

**Joint Course and Exam Regulations of
Nuertingen-Geislingen University (Hochschule fuer Wirtschaft und Umwelt
Nuertingen-Geislingen, HfWU)**

and

Hochschule Weihenstephan-Triesdorf

**for the
Master's Program
"International Master of Landscape Architecture" (IMLA) (M.Eng.)**

**Date: 13 July 2016
last updated in the 1st amendment of 13 February 2019**

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Legal basis

Based on section 8 (6) in conjunction with section 30 (1) and section 32 (6) of the Law for Universities in Baden-Wuerttemberg ("Landeshochschulgesetz" - LHG) dated 01 January 2005 (Law Gazette (GBl.) p. 1), last amended on 01 April 2014 (Law Gazette (GBl.) 2014 p. 99 et.seqq.) the senate of Hochschule fuer Wirtschaft und Umwelt Nuertingen-Geislingen agreed the following Course and Exam Regulations on 07 July 2016.

Preamble

The Master's program "International Master of Landscape Architecture" (IMLA) is a cooperation program between Hochschule fuer Wirtschaft und Umwelt Nuertingen-Geislingen (Nuertingen-Geislingen University) and Hochschule Weihenstephan-Triesdorf. As per the cooperation agreement of 01 July 2016 on a joint Master's program, Course and Exam Regulations must be established in accordance with Baden-Wuerttemberg laws which apply to all universities taking part in the Master's program.

A. General Provisions

Part I – Academic Affairs

Section 1 Scope

- (1) These Course and Exam Regulations apply for the Master's program "International Master of Landscape Architecture (hereinafter referred to as "IMLA").
- (2) Official titles and functional titles in these Course and Exam Regulations shall include both the masculine and the feminine gender, section 11 (7) of the State Higher Education Act in Baden-Wuerttemberg (Landeshochschulgesetz - LHG) shall apply.

Section 2 Standard Duration of Program, Program Structure

- (1) The standard duration of the program is three semesters. This includes all theory semesters, examinations and the Master's thesis.
- (2) The program is divided up into modules and concludes with the Master's examination.
- (3) The total amount of modules required for successful completion of the program and the required module exams are outlined in the Addendum.
- (4) If pre-agreed by the Joint Coordination and Examination Committee, the types of modules and their sequence as outlined in the Addendum may in individual cases under compelling circumstances be altered for one semester.
- (5) Depending on the type and duration of the first degree, it is a prerequisite for admission to the Master's thesis to complete a practical semester and take part in a seminar.
- (6) The language used for teaching and in examinations is normally English. If classes are held in German, however, the students will be informed about this at the beginning of the lecture period and it will be noted in the module catalog. The decision on whether a class is held in German or in English is taken by the Program Director in agreement with the lecturers concerned. The examination is usually set in the language of instruction. Repeat examinations will be set in the language in which the class is held during the repeated semester.

Section 3 Semester Leave of Absence

- (1) Upon application, the Joint Coordination and Examination Committee of the respective faculty can grant students leave of absence for a semester in accordance with section 61 LHG for the following reasons:
 - 1) The student wants to attend a university or a language school abroad.
 - 2) Due to illness, the student is prevented from attending classes for most of the semester or unable to complete the coursework required.
 - 3) Due to the expected birth of a baby and subsequently looking after it, the student is unable to regularly complete the coursework required.
 - 4) The student wants to take part in the "Bundesfreiwilligendienst" (Federal Volunteer Service).

- 5) The student has to serve a prison sentence.
- 6) The student wants to do practical work which is related to the goal of the degree program.
- 7) For other important reasons, especially to do with on-going family commitments.

Leave of absence is not counted towards the standard period of study. Applications for leave of absence must be submitted to the Joint Coordination and Examination Committee before the commencement of the lecture period. In exceptional circumstances ("hardship cases"), an application for academic leave of absence may be handed in at a later date. It has to be submitted to the Central Examination Committee of Nuertingen-Geislingen University via the secretary's office of the student's faculty.

- (2) As a rule, academic leave of absence should not exceed two semesters. During their leave of absence, students cannot take part in the self-government bodies of the university. They are not entitled to attend classes or use the university's facilities, with the exception of the university's Information Center facilities.
- (3) As a rule, students who are on leave of absence in accordance with no. 3 shall not be granted leave for more than six semesters. Students on leave in accordance with no. 3 are allowed to attend classes, to register for the assessment of coursework and examinations and use the university's facilities. Academic leave of absence in accordance with no. 3 is neither counted towards the standard period of study nor towards leave of absence according to paragraph 2.

Part II – Examinations

Section 4 General Admission Requirements for Examinations

- (1) Only students who are enrolled in the IMLA Master's program are entitled to take the Master's examination. Admission requirements are governed by the statutes of admission.
- (2) The students will have to take part in the module examinations stipulated in the Addendum during or at the end of the semester during which they attended the module.
- (3) Acceptance for an examination must be denied if
 - 1) the student does not meet the prerequisites outlined in paragraph 1 or
 - 2) the student has lost the right to take exams pursuant to section 32 (1) phrase 2 LHG in conjunction with section 14 of the Course and Exam Regulations or pursuant to section 32 (5) LHG in conjunction with section 7 of the Course and Exam Regulations.

Section 5 Loss of Right to Take Exams, Deadlines

- (1) The module examinations leading to the Master's examinations must be taken before the semester stipulated in the Addendum. Students can apply to take module examinations in advance of the set deadlines.
- (2) Students will be informed well in advance via the web-based student portal Moodle and the online examination management system FlexNow about the type and amount of module examinations they have to take and the dates when they have to take them as well as about the dates by which their Masters's thesis must have been allocated and handed in. Affected students will also be informed about the retake examination dates of the module examinations.
- (3) Students lose the right to take exams in their program (sect. 32 (5) LHG) if the module examinations for the Master's examination have not been taken within three semesters after the deadline set in paragraph 1, unless the student cannot be held responsible for the missed deadline.
- (4) When setting the examination deadlines, the Joint Coordination and Examination Committee will ensure that in the cases concerned, maternity leave according to the Maternity Protection Act and parental leave according to the Federal Education Benefit Act will be allowed for.
- (5) Students who are suffering from long-term illnesses or disabilities or from permanent physical disabilities which do not, however, make them unfit for study but prevent them from regularly attending classes and doing the required coursework, shall be entitled to take some of the module examinations even after the deadline has expired. The same applies for the completion of the required coursework. The deadlines for retake examinations may only be extended by up to two semesters. In all other cases, the extension period must not exceed three years. The student shall be responsible for supplying relevant evidence, especially medical certificates. In certain cases, Nuertingen-Geislingen University may insist upon a medical cert by a designated doctor or by a medical officer. In the event of a change in circumstances, the student is obliged to notify this immediately.

Section 6 Modularization, Credit Point System

- (1) In the Addendum, all regulations concerning the modules and their main focus are described. A module can be defined as containing a complete summary of a subject area. It is a self-contained unit within boundaries as defined by time and subject which can be tested and for which credit points can be awarded.
- (2) The students' coursework and examinations are assessed using a credit point system in accordance with the European Credit Transfer System (ECTS). The respective credit points (credits) for a module can only be awarded if the module is passed.
- (3) The student's total workload amounts to 90 credits. One credit is equivalent to a student's workload of 25 hours (contact hours and self-study). If the exam prerequisite according to section 2 (5) must be fulfilled, an additional 30 credits are required.

Section 7 Exam Structure

The Master's examination is comprised of module examinations.

A module examination can consist of several different assessments as defined by section 8 (1). The Addendum contains the regulations concerning the module examinations for the Master's examination and individual assessments including their weighting for the module grade.

There may be examination prerequisites in order to be admitted to the module examinations. Examination prerequisites are graded with a pass or a fail.

Module examinations are usually course-related. They are set as part of a class and are linked to the topic of this class (in-course module examinations).

Section 8 Graded Assessments

- (1) There are several types of graded assessments:

Written Assessments

| | |
|----------------------|---|
| Written exam | K |
| Written / drawn work | S |

Oral Assessments

| | |
|--------------|---|
| Oral exam | M |
| Presentation | R |

| | |
|-----------------------|-----|
| Research Paper | StA |
|-----------------------|-----|

The Addendum contains information on the assessments required. Written assessments using multiple choice questions are excluded.

- (2) It is outlined in the Addendum whether assessments take place during the lecture period of the semester or during the semester break.
- (3) If students can provide evidence that due to a physical disability they cannot complete the assessments completely or in part as required, the Chairperson of the Examination Committee will either agree to an extended deadline or accept a different type of assessment equivalent to the one requested. The student may be required to supply a medical certificate in this case.
- (4) It might be stipulated in the Addendum of the Course and Exam Regulations that assessments have to be done in English.

Section 9 Written Assessments

- (1) Written exam

Students need to show in the exam that they have the required expert knowledge and that they are able to work on topics and solve problems within a limited amount of time with limited materials using the accepted methods of their subject area. Written exams may contain a selection of topics the students can choose from.

A written exam must take at least 45 minutes and no more than 240 minutes. Individual details are outlined in the Addendum. Written exams usually take place during the examination period at the end of the semester during which classes were held. Grading is usually completed within three weeks after the examination period.

(2) Written/drawn work

In written or drawn work students must prove that they are capable of researching, evaluating and connecting the information necessary to solve the task or the problem at hand in an effective way. They must demonstrate that they understand what is required from a scientific paper and the principles of academic research and writing.

Section 10 Oral Assessments

(1) Oral exam

In the oral exam students must prove that they have acquired a broad expert knowledge and that they understand the overall context of the subject that is under examination and that they can identify how specific problems fit into this context.

Oral exams are assessed by two examiners (examination by a panel) or by one examiner in the presence of an independent observer (section 20) either in the form of a group exam or an individual exam.

An oral exam can last between 10 to 30 minutes per examinee. Individual details are outlined in the Addendum.

The main points and results of the oral exam must be recorded in the minutes. Following the oral exam, the examinee shall be directly informed about the result.

Students who will have to take the same type of oral exam later on can be admitted to the exam as listeners if there is enough room, unless the examinee objects to this. They are, however, not allowed to be present when the exam result is discussed and announced.

(2) Presentation

The students must prove during the presentation that they can solve a particular problem in the subject area which is under examination and demonstrate that they can present this using media support in such a way as best suits their audience.

The basis on which the presentation was assessed must be recorded in writing.

Section 11 Research Papers

- (1) In a research paper, students need to prove that they can solve complex cross-curricular problems within their field of study.
- (2) A paper can consist of a written/drawn/creative composition as well as a presentation.
- (3) Papers can also be produced by a team consisting of several students. In order to allow assessment of the individual contributions, each part must be clearly delineated.
- (4) Presenting the results to a university public in the presence of at least two examiners (examination by a panel) can also be an integral part of a paper. The presentation itself can be a part of the assessment.
- (5) The essential features and results of the paper as well as the fundamental ideas on which grading is based need to be suitably recorded. In the case of a presentation, the grade achieved is usually communicated to the examinee right away. If, for subject-specific reasons, this is not possible, the grading process should be completed within a maximum of three weeks after the examination period.
- (6) The time allowed for composing the paper depends on the problem set, this rarely exceeds the duration of the module, however. All further details can be found in the Addendum.

Section 12 Grading of the Module Examinations

- (1) Grading of the module examinations is based on the points awarded by the examiners. The module coordinator tells the individual examiners the maximum amount of points they can award for their part of the module examination. Weighting is based on the recommended 100-points-system and outlined in the Addendum to the Course and Exam Regulations and the module catalog. The grades for module examinations are determined by the module coordinator in consultation with the examiners involved on the basis of the overall amount of points awarded by the examiners. The following grades are to be used for grading:

| | | | | |
|---|---|-------------------------------|---|---|
| 1 | = | very good ("sehr gut") | = | an excellent result |
| 2 | = | good ("gut") | = | a result which is considerably above average |
| 3 | = | satisfactory ("befriedigend") | = | an average result |
| 4 | = | pass ("ausreichend") | = | a sufficient result despite some shortcomings |
| 5 | = | fail ("nicht ausreichend") | = | an insufficient result containing many shortcomings |

To allow for more differentiated grading, individual grades can be raised or lowered by 0.3 to fractional grades; the following grades are not allowed, however: 0.7, 4.3, 4.7 and 5.3. If a module examination is graded by several examiners, the grade achieved will be calculated by averaging the examiners' grades.

- (2) The overall grade for papers, oral exams and Master's theses which have been marked by two examiners is calculated by averaging the grades awarded by the examiners. Module grades are as follows:

| | | |
|--|---|-------------------------------|
| With an average grade of up to 1.5 | = | very good ("sehr gut") |
| With an average grade of 1.6 up to and including 2.5 | = | good ("gut") |
| With an average grade of 2.6 up to and including 3.5 | = | satisfactory ("befriedigend") |
| With an average grade of 3.6 up to and including 4.0 | = | pass ("ausreichend") |
| With an average grade from 4.1 on | = | fail ("nicht ausreichend") |

- (3) For the overall grade (sect. 26) the arithmetic mean of all weighted module grades is taken. Outstanding results (overall grade of 1.3 or better) are awarded the overall grade "pass with distinction" ("mit Auszeichnung bestanden").

The overall grade (section 26) is also noted according to the ECTS grading scale. In this scale students are classified according to statistical categories. Students who have passed the exam are generally classed as follows:

| | |
|---|---------------|
| A | the top 10% |
| B | the next 25% |
| C | the next 30 % |
| D | the next 25 % |
| E | the next 10 % |

Alternatively, the percentage of graduates with the overall grades of very good, good, satisfactory and pass is noted.

- (4) When calculating the average, only the first decimal after the decimal point is taken into account, all further decimals are deleted without rounding up or down.

Section 13 Absence, Withdrawal, Cheating, Breach of Regulations

- (1) A module examination shall be graded with a "fail" ("nicht ausreichend", 5.0) if the examinee misses an exam without a valid reason or if he/she withdraws from the exam without a valid reason after having registered for it. The same applies if a written assessment has not been handed in before the deadline.
- (2) Any withdrawal from an exam must be notified immediately. The reason for missing or withdrawing from an exam must be notified to the Chairperson of the Joint Coordination and Examination Committee im-

- mediately in writing. Evidence must be provided. In the case of an illness, a medical certificate is required. In certain cases, the university will nominate the doctor who is to issue the medical cert. If the reason is accepted as valid, the module examination will be considered as "not attempted".
- (3) If examinees attempt to influence the result of their assessment through cheating or the use of unauthorized materials, the module examination is graded with a "fail" ("nicht ausreichend", 5.0). If an examinee interrupts the orderly conduct of an exam, he/she can be excluded from continuing the exam by the examiner or proctor. In this case, the module examination is graded with a "fail" ("nicht ausreichend", 5.0). In extreme cases, the Joint Coordination and Examination Committee may exclude the examinee from all further module examinations.
 - (4) Before any negative decision according to paragraph 3 phrase 1 or 2 is taken, the person concerned will be given the opportunity to make a statement. Incriminating decisions will be communicated to the person concerned immediately and in writing stating the relevant reasons and information on the right to appeal.

Section 14 Passing or Failing

- (1) Students will have passed the Master's examination if all the module examinations the Master's examination is comprised of and the Master's thesis have been passed with a grade of 4.0 (pass) or better.
- (2) If a module examination was failed or if the Master's thesis was graded less than 4.0 (pass), the examinee will be informed about this. The examinee must also be informed if and to what extent and before what date the module exam or the Master's thesis can be retaken.
- (3) If the Master's examination has been failed with no option to retake, the student can apply for written confirmation stating which module examinations he/she passed and the grades received as well as the module exams he/she did not attempt or did not pass. It must also clearly state that the Master's examination has not been passed.
- (4) Students are informed about their grades in the online examination management system FlexNow on the university's intranet.

Section 15 Retaking Module Examinations

- (1) Each failed module examination may be retaken once. Upon application, however, module examinations can be retaken a second time if on average the student has achieved at least 15 credits in the previous semesters and if he/she did not attempt to cheat during the first and second attempt at the exam. The oral final exam and the Master's thesis may each only be retaken once. Students may not retake a module examination they have passed. Failed attempts at other Universities of Applied Sciences in the Federal Republic of Germany are also taken into account.
- (2) The retake or make-up examinations must be taken during the examination period of the following semester. If the deadline for the retake examination is missed, students lose the right to take exams. A second retake examination is excluded in this case.

Section 16 Recognition of Previous Study Periods, Coursework and Examinations

(1) Recognition of Coursework and Examinations for Module Examinations

Students can apply to receive recognition for coursework and exams as well as degrees that have been completed in other programs of study at a public or an officially recognized institution of higher education or at a Cooperative State University (Berufsakademie) in the Federal Republic of Germany or at a foreign public or officially recognized higher education institution, provided that the competencies acquired are not significantly different from those they are to substitute. The purpose of this recognition is to allow the students to continue their studies, to take exams or to take up another program of study.

Students cannot apply to get recognition for module examinations which have already been successfully completed at HfWU.

If students change to another degree program at the university, completed module examinations as well as failed examinations in classes which are the same in both the old and the new program will be recognized after an official interview.

- (2) **Skills and competencies which have been acquired outside of the higher education system** are recognized if the format and level of skills and competencies are equivalent to those of the module ex-

aminations they are to substitute. Equivalence is usually tested through an oral placement test. The regulations outlined here in these statutes also apply for the oral placement test. The Addendum of the Course and Exam Regulations may stipulate that, as part of existing cooperation agreements with higher education institutions according to section 31 LHG, an automatic recognition process may apply. A maximum of 50 per cent of the degree program can be substituted by skills and competencies acquired outside of the higher education system.

- (3) An application for any recognition can be submitted during the admissions procedure at the earliest and within three months after the date of enrollment at the university at the latest. If the coursework or the examinations were completed during a semester abroad, an application for recognition must be submitted within three months after the day the student returns to the home university. After the three months deadline has expired, students can only claim recognition if they fulfill the conditions required for a restoration of the status quo ante according to sect. 32 VwVfG (German Administrative Procedures Act).
- (4) Applicants are responsible for providing any necessary documentation to support their application. Proof that an application does not meet the requirements for recognition as per paragraph 1 is the responsibility of the university. Rejections or partial rejections will be justified in writing with information on the right to appeal. Recognition is decided on by the Examination Committee of the respective faculty.
- (5) If agreements or treaties between the Federal Republic of Germany and other countries on equivalence in the higher education sector (equivalency agreements) exist and favor students from abroad in deviation from paragraphs 1 to 4, the regulations in the equivalency agreements shall take precedence.
- (6) If coursework and examinations are recognized and the grading systems are similar, the grades are transferred according to the Addendum of the Course and Exam Regulations and included in the calculation of the final grade. If the grading systems are not comparable or the completed coursework or examinations have not been graded, the coursework or examination will be rated as "passed" ("bestanden") but not count towards the final grade. Recognized coursework and examinations will be indicated in the Transcript of Records.

Section 17 Joint Coordination and Examination Committee

- (1) The Joint Coordination and Examination Committee is responsible for organizing the Master's examinations and for all other tasks assigned by the Course and Exam Regulations.
- (2) The Joint Coordination and Examination Committee consists of one full-time professor from each of the two universities cooperating in the Master's program. The universities involved will each delegate a professor who teaches regularly in the Master's program from the faculties the Master's program belongs to. The term of office is three years. It is possible to delegate the same person repeatedly. The Chairperson is chosen by the members of the Joint Coordination and Examination Committee for the duration of one year. It is possible to appoint the same person repeatedly. Resolutions can only be passed if they are unanimous and in writing. The Joint Coordination and Examination Committee is deemed to have a quorum if both universities are represented by members with voting rights. In general, the Chairperson manages the affairs of the Joint Coordination and Examination Committee.
- (3) Other professors, lecturers or teaching staff with special responsibilities can act in an advisory capacity.
- (4) The Joint Coordination and Examination Committee must ensure that the provisions of the Course and Exam Regulations are adhered to. The Committee must regularly inform the two universities involved about the amount of time it takes students to finish the degree and complete the examinations, about the actual time it takes them to finish their Master's thesis and about the distribution of the module and overall grades. The report must be published by the universities in a suitable format. The Joint Coordination and Examination Committee also advises on reforms of the curriculum and the Course and Exam Regulations. The Joint Coordination and Examination Committee may assign some of the duties they are responsible for to the Chairperson.
- (5) Members of the Joint Coordination and Examination Committee are entitled to sit in on examinations.
- (6) The members of the Joint Coordination and Examination Committee and their deputies are bound by an obligation of confidentiality. Unless they are public servants, they must be bound to confidentiality by the Chairperson.

Section 18 Examiners and Observers

- (1) As a rule, only professors can act as examiners in examinations which are not an integral part of a class in the study program. If no professors are available, lecturers and teaching staff with special responsibilities can be appointed to act as examiners. Only someone with relevant work experience or experience

in training who holds at least the qualification which is being tested in the exam or equivalent qualifications can also be appointed as an examiner.

- (2) The examinee may suggest an examiner or a group of examiners for the Master's thesis and the oral examinations. A suggestion does not, however, constitute any entitlement.
- (3) The examiners' names should be announced in good time.
- (4) Only someone who holds at least the qualification which is being tested in the exam or equivalent qualifications can be appointed as an observer.
- (5) Section 17 (6) also applies to examiners and observers.

Section 19 Responsibilities

- (1) The Joint Coordination and Examination Committee is responsible for decisions on the following issues:
 - 1) The consequences of breaches of the exam regulations (section 13)
 - 2) Passing or failing (section 14) and permission to attempt a second retake examination (section 15)
 - 3) Appointing the examiners and observers (section 18)
 - 4) Changes in the course of study of individual students which became necessary for reasons the student cannot be held responsible for
- (2) Appeals against any of the decisions must be submitted to the Vice-Rector for Academic Affairs ("Prorektor fuer Lehre") of Nuertingen-Geislingen University.

Section 20 Additional Modules

Students can take other module examinations in addition to the required modules (additional modules). There is not automatic entitlement to do this, however. The exam results in these modules will not be included in the overall grade. Confirmation in writing containing the exam results of the additional modules will be issued together with the Master's Degree Transcript.

Section 21 Viewing of the Examination Records

Within one year of taking the module examination, examinees may, upon application, view their written examination as well as any reviews on it and the examination minutes in an approved format. Section 29 of the Administrative Procedure Act of Baden-Württemberg (Landesverwaltungsverfahrensgesetz) is not affected by this.

Part III – Master's Examination

Section 22 Purpose and Method of the Master's Examination

- (1) After concluding the Master's program with the Master's examination, graduates are qualified for their profession. The Master's examination determines if students have gained thorough knowledge about the interrelationships in their chosen discipline and if they have learned to apply scientific methods without outside help in complex and interdisciplinary contexts. It also serves to determine if students have acquired the required level of skills in their chosen subject which are necessary to start out in their professional career and the ability to apply scientific methods independently in any future research.
- (2) The module examinations that the Master's examination is comprised of are an integral part of the course and usually take place during the examination period following the lecture series.

Section 23 Format and Scope of the Master's Examination

- (1) The Addendum contains information on the module examinations which need to be taken in order to pass the Master's examination.
- (2) The content of the modules as outlined in the Addendum will be tested in the module examinations.

Section 24 Allocation and Time Allowed for Composing the Master's Thesis

- (1) In their Master's thesis the authors need to show that they can research a problem from their discipline within a set time frame without outside help and in accordance with accepted scientific or artistic methods. The Master's thesis should be composed during the 3rd semester of study.
- (2) The Master's thesis is allocated and supervised by a professor of one of the cooperating universities (supervisor) provided he/she works in a subject area at the university which is related to the degree program. If the Master's thesis is to be composed in an external institution outside of the university, prior approval by the Chairperson of the Joint Coordination and Examination Committee is required.

- (3) At the beginning of the third semester, students apply to the Joint Coordination and Examination Committee for the allocation of a Master's thesis topic. In the cases outlined in section 2 (5) this is done at the beginning of the semester, after having completed the exam prerequisite.
- (4) The Joint Coordination and Examination Committee sets fixed dates for allocating Master's theses. The topic and the time of allocation must be recorded and kept on file. It must be communicated to the students via the online examination management system FlexNow. Students can suggest topics. Following an application, the Joint Coordination and Examination Committee will allocate a Master's thesis in a timely manner.
- (5) The Master's thesis can also be presented in the form of group work if the individual students' contributions which need to be assessed can be clearly delineated through paragraphs, page numbers or other objective criteria and a clear distinction between them exists in order to enable them to be assessed and fulfill the requirements in phrase 1. The thesis needs to contain confirmation in writing that the paper - or in a group work the marked section of the paper - is entirely the student's own work and was composed using only those sources and materials listed.
- (6) The time allowed for composing the Master's thesis is four months. If necessary to ensure equal exam conditions or for reasons outside the examinee's control, the time allowed for composing the Master's thesis can be extended to a maximum period of five months. A decision on this is taken by the Joint Coordination and Examination Committee based on a statement made by the first examiner. The topic and the problem that is to be researched as well as the scope of the Master's thesis must be defined by the examiners in such a way that the time allocated for writing should be sufficient.

Section 25 Handing in and Grading of the Master's Thesis

- (1) The Master's thesis must be handed in to the supervisor before the deadline; the time and date when it was handed in must be recorded and kept on file. The thesis needs to contain confirmation in writing that the paper - or in a group work the marked section of the paper - is entirely the student's own work and was composed using only those sources and materials listed.
- (2) The thesis must be assessed by two examiners. One of the examiners shall be the student's thesis supervisor. The examinee may suggest an examiner or a group of examiners. A suggestion does not constitute any entitlement, however.
- (3) The assessment period should not exceed four weeks.
- (4) If the Master's thesis is graded as a "fail" (worse than 4.0), it can only be redone once. A second retake is not allowed. Within two months after having been informed of failing the Master's thesis, the student must apply in writing to the Chairperson of the Joint Coordination and Examination Committee to have a new topic allocated. If this deadline is missed, the student loses the right to take exams, unless the reason for missing the deadline can be proven to be outside the student's control.

Section 26 Master's Degree Transcript

- (1) A bilingual transcript in German and English is issued to students who have successfully passed the Master's examination. The transcript shall contain the module grades, the topic of the Master's thesis and the grade awarded for it as well as the overall grade. Grades are to be supplemented with the decimal value according to section 12 in brackets.
- (2) In addition, a Diploma Supplement (DS) according to the European Diploma Supplement Model (European Union/European Council/UNESCO) is issued. The text agreed between the Standing Conference of the Ministers of Education ("Kultusministerkonferenz") and the German Rectors' Conference ("Hochschulrektorenkonferenz") in its currently valid version is to be included in the section on the national educational system (DS paragraph 8).
- (3) The final date on the transcript is the date when the last module examination was completed. It will be issued as quickly as possible. Transcripts are signed by the Chairperson of the Joint Coordination and Examination Committee and stamped with the seal of Nuertingen-Geislingen University.

Section 27 Master's Degree and Master's Certificate

- (1) After successful completion of the Master's examination in the IMLA Master's program, the cooperating universities award the Master's Degree "Master of Engineering (M.Eng.)."
- (2) A bilingual Master's Certificate in German and English will be issued, the date on it will be the date when the transcript is issued. It certifies that a Master's Degree has been awarded. Master's Certificates are signed by the Rectors/Presidents of the universities cooperating in the Master's program and stamped with the seal of Nuertingen-Geislingen University.

Section 28 Invalid Master's Examinations

- (1) If the examinee has been found to have cheated in an assessment and this only comes to light after the transcript has been handed out, the grade of the module examination may be amended according to section 13 (4). This can mean that the module examination is graded as a "fail" ("nicht ausreichend", 5.0) and that the overall Master's examination will be deemed to have been failed. The same applies for the Master's thesis.
- (2) If the requirements for taking part in any module examinations were not met accidentally with no attempt to cheat on the student's part, and if this only comes to light after the transcript has been awarded, this deficit is null and void if the module examination was passed. If the student gained admission to the module examination by deliberate wrongful actions, the module examination may be graded as a "fail" ("nicht ausreichend", 5.0) and the overall Master's examination will also be regarded as failed.
- (3) Before a decision is taken, the student will be given the opportunity to make a statement. Section 13 (4) applies accordingly.
- (4) The incorrect transcript must be handed back and, if applicable, a new one is to be issued. The Master's Certificate must also be handed back together with the incorrect transcript if the Master's examination has been graded with a "fail" due to cheating. A decision according to paragraph 1 and paragraph 2 phrase 2 is only possible within five years from the date on the transcript.

Part IV – Commencement

Section 29 Commencement

- (1) These Course and Exam Regulations will come into effect on 01 September 2016.

B. Addendum

1) Objective of the Degree Program

Based on a first degree in landscape architecture (or in related disciplines like architecture, spatial or town planning) students qualify for complex planning and design tasks with an international context. A further focus is on qualifying the students for interdisciplinary cooperations and for taking on leadership roles in projects.

The four areas of specialization in the program are as follows: *International Planning and Design, Information Technologies in Planning and Design, Planning and Project Management and Planning and Design Methods*. The superordinate goals of the IMLA program will be achieved if the four objectives related to the four specialization areas can be fully realized:

- Learning about widely used international planning and design approaches
- Applying digital planning and design technologies in a professional manner
- Gaining skills and competence in process management and project management in spatial planning
- Building up extensive expertise in planning, design and research methods and applying them

These four specialization areas are applied in practical projects with the objective of solving complex spatial challenges with the help of sustainable planning and design approaches. In addition to this, graduates will be capable of developing, carrying out and rethinking research designs for complex problems in landscape architecture. The students can apply advanced methodical approaches, modern digital technologies and project management techniques in practice-oriented and unfamiliar situations. As current environmental challenges are becoming more and more complex, these competencies are essential.

Typical tasks in IMLA projects include large-scale landscape development concepts in urban, peri-urban or rural contexts, strategic open space planning for towns and communities or researching and designing in areas where landscape and sustainable development topics overlap (e.g. climate change, renewable energies and mobility). Students must take into account a multitude of spatial factors (e.g. settlement development, climate change, flooding, spatial quality, biodiversity and agriculture) and develop innovative approaches and solutions. They can assess the development dynamics of a particular space and develop a specific spatial strategy using well proven methods. Increasingly, communication, participation and financing models must also be included in this process.

Graduates are therefore well qualified for dealing with these tasks in international and mainly European contexts. This is also aided by the fact that the composition of the study groups is international and interdisciplinary and by the use of English as the language of instruction.

2) Language of Instruction and Proof of Language Proficiency

- (1) As a general rule, courses and examinations will be held in English. This is decided and notified by the Joint Coordination and Examination Committee before the start of the lecture period.
- (2) Students who do not have German as their mother tongue must submit proof of proficiency in German at level A2 by the end of the second semester of study.
- (3) The levels are in accordance with the Common European Framework of Reference for Languages (CEFR)

3) Duration, Structure and Location of the Program

- (1) The standard duration of the Master's program is three semesters. The program consists of modules from the different areas of specialization. Teaching staff are shared between both universities. Teaching is carried out in one location. The program commences with two semesters of specialized modules and projects. During the third semester, students undertake the compulsory elective module which consists of either an international project or an international seminar and they complete their Master's thesis. Supervision of a Master's thesis is possible from both cooperating universities (cf. no. 9).
- (2) The location of the program changes every year between the two cooperating universities.
- (3) The modules and module examinations required for successful completion of the Master's program are listed in the table under no. 10.

4) Module Descriptions

The Joint Coordination and Examination Committee agrees on a module description for each module. The module description shall include information on the following points:

- Area of specialization
- Module coordinator and participating lecturers
- Learning objectives, learning methods and module examinations
- Number of credits
- Module prerequisites and language
- Detailed breakdown of constituents of each module
- Equivalent modules

The content and structure of the individual modules is outlined in the module catalog.

5) Examinations and Weighting of Grades

- (1) The module examinations are to be taken during the course as outlined in the table under no. 10.
- (2) Weighting of grades is module specific and defined in the table under no. 11.
- (3) A module examination may only be retaken as a whole. It is not possible to retake only parts of an examination.
- (4) A Master's Degree Transcript and a Master's Degree Certificate can only be issued if all required modules have been passed successfully.

6) Seminars

Seminars are offered in some of the modules. A seminar paper consists of a paper the students have composed themselves on a topic from the respective module. The students must outline in writing the topic and problem that is to be researched in the paper as well as its scope and the methods used. It then needs to be approved by the module coordinator at the beginning of the semester.

7) Elective Module

The elective module must either contain an international online seminar on a current topic in landscape architecture or an international project. The international project takes place during the third semester. It is usually organized in cooperation with an international partner university and also involves the students there.

8) Examination Prerequisites and Practical Semester

- (1) All those students whose first degree is not from a core area in landscape architecture or landscape planning as well as those students who were admitted to IMLA following a three-year Bachelor's degree (less than 210 credits) have to fulfill certain prerequisites before they are allowed to compose their Master's thesis.
- (2) The students concerned need to do a practical semester as a prerequisite before they can register for and compose their Master's thesis.
- (3) Module 308 033 (International Seminar 2) is the prerequisite for the thesis defence.
- (4) The practical semester must consist of practical work (internship) lasting at least 60 working days.
- (5) Students must apply for approval of their internship to the Joint Coordination and Examination Committee. Students also need to submit a report on their internship. Further details can be found in the module description.

9) Master's Thesis

- (1) An application for allocation of a thesis can only be approved if students do not have more than three module examinations outstanding from previous semesters (project assignments are excepted).
- (2) The Joint Coordination and Examination Committee offers a range of topics the students can choose from. Students can also suggest topics for the Master's thesis on their own; these must be submitted before the end of the second semester. The Joint Coordination and Examination Committee will decide on whether the topic is accepted or not. The Master's thesis is allocated at the beginning of the third semester.
- (3) A Master's thesis can also be allocated to a group of candidates. The supervisor alone can decide this. If it is undertaken by a group of students, the individual students' contributions must be clearly differentiated.

- (4) The Master's thesis must be presented during an oral presentation and defended during the subsequent discussion. The date for this will be set by the Joint Coordination and Examination Committee. The students will be informed of the date in writing.
- (5) The Master's thesis may be written in either German or English. In addition to this, students must submit a summary of the thesis in both English and German.
- (6) Three bound copies of the Master's thesis plus a copy on a data storage medium must be handed in to the supervisor before the end of the deadline. .
- (7) Further details on the application process, assessment criteria and formats allowed for submission can be found in the following document: „Hinweise zur Masterarbeit im Studiengang IMLA“

Legend

| | |
|-------|--|
| CR | = Credits |
| GM | = Weighting for module grade (“Gewichtung fuer Modulnote”) |
| K | = Written exam (“Klausur”) |
| MA | = Master's thesis (“Masterarbeit”) |
| MP | = Module examination (“Modulprüfung”) |
| M | = Oral exam (“mündliche Prüfung”) |
| NF | = Grading factor (“Notenfaktor”) |
| NG | = Weighting of grades for overall grade (“Notengewichtung für die Gesamtnote”) |
| PV | = Prerequisites for admission to examination (“Prüfungsvorleistung”) |
| R | = Presentation (“Referat/Präsentation”) |
| S | = Other types of graded assessments (“Sonstige Prüfungsleistung”) |
| StA | = Research paper (“Studienarbeit”) |
| SWS | = Contact hours per week per semester (complete student group) |
| SWS * | = Contact hours per week per semester (supervised groups) |
| WP | = Elective module (“Wahlpflichtmodul”) |

10) Modules and Module Examinations

| | Modules | Total | | 1st Sem. | | 2nd Sem. | | 3rd Sem. | | PV | MP | GM | Comments |
|---------|---|-----------|-----------|-----------|-----------|-----------|-----------|-----------|----------|----------------|---------------|--------|---|
| | | CR | SWS | CR | SWS | CR | SWS | CR | SWS | | | | |
| | | | | | | | | | | | Type/Duration | (%) MP | |
| 308 011 | Planning and Project Management 1 | 5 | 5 | 5 | 5 | | | | | | R/S | 30/70 | |
| 308 012 | Information Technologies in Planning and Design 1 | 5 | 5* | 5 | 5 | | | | | | S | 30/70 | |
| 308 013 | Planning and Design Methods 1 | 5 | 5 | 5 | 5 | | | | | | S | 30/70 | |
| 308 015 | Landscape Basics | 5 | 5 | 5 | 5 | | | | | | S | 30/70 | |
| 308 016 | Main Project 1 | 10 | 5* | 10 | 5* | | | | | | StA | | |
| 308 021 | Planning and Project Management 2 | 5 | 5 | | | 5 | 5 | | | | R/S | 30/70 | |
| 308 022 | Information Technologies in Planning and Design 2 | 5 | 5* | | | 5 | 5 | | | | R/S | 30/70 | |
| 308 023 | Planning and Design Methods 2 | 5 | 5 | | | 5 | 5 | | | | R/S | 30/70 | |
| 308 024 | Main Project 2 | 10 | 5* | | | 10 | 5* | | | | StA | | |
| 308 025 | International Planning and Design | 5 | 5 | | | 5 | 5 | | | | R/S | 30/70 | |
| 308 031 | Elective | 5 | 3* | | | | | 5 | 3* | | StA | | Elective Module** |
| 308 032 | Internship | (25) | | | | | | (25) | | | (S) | | Exam prerequisite for Master's thesis*** |
| 308 033 | International Seminar 2 | (5) | (3) | | | | | (5) | (3) | | (StA) | | Exam prerequisite for defending the Master's thesis**** |
| 308 034 | Master's thesis | 25 | | | | | | 25 | | III.3 III.4 | MA/M45 | 85/15 | |
| | Total | 90 | 53 | 30 | 22 | 30 | 25 | 30 | 6 | | | | |

* Groups are split up

**This elective module contains an international online seminar or an international project. The international project is usually carried out in cooperation with a university abroad.

***/**The prerequisite for the Master's thesis and for defending the Master's thesis is compulsory for all those students who commenced the program after having completed a Bachelor's degree with less than 210 Credits. They are also compulsory for all those students who did not complete their previous degree in the areas of landscape architecture, landscape planning or town planning, independent of the duration of their first degree program.

11) Weighting of Grades in the Master's Examination

| | Modules | CR | | Weighting of Grades | |
|---------|---|-----------|------------|---------------------|------------|
| 308 011 | Planning and Project Management 1 | 5 | 5 | 5 | 5 |
| 308 012 | Information Technologies in Planning and Design 1 | 5 | 5 | 5 | 5 |
| 308 013 | Planning and Design Methods 1 | 5 | 5 | 5 | 5 |
| 308 015 | Landscape Basics | 5 | 5 | 5 | 5 |
| 308 016 | Main Project 1 | 10 | 10 | 10 | 10 |
| 308 021 | Planning and Project Management 2 | 5 | 5 | 5 | 5 |
| 308 022 | Information Technologies in Planning and Design 2 | 5 | 5 | 5 | 5 |
| 308 023 | Planning and Design Methods 2 | 5 | 5 | 5 | 5 |
| 308 024 | Main Project 2 | 10 | 10 | 10 | 10 |
| 308 025 | International Planning and Design | 5 | 5 | 5 | 5 |
| 308 031 | Elective | 5 | 5 | 5 | 5 |
| 308 032 | Internship | | 25 | | 5 |
| 308 033 | International Seminar 2 | | 5 | | 5 |
| 308 034 | Master's thesis | 25 | 25 | 25 | 25 |
| | | | | | |
| | Master's Program Grand Total | 90 | | 90 | |
| | Master's Program including Examination Prerequisites | | 120 | | 100 |

12) Commencement, Interim Regulations

- (1) These Course and Exam Regulations will come into effect on 01 September 2016. For students who have commenced their program before this date, the previous version will remain valid until graduation.
- (2) The amendment of the Course and Exam Regulations of 13 February 2019 will come into effect on 01 March 2019. Module examinations taken under the regulations of the previous Course and Exam Regulations remain unaffected by these changes. Module examinations taken and failed before the 01 March 2019 will be retaken according to the previous regulations.

Nuertingen, 13 February 2019

Prof. Dr. Andreas Frey
Rector