into account failed examinations and retakes at other universities and comparable institutions of higher education in the Federal Republic of Germany.

(3) If the candidate fails to attend the first retake for no good reason, the examination is marked as failed. If the candidate fails to attend the second retake for no good reason, the examination is permanently marked as failed.

(4) The candidate may not retake module examinations which have received a passing grade.

#### **§ 13 - Recognition of periods of study, course work, examinations and periods of professional practice**

(1) Periods of study, course work and examinations are automatically recognized if they have been completed in a comparable master’s degree programme at a university or comparable institution of higher education in the Federal Republic Germany. Some parts of a master’s degree programme may not be recognized if the candidate’s past academic achievement totals more than half of the examinations or the master’s thesis. Decisions concerning the refusal of recognition are made by the examination committee.

(2) Periods of study, course work and examinations in degree programmes, to which par. 1 does not apply, are recognized if they are deemed equivalent to those of the degree programme in question. Periods of study, course work and examinations are deemed equivalent if the student’s former degree programme essentially corresponds to that of the master’s degree programme Media Art/Media Design in terms of scope and requirements. This assessment is not based on a schematic comparison, but an overall review and evaluation. If the university recognizes periods of study, course work and examinations completed at institutions outside of Germany, it must ensure that these comply with the equivalence agreements made by the Standing Conference of Ministers of Education and Cultural Affairs and the German Rectors’ Conference, as well as

contractual agreements of university partnerships. Decisions on this basis are made by the examination committee.

(3) Par. 1 and 2 also apply to periods of study, course work and examinations in nationally accredited correspondence degree programmes and multimedia-aided course work and examinations. Par. 2 also applies to periods of study, course work and examinations completed at other educational institutions.

(4) If a candidate gains practical work experience (i.e., completes an internship) during his/her studies, this period may be recognized as course work for the degree programme. The internship should incorporate various fields of media-specific, artistic/design work and conclude with a documentation and presentation of the results. The internship should last a minimum of 12 weeks, for which academic supervision by a professor is required. Following its documentation and presentation, the candidate can receive 30 credit points (CP) for the internship.

(5) If the course work and examinations are recognized, the grades are then included into the calculation of the final grade. If no grades were issued, the examination committee appoints two examiners of the degree programme to assess and grade the artistic/design work completed at the other university on the basis of § 6 (Artistic/design examinations).

(6) If course work and examinations are recognized, the master's degree certificate must include the names of the institutions at which these were completed.

(7) If the conditions of sections 1 – 3 are met, the candidate has a legal right to receive credit for his/her past academic achievement. Periods of study, course work and examinations, completed in the Federal Republic of Germany, are awarded credit ex officio. The student is responsible for providing all necessary documentation in order to receive academic credit.

#### **§ 14 - Examination committee**

(1) An examination committee is formed to ensure that the procedures put forth in these examination regulations are followed.

(2) The Faculty Council is responsible for appointing members of the examination committee, the chairperson and his/her deputy.

(3) The examination committee is comprised of five members, including three professors, one member of the academic staff and one student. As a rule, the members of the committee are appointed for a two-year term and the student for one year.

(4) The examination committee passes resolutions based on the majority vote. In the event of a tie, the committee's chairperson is responsible for deciding the matter. The quorum of the committee is met when the majority of the members are present, which must include the chairperson (or his/her deputy) and two of the three professors.

(5) The sessions of the examination committee are not open to the public. The committee members are subject to professional discretion. If they are not a civil servant, they are nonetheless obliged to professional discretion by the chairperson.

(6) The examination committee ensures that candidates comply with the procedures put forth in the examination regulations. The committee reports on the progress of the examinations and study duration to the Faculty Council on a regular basis. Furthermore, it can recommend changes to the study regulations, course plan and examination regulations.

(7) At the beginning of each semester, the examination committee determines the duration of time, in which the candidate must present his/her master's thesis and complete the module examinations.

(8) Members of the examination committee have the right to attend examination sessions.

## **§ 15 - Examiners and observers**

(1) The examination committee appoints the examiners and observers. The examiners must be members or employees of the Bauhaus-Universität Weimar or another university, such as professors, lecturers, academic assistants or staff members with teaching responsibilities, part-time lecturers, instructors for special tasks or individuals with experience in professional practice and education, who are authorized to independently teach the subject of examination. This also applies if the examiner has been authorized to independently teach a subject that comprises only one area of the examined subject. Only those who have already achieved the academic degree in question or a comparable qualification may be appointed as observers.

(2) The purpose and special character of an examination may necessitate the appointment of a practicing professional as an examiner. In such cases, the individual must have at least passed the examination in question or achieved an equivalent level of professional qualification.

(3) The chairperson of the examination committee ensures that the candidate is notified of the names of the examiners in advance.

(4) The examiners and observers are subject to professional discretion. If they are not civil servants, they are obliged to professional discretion by the first examiner.

## **§ 16 – Approval of thesis topic, submission and evaluation of master’s thesis, and retakes**

(1) The examinations, master’s thesis and its presentation should demonstrate that the candidate possesses in-depth knowledge of the subject and artistic/design skills which allow him/her to independently develop artistic/design solutions using media and media-based products.

(2) The master’s thesis must be registered with the Examination Office. The candidate must include the following with his/her registration:

1. Proposal for the first and second examiner
2. Proposal for the topic of the master’s thesis
3. Copy of the examination admission letter (in cases of conditional admission, the examination committee must confirm that the necessary requirements have been fulfilled)
4. Proof of passed module examinations as mandated by the degree programme (totalling at least 84 credit points)
5. If applicable, proof of compliance with the conditions stated in § 12 par. 2 of the examination admission regulations.

(3) The examination committee is responsible for approving the topic of the master’s thesis and appointing the examiners. The date of approval must be put on record. The first examiner is responsible for supervising the candidate’s progress during the completion of the master’s thesis. The topic may only be discarded once and only within the first four weeks following the date of its approval.

(4) The candidate must secure the approval of the examination committee, if s/he wishes to complete the master’s thesis in a facility not affiliated with the Bauhaus-Universität Weimar.

(5) A master’s thesis in the form of group work is permissible as long as the candidate’s achievement can be clearly distinguished from that of the other members (e.g., by means of separate sections, page numbers or other objective criteria) and individually assessed, and fulfils the requirements stipulated in par. 1.

(6) As a rule, the master’s thesis contains a practical part and a theoretical part. The practical part is comprised of a design or artistic work, which the candidate discusses in the theoretical part. In exceptional cases, the master’s thesis may only be comprised of a practical or a theoretical treatment. In such cases, the first examiner must submit a request to the examination committee which reviews and decides the matter.

(7) Candidates are allotted 18 weeks to complete their master's thesis. The first examiner should ensure that the topic, proposed treatment and scope of the thesis is restricted to an extent that the candidate can meet the prescribed submission deadline.

(8) In exceptional cases and upon written request, the examination committee may grant a candidate an extension for thematically related reasons. The extension may not exceed eight weeks and the total time allowed for completing the master's thesis may not exceed 26 weeks.

(9) The candidate must submit the master's thesis to the Examination Office by the fixed deadline. The date of submission must be put on record. Upon submission of the master's thesis, the candidate must provide written assurance that his/her work – if a group work, then his/her portion of the thesis – was completed independently and no other sources or aids were used other than those explicitly cited. If submission of the practical part is not possible due to its specific character, submission of the theoretical part is sufficient.

(10) The candidate must submit two printed copies of the theoretical part of the master's thesis, along with a digital copy, in German. On request, the examination committee may allow the candidate to write his/her master's thesis in a different language. Students of the degree programme "Media Art & Design" are exempt from this rule and must write their master's thesis in English.

(11) One printed copy of the master's thesis and its digital form become property of the Bauhaus-Universität Weimar and can be destroyed one year after the conclusion of the examination process. The Bauhaus-Universität Weimar has the right to permanent and unlimited use of the master's thesis (with due credit given to the author) in part or whole in all forms of media. This stipulation does not infringe on the author's copyrights.

(12) The master's thesis must be independently assessed by two examiners and presented to both. The presentation of the thesis is only permitted if the candidate has successfully met all the other examination requirements. The candidate must present the thesis in a way that suits the artistic or design object of investigation. The presentation is comparable to an oral examination; the stipulations listed in § 8 (Oral examinations) apply accordingly.

(13) The examiners base their assessment of the master's thesis on how well the candidates demonstrate their artistic/design competence and their organizational and analytically-critical skills. The assessment of the presentation is based on the candidates' ability to present their work in an appropriate form, summarize their master's thesis orally and place it in a professional context, also in terms of its individual artistic or design development.

(14) The final grade of the master's degree module is comprised of the grade for the artistic work (50 %), the written thesis (25 %) and the oral presentation (25 %). Each grade is weighted correspondingly, i.e., 50 % for the artistic/design work, 25 % for the written thesis and 25 % for the presentation. Each member of the examination committee must grade the candidate's examination individually and come up with a final grade. If one examiner marks the examination as "insufficient", the examination committee must decide the matter, usually by appointing another examiner. The master's degree module receives a passing grade when at least two examiners have marked it as "sufficient".

(15) If the candidate fails the master's examination, s/he may retake it only once. The candidate may discard the topic of the master's thesis within the time limit stipulated in par. 3, no. 4, if s/he did not do so already during their first attempt at completing the master's thesis.

(16) The assessment of the master's thesis may not exceed six weeks.

## **§ 17 - Academic degree**

(1) With the successful completion of the master's examination, the Faculty awards the candidate the "Master of Fine Arts" degree.

(2) If the candidate has completed the joint degree programme "Integrated International



Art and Design Studies”, the candidate receives the “Master of Fine Arts” degree from the Bauhaus-Universität Weimar and a “Master of Arts” degree from the College of Communication and Art at the Tongji University of Shanghai.

#### **§ 18 - Certificate and diploma**

(1) After passing the master’s examination, the candidate receives a certificate within three months of the last examination. The certificate includes the grades and titles of the examinations, the topic of the master’s thesis and its final grade, as well as the total number of credit points the candidate achieved. The regulations in § 9 apply to all other related grading matters.

(2) The certificate bears the date of the presentation of the master’s thesis. The certificate is issued in German and English.

(3) The Bauhaus-Universität Weimar also issues a Diploma Supplement (DS) in German and English.

(4) Along with the certificate, the candidate also receives his/her master’s degree diploma, bearing the date of the certificate. The diploma certifies the conferral of the master’s degree. Both the diploma and certificate are signed by the Dean of the Faculty and the chairperson of the examination committee, and authenticated with the university seal. The master’s degree diploma is issued together with an English translation.

#### **§ 19 - Invalidity of examinations**

(1) If the candidate has dishonestly manipulated his/her examination results and this deception is discovered after the certificate has been issued, the examination committee is permitted to retroactively correct the results according to § 10 par. 3. If necessary, the final grade of the master’s degree module may be revised as “insufficient”.

(2) If the requirements for admission to an examination were not fulfilled and the candidate had no intention of deceiving the committee, and if this fact is discovered after the certificate is issued, a passing grade on the examination automatically rectifies the mistake. However, if the candidate consciously deceived the committee to be admitted to an examination, then the examination receives an automatic grade of “insufficient”.

(3) The candidate is allowed to make a statement in his/her defence before a decision is made on the matter.

(4) The incorrect certificate must be retracted and, if necessary, replaced with a new one. The master’s degree diploma, the transcript and the Diploma Supplement must also be retracted together with the incorrect certificate. In accordance with par. 1 and par. 2, no. 2, decisions concerning retraction may no longer be made after five years of the date on the examination certificate.

#### **§ 20 - Reviewing the examination documents**

The candidate may review (on prior request and without undue delay) his/her written examination documents, the corresponding assessments by the examiners and the examination protocols within one year following the conclusion of the examination process.

#### **§ 21 - Contesting the examination results**

(1) If the candidate receives an unfavourable assessment on the basis on these examination regulations, s/he must be notified of the decision in writing with its justification, along with instruction on his/her options of legal recourse. The candidate is allowed to formally contest the decision with the examination committee within one month after receiving notification.

(2) If the candidate contests the assessment of one of the examiners, the examination committee forwards the matter to the examiner in question for re-evaluation. Should the examiner decide to change his/her assessment, the examination committee redresses the contested decision. Otherwise, the examination committee reviews whether the assessment:

1. was made based on incorrect assumptions or irrelevant considerations,
2. violated generally recognized principles of assessment standards,
3. violated legal provisions, or
4. violated general principles of life experience.

If the committee determines that any of these occurred, it issues an "objection notice".

(3) If the candidate contests a decision made by the examination committee, the Dean holds a hearing with the committee, and, if the committee refuses to redress the decision, the Dean is responsible for settling the matter.

(4) Contested decisions must be addressed at the soonest possible date. If the decision is not redressed, the candidate must be notified of why and receive instruction on his/her options of legal recourse.

#### **§ 22 - Equal treatment clause**

Terms of status and function as applied in these regulations pertain to both sexes to an equal degree.

#### **§ 23 - Statement of effect**

These examination regulations entered into effect on the first day of the month following their public announcement by the Bauhaus-Universität Weimar. First-semester students beginning in the winter semester 2009/10 are the first to which these regulations apply.

Approved by resolution of the Faculty Council on 15 April 2009.

Prof. Dr. Benno Stein,  
Dean of the Faculty of Media

The statutes are approvable.

Dipl.-Jur. Rainer Junghanß  
Legal advisor

Approved  
Weimar, 1 July 2009

Prof. Dr.-Ing. Gerd Zimmermann  
Vice-chancellor