

Anhalt University of Applied
Sciences

**STUDY AND EXAMINATION
REGULATIONS**

for achieving the
academic degree of

MASTER

for the course

**INTEGRATED DESIGN
(MID)**

of 6 June 2012

(English Version of 2 June 2014,
modify 1 July 2015)

These Examination and Study Regulations have been approved pursuant to §§ 67 clause 3 No. 8, 77 clause 2 No. 1 and § 13 clause 1 of the "Hochschulgesetz des Landes Sachsen-Anhalt" (*Higher Education Act of the Federal State of Saxony-Anhalt*) as of 14 December 2010 (Official Gazette LSA No. 28/2010 p. 600)¹

Contents

I. General Part

- § 1 Admission requirements and start of the course
- § 2 Composition and objective of the course, purpose of the examinations
- § 3 Master's degree
- § 4 Standard duration and structure of the course
- § 5 Board of Examiners

¹ In the interest of the legibility of these Regulations, it has been refrained from stating the male and female forms of persons, positions and functions, terms given in their masculine form also apply to the female form.

- § 6 Examination Office
- § 7 Examiners and assessors

II. Student advisory service, duration and structure of the course

- § 8 Student advisory service
- § 9 Curriculum and course contents
- § 10 Teaching and learning methods
- § 11 Mobility phase

III. Crediting of study periods, examination results, evaluation and accreditation of examination results, rules of procedure

- § 12 Crediting of study periods, course and examination results and their accreditation
- § 13 Registration and admission to examinations
- § 14 Types of examinations
- § 15 Procedures, discontinuation and publicity of examinations, cancellation of decisions on examination results
- § 16 Absence, withdrawal, deception, breach of regulations
- § 17 Evaluation of examination results, formation of the module mark
- § 18 Re-take of examinations and proof of performance
- § 19 Master's Degree Certificate, Certificate of Examination, Diploma Supplement and certifications
- § 20 Examinations in additional modules
- § 21 Placement examination and special curricula
- § 22 Invalidation of the examination
- § 23 Inspection of examination files and examination documents
- § 24 Incriminatory decisions, appeals procedure

IV. Master examination

- § 25 Components of the Master examination
- § 26 Final grade of the Master examination

V. Master thesis and colloquium

- § 27 Purpose of the Master thesis and colloquium
- § 28 Subject and preparation time of the Master thesis
- § 29 Registration and admission to the Master thesis
- § 30 Specific requirements to a Master thesis
- § 31 Assessment of the Master thesis
- § 32 Colloquium for the Master thesis
- § 33 Re-take of the Master thesis and the colloquium

VI. Final provisions

- § 34 Transitional provisions
- § 35 Effective date of the Study and Examination Regulations for the Master course

Appendices:

- Appendix 1: Master's Degree Certificate
- Appendix 2: Certificate of Examination for Master's Degree
- Appendix 3: Diploma Supplement
- Appendix 4: Curriculum and Examination Schedule
- Appendix 5: Standard Period of the Course

I.
General Part

§ 1

Admission requirements and start of the course

(1) The qualification for the course has to be evidenced pursuant to the Higher Education Act of the Federal State of Saxony-Anhalt. The admission requirement is a qualified university degree in a Bachelor course in Integrated Design or in comparable degree courses with a minimum standard course duration of 7 semesters (210 credits). When the standard duration of the course in which the Bachelor degree has been acquired is six semesters (180 credits) only, an adaptation semester covering a total of 30 credits has to be attended before the commencement of the study covered by these regulations.² Further regulations are fixed by the Board of Examiners in agreement with the selection body (see par. 2) in the individual cases on the basis of the personal previous knowledge and in the result of the selection procedure as per par. 2. The admission to the Master course of study is granted with the reservation that such performances must have been evidenced before the regular commencement of the study.

(2) Additional requirements are:

- Proof of an overall mark in the completed course in Design (as per par. 1) of min. "good".
- Presentation of a portfolio, representing the work and the intention of the applicants, marked by the selection body of the Design Department as min. "good". The selection body, consisting of two lecturers of the Master course of study at least, is appointed by the Department Council.
- A requirement for the admission of applicants is the proof of their skills in spoken and written English. Such skills have to be proven if the presented evidence of graduation has not been acquired at an English speaking university. In such case, the standard is a successfully passed TOEFL test (min. 300 scores paper based and/or 150 scores computer based). Comparable tests can be accepted.

The following certificates are accepted:

- TOEFL internet-based test (IBT): 80 scores, or
- TOEFL paper-based test (PBT) 500 scores, or
- IELTS 5,5 scores, or
- GERS = CEFR level B2

Comparable tests can be accepted.

(3) Admission to the program is twice per year, in the fall and spring semesters. The formal and punctual application must be submitted and present before April 15 for admission to the subsequent fall semester, and before October 31 for admission to the subsequent spring semester. Later arriving applications may be considered upon available capacities.

(4) The course starts on the first day of the summer semester, or the first day of the winter semester. The degree program starts with the first subject-related semester being offered in summer semesters only. Thus, the following sequence of subject-related semesters applies to students commencing their degree program in a winter semester: 2 – 1 – 3.

² Students in the adaptation semester have the status of **Program Students** as per § 14 of the Matriculation Regulations of the Anhalt University of Applied Sciences of 26 November 2011 (see Official Gazette No. 44/2011). They are entitled to attend modules and pass module examinations; the stipulations of the Examination and Study Regulations covering the regarding module apply.

§ 2

Structure and objective of the study, purpose of the examinations

(1) The course is structured in modules. One module covers an interrelated teaching and learning unit that has to be completed by an examination or by other verifiable study performances. The different modules are given in Appendix 4 of these Regulations.

(2) Credits are awarded for the successful completion of every module and the Master thesis. The number of credits depends on the average workload of the student required for the respective module. According to the European Credit Transfer System (ECTS), one credit point corresponds to a workload (i.e. attendance in lectures, preparation and rework, self-study, preparation of examinations, course and examination achievements) of 25 to 30 full hours. Credit points shall be awarded without decimal, at least 5 per module. The content of a module shall be dimensioned in such a way that they can be usually taught within one semester or one year. 30 credit points shall be obtained per semester, corresponding to a workload of 750 to 900 full hours per semester.

(3) The objective of the international Master course in Integrated Design is to enable graduates through the teaching of extensive knowledge and advanced scientific methods to apply them within an interdisciplinary framework of Communication Design, Product Design and Time-Based Media. They are able to incorporate design tasks in complex contexts against the background of globalization and increasing cultural convergence, and to initiate, organize and control a respectful discourse on economical, ecological, technological and humanitarian subjects in an intercultural framework. In the course, the students acquire skills in artistic-explorative and methodical-scientific ways of action, and generally a high inter-disciplinary communication and integration competence. The course is a consecutive one and mainly research-oriented. The graduation entitles to enter in doctorate procedures.

(4) The Master examination is the pinnacle of the course in Integrated Design. In this examination, the candidate shall evidence whether he has acquired the necessary theoretical and practical professional knowledge, understands the professional interrelations and is able to apply scientific and design methods and knowledge. So the candidate shall give evidence of his ability to explain convincingly and in a clear language scientific findings in a discussion.

(5) The Master examination consists of module examinations (see Appendix 4), the Master thesis and the colloquium. Proofs of performance and proofs of attendance as shown in Appendix 4 are required as prerequisites for a module examination. By a proof of performance, the student documents his acquired knowledge, skills and competences in a way specific for the subject, decided on by the examiner in dependence on the type of lecture and the regarding number of students. Typically, these decisions are announced two weeks after the beginning of the semester, at the latest.

(6) For each module, a maximum of one examination has to be passed. The result is entered in the final certificate. The student shall demonstrate in the examinations that he knows the major interrelations in the content and methods of the module and that he is able to independently apply the acquired knowledge, skills and competences. The marks are given according to § 17.

(7) Modules may be completed successfully without an examination by means of proofs of attendance or proof of performance. The module is marked as "passed" or "failed", i.e. it is not included in the calculation of the overall mark of the Master examination as per § 26.

§ 3 Master's degree

After having passed the Master examination, the Department of Design awards the academic degree of

Master of Arts (M.A.)

In addition, the Anhalt University of Applied Sciences will issue a certificate stating the date when the last examination result was achieved. For the rest, § 19 applies.

§ 4 Standard duration and structure of the course

(1) The standard period of study, during which the course can be completed, is three semesters including the Master examination.

(2) The standard duration of the course and the module structure are laid out in such a way that the student is usually able to pass his Master examination in the third semester of this course. Examinations may also be taken ahead of curriculum.

(3) For the scope of study in the compulsory and electorally compulsory modules, the student has to evidence 90 credit points at least.³

§ 5 Board of Examiners

(1) A Board of Examiners is appointed to organise examinations and to exercise and observe the duties assigned by these Examination Regulations. The Department Council appoints the chairperson and the members of the Board of Examiners as well as their permanent deputies. The Board of Examiners consists of six members: four members of the professors' group, one member of staff according to § 33, clause 1 Nos. 2 and 3 of the Higher Education Act of the Federal State of Saxony-Anhalt, and a student. The chairperson and the deputy chairperson belong to the group of professors. In the assessment and consideration of study and examination results, the student member has an advisory function only.

(2) On a regular basis, the Board of Examiners informs the Department Council about the development of examinations and periods of study. It also provides suggestions for reforming these examination and study regulations; whereby special consideration is given to the adherence of standard periods of study and examinations. It deals with objections filed.

(3) The Board of Examiners takes its decisions based on the majority of valid votes given. Abstention is considered as vote not cast. In the event of a tie, the chairperson has the casting vote. The Board of Examiners has reached a quorum when the majority of its members – among them the chairperson or the deputy chairperson

and at least one other professor – is present. In case of high urgency, decisions can be made in writing.

(4) The term of office for the members of the Board of Examiners is four years, and one year for the student member.

(5) The meetings of the Board of Examiners are not open to public.

(6) The Board of Examiners decides upon its internal rules of procedure. Minutes are taken on the meetings of the Board of Examiners, recording the main matters of discussions and decisions taken by the Board of Examiners.

(7) The Board of Examiners may delegate powers to the chairperson and the deputy chairperson. This does not apply to decisions concerning objections and the activity report to the Department Council. The chairperson prepares and executes decisions made by the Board of Examiners. On a regular basis, the chairperson informs the Board of Examiners about his or her activities.

(8) The members of the Board of Examiners are entitled to take part as observers in the examination process.

(9) The members of the Board of Examiners and their permanent representatives are subject to official secrecy. Unless they are public service employees, they shall be committed to official secrecy by the chairperson.

§ 6 Examination Office

The administrative office of the Board of Examiners is the Examination Office. The head of the Examination Office is in charge of all organisational tasks regarding the preparation and registration of examinations and parts of the examination. He notifies the Board of Examiners about the adherence of examination periods and the admission conditions by the students.

§ 7 Examiners and assessors

(1) The Board of Examiners appoints the examiners and the assessors (examinations committee). Members of this or another university as well as persons with relevant professional experience and training may be appointed as examiners. The examiners must be authorised to teach independently. Only those persons may become assessors who hold at least the same or a similar qualification as the one established by the examination.

(2) The examiners hold their examinations independently.

(3) For oral examinations, at least two persons as per clause 1 have to be appointed. For the rest, § 14 clause 3 applies.

(4) The Board of Examiners ensures that the students are informed about the names of the examiners, the place and date of the examination pursuant to the general semester schedule of the Anhalt University of Applied Sciences, or the module plan of the faculty.

(5) § 5 clause 9 applies to examiners and assessors accordingly.

³ Can be optionally replaced by an additional study/research phase at a German or foreign university; see also § 11.

II. Student advisory service, duration and structure of the course

§ 8 Student advisory service

(1) The general student advisory service of the Anhalt University of Applied Sciences informs prospective students about study options, final degrees, admission requirements and restrictions, study conditions, as well as about the contents, structure and requirements of the respective studies. The service considers the individual inclinations of prospective students.

(2) The student advisory service is organised by the respective department. It supports students by providing course-related, subject-specific consultancy, particularly concerning arrangement options for the curriculum and personally conditioned disturbances. The student advisor keeps himself informed about the run of the course until the end of the first year of the study, notifies the students accordingly, and renders study consultancy, if required.

(3) For each course of study, a professor is assigned by the Department to render the student advisory service.

§ 9 Curriculum and course contents

(1) The studies are subject to the curriculum of the course (Appendix 4). It focuses on the objective of the study and forms a part of these Regulations. It contains a recommendation on the time schedule for the course and specifies the number of semester/week/hours for each module and the credits to be acquired.

(2) The curriculum regulates compulsory and electoral compulsory modules. Compulsory modules are binding for all students. Electoral-compulsory modules are alternatively offered individually or for groups. Each student has to choose a certain number of modules, according to his curriculum and to the recommendation of the student advisory service. The electoral-compulsory modules offered may be modified by decisions of the Department Council before the beginning of each semester. Students who have not completed their school education up to university maturity at an institution in the jurisdiction of the German Constitution (i.e. students educated in non-German speaking countries) have to attend a compulsory training in the German language in the frame of the electoral-compulsory modules.

(3) In addition to compulsory and electoral-compulsory modules, the students can also take additional modules. Additional modules are not required for achieving course objectives. Students can select these modules from the entire range of courses offered by Anhalt University of Applied Sciences.

§ 10 Teaching and learning methods

(1) The contents of the course are taught in an application-oriented manner on a scientific basis. The course contents are taught and learned in lectures, seminars, exercises, projects, internships and excursions.

(2) Lectures are held to teach basic connections and the systematisation of theoretical knowledge and the methodology of scientific work. Specific subjects are pre-

sented in a well-structured form, incorporating new research results.

(3) In seminars, the contents are taught in dialogue and discussion phases between the lecturer and the student.

(4) In exercises, the contents of the curriculum are worked through in a systematic manner. The lecturers take the lead, provide tasks and offer assistance for solution finding. The students work individually or in groups.

(5) In internships, the theoretically acquired knowledge is confirmed and substantiated by tests, experiments, and simulations. Usually the students work in groups.

(6) In projects, the students analyse, process and solve subject-related problems either individually or in groups, attended by persons entitled to examine. The results are usually presented and defended in a project report and a project presentation.

(7) Excursions are part of the course. They help to consolidate the course contents and the contact with the professional practice during the course and to get acquainted with and assess current problems of enterprises and authorities in a specific region.

(8) Lectures, seminars, exercises and projects can be completely or in part carried out by means of multimedia aids, and offered as online courses. This has to be specifically mentioned in the curriculum (Appendix 4). For the attendance in online lectures, a multimedia PC with web access is necessary. These technical requirements must be fulfilled by the student.

(9) The course is held in the English language.

§ 11 Mobility phase

Modules or groups of modules as per Appendix 4 may be replaced by an additional study phase at a German or foreign university - mobility phase. The scope and crediting of this study shall be in conformity with the corresponding modules in these regulations. The duration and contents of this study shall be regulated in agreements concluded with the cooperating departments.

III. Crediting of study periods, examination results, evaluation and accreditation of examination results, rules of procedure

§ 12 Crediting of study periods, course and examination results and their accreditation

(1) Study periods, course results, credits and examination results of an equivalent course at another university-level institution in the application area of the German Constitution will be credited.

(2) Study periods, course results, credits and examination results which are not subject to clause 1 will be credited on application in accordance with the Lisbon Convention, provided there are no significant differences. This is not subject to a schematic comparison but to an overall view and overall evaluation. The equivalence agreements approved by the Conference of the Ministers of Culture and the Conference of University Rectors as

well as regulations in the scope of university partnerships shall be considered.

(3) The clauses 1 and 2 apply accordingly for the acknowledgement of course results, credits and examination results acquired in officially accepted correspondence courses.

(4) On application, evidenced equal competences and skills acquired in non-university institutions may be credited by granting half of the credit points intended for the course. The decision on this crediting is taken by the Board of Examiners in the individual case on proposal of the responsible lecturer of the module and/or the student advisor.

(5) Pursuant to the clauses 1 to 4, the Board of Examiners in agreement with the competent professionals is responsible for crediting. Negative decisions have to be substantiated in writing in any case. Study periods pursuant to clauses 1 to 3 may also be credited by the Matriculation Office of the Anhalt University of Applied Sciences.

(6) If course and examination results are credited, the grades – provided the grading system is comparable – have to be adopted and included in the calculation of the final grade. If applicable, the grade will be adapted to the grading system pursuant to § 17. In case of incomparable grading systems, the module is recorded with the remark “passed”, and is not considered in the calculation of the overall mark of the Master examination according to § 26.

(7) Crediting becomes a legal right if the requirements of the Sections 1 to 3 are met. Study periods, course results, credits and examination results which have been achieved in the application area of the German Constitution are officially credited. The student has to include all documents in his or her application that are required for crediting.

§ 13

Registration and admission to examinations

(1) Pursuant to Appendix 4 of these Regulations, students are supposed to take the examinations at the relevant date in the standard period of study. By matriculating or re-registering they are deemed to have been registered for taking part in the examinations of the standard semester, except if compulsory and optional-compulsory module examinations are bound to pre-examination performances according to these regulations.

(2) If compulsory and optional-compulsory module examinations are bound to admission requirements, the admission to the relevant examination is deemed to be granted if the positive result of the pre-examination performances has been documented at the Examination Office.

(3) The students inform the regarding lecturers about their attendance in the lessons of optional-compulsory or additional modules within four weeks after the beginning of the semester. By such information, they are also registered for the associated examination.

§ 14

Types of examinations

(1) According to clauses 2 to 9, the following types of examinations are possible:

1. written examination (clause 2),
2. oral examination (clause 3),
3. term paper (clause 4)
4. design/course work (clause 5),
5. lecture (clause 6),
6. experimental work (clause 7)
7. project (clause 8)
8. presentation and colloquium (clause 9).

A balanced proportion of the types of examinations according to par. 1 to 8 shall be applied throughout the complete course, in particular including oral examinations.

(2) In a written examination, students shall demonstrate that they are able to understand a problem in a limited period of time and, under supervision, find a way to solve it, using a limited number of tools and aids. The examination time is regulated in Appendix 4.

(3) The oral examination is conducted in form of an individual or group examination for up to three students simultaneously and taken in front of the examination committee pursuant to § 7 (1) and (3). In an oral examination, the candidate shall demonstrate that he is able to establish relations within the examination subject and to place certain matters in the context of these relations. The assessor is to be heard preliminary to the determination of grades. The assessor primarily monitors if the procedure of the oral examination is conducted according to the rules. He also takes the minutes during the examination. The main subjects and the assessment of the examination are recorded in the minutes to be signed by the examiners and assessors. The duration of the examination for each examinee is regulated in Appendix 4. The examination result shall be communicated at the end of the oral examination.

(4) A term paper is a work independently written by the examinee on a subject-specific or cross-module topic to be submitted in a common scientific form on a date fixed by the lecturer. The independent preparation of the work shall be explicitly stated.

(5) A design/course work includes the handling of a subject-specific or cross-module problem in conceptual, constructive and/or artistic terms with special regard to planning aspects. A course work can also be done as a proof of performance for the mastering of working material, technologies or the like. On this basis, the students prove that they are able to utilise the above means for the solution of subject-specific tasks.

(6) A lecture includes an independent approach to a problem with reference to relevant literature as well as an oral content-related presentation and communication of the results, followed by a discussion.

(7) An experimental work includes the theoretical preparation, the setting-up and the execution of an experiment and the written presentation of the working steps, the process and results of the experiment as well as their critical assessment.

(8) Projects are practice-oriented activities carried out in small groups attended by a lecturer and as self-organized work of the project group, with independent contributions of the individual members of the project group. The results are shown and defended in a common project report and a project presentation.

(9) The presentation is a public form of a visual-verbal demonstration of the work results of the candidate(s) with the option of a subsequent discussion. In the colloquium, the candidate shall explain and defend his findings and demonstrate his knowledge in the examined subject. The colloquium is held as an oral examination and may be combined with a presentation. In this case, the presentation and the colloquium are jointly marked.

(10) The general semester curriculum of the Anhalt University of Applied Sciences or the module plan of the department regulates the periods in which the oral examinations, assignments, course works and written examinations shall be conducted. In other types of examinations according to clause 1, the lecturer fixes the examination date which has to be notified to the Examination Office. In justified exceptional cases, examinations may deviate from the general examination period.

(11) If a student cannot or can only partially take part in the prescribed examination form because of a longer lasting disease or a permanent handicap, he has to show probable cause by submitting a medical certificate. On this basis, the Board of Examiners shall enable the student to take part in an equivalent examination of another form. For this purpose, the candidate shall submit an application to the Board of Examiners.

(12) On application of the examiners, the Board of Examiners may also accept suitable types of examinations in the form of group work. The individual contributions of each student to the group work which has to be assessed as their performance must meet the same criteria that apply to the examination. Moreover, individual contributions must also be clearly distinguishable, either as a declaration of paragraphs written by one student or by other objective criteria, and it must be possible to assess them independently of the whole group work. As a rule, groups should not comprise more than three people.

(13) For projects, examiners may give specifications deviating from the stipulations in clause 12, sentence 3.

§ 15

Procedures, discontinuation and publicity of examinations, cancellation of decisions on examination results

(1) Before the commencement of an examination, it has to be clarified through enquiry by the persons authorized to conduct examinations whether each of the students is physically fit to sit the examination. Should the student's health condition prevent him from sitting the examination, he can claim participation in the examination in the following semester only.

(2) Oral examinations (§ 14 clause 3) may be attended by students intending to take the same examination in the near future and by other members of the university who have a recognized interest in attendance. However, this right does not include the consultation between examiners and the announcement of the result to the candidates.

(3) If requested by the examinee, people desiring to attend the examination as defined in clause 2, sentence 1, shall be excluded.

(4) Should the procedures of the examination be disturbed by the public, they may be excluded until the end of the examination. The decision about exclusion lies with the Examinations Committee. Members of the Board of Examiners are not to be considered as belonging to the public as described in the preceding clause.

(5) The Examinations Committee can also take the decision to discontinue the examination without determination of a result if required by the physical or mental condition of the student. In the case that concerns regarding the student's health become known only after the end of the examination, and if they are certified by a doctor's note, the first examiner can request that the Board of Examiners cancels the decision concerning this examination. The

Board of Examiners shall schedule a new date for the examination.

§ 16

Absence, withdrawal, deception, breach of regulations

(1) An examination is deemed as having been taken and evaluated as "failed" if the student, without reasons accepted by the Board of Examiners,

- does not attend an examination he has registered for,
- withdraws from the examination after it has begun,
- does not complete a written examination or an examination as per § 14 clauses 1 par. 3 to 8 within the period fixed for that purpose ,

(2) The Board of Examiners has to be informed immediately in written form about the plausible reasons for withdrawal or absence (see clause 1); otherwise an assessment is made according to clause 1. If the reasons are accepted, the Board of Examiners shall schedule a new date.

(3) If the student attempts to influence the examination result by deception (e.g. plagiarism, incorrect way of quoting, etc.) or by the use of not allowed material, the respective examination shall be assessed as "failed". This also applies if this fact becomes known after the examination or after the awarding of the certificate only. Whether an offence has been committed will be determined and recorded by persons authorized to conduct examinations or supervisors. Students committing a breach of examination regulations can be disqualified from the examination by persons authorized to conduct examinations or supervisors. In this case the respective examination is assessed as "failed". The reasons for disqualification have to be put on record. For the rest, § 18 clause 1 and § 22 apply.

(4) Minor deficiencies in the appearance of the examination result, such as typing errors, are not regarded as breach of the regulations. They may influence the assessment but do not lead to an examination result assessed as "failed". Serious deviations, such as text sections being difficult to read or illegible, non-compliance with valid standards for creating scientific work, choice of non-permitted text media etc. may result in the non-acceptance of the work by the persons authorized to conduct examinations. The non-acceptance has to be put on record within a period of four weeks after the submission date.

§ 17

Evaluation of examination results, formation of the module mark

(1) The individual examination result shall be announced by the examiners, in case of oral examinations immediately after the assessment has been determined, in case of written examinations or art examination results usually within a period of four weeks after the start of the semester in case of examinations according to the standard semester schedule, or four weeks after the completion of the module block, through the service portal of the department, taking data protection regulations into due account. For examinations in the last course semester, the results will be announced four weeks after the end of the lecture period.

(2) The following marks⁴ have to be used for evaluation:

1.0; 1.3	for "very good"	- an excellent achievement,
1.7; 2.0; 2.3	for "good"	- an achievement which considerably exceeds average requirements,
2.7; 3.0; 3.3	for "satisfactory"	- an achievement which meets average requirements,
3.7; 4.0	for "sufficient"	- an achievement which despite of its shortcomings meets the minimum requirements,
5.0	for "failed"	- an achievement which due to significant shortcomings does not meet the requirements.

(3) The examination has been passed if it is assessed at least as "sufficient". When the examination result is evaluated by two or more examiners it has been passed if the achievement has been evaluated by all examiners at least as "sufficient" (4.0). If the examination result is evaluated by two or more examiners the mark of the examination result is based on the average of the individual marks. When the examination is composed of several partial examinations, they have to be evaluated by weighting, under the inclusion of proof of performance, if applicable.

(4) In case of an averaged value, the mark is:

up to	1.5	very good,
above	1.5 to 2.5	good,
above	2.5 to 3.5	satisfactory,
above	3.5 to 4.0	sufficient,
above	4.0	failed.

⁴ The evaluation shall be made according to the following scheme:

1.0 = min. 95 percent
<u>1.3 = min. 90 percent</u>
1.7 = min. 85 percent
2.0 = min. 80 percent
<u>2.3 = min. 75 percent</u>
2.7 = min. 70 percent
3.0 = min. 65 percent
<u>3.3 = min. 60 percent</u>
3.7 = min. 55 percent
<u>4.0 = min. 50 percent</u>
5.0 = < 50 percent

(5) Only the first decimal behind the point shall be taken into account when forming the final mark of the subject; all other digits will be cancelled without rounding.

§ 18

Re-take of examinations and proof of performance

(1) Examinations not successfully passed can be repeated twice, with the exception of the Master thesis and the associated colloquium (see Section V). A second repeat examination has to be generally assessed by 2 examiners according to § 7 clause 1.

(2) Proofs of performance can be repeated twice. In case of a second repetition, it has to be assessed by two persons authorized to conduct examinations.

(3) The repetition of a successfully passed module examination or of a proof of performance is not permitted.

(4) The type of examinations as described in § 14 clause 1 is usually not changed in case of repetitions.

(5) Failed examination attempts in the same course of study at a university of applied sciences will be considered for the possible repetition as per clause 1.

§ 19

Master's Degree Certificate, Certificate of Examination, Diploma Supplement and certifications

(1) A Certificate of Examination as shown in Appendix 2 shall be issued for the student in German and English for the successfully passed Master examination. The issue of the Certificate of Master examination is subject to application. The Certificate contains all results as shown in Appendix 4 and the achieved credit points. The Master's Degree Certificate (see Appendix 1) and the Certificate of Examination (see Appendix 2) are signed by the chairperson of the Board of Examiners and the Dean, the Diploma Supplement (see Appendix 3) by the chairperson of the Board of Examiners. The Master's Degree Certificate and the Diploma Supplement are issued together with the Certificate of Examination for a Master's Degree. The Certificate and the Diploma Supplement are dated in accordance with § 3.

(2) If the Master examination is finally marked or considered not passed, the Matriculation Board issues a regarding written notice. This notice shall include instructions on legal remedies.

(3) When a student leaves the university or changes to another course of study, a certificate is issued on his or her application, showing the previously achieved examination and study results including their assessment.

(4) Any illegitimate certificate of examination has to be withdrawn and replaced by a legitimate certificate of examination or by a certificate according to clause 3.

§ 20

Examinations in additional modules

(1) Students may sit additional module examinations for other modules than stipulated in Appendix 4.

(2) On application, the results of such additional module examinations are included in the regarding Certificate of Examination, but they are not considered in determining the final grade.

§ 21

Placement examination and special curricula

(1) A placement examination in compliance with the Higher Education Act of the Federal State of Saxony-Anhalt to establish the equality of competences and skills acquired outside the university (see § 12 clause 4) may be conducted. In the result, it may be possible to be admitted to a higher course semester.

(2) For particularly talented persons and students having professional knowledge and skills, special curricula and examination schedules can be agreed in the tutorial responsibility of the student advisor, aiming at a reduction of the duration of the study and/or at a professional specialization. An agreement on specific course curricula can also be concluded for students because of social or family reasons and to promote professional sportsmen to harmonize their requirements with the course of the study. These curricula have to be agreed upon with the Study Dean in charge.

(3) The protective provisions as per §§ 3, 4, 6 and 8 of the 'Mutterschutzgesetz' (*German Maternity Protection Act*) as well as the legal periods specified in the 'Bundeserziehungsgeldgesetz' (*German Child Raising Benefit Act*) regarding the parental leave are realized in the frame of applied special course schedules in accordance with clause 2.

§ 22

Invalidity of the examination

If the conditions for the admission to an examination have not been fulfilled without the student intending to deceive, and this fact becomes known only after the handing-over of the certificate, this lack is remedied by passing the examination. When the admission has been deliberately wrongly obtained, the Board of Examiners shall decide on the legal consequences under consideration of the Act of Administrative Procedure for the State of Saxony-Anhalt. Before a decision is taken, the person involved shall be given the opportunity to be heard by the Board of Examiners.

§ 23

Inspection of examination files and examination documents

(1) After the completion of each module examination of the Master examination, students shall be allowed to inspect their written examination papers including all remarks added by the examiner. The application shall be placed within three months after the announcement of the examination results, at the latest. The 1st examiner determines the place of the inspection at the Anhalt University of Applied Sciences.

(2) The application for inspecting examination files can be made to the Board of Examiners within three months after having obtained the Master's Degree Certificate, at the latest. The chairperson determines the time and place of the inspection.

§ 24

Incriminary decisions, appeals procedure

(1) An incriminary (rejecting) decision, in particular pursuant to §§ 12, 13, 15, 16, 17, 18, 19, 20, 22, 23, 26, 28, 29, 32 and 33 of these Regulations, has to be substantiated in writing, furnished with instructions on legal remedies, and announced. The student may lodge an objection

against the decision with the Board of Examiners within one month after its announcement.

(2) The Board of Examiners shall decide on the objection. If the objection concerns an assessment, the Board of Examiners reviews the matter in accordance with clause 3.

(3) If the objection concerns an assessment, the Board of Examiners shall forward the objection to the 1st examiner for review. If the assessment is changed as applied for, the Board of Examiners shall remedy the objection. Otherwise the Board of Examiners shall only review the decision to establish whether:

1. the examination procedure has not been held correctly,
2. incorrect examination facts have been assumed,
3. general assessment principles have not been observed,
4. the assessment has been influenced by irrelevant considerations.

(4) The objection should be decided on within an appropriate period. Should the objection not be remedied, the decision has to be substantiated, furnished with instructions on legal remedies, and serviced.

IV.

Master Examination

§ 25

Components of the Master examination

Components of the Master examination are:

1. the Master thesis,
2. the Master thesis colloquium,
3. the module examinations and proofs of the completion of modules (Appendix 4),
4. the pre-examination performances (Appendix 4).

§ 26

Final grade of the Master examination

(1) The arithmetical mean value of examinations marks obtained in the compulsory and electoral compulsory modules⁵ as per Appendix 4 is calculated with one decimal. The final grade of the Master examination results from the 0.7fold of the mark according to sentence 1, the 0.25 fold of the mark for the Master thesis, and the 0.05fold of the mark for the colloquium. The final grade is calculated with one decimal according to § 17 clause 5.

(2) An additional ECTS grade is indicated:

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

The minimum reference value of this scale usually refers to the chronologically last 50 graduates of this course.

(3) If the course has not been completed by 50 graduates yet, the ECTS grade is shown in accordance with the following numeric system:

A	up to	1.3,
B	above	1.3 to 2.0,
C	above	2.0 to 3.0,
D	above	3.0 to 3.7,
E	above	3.7 to 4.0.

⁵ The weighting of individual marks, e.g. according to the allocated credits, is permitted.

V.
Master thesis and colloquium

§ 27
Purpose of Master thesis and colloquium

(1) The Master thesis colloquium is the pinnacle of the course and represents its completion.

(2) In the colloquium for the Master thesis, the student demonstrates his capability of presenting scientific findings and own results in lecture form, supported by modern means, and that he is able to present both findings and results convincingly and methodically in a scientific discussion.

(3) The Master thesis shall demonstrate that the student is able to independently work on a problem within a specified period of time, to apply scientific findings, to understand complex professional interrelations, to establish connections between research and applications, and to express method criticism. The student shall give evidence of his capability of interdisciplinary work and of his social competences.

§ 28
Subject and preparation time of the Master thesis

(1) The subject shall be issued and attended by the examiner in English language after having heard the student. The issue of the subject has to be put on record in the Examination Office. At least one examiner must be a member of the Anhalt University of Applied Sciences.

(2) The Master thesis has to be attended by the professor who issues the subject in the context of his lecture-ship.

(3) The subject of the Master thesis shall be chosen in such a way that the preparation time of **18 weeks** can be observed. The subject can be returned within another four weeks without reasoning. In this case, a new subject shall be issued within four weeks without consideration of the previous handling time. In well-founded exceptions, the Board of Examiners can extend the preparation time, after having heard the examiners, for a period of eight weeks.

(4) Together with the issuance of the subject to the student, the Board of Examiners shall appoint the examiners and the chairperson of the Master Examination Board, fix the final date of submission and notify the student accordingly in writing. The chairman of the Master Examination Board must be a professor of Anhalt University of Applied Sciences.

(5) It is permissible that the Master thesis is prepared in the form of a teamwork of not more than three students, if the particular contribution of the individual students can be assessed by means of the associated sections, pages or other objective criteria as a test performance which makes a clear delimitation possible, which is clearly differentiable and assessable and meets the requirements according to § 27 clause 3 and § 30 clause 1.

§ 29
Registration and admission to Master thesis

(1) The application for admission to the Master thesis must be submitted to the Board of Examiners. The admission shall be rejected when module examinations of

the 1st semester as defined in Appendix 4 have not yet been passed.

(2) The Board of Examiners shall approve the admittance and confirm the subject in accordance with § 28.

§ 30
Specific requirements to a Master thesis

(1) The thesis has to be accompanied by a statement indicating that the work has been independently prepared, not yet submitted in the same or similar wording as an examination paper in another course of study, and that no other than the specified tools and resources have been used, including the specified or described software applied. This declaration has to be signed by all authors involved.

(2) The Master thesis has to be submitted to the Examination Office in due time in the usual form of scientific publications in **three** copies. It has to be accompanied by a bibliographical summary⁶. The thesis can also be submitted in digital form on a data carrier. Regarding decisions shall be taken together with the issue of the subject according to § 28.

(3) The date of submission has to be put on record in the Examination Office.

§ 31
Assessment of the Master thesis

(1) Two expert opinions are required to assess the Master thesis. At least one expert opinion must have been prepared by a professor or lecturer of the Anhalt University of Applied Sciences. Expertises shall be usually elaborated within two weeks.

(2) Should one expert evaluate the thesis as "failed", but the second one as passed, another expert opinion shall be ordered by the Board of Examiners. If the additional expert assesses the thesis as "failed" too, the mark for the Master thesis is "failed". In the positive case, the final grade results from the arithmetic mean value of the individual marks of all three expert opinions according to § 17 clause 4; however at least by mark 4.0 "sufficient".

(3) If, without a reason recognized by the Board of Examiners, the Master thesis has not been submitted within the agreed time limit, it shall be assessed as "failed".

(4) For the rest, § 17 clause 2 applies to the evaluation.

§ 32
Colloquium for the Master thesis

(1) A condition for being admitted to the colloquium is the existence of at least two affirmative expert opinions to the Master thesis, and the proof of all achievements required pursuant to § 25, par. 3 to 4.

(2) The colloquium is usually held as a public event. The exclusion of public audience shall be ordered by the Board of Examiners.

⁶ See Regulations on the Archiving of Student Examination Papers of 17 June 2009; Official Bulletin of Anhalt University of Applied Sciences No. 40/2010 of 28 January 2010

(3) On the day of the colloquium for the Master thesis, the chairperson of the Master Examination Board may increase the number of board members to a maximum of five. The board consists of the chairperson and at least one other examiner. When three expert opinions have been ordered, all three experts shall be members of the Master Examination Board. The board members shall be announced at the beginning of the colloquium. The chairperson determines the duration of the colloquium for the Master thesis. It should not exceed 90 minutes. The colloquium consists of the lecture of the author, possibly of all authors, and the discussion about the Master thesis and the presentation.

(4) Each board member awards a colloquium grade pursuant to § 17 clause 2. The overall grade of the Master colloquium results from the arithmetic mean value of the grades awarded by the committee members, which is formed and recorded pursuant to § 17 clauses 3, 4 and 5, and shall be announced by the chairperson.

§ 33

Re-take of the Master thesis and the colloquium

(1) If the Master thesis has been evaluated or deemed as having been evaluated as "failed", it may be re-taken once with a new subject. The new subject of the Master thesis shall be issued within a reasonable period of time. When the student fails to apply for a new subject within four weeks after having been notified of mark 5, his examination entitlement expires, unless the candidate can prove that he is not responsible for the delay.

(2) If the colloquium has been assessed or deemed as having been assessed as "failed", it can be repeated once; a second repeat is not possible. For the rest, clause 1 sentence 4 applies accordingly.

(3) § 18 clause 5 applies accordingly.

(4) When the final examination (§ 27) is taken at a time before the regarding standard course semester (see App. 3), such examination is deemed not taken in case of failure (free attempt).

VI. Final provisions

§ 34 Transitional provisions

These Study and Examination Regulations apply to all students who are admitted to the course in Integrated Design as from 01 April 2014. Students who were admitted to the course Integrated Design before 01 April 2014, may apply in writing to the Board of Examiners to study according to these Study Regulations.

§ 35 Effective date of the Master Examination and Study Regulations

(1) These Examination and Study Regulations are coming into effect after they have been approved by the President of the Anhalt University of Applied Science on the day after their announcement in the "Official Bulletin of Anhalt University of Applied Sciences".

(2) Issued on the basis of the resolution of the Department Council of the Department of Design of 13 June 2012 and of the resolution of the Senate of Anhalt University of Applied Sciences of 18 July 2012 and the approval by the President of Anhalt University of Applied Sciences of 06 August 2012.

(3) Published in the "Official Bulletin of Anhalt University of Applied Sciences" No. 67/2014 of 02 June 2014, [modified version No. 71/2015](#).

Köthen, 1 July 2015

Prof. Dr. Dr. h. c. Dieter Orzessek
President of the Anhalt University of Applied Sciences



Hochschule Anhalt
Anhalt University of Applied Sciences

Masterurkunde Master's Degree Certificate

<Name, Vorname>

Nachname (surname), Vorname (first name)

TT. MM. JJJJ, Ort

Geburtsdatum (date of birth), Geburtsort (place of birth)

Die Hochschule Anhalt
Fachbereich

Design

verleiht aufgrund der
bestandenen Masterprüfung im Studiengang

Integrated Design

den Mastergrad
Master of Arts (M.A.).

Anhalt University of Applied Sciences,
Department of

Design

has awarded the academic degree of
Master of Arts (M.A.).

after the successful completion of examinations
following a course in

Integrated Design

Dessau-Roßlau, TT. MM. JJJJ

(Siegel)

Dekan **Prof. Dr. Vorname Name**
Dean

Vorsitzender d. Prüfungsausschusses **Prof. Dr. Vorname Name**
Chair of the Examinations Committee



Hochschule Anhalt
Anhalt University of Applied Sciences

Zeugnis über die Masterprüfung Certificate of Examination for a Master's Degree

<Name, Vorname>

Nachname (surname), Vorname (first name)

TT. MM. JJJJ, Ort

Geburtsdatum (date of birth), Geburtsort (place of birth)

hat im Fachbereich

Design

die Masterprüfung im Studiengang

Integrated Design

bestanden.

has passed all examinations on the Master's
Programme

Integrated Design

in the Department of

Design

Gesamtnote der Masterprüfung

Final Grade of Examination for a Master's Degree

X,y

Credits

90

ECTS

A...E

Dessau-Roßlau, TT. MM. JJJJ

(Siegel)

Dekan **Prof. Dr. Vorname Name**
Dean

Vorsitzender d. Prüfungsausschusses **Prof. Dr. Vorname Name**
Chair of the Examinations Committee

Pflichtmodule Compulsory Modules	Credits Credits	Noten Grades
Design-Wissenschaften 1 Design Sciences 1	6	X,y
Design-Wissenschaften 2 Design Sciences 2	6	X,y
Wahlpflichtmodule Electoral Compulsory Modules		
Wahl-Modul 1 >Zusatztext< Electoral Module 1 >Zusatztext<	6	X,y
Wahl-Modul 2 >Zusatztext< Electoral Module 2 >Zusatztext<	6	X,y
Expertise-Modul 1 >Zusatztext< Expertise Module 1 >Zusatztext<	6	X,y
Expertise-Modul 2 >Zusatztext< Expertise Module 2 >Zusatztext<	6	X,y
Projekte Projects		
Studio 1 Studio 1	12	X,y
Studio 2 Studio 2	12	X,y
Thema der Masterarbeit: Subject of the Master Thesis:		
>Zusatztext< >Zusatztext<		
Masterarbeit Master Thesis	24	X,y
Kolloquium (Kolloquium, Präsentation, Dokumentation) Colloquium (Colloquium, Presentation, Documentation)	6	X,y
Zusatzmodule Additional Modules		
>Zusatztext< >Zusatztext<	C	X,y
>Zusatztext< >Zusatztext<	C	X,y
Grading scale: very good (up to 1,5); good (1,6 - 2,5); satisfactory (2,6 - 3,5); sufficient (3,6 - 4,0)		
s.a. successfully attended		
ECTS: A (up to 1,3); B (1,4 - 2,0); C (2,1 - 3,0); D (3,1 - 3,7); E (3,8 - 4,0)		
Notenskala: sehr gut (bis 1,5); gut (1,6 bis 2,5); befriedigend (2,6 bis 3,5); ausreichend (3,6 bis 4,0)		
e.t. erfolgreich teilgenommen		
ECTS: A (bis 1,3); B (1,4 bis 2,0); C (2,1 bis 3,0); D (3,1 bis 3,7); E (3,8 bis 4,0)		

Bernburg
Dessau
Köthen



Hochschule Anhalt
Anhalt University of Applied Sciences

Diploma Supplement

1. INFORMATION IDENTIFYING THE HOLDER OF THE QUALIFICATION

1.1 Family Name / 1.2. First Name	«Name», «Vorname»
1.3 Date, Place of birth	«GebDatum», «GebOrt»
1.4 Student ID Number or Code	«Mtknr»

2. INFORMATION IDENTIFYING THE QUALIFICATION

2.1 Name of Qualification	Master of Arts (M.A.)
2.2 Main Field of Study	Integrated Design
2.3 Administering Institution	Anhalt University of Applied Sciences, Department of Design
2.4 Language of Instruction	English

3. INFORMATION ON THE LEVEL OF THE QUALIFICATION

3.1 Level of Qualification	Master
3.2 Official Length of Programme	1,5 years
3.3 Access Requirements	One of the following degrees: Bakkalaureus/Bachelor degree (3,5 years); Magister/Master degree; Diplom in Design or in appropriate related field or foreign equivalent

4. INFORMATION ON THE CONTENTS AND RESULTS GAINED

4.1 Mode of Study	full time
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4.2 Programme Requirements / Qualification Profile of the Graduate

The purpose of the international Master course in Integrated Design is to provide the graduates deeper knowledge and advanced scientific methods, and to enable them to inter-disciplinarily apply them at the interface of Communication Design, Product Design and Time-Based Media. Against the background of globalization and growing cultural convergence, they are able to assign design tasks to complex contexts and to initiate, organize and control a discourse on economical, ecological, technological or humanitarian topics in an inter-cultural framework, based on mutual respect. In the course, artistic-explorative and methodical-scientific working methods are taught, generally leading to a high inter-disciplinary communication and integration competence. The course is consecutively organised and strongly research-oriented. The graduation entitles the graduate to enter in doctorate proceedings.

With this qualification students will have gained knowledge in the subject and have the necessary communication skills in order to:

1. apply their knowledge of processes in design and be able to integrate their ideas and problem solving skills
2. compile, assess and interpret relevant information
3. make sound decisions when discoveries are made which concern social, commercial, scientific and ethical issues
4. sustain the momentum of independent learn processes
5. formulate and argue professional opinions/criteria
6. be able to interact on a professional level with professionals and non-professionals
7. work on an interdisciplinary level and have the capability to take responsibility in a team.

4.3 Programme Details

See transcript for list of courses and grades as well as Certificate of Examination for a Bachelor's Degree for subjects offered in final examinations (written and oral), and topic of thesis, including evaluations.

4.4 Grading Scheme

- 1.0; 1.3 for "very good", an excellent performance,
1.7; 2.0; 2.3 for "good", a performance significantly exceeding the average requirements,
2.7; 3.0; 3.3 for "satisfactory", a performance fulfilling the average requirements in every respect,
3.7; 4.0 for "sufficient", a performance corresponding to the minimum requirements despite its deficiencies,
5.0 for "insufficient", a performance not fulfilling the requirements because of severe deficiencies.

An ECTS grade according to the following system is additionally granted:

- | | |
|---|-------------------------|
| A | best 10 % |
| B | next 25 % |
| C | next 30 % |
| D | next 25 % |
| E | last 10 % of Graduates. |

4.5 Overall Classification

Based on Comprehensive Final Examination (Subjects offered in final examination, written and oral: 80 %, thesis: 15 %, oral examination/colloquium: 5 %)

5. FUNCTION OF THE QUALIFICATION

5.1 Access to Further Study

Qualifies to apply for admission for XYZ.

5.2 Professional Status

Graduates of the Master's programme are competent in all aspects relating to the development of XYZ.
This includes the right to hold the professional title of XYZ.

6. ADDITIONAL INFORMATION

6.1 Additional Information

no further information provided

6.2 Further Information Sources

About the institution: <http://www.xyz>

7. CERTIFICATION

This Diploma Supplement refers to the following documents:

Master's Degree Certificate

Certificate of Examination for a Master's Degree

«PruefDatum»

Certification Date

«name»

Chair of the Examinations Committee

FB Design

Curriculum and Examination Schedule for the Master Course Integrated Design, international (MID)

1 st Program Semester	Semester/week/hours						Pre-exam performance	Type of exam	Duration of exam	Credits
	15 weeks			3 weeks						
	V	Ü	P	Ü	P					
Compulsory Modules										
Design Sciences 1										6
Theory of Design 1			2				R/H	10-20		
English as a Foreign Language 1 *			2			LNW				
German as a Foreign Language 1 *			2							
Electoral-Compulsory Modules										
Studio Module 1										12
Integrated Studio Project 1			6				PRO+P	10-20		
Mentoring 1			2			TN 80				
Expertise 1										6
Professionalizing/Synchronizing			2				E/B o. P/C	10-20		
Excursion/Workshop			2			LNW				
Electoral Module 1										6
Total 1st Program Semester (22 S/W/H)										30
2nd Program Semester										
Compulsory Modules										
Design Sciences 2										6
Theory of Design 2			2				R/H	10-20		
English as a Foreign Language 2 *			2			LNW				
German as a Foreign Language 2 *			2							
Electoral-Compulsory Modules										
Studio Module 2										12
Integrated Studio Project 2			6				PRO+P	10-20		
Mentoring 2			2			TN 80				
Expertise 2										6
Professionalizing/Synchronizing			2				E/B o. P/C	10-20		
Excursion/Workshop			2			LNW				
Electoral Module 2										6
Total 2nd Program Semester (22 S/W/H)										30
3rd Program Semester										
Compulsory Modules										
Master thesis						§ 29	PRO			24
Master colloquium						§ 32	C+P	30 min.		6
Total 3rd Program Semester										30
Course total (40 S/W/H)										90

* For native speakers this module is optional.

Type of module exam:	K	written paper
	M	oral exam
	PRO	project
	H	term paper
	E/B	design/course work
	R	lecture
	Ex	experimental work
	P	presentation
	C	colloquium
	oP	module completed without exam/mark

Pre-exam requirement:	LNW	proof of performance
	TN 80	proof of 80 % attendance

FB Design

List of Modules for the Master Course Integrated Design, international (MID)

List of Electoral Modules

Electoral module 2d Communication, Information, Orientation

Electoral module 3d Object and Space

Electoral module 4d Interaction, Installation and Moved Image

Electoral module Photography, Visualization, Expression

Standard Period of the Master Course Integrated Design, international (MID)

1 st semester	15 weeks - lectures, exercises, projects	3 weeks – internships, excursions, exams	30 credits
2 nd semester	15 weeks - lectures, exercises, projects	3 weeks – internships, excursions, exams	30 credits
3 rd semester	18 weeks – Master thesis, presentation and colloquium		30 credits

The module examinations are preferably held in the examination week, optionally they may be held in the course of the term of study. The content of the 3-week cycle is decided on by the Department Council.