Technische Universität Dresden Faculty of Education

Examination Regulations for the post-graduate Master Programme "Vocational Education and Personnel Capacity Building" at the *Technische Universität Dresden* (Technical University of Dresden)

As of July 18 2008, last changed by the ruling of the faculty council of the faculty of education as of December 2 2009.

Based on §24 of the Law on Higher Education in the Free State of Saxony (Sächsische Hochschulgesetz – SächsHG) of 11th June 1999 (SächsGVBI. Page 293), the "Technische Universität Dresden" issues the following examination regulations as statutes.

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Section 1: General regulations

§1 Regular Study Duration

The regular study duration for the Master's programme "Vocational Education and Personnel Capacity Building" includes, besides direct study, self study, supervised practical training, and the Master's examination.

§2 Structure and Language of Examinations

(1) The Master's examination consists of modular examination and the Master's thesis including a colloquium (defence). A module ends with a modular examination, which usually comprises several examination achievements or different parts.

(2) Examination achievements are to be done during the whole study course.

(3) The study programme is to be carried out in German or English. If the course is carried out exclusively at the TU Dresden, then the language of instruction will be German only. If the study programme is to be carried out in cooperation with other foreign universities, then the language of instruction and examination will be English.

Study programmes done in collaboration in/and with foreign universities can be carried out in the national language of the respective countries, with the exception of the Master's Thesis; if the students and teaching staffs demonstrate proficiency in the said language.

§3 Time Limits and Dates

(1) The Master's examination shall take place during the regular study duration. A Master's examination that has not been taken within 4 semesters within the regular study duration is not passed. A failed Master's examination can be repeated only once and within a one-year period. Afterwards, the Master's examination is definitively failed.

(2) The modular examination is to be done until the end of each semester as stated in the study schedule.

(3) Through the study regulations and suitable offering of teaching provided by the TU Dresden, it is secured that the study and examination achievements as well as the Master's thesis including colloquium can be realised successfully within the given period of study. The students will be informed in due course about types, amount and dates of study and examination achievements and also about dates of issuing and submission of the Master's thesis, and the colloquia as well. The students will be informed about the opportunity for repetition of each modular examination as well.

(4) During the maternal protection or/and parental leave, periods will not be fixed und calculated.

§4

Conditions and Procedures of Admission

- (1) Only a person is entitled to carry out the Master's examination, who
 - 1. is registered for the for the Master's programme "Vocational Education and personnel capacity building" at the TU Dresden and/or has acquired knowledge and ability during a scientific further training course in accordance with study and examination regulations; and
 - 2. has got the subject-oriented prerequisites according to §26; and
 - 3. has submitted a written declaration related to §4, No.3 and No.4.

(2) The student must register for examinations. The form and time limit of registration will be announced by the examination commission of the faculty at the beginning of each semester.

(3) The student is entitled to cancel the already registered examination without any reason until up to 3 working days before the examination takes place. The cancellation has to be submitted in written form to the examination commission.

(4) The admission is granted to

- 1. carry out a modular examination on the basis of the first registration made for examination achievements;
- 2. prepare the Master's thesis on the basis of the proposal for issuing of the them or in case of §21, No. 5, clause 5. related to the issue of the topic; and
- 3. carry out a defence colloquium on the basis of the evaluation of the Master's thesis with the minimum grade of "adequate" or "sufficient" (4.0)

(5) The admission for a modular examination, the Master's thesis and for a colloquium can only be rejected if

- 1. requirements stated in this paragraph no.1 and procedural specifications stated in this paragraph no. 2 are not met; or
- 2. documents submitted are not complete; or
- 3. the student concerned, in this particular study course or in a similar study course in conjunction with the state laws, has definitively not passed the final examination or is carrying out an examination; or
- 4. the student concerned loses the right to carry out the examination according to the state laws because the fixed period for registration of the respective parts of the Master's examination has been exceeded (§2, no. 1) or parts of examination have been failed.

(6) The decision on admission is to be made by the examination commission. The decision will be formally prepared by the examination office of the faculty of education. The announcement of the decision can be made public.

§5 Types of examinations

(1) Examination achievements are to be rendered through

- 1. written test (§6)
- 2. term papers and other appropriate written papers (§7)
- 3. project work (§8)
- 4. oral tests (§9)
- 5. presentations (§10) and/or
- 6. other examinations (§11)

Examinations in form of multiple-choice tests are usually precluded.

(2) If there is any credible evidence that the student is not able to render the examination achievements fully or partially because of a physical handicap or chronic ill health, he/she might receive permission to carry out examinations within an extended time frame or equivalent examinations in other forms. Medical records may be required or, in case of doubt, official attestation of the medical doctor is necessary. This clause is also valid for the pre-examination achievements.

§6 Written Tests

(1) The written tests serve towards the demonstration of student's ability in carrying out certain tasks and/or solving problems within given topics and time frame by using allowed aids and methods related to the subject; and by applying the necessary underpinning knowledge. Several tasks or/and themes may be chosen.

(2) Written tests, the passing of which is a precondition for a continuation of the study, are usually or at least in case of examination repetition to be carried out by 2 examiners. The evaluation grade is derived from an arithmetic average of the individual tests results. The evaluation procedure for written tests is to be concluded within 4 weeks.

(3) The duration of a test is minimum 90 and maximum 240 minutes.

§7 Term papers and other appropriate written examinations

(1) Term papers and other appropriate written examinations serve towards the demonstration of student's ability to perform certain tasks or solve certain problems by applying literature related to the subject or/and working materials within given time frames. Furthermore he/she should be able to demonstrate his/her ability to apply basic techniques of scientific work.

(2) §6 no. 2 is appropriately valid for term papers and other appropriate written examinations.

(3) Term papers and other appropriate written examinations are to be carried out within a maximum length of 90 hours.

§8 Project Work

(1) Project work serves towards the demonstration of student's ability in terms of team work, development, success and presentation of concepts. The student should be able to demonstrate his/her ability to define objectives of substantial tasks, to develop multi-disciplinary approaches to solutions and concepts.

(2) §6 no. 2 is appropriately valid for project work.

(3) The length of project work is as described in the description of the modules (appendix 1) and to be completed within a maximum of 120 hours.

(4) For project work in the form of team work, the contribution of an individual student must clearly recognizable and assessable; and to be in conformity to the requirements stated clause no. 1 of this paragraph.

§9 Oral Tests

(1) Oral tests serve towards the demonstration of the student's ability to recognize and understand the interrelationships within an examination area and to classify specific questions concerning these relationships. Furthermore, it is to be assessed whether the student possesses the appropriate knowledge and information about the development stages of the study programme.

(2) Oral tests are normally to be assessed at least by two examiners (team assessment) or to be carried out before an examiner and an assessor, who is familiar with the subject (§19), in group assessments with up to 3 persons or individual examinations.

(3) Oral tests have a duration of 20 up to 45 minutes.

(4) The main objects and results of oral tests are to be written down and kept in a record. The student will be informed about the test results immediately after the test has been finished.

(5) Students, who have to carry out the same test later on, could be permitted to be present in the room and attend the test session as listeners, if the student, who is actually being assessed, agrees. Nonetheless, the listeners are not allowed to be involved in terms of counselling and announcing of test results.

§10 Presentations

(1) Presentations serve towards the demonstration of student's ability in terms of preparing and presenting specific research questions.

(2) Presentations are to be evaluated by the lecturer who is responsible for the issue and execution of the presentation within the subject he/she is teaching. §6 clause 2, no.1 and 2 are valid for this paragraph.

(3) §9, no. 4 is valid for this paragraph.

§11 Other Examination Achievements

(1) The student is obliged to render other test achievements by carrying out other forms of tests required (other remaining tests) that are equivalent to the above mentioned tests as described in the description of the modules within given time frames. Other remaining tests achievements are assessable including internship reports.

(2) § 6, no. 2 is valid for other written examinations. §9, No. 2 and 4 are valid for other examinations in non-written form.

§12 Evaluation of examination achievements, grading and importance of grades, publication of test results

(1) The individual examination achievements are to be set by the respective examiners. The following grades are to be applied:

1 = very good	for excellent achievements/performance
2 = good	achievement/performance above average
3 = satisfactory	fair achievement/performance
4 = adequate/sufficient	average achievement/performance which still has some weaknesses
	but met requirements
5 = not sufficient/failed	Achievement/performance with substantial weaknesses and has not
	been met the requirements

In order to differentiate the evaluation of achievements, a grade can be rounded up or down by 0.3 points; the following grades are excluded from the rounding: 0.7; 4.3; 4.7 and 5.3.

(1) The grade for a module is, if necessary, derived from the average of the scores of achievements within the module. For the grading, only one decimal place after the comma is to be taken into consideration; therefore the following decimal place is to be taken out without any rounding up. The average grade for a module is as shown in the following

up to 1.5	=	very good
from 1.6 up to 2.5	=	good
from 2.6 up to 3.5	=	satisfactory
from 3.6 up to 4.0	=	sufficient
4.1 and lower	=	not sufficient/failed

(3) For the Master's examination, an overall grade is to be set up. This is the arithmetic average of the modular examination and the Master's examination in accordance with §27 No. 1. The grade of the Master's thesis is derived from the grade for the thesis itself and the grade for the defence; whereby the thesis grade is worth double of the defence mark. §2, no. 2 and 3 are valid for the set up of the scores. For an overall grade of 1.2 or better, the predicate "passes with distinction" will be awarded by the examination commission.

(4) The overall grade of the Master's examination will be issued as a "relative score" supplement according to the respective provisions and in accordance with the ECTS-Evaluation Scale.

(5) The procedure for the announcement of examination results will be made available for the students through specific forms of publication of the faculty.

§13 Absence, withdrawal, cheating, offence against rules

(1) An examination achievement is to be evaluated as "below average" (5.0), if the student has been absent during the registered examination or withdrawn without justifiable reasons. It is also valid for the case that the examination achievements cannot be reached within the given time limit.

(2) The reasons for the absence or withdrawal are to be justified and immediately submitted in written form to the examination office. In case of illness, medical records may be required or in case of doubt, official attestation of a medical doctor is to be attached. The illness of a student's child, if the student has sole custody, will be also recognized and accepted in terms of keeping of fixed periods for the first registration of examinations and for preparing of examination activities; and in terms of the absence mentioned above. If the reasons for absence or withdrawal have been approved, new dates for examination will be arranged. The approval of designation or acceptance of reasons for the absence will be made by the examination commission only.

(3) An examination achievement is to be evaluated as "below average" (5.0), if the student tries to manipulate the results of his/her examination through deception or by using aids without permission. A student, who acts against the rules related to examination dates, will be excluded from examination by the respective examiner or supervisor; in this case, his/her examination achievement is to be evaluated as "below average" (5.0). In case of heavy abuse, the student is to be excluded from all further examinations by the examination commission.

(4) Paragraphs 1 to 3 apply to the Master's thesis and defence colloquium.

§14 Passing and Failure

(1) A modular examination is passed, if all examination achievements are accomplished and the grades for the module have been evaluated at least as "average" (4.0). If the modular examination is passed, credit points as described in the description of the modules will be given accordingly.

(2) The Master's examination is passed, if all of the modular examinations according to §26, clause No. 1, have been passed; and the Master's thesis including the defence colloquium have been at least evaluated as "average" (4.0).

(3) If a candidate has not passed the modular examination or if the Master's thesis and the defence colloquium have been evaluated as lower than "average" (4.0), he/she will be informed about the repetition conditions of the examination in terms of length and period.

(4) If a candidate does not pass the Masters examination, upon presentation of an application and corresponding proofs as well as an ex-registration certificate, he/she will be issued a certificate which lists the courses he/she has passed as well as those which he must repeat to complete the studies, and recognises that the candidate was not passed the Master's examination.

§15 Free attempt

(1) Modular examinations can be taken before the established periods as described in this regulation if the admission requirements are met. In such a case failing a module is recognised as not executed (=free attempt). Examination results assessed with a minimum of "average" (4.0) can be retaken within a new examination procedure.

(2) Upon application of the student, in the case of paragraph 1 line 1, modular examinations or performances, which are assessed with a minimum of "average" (4.0), can be repeated during the next regular examination dates in a bid to improve them. In this case, the better assessment grade is recognised.

(3) Included in § 3, section 4, are periods of interruptions of study as a result of extended periods of ill health, or of duties associated with attending to a child as well as study periods abroad will not be taken into account in the regulations guiding free attempts

§16 Repetition of module examinations

(1) A module examination can be repeated within a year after the first failed trial. The modular examination is finally considered as failed after this period elapses.

(2) A second chance to repeat a module examination at the next possible examination date is possible on only under special circumstances. A corresponding detailed written application justifying the reasons behind must be addressed to the examination commission within four weeks after publication of the first examination results.

(3) Repetition of a failed module that comprises several examination achievements will include only those not graded with a minimum of "average" (4.0).

(4) The repetition of a failed modular examination is not allowed; exceptions are stated in §15 section 2. Failed trials at other German universities and/or higher institutes of learning will be taken into account.

§ 17

Awarding credit for study periods, study achievements and examination achievements

(1) Study periods, study achievements and examination achievements will be recognised without a verification of equivalency if they have been acquired at a German university or an equally rated higher institution in a Master's course "Vocational Education and Personnel Capacity Building".

(2) Study periods, study achievements and examination achievements in study departments that do not fall under paragraph 1 will be taken into account inasmuch as the equivalence is given. Study periods, study achievements and examination achievements are considered equivalent when they essentially correspond to the content, scope and requirements of the Master's study course in "Vocational Education and Personnel Capacity Building" in the Technische Universität Dresden. In this case there is no schematic comparison undertaken but a comprehensive overview and comprehensive assessment. In calculations involving study periods, study achievements and examination achievements acquired out of the Federal Republic of Germany, the ap-

proved equivalences of the Minsters of Education Conference (Kultusministerkonferenz) and the Rectors of Higher Education Conference (Hochschulrektorenkonferenz) as well as the discussions with the Higher Education cooperation agreements will be considered.

(3) Study periods, study achievements and examination achievements in state-approved distance study programmes as well as multimedia-supported studies and examination achievements are regulated by paragraphs 1 and 2, respectively; paragraph 2 also applies to study periods, study achievements and examination achievements in other educational institutions, especially state or state recognised Vocational Academies as well as Specialised Institutions, Engineering Institutions and Military academies of the former German Democratic Republic.

(4) Relevant practical vocational tasks are taken into account for the internships.

(5) If study achievements and examination achievements are taken into account, inasmuch as a comparable grading system is available, the grades will be accepted and included in the overall grades. In a case of incomparable grading systems, the remark "passed" will be used, and no further details in the grading will be provided. A remark on the calculation system in the certificate is permissible.

(6) The presentation of the conditions stipulated in paragraphs 1-3 grants the right to the recognition of grades. The recognition of study and examination achievements acquired in the Federal Republic of Germany follows official procedures. The student must present relevant documents. The recognition of study and examination achievements is done by the examination board.

§18 Examination Commission

(1) An examination commission for the organisation and execution of examinations as well as the assigned tasks of examination regulations in the Master's study course "Vocational Education and Personnel Capacity Building" is created. Members of the examination commission include four university lecturers, one scientific assistant as well as two students. Except for the students, the official mandate is three years. The mandate for the student membership is one year.

(2) The chairperson, his/her representative as well as the other members and their substitutes will be commissioned by the faculty board of the faculty of education, the student members by the suggestions of the student council. The chairperson usually administrates the tasks of the examination commission.

(3) The examination commission assures that specifications of the examination regulations are respected. It informs the faculty about the developments in examination and study periods including the real time used in preparing the master's thesis as well as the spread of module and overall grades. The report is to be made public by the Technische Universität in an appropriate manner. The examination commission makes suggestions towards reforming the examination regulation, the study regulation the description of modules and the study schedule plans.

(4) Negative decisions are transmitted to concerned students in written and justified form including an instruction on the right to appeal. Within one month of reception of the written decision or minutes, a petition can be submitted to the examination commission. The examination commission decides as the legal examination authority within appropriate limits and issues a decision against the petition.

(5) The members of the examination commission have the right to attend examination sessions and colloquia.

(6) The members of the examination commission and their representatives are bound by the code of discretion. When they are not in official sessions, the chairperson will oblige them to discretion.

(7) On the basis of the resolutions of the examination commission, the examinations office organises and administers all examination documents

§19 Examiners and Observers

(1). Lecturers and other state-authorized persons will be called to examine, who, if there are no pressing reasons requiring deviations, have held a self-independent teaching activity at a university in the field that relates to the examination or Master's thesis. Observer can only be who has completed a relevant Master's examination or at least a similar/comparable examination.

(2) The student can propose a supervisor for his/her Master's thesis and the oral examinations as well as suggest the examiner for the colloquium. There is no entitlement for these suggestions to be met.

(3) The name of the examiners must be given to the student in time.

(4) § 18 section 6 applies for the examiners and observers.

§ 20 Purpose of the Master's Examination

(1) Success in the Master's examination leads to the professional qualification that concludes the course. Through it, it can be established whether the student has acquired scientific knowledge based on performance competence necessary for project planning, design and evaluation in vocational education as well as in adult education and human resource development.

§ 21 Purpose, Issuing, Submission, Evaluation and Repetition of the Master's thesis and colloquium

(1) The Master's thesis shall demonstrate the student's ability to independently use scientific methods to analyse problems within their study fields within a required duration.

(2) The Master's thesis may be supervised by a professor or another qualified person, as stipulated in Saxony's Higher Education examinations laws, in so far as they work within the course "Vocational Education and Personnel Capacity Building" at the Technische Universität Dresden. Is someone working outside supposed to supervise the Master's thesis the permission of the chairperson of the examination commission is needed.

(3) The issuing of the Master's Thesis topic is done by the examination commission. Records will be kept of the title and date of submission. The student can suggest topics for the Master's thesis. Upon application from the student, the examination commission will arrange to issue the

Master's thesis title in time. The title will be made known before the last module examination, preceding a semester.

(4) The topic of the Master's thesis can be changed and returned only once and within two months after its announcement. If a candidate has to repeat the master's thesis, a change of the title/topic is only possible if the student has not changed it during the preparation of the first thesis.

(5) The Master's thesis can be completed in the form of group work, if the Master's thesis can be individually evaluated by way of submission in sections, number of pages or other objective criteria that can enable the differentiation and evaluation of the work of the students which fulfils the requirements of paragraph 1.

(6) The Master's Thesis is to be written either in German or English according to §2 section 3 and computer-typed and bound copies submitted at the examinations office within the stipulated time; the date of submission is to be documented. At the time of submitting the student is to keep a written record, explaining whether his work is included in a group work and how his own contribution can be differentiated for evaluation, and that he did the work independently citing all the sources and aids used.

(7) The Master's thesis is to be evaluated by two examiners according to §12 section 1, one of whom is the supervisor of the Master's thesis. The evaluation process shall not be longer than four weeks.

(8) The Master's thesis grade is the average of the grades given by the two examiners. If the difference between the two grades is more than 2 grades, the average will be accepted if the examiners both agree. If the two do not agree, the examination commission will add the assessment of a third examiner and the average of the three forms the final evaluation of the thesis as stipulated in §12, section 2 line 2 and three, respectively.

(9) If one of the examiners grades the Master's thesis with "sufficient" (4.0) and the other with "below average" (5.0), the examination commission will call up a third examiner, who will decide over the acceptance or rejection of the thesis. If the thesis is accepted, the evaluation will be the average mark of the former evaluation marks according to \$12 section 2 lines 2 and 3, respectively.

(10) The Master's thesis can be repeated once within one year if the evaluation grade is below "sufficient" (4.0).

(11) The student must defend his Master's thesis publicly in a colloquium, in the presence of the supervisors as examiner and the observer. Other examiners may be included according to paragraph 10, as well as § 9 section 4 and § 12 section 1 respectively.

§ 22 Examination Certificate and Master's Certificate

(1) If the student succeeds in the Master's examination he/she receives an examination certificate immediately, preferably within four weeks. Included in the Master examination diploma are the grades of the modules according to § 27 section 1, the title of the Master's thesis, its grade and the supervisor as well as the overall grade. Upon application from the student, the results of additional modules and the study time until the completion can be included in the certificate. The grades of the individual examination achievements will be included in a diploma supplement.

(2) Together with the Master's examination certificate, the student will receive a Master's certificate that bears the same date on the examination certificate. It will record the awarding of the Master's degree. The Master's Certificate will be signed by the rector and the chairperson of the examination commission and will bear the seal of the Technische Universität Dresden. Attached to it will be translations of the Certificate and examination certificate in English.

(3) The examination certificate bears the date of the last part of the examination according to § 14 section 2. It will be signed by the chairperson of the examination commission and the dean of the faculty of education and bear the seal of the Technische Universität Dresden.

(4) The Technische Universität Dresden provides a Diploma Supplement (DS) according to the "Diploma Supplement Model" of the European Union/ Europarat/UNESCO. As a representation of the national education system (DS Section 8), the corresponding and applicable versions the text agreed upon between the KMK and HRK will be used.

§23 Invalidity of the Master's examination

(1) If irregularities surrounding a student's performance during the Master's examination are discovered only after the results have been published, the examination evaluation grades will be altered according to \$13 section 3. In given circumstances, the module examination can be evaluated as "sufficient" (4.0) and the Master's examination as "failed". This is also valid for the Master's thesis and the public defence.

(2) If the requirements for taking an examination were not fulfilled and this was known only after the publication of the results- without student's intention to cheat, this mistake will be corrected through the award of a pass in the said examination. If the student is found to have used premeditated irregular methods to succeed in the examinations, the module examination could be declared "below average" (5.0) and the Master's Examination as "failed". This will be extended to the Master's thesis and the public defence.

(3) The student will be granted the opportunity of self-defence.

(4) The invalid examination certificate will be withdrawn and a new one is issued, if applicable. Together with the wrong examination certificate, the Master's Certificate, Diploma supplement as well as the translations of the diplomas and the Master's certificates will be withdrawn if the Master's examination is declared "below average". A decision according to paragraphs 1 and 2 after a period of five years is impossible.

§ 24 Consultation of examination documents

(1) Within a year after the examination procedures, the student or graduate is, upon application, granted access to his/her written examination work and the according appraisals and examination minutes.

Section 2: Subject-specific regulations

§ 25 Study duration, study structure and number of hours

(1) The regular study duration according to § 1 comprises four semesters (two years).

(2) The Master course of study follows a modular structure and concludes with the Master's thesis and a public defence. The modules are concentrated in the first three semesters. The fourth semester is reserved for the preparation and completion of the Master's thesis.

(3) A successful completion of the studies acquired through 120 credit points (performance points) in 12 to 13 modules as well as the Master's thesis and its defence. The studies include obligatory and optional elective courses covering a scope of at most 68.5 weekly hours.

§ 26 Technical requirements for the Master's examination

The Master's thesis can be prepared if at least 82 credit points have been gained in the obligatory and compulsory modules. Before the colloquium, the Master's thesis must have been graded with at least "sufficient" (4.0).

§ 27 Content, nature and scope of the Master's examination

(1) The Master's examination comprises all compulsory module examinations and the selected optional domain as well as the Master's thesis and its defence (colloquium).

- (2) The compulsory modules are
 - 1. Foundations in vocational and adult education
 - 2. Design of teaching/learning processes
 - 3. Management Processes
 - 4. Psychology of learning
 - 5. Analyses of research, production and education
 - 6. Development in educational systems
 - 7. Scientific work
 - 8. Internship in vocational education
 - 9. Internship in field research

(3) The optional elective modules are

- 1. Human resource development
- 2. Design of communication processes
- 3. Quality management systems

- 4. Educational technology
- 5. Subject didactics

From these, 3 to 4 modules can be selected so that 16 credit points in the optional elective subjects can be acquired.

(4) The courses in each module and the required examination achievement, their nature and design will be defined in the description of the modules. The content of the student achievements will correspond to the content of the course in as much as the descriptions of the modules are not regulated differently.

§ 28 Preparation of the Master's thesis and duration of the defence colloquium

(1) The preparation and completion duration of the Master's thesis is five months, which correspond to 27 credit points. The topic/title, development and scope of the Master's thesis are to be controlled by the supervisor so that it can be completed within the stipulated period. Based on a justified application from the student, the examination commission can exceptionally extend the period for the preparation of the Master's thesis up to 13 weeks. The number of credit points remains unaffected.

(2) The defence colloquium covers a total period of 60 minutes. 3 credit points can be acquired.

§ 29 The Master's degree

The Master of Science (MSc) will be awarded after the successful completion of the Master's examination.

Section 3: Concluding regulations

§ 30 Entering into force and publication

The examination regulations come into effect from October 1 20007 and will be officially made public through the Technische Universität Dresden.

Prepared on the basis of the decision of the Senate of Technische Universität Dresden as of May 9 2007 and with the permission of the academic senate as of September 9 2007.

Dresden, July 8 2008.