

Notifications of the Bauhaus-Universität Weimar

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Academic Regulations

<input checked="" type="checkbox"/> The President <input type="checkbox"/> The Chancellor	Examination Regulations for the Consecutive Master's Degree Programme Integrated Urban Development and Design leading to a Master of Science degree (M.Sc.)	Version 46/2020
	Processing dept./div. Faculty of Architecture and Urbanism	Telephone 3112 Date 15 July 2020

Pursuant to Section 3(1) in conjunction with Section 38(3) of the Thuringian Higher Education Act (ThürHG) in the version published on 10 May 2018 (GVBl p. 149) last amended by Article 128 of the act dated 18 December 2018 (GVBl p. 731), the Bauhaus-Universität Weimar issues the following examination regulations based on the examination regulations for the "Integrated Urban Development and Design" (IUDD) degree programme leading to a Master of Science (M.Sc.) qualification. The Faculty of Architecture and Urbanism Faculty Board passed the examination regulations on 10 June 2020.

The regulations were approved by the President of the Bauhaus-Universität Weimar on 15 July 2020.

Contents

- § 1 Scope
- § 2 Purpose and scope of the degree
- § 3 Degree
- § 4 Standard study period
- § 5 Examination structure
- § 6 Deadlines
- § 7 Examination committee
- § 8 Examiners
- § 9 Written examinations
- § 10 Oral examinations
- § 11 Recognition of study periods, academic achievements and examinations as well as competencies
- § 12 Examination assessment and overall grading
- § 13 Absence, withdrawal, deception, or violation of regulations
- § 14 Passing and failing
- § 15 Repeating examinations
- § 16 Compensation for disadvantages
- § 17 Admission to the Master's thesis
- § 18 Master's thesis
- § 19 Submission and assessment of the Master's thesis
- § 20 Repeating the Master's thesis
- § 21 Attestation and Master's certificate
- § 22 Invalidity of module examinations and the Master's examination
- § 23 Reviewing the examination results
- § 24 Appeal process
- § 25 Equal opportunity clause
- § 26 Entry into effect and expiry

Appendix 1: Curriculum

§ 1 – Scope

These regulations govern the examinations in the Integrated Urban Development and Design (IUDD) programme at the Bauhaus -Universität Weimar. They apply in conjunction with the academic regulations for the Integrated Urban Development and Design programme.

§ 2 - Purpose and scope of the degree

- (1) The degree establishes whether a candidate has achieved the qualification goals in the Integrated Urban Development and Design programme in accordance with § 4 and § 5 of the academic regulations and whether the student has acquired and developed the interrelationships of the methods and content imparted in the programme.
- (2) The degree requires successful completion of the examinations, which must be documented according to the curriculum (appendix 1).

§ 3 - Degree

- (1) Upon successful completion of the Master's thesis, including its successful defence (Master's examination), the Bauhaus-Universität Weimar confers the academic degree of "Master of Science" (M. Sc.) through the Faculty of Architecture and Urbanism.
- (2) Students who have successfully completed their Advanced Urbanism studies and the corresponding examinations at partner universities are also awarded the Master's degree from the partner university as stipulated in the cooperation agreement.

§ 4 - Standard study period

- (1) The standard study period is four semesters. The study and examination regulations are designed to ensure that the degree programme can be completed within the standard period.
- (2) During the course of study, 120 credit points must be accumulated in the compulsory and elective subjects according to the European Credit Transfer and Accumulation System (ECTS) including the Master's thesis. The curriculum in appendix 1 applies.

§ 5 - Examination structure

- (1) The module-based curriculum is a component of the study and examination regulations. Modules typically only conclude with a module examination. In individual cases, they may consist of examinations in one subject or in an interdisciplinary examination field. The form and scope of the mandatory examinations are a binding part of the module catalogue.
- (2) Examinations may also be carried out in the form of group work. The contribution of the individual to the examination performance to be graded must be clearly defined and assessed separately. The group should generally not consist of more than four students.

§ 6 – Deadlines

- (1) Deadlines for the completion of examinations should be established no later than the beginning of the respective semester. Examinations that take place outside of the examination period require approval from the examination committee.

- (2) The examination committee must ensure that the examinations can be completed in accordance with the curriculum. To this end, candidates should be informed in good time of both the ³³⁹ and number of examinations required and the dates on which they are to be taken. The candidate must also be informed of the respective repeat examination dates.
- (3) It is mandatory to register for examinations. Examination registration occurs automatically upon course enrolment. Withdrawal from courses is typically possible if done within the first two weeks after enrolment. Withdrawal from examinations is typically possible if done within the first two weeks before the examination period begins. Students who withdraw from an examination prior to the deadline will automatically be registered for the next possible examination date.
- (4) If the Master's thesis has not been successfully defended by the end of the seventh semester, it receives a final grade of "failed" unless the candidate is not responsible for the absence

§ 7 – Examination committee

- (1) An examination committee is formed for the organisation of the curriculum and examinations. The committee is appointed by the Faculty Board. The examination committee consists of five members: three university lecturers, one academic employee, and one student. The term of office for the lecturers and the academic employee is three years and one year for the student. Re-appointment is possible.
- (2) Resolutions are passed by the examination committee by a majority vote. The examination committee can pass resolutions if the majority of its members, including the chair or their deputy are present and an absolute majority is ensured.
- (3) The examination committee shall ensure that the provisions of the examination regulations are complied with. The committee reports regularly to the Faculty Board on the development of the examination and study periods including the actual work time for the Master's thesis and the distribution of subject and overall grades. The examination committee provides suggestions on the reform of study and examination regulations.
- (4) The members of the examination committee have the right to participate in approval of the examinations.
- (5) The members of the examination committee are bound to maintain confidentiality. If they are not in public service, they shall be obliged by the chair to maintain confidentiality.

§ 8 Examiners

- (1) In accordance with § 54 Para. 2 of the Thuringian Higher Education Act (ThürHG), examiners must be lecturers, academic staff with teaching duties, lecturers with special duties and individuals with experience in professional practice. They should, unless otherwise justified, have undertaken or currently be undertaking independent teaching work in the field to which the examination performance relates.
- (2) The candidate can propose the examiner or a group of examiners to supervise the Master's thesis, its grading, assessment and defence (oral examination).
- (3) The proposal does not justify a claim.
- (4) The examiners' names should be made available to the candidate in a timely manner, generally at least 14 days before the examination.

- (5) The Master's thesis is defended in front of an examination commission. The commission comprises at least two people, one of whom must be a lecturer. One examiner must be an academic staff member of the faculty. The primary supervisor of the Master's thesis is generally also the primary assessor and must be a lecturer from Bauhaus-Universität Weimar. The secondary supervisor is generally also the secondary assessor. Academic employees of the Faculty of Architecture and Urbanism, lecturers of other faculties at Bauhaus-Universität Weimar or other universities can be appointed as secondary assessors if appropriate in regards to the Master's thesis.

§ 7 Para. 5 applies accordingly to all examiners.

§ 9 - Written examinations

- (1) In the written examinations (with certificate or grade), the candidate should demonstrate that they have recognised a problem within a limited period of time and with limited resources using common methods from the specialist area and can come up with a solution. The examiner may offer the candidate a choice of subject-relevant topics. The duration of examinations is usually up to three hours.
- (2) For independent production of a paper or a project report, students must demonstrate scientific knowledge and the capability to deal with a complex question in written form while including relevant literature and adhering to academic standards.
- (3) Written examinations may include graphic and performance work. This specifically includes projects and designs.
- (4) The Bauhaus-Universität Weimar reserves the right to use and publish the final documentation for the Master's thesis in part or in full for its own non-commercial purposes, in particular for teaching and research purposes whilst crediting the author. The copyright claims of the author are otherwise unaffected by this.
- (5) The examination committee may agree to the use of electronic examinations as a substitution for written examinations, provided the appropriate technical conditions are in place ensuring a fair and comprehensible examination. An electronic examination is not a written examination, but is processed on a computer. Multiple-choice questions are not permitted in electronic examinations. Prior to participating in an electronic examination, students are to be given the opportunity to familiarise themselves with the software that will be used in the examination. The fully automatic grading of electronic examinations without human involvement is not permitted, meaning that assessment of electronic examinations must be carried out by the examiners. Electronic examinations must take place under supervision by a competent individual who is also responsible for taking the minutes of the examination. Electronic data must be clearly and permanently assigned to candidates. Candidates must be granted access to exam results in accordance with the general regulations. Electronic examinations may only be taken using IT systems (hardware and software) that belong to the university administration or have been approved for these purposes by the Service Centre for Computer Systems and Communication (SCC) Data protection laws must be upheld.

§ 10 - Oral examinations

- (1) In the oral examinations, the candidate should demonstrate that they have recognised the interactions in the area being examined and can assign special issues to these interactions. The aim is also to determine whether the candidate has in-depth expertise. Oral examinations are completed in front of at least two examiners or one examiner in the presence of an expert assessor (collegial examination) as a group or individual examination.

- (2) The duration of the oral examinations should in general last between 15 and 45 minutes: 341 candidate. The main subjects and results of the oral examinations should be recorded in a protocol. Candidates are to be given their results directly after the oral examination. Upon request, candidates are to be given access to the protocol from their examinations.
- (3) Students who wish to take the same examination at a later date may be admitted to the audience as space permits unless the candidate objects. Admission as a listener, however, does not include admission to the commentary and announcement of the examination results to the candidate.

§ 11 - Recognition of study periods, academic achievements and examinations as well as competencies obtained outside the university

- (1) Study times, course and examination performances and practical semesters that were provided at another domestic, international or internationally recognised university or other degree programmes from the same university are to be credited if there is no significant difference in terms of the competencies gained (learning results). The examination committee decides on recognition.
- (2) If study and examination performances are recognised in situations where grading systems are comparable, the grades are to be transferred and included in the calculation of the overall grade. The grade "passed" is used for grade systems that are not comparable. A grade of "passed" may be recognised in the attestation.
- (3) If the requirements in Paragraph 1 are met, there is a legal right to recognition. The candidate must submit the documents required for recognition.
- (4) Rejections must be justified in writing. The department conducting the assessment is responsible for proving that an application does not meet the necessary requirements
- (5) Knowledge and skills acquired outside of university settings can be recognised if they are equivalent in terms of content and level to the course and examination performances that they are to replace. They may replace a maximum of half of the degree's assigned credits. The examination committee decides on recognition. Recognition must be assigned to the modules and shown in the student's performance overview. Non-recognition must be justified in writing. Applications for recognition can only be made after enrolment. Applications are typically processed within four weeks. The decision on whether the performances provided by the student outside of the university are equivalent to the examination performances that are to be replaced is made on the individual basis using the documents presented by the student such as work samples, certificates, subject descriptions, teaching plans etc. which typically must be less than 5 years old. The student is responsible for providing proof of equivalence.
- (6) Rejections must be justified in writing. The department conducting the assessment is responsible for proving that an application does not meet the necessary requirements

§12 - Examination assessment and overall grading

- (1) Examination grades are determined by the respective examiners. The following grades to the first decimal shall be used:

1.0 - 1.5	very good;	an outstanding achievement
1.6 - 2.5	good;	an achievement which lies substantially above average requirements
2.6 - 3.5	satisfactory;	an achievement which corresponds to average requirements

3.6 - 4.0	sufficient;	an achievement which barely meets the requirements
> 4.0	not sufficient;	an achievement which does not meet the requirements

- (2) If a module examination is comprised of several examination performances, the grade is calculated by taking the average of the grades for the individual examination performances. Only the first digit after the decimal point is taken into account; all other digits are ignored without rounding.
- (3) If the Master's module examination is graded 1.0 and the average grade of the other module examinations is 1.3 or better, the examination committee will award the grade "with distinction".
- (4) An overall grade is awarded upon completion of the M.Sc. degree. Paragraph 2 applies accordingly. The overall grade of the Master's examination is calculated as follows:
Examinations completed during the degree programme are weighted in accordance with the number of credit points and together comprise 60% of the overall grade. The Master's thesis, including its successful defence (Master's examination), is weighted at 40%.
- (5) The German grades are supplemented by an ECTS grade using the following scheme:

ECTS-grade	Proportion of students who are usually given this grade:
A	the top 10 %
B	the next 25 %
C	the next 30 %
D	the next 25 %
E	the next 10 %
F	Exam failed

If the cohort used does not provide a sufficiently reliable basis for the relative grades, these are not shown.

§ 13 - Absence, withdrawal, deception, or violation of regulations

- (1) An examination (including sub-examinations) is considered "unsatisfactory" if the candidate is absent for an examination without an appropriate reason or if they withdraw from the examination after it starts without an appropriate reason. This also applies if they do not submit a written examination performance by the stated deadline.
- (2) The examination office must be notified in writing of the reasons for the withdrawal or absence without delay and must be credible. If the candidate or a child for whom they are responsible, or a family member who requires care, is ill, a medical certificate must be presented without delay no later than 3 working days after the examination. If there is sufficient evidence that the candidate is capable of taking the examination or additional proof of inability is necessary, the university is entitled to request a doctor's certificate at the candidate's expense. If the justification is accepted, a new date is set, usually the next scheduled examination date. The examination results already in place must be offset in this case.
- (3) If a candidate attempts to influence the result of an examination performance by deception or the use of impermissible resources, this examination performance is graded as "failed" (5.0). A candidate who disrupts the proper process of the examination may be excluded from continuing the examination by the relevant examiner or supervisor. In this case the relevant examination performance is graded as "failed" (5.0).

- (4) The candidate may request that the decisions under Para. 3 Sentence 1 and 2 are checked by the examination committee within one month of notification of the examination results. The candidate must be notified by the examination committee in writing, without delay and with justification of any adverse decisions and must be provided with information on legal remedies.
- (5) Work completed during the degree programme or an examination performance that has come about as a result of transferring content from other sources and not being marked as such (plagiarism) represents fraud as defined in Paragraph 3 and is investigated as such.

§ 14 - Passing and failing

- (1) A module examination is successfully completed if all performances have been graded as at least "sufficient" (4.0).
- (2) The degree programme is successfully completed when all module examinations have been passed, all compulsory and elective modules required in accordance with Appendix 1 and not fulfilled by examination have been successfully completed (course attendance certificate issued) and the Master's thesis has been graded as at least "sufficient" (4.0).
- (3) Candidates are responsible for informing themselves on module examinations that they did not pass and whether these examinations need to be repeated.

§ 15 – Repetition of examinations

- (1) Module examinations and Master's theses graded as "failed" may be repeated only once. Retaking a passed module examination, partial examination or Master's thesis is not permitted.
- (2) Repeat examinations are to be taken on the next examination date (usually at the end of the following semester). If this deadline is not met, the examination is considered to be "failed" unless the candidate is not responsible for the outcome. The examination committee decides whether the repeat examination may be taken at a later date.
- (3) If a module examination comprising several examination performances is failed, only the examination performances within this module graded as "failed" (>4.0) must be repeated.
- (4) In justified cases, the examination committee may approve a second retaking of a module examination or partial examination. Requests for a second retake must be made to the examination committee in writing. The second retake may be rendered as a written examination, oral examination or as a drawing as required by the examiner. If the second retake is failed, the examination is conclusively considered failed and results in the student being unenrolled from the programme. A second repeat of the Master's thesis is not possible.

§ 16 - Compensating for disadvantage

- (1) Students may apply for compensation for disadvantages during their studies. The disadvantage must be credible; a doctor's note may be required for this or, in justified individual cases, an official medical certificate.
- (2) General Academic Advising informs and advises chronically ill and disadvantaged doctoral candidates on compensation for disadvantages.
- (3) Applications for compensating for disadvantage must be provided individually for each examination and requested again for each subsequent semester. Applications for compensating for disadvantage should be submitted to the relevant examiner at least four weeks before the

examination period. Applications must be made in writing and the applicant will be notified of the decision in writing. The student may propose a particular form of compensation. Students must not experience any disadvantages from utilising maternity, parental or care leave. The departmental academic advisor can advise on this.

§17- Admission to the Master's thesis

- (1) The candidate must submit the standard "Antrag zur Zulassung zur Masterarbeit" ("Thesis Application Form").
- (2) All academic requirements and examinations of the 1st to the 3rd semesters must be completed successfully in accordance with the curriculum (appendix 1).
- (3) Admission is determined by the examination committee or, upon the committee's decision, by the chair of the examination committee.
- (4) Admission may only be refused if the conditions set out in paragraphs 1 and 2 are not fulfilled.

§ 18 - Master's thesis

- (1) The master's thesis is the final examination of the degree programme. The aim of the thesis is to demonstrate the candidate's ability to independently solve a problem in the field of urban development using academic strategies within a set time period. The Master's thesis, including its defence, is awarded 27 credit points. The Master's colloquium is awarded three credit points.
- (2) The Master's thesis is an academic paper. It may also be a scientific analysis of a project or design.
- (3) The Master's thesis is usually written in English. Upon request, the examination committee may permit the Master's thesis to be written in another language.
- (4) The Master's thesis is supervised by two mentors in accordance with § 8. The topic of the Master's thesis may be provided by a mentor, or the candidate may propose a topic themselves. This regulation does not confer on candidates a right to have their proposed topics accepted.
- (5) Assignment of the topic of the Master's thesis and the accompanying starting date of the Master's thesis on record is carried out on behalf of the examination committee. The topic, task and scope of the thesis must be limited by the primary examiner such that the specified deadlines can be met.
- (6) A total of 12 weeks are set for processing of the Master's thesis. The subject, topic and scope of the work must be limited by the first examiner in such a way that the deadline set for the work can be met. The topic can only be rejected once and only within the first 4 weeks of its assignment.
- (7) In individual cases, the examination committee may extend the processing time by up to eight weeks for technical reasons upon the submission of a justified, informal request. This requires approval from the primary mentor of the Master's thesis. Sick leave (in accordance with § 13 Section 2) of up to 4 days shall not result in an extension of the processing time. In the event of illness, the candidate must present a medical certificate or, in cases of doubt, an official medical certificate. Interruptions to studies due to public holidays do not extend the processing time.
- (8) A deadline extension due to illness or circumstances that the examination committee recognises as beyond the candidate's control is possible by a maximum of 4 weeks after the expiration of the processing period of the Master's thesis. In these cases, the work stops and it is as if it never began.

§ 19 - Submission and assessment of the Master's thesis

- (1) The Master's thesis must be submitted by the deadline in hard copy in triplicate and once in digital form (CD or DVD) to the administration office of the Bauhaus Institute for Experimental Architecture (ifex); the date of submission will be recorded.
- (2) Upon submission of the Master's thesis, the candidate must confirm in writing they wrote the thesis independently and did not use any sources or resources other than those indicated. In the case of group work, the candidate's work must be distinguishable or described.
- (3) The Master's defence is an oral examination lasting approximately 40 minutes. Generally, approximately 20 minutes are allocated for the candidate's presentation of the thesis. This is followed by an approximately 20 period for questions to the candidate. The points outlined in § 4 of the Study Regulations apply.
- (4) The Master's defence (oral examination) is open to the public. The examination committee decides on any requests for exceptions.
- (5) The grade for the Master's thesis and its defence is the calculated average of the grades awarded by each examiner. Each individual grade is given as a whole number rounded to one decimal place. The grade for the Master's defence makes up 30% of the final grade for the Master's examination and the Master's thesis makes up 70% of the final grade. A protocol on the examination is generated. The candidate is to be given their result directly after the oral examination.
- (6) The Master's thesis is assessed by at least two examiners in accordance with § 54 of the Thuringian Higher Education Act (ThürHG). The primary examiner must be a lecturer at the Bauhaus-Universität Weimar.
- (7) The assessment and grading of the Master's thesis should take place no later than four weeks after its submission.
- (8) If an examiner awards the mark of "failed", the examination committee must obtain the opinion of a third assessor. The third assessor must be a university lecturer. If this third assessor grades the thesis as "failed", then the work is conclusively considered failed. If the third assessor grades the thesis as at least "sufficient", the work is passed. All assessments must be made in writing.
- (9) The Master's thesis is the property of the candidate. The Bauhaus-Universität Weimar reserves the right to use and publish the final documentation for the Master's thesis in part or in full for its own non-commercial purposes, in particular for teaching and research purposes whilst crediting the author. The copyright claims of the author are otherwise unaffected by this.

§ 20- Repeating the Master's thesis

- (1) Master's theses graded as "failed" may be repeated only once. The topic of the Master's thesis may only be rejected within the period mentioned in § 18 Par. 6 if the candidate has not already taken advantage of this option for the first Master's thesis topic assigned.
- (2) A second repeat of the Master's thesis is not possible.

§ 21 - Attestation and Master's certificate

- (1) The examination candidate receives an attestation of the passed Master's examination, if possible within four weeks.
- (2) The degree certificate bears the date that the last examination was completed.
- (3) The Bauhaus-Universität Weimar shall issue a diploma supplement (DS) in German and English.
- (4) The graduate shall also receive the Master's certificate bearing the same date as the degree certificate. This certifies the awarding of the Master's degree. The Master's certificate and the degree certificate are signed by the dean of the faculty and the chair of the examination committee, and bear the university seal. Attestations and certificates will be issued in both German and English.

§ 22 - Invalidity of module examinations and the Master's examination

- (1) If a candidate is found to have cheated during an examination and this fact only becomes known after the degree certificate has been issued, the mark awarded for the examination can be adjusted accordingly. If appropriate, the module examination in question may be conclusively considered "failed" or the final examination may be conclusively considered "failed". The same applies to the Master's thesis.
- (2) If the conditions for admission to a module examination are not fulfilled without a student intentionally cheating and if this fact only becomes known after the degree certificate has been issued, this shortcoming shall be remedied by awarding a pass for the module examination. The examination committee determines whether the candidate has unjustly obtained admission to an examination.
- (3) The candidate must be given the opportunity to make a statement before a decision is reached.
- (4) An incorrect degree certificate shall be withdrawn and a new one issued as necessary. Along with the incorrect attestation, Master's certificate and Diploma Supplement are also to be withdrawn if the Master's examination is declared "failed" due to deception. A decision pursuant to Para. 1 and Para. 2 sentence 2 is ruled out after a period of five years from the date on the degree certificate.

§ 23 - Reviewing the examination results

Within one year of conclusion of the examination, the student is to be granted access to their written examinations, the examiners' reports on these and the examination protocols upon request within a reasonable period.

§ 24 - Appeal process

- (1) All adverse decisions under these regulations must be issued in writing, justified and issued with information on the right of appeal.
- (2) In accordance with paragraph 1, the candidate in question has the right of appeal against decisions. The appeal must be submitted to the examination committee in writing or orally for the record within one month of receiving notification of the decision. If the examination committee does not provide remedy for the appeal, the dean issues the notice of appeal. This must be accompanied by information on legal remedies.

- (3) In the event that the appeal is rejected, the candidate in question may bring the issue before an administrative court.

§ 25 – Equality opportunity clause

The statuses and functions described in these regulations apply equally to all genders.

§ 26 – Entry into effect and expiry

- (1) These regulations come into effect on the first day of the month following their announcement by the Bauhaus-Universität Weimar.

- (2) These regulations first apply to students beginning their studies in the 2020/21 winter semester.

Faculty board resolution dated 10 June 2020.

Prof. Dipl.-Ing. Dipl.-Des. Dean Bernd Rudolf

The rules are subject to approval.

Dr. Steffi Heine
Legal Adviser

Approved on

Prof. Dr. Winfried Speitkamp
President

Appendix 1

Curriculum Master's Degree Programme in Integrated Urban Development and Design (120 credit points)

Winter Semester 1. Semester	Summer Semester 2. Semester	Winter Semester 3. Semester	Summer Semester 4. Semester
Urban Development and Design S + L 3 + 3 = 6 CP	Computational Urban Analysis and Simulation S + E 3 + 3 = 6 CP	Model Project ¹⁾ (Practical Training) MP 24 CP	Master's Colloquium and Master's Thesis 3 + 27 = 30 CP
Urban Sociology S + L 3 + 3 = 6 CP	Study Project Pro 15 CP	International Model Project Forum S 6 CP	
Real Estate Development S + L 3 + 3 = 6 CP		or	
Research Methods and Professional Communication S + E 3 + 3 = 6 CP		Design Project ²⁾ Pro 9 CP	
Introduction to Study Project Introductory Seminar S + E = 3 CP		Urban Planning & Transportation S + L 3 + 3 = 6 CP	
Reflective Urban Practice ¹⁾ (Preparatory Course) S 3 CP		Intercultural Development L + E 3 + 3 = 6 CP	
Culture and Urbanism ²⁾ (Preparatory Course) S 3 CP	Introduction to Master's Thesis (Introductory Seminar) S + E = 3 CP	Elective Module S / L 3 + 3 = 6 CP	
	Elective Module ³⁾ S/L/E 3 + 3 = 6 CP	Academic Review & Thesis Discussion E 3 CP	
30 CP	30 CP	30 CP	30 CP
Total: 120 CP			

S = Seminar L = Lecture E = Exercise Pro = Design & Study Project (Studio) MP = Model Project
CP = Credit Points according ECTS (European Credit Transfer System)

¹⁾ Students immatriculated in the study programme »Reflective Urban Practice « have to take the Model Project module with mandatory internship and seminars.

²⁾ Students immatriculated in the study programme »Advanced Urbanism « have to take the modules referring to the study period at the Partner University .

³⁾ Elective Module: to be selected from course offers in the first or second semester at any Faculty of Bauhaus-Universität Weimar or other Thuringian Universities.