

**SPECIFIC EXAMINATION REGULATION FOR THE JOINT MASTER
PROGRAM SUSTAINABLE URBAN DEVELOPMENT OF TECHNISCHE
UNIVERSITÄT DARMSTADT AND VIETNAMESE-GERMAN UNIVERSITY**

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by the President of the Vietnamese-German University)*

CHAPTER I. GENERAL PROVISIONS.....	2
Article 1. Scope of Application.....	2
Article 2: Administration of the Programme.....	2
Article 3. Examination Board.....	2
CHAPTER II. OBJECTIVES, ADMISSION AND STRUCTURE OF THE PROGRAMME	4
Article 4: Intended Learning Outcomes.....	4
Article 5. Admission.....	5
Article 6. Standard Period of Study, Study Scope and Structure.....	7
CHAPTER III. COURSEWORK AND EXAMINATIONS.....	7
Article 7. Examination Forms and Deadlines	7
Article 8. Registration and Admission to Modules and Module Examinations	8
Article 9. Repetition of Modules and Module Examinations	8
Article 10. Evaluation of Examinations.....	9
Article 11. Final Thesis.....	10
CHAPTER IV. DEGREE AND FINAL CLAUSES.....	11
Article 12. Academic Degree	11
Article 13. Degree Certificate, Transcript of Records, Diploma Supplement.....	11
Article 14. Taking Effect	12



CHAPTER I. GENERAL PROVISIONS

Article 1. Scope of Application

- (1) This Specific Examination Regulation regulate the requirements and the module examinations of the Master's programme Sustainable Urban Development, which is offered jointly by the Vietnamese - German University (VGU) and the Technische Universität Darmstadt (TUDa). It has been prepared on the basis of the General Examination Regulations - APB of the Technische Universität Darmstadt of 19 April 2004 (Staatsanzeiger No. 25 of 21 June 2004, p. 1998) in the version of the 5th Amendment of 25 March 2015 (Supplement to the Statutes 2015 III p. 3) and the amendment of 18 May 2016 (Supplement to the Statutes 2016 II p. 37) and the General Examination Regulations of the Vietnamese German University of 14.08.2018.
- (2) Part of the regulations are the General Examination Regulations of the TUDa and the VGU, the implementation regulations of the study programme, the curriculum and examination plan, the descriptions of competences and the module descriptions, in the currently valid version. In the case of discrepancies between the General Examination Regulations of both universities and the joint examination regulation for the Master in Sustainable Urban Development, the specific examination regulations for the degree program take precedence over this general examination regulations.
- (3) Unless otherwise stipulated in these regulations, the General Examination Regulations of the Technische Universität Darmstadt apply for modules taught at TUDa and the General Examination Regulations of Vietnamese German University for the modules taught at VGU.

Article 2: Administration of the Programme

- (1) The administration of the programme is carried out jointly by both universities. The Vietnamese-German University acts as the student office and primarily manages the data of students admitted to the programme at the Vietnamese-German University. The Technische Universität Darmstadt assumes the function of the student office and manages primarily the data of students admitted to the programme at the Technische Universität Darmstadt. The cooperation agreement to be concluded between the Technische Universität Darmstadt and the Vietnamese German University contains further regulations on data exchange.
- (2) All achievements and failed attempts are exchanged between the study offices. For repeat examinations, the regulations of the respective university apply.

Article 3. Examination Board

- (1) The Faculty of Civil and Environmental Engineering of the Technische Universität

Darmstadt and the Faculty of Engineering of the Vietnamese - German University set up a joint examination board for the Master's programme Sustainable Urban Development.

- (2) The Examination Board consists of eight members of both universities, the chairman, the deputy and six other voting members. The respective Faculty Council of each university nominates four members of the Examination Board.
 - The chairman is elected from the group of Professors, Lecturers or Academic staff.
 - The deputy chairman is elected from the group of professors, lecturers or academic staff
 - Two members of the Group of Professors or Academic Staff from TUDa
 - Two members of the Group of Professors or Academic Staff from VGU
 - One student representative from TUDa
 - One student representative from VGU
- (3) The term of the members from the group of Professors or Academic Staff shall be three years, the term of the student members one year. Re-election is possible. The Chairman and the Deputy Chairman come from different universities. The TUDa and the VGU take turns in filling these positions after three years.
- (4) In order to avoid the need for by-elections during the term of office, substitute members from each group are also elected by the two faculty councils. If a board member is prevented from attending a meeting or leaves the Examination Board permanently during his term of office, the substitute member automatically takes his place on the board.
- (5) The Examination Board constitutes a quorum (five members) when in addition to the chairman or its deputy at least two further voting members of the group of professors, lecturers or their substitutes and at least two further voting members or their substitutes are present. Decisions are made by simple majority. In a tie, the vote of the chairman decides. The student members of the Examination Board are not involved in the recognition of examinations and the appointment of examiners and assessors. The Examination Board may meet by videoconference.
- (6) The Examination Board shall ensure that the provisions of the examination regulations are adhered to and ensures the proper conduct of examinations. It is in particular responsible for deciding on appeals against decisions taken in examination procedures and the compliance with deadlines. In addition, the Examination Board regularly, at least once a year, has to report to the Faculty Councils of both universities on the development of examinations and average duration of study. This report shall be published in an appropriate manner. It makes suggestions for the reform of the examination regulations and the study course plan

and discloses the distribution of grades and the overall grades. The Examination Board may delegate its tasks for all normal cases to the Chairman or the Deputy. This does not apply to decisions on appeals and the report to the faculties.

- (7) The members of the Examination Board have the right to attend examinations.
- (8) Examination board meetings are not public. The members of the Examination Board and the representatives are subject to official secrecy. If they are not employees of TUDa or VGU, they shall be bound to secrecy by the Chairman of the Examination Board.
- (9) The Examination Board may use administrative assistance of the examination offices of TUDa and VGU to carry out its duties. Staff members of the examination offices attend the meetings of the Examination Board as advising guests.

CHAPTER II. OBJECTIVES, ADMISSION AND STRUCTURE OF THE PROGRAMME

Article 4: Intended Learning Outcomes

- (1) The graduates of the Master in Sustainable Urban Development have in-depth knowledge of current problems of sustainable urban development, both in the German/European and Southeast Asian areas.
- (2) The intended learning outcomes of the program can be summarized as follows:
 - Graduates of the Master's program in Sustainable Urban Development" have in-depth knowledge of the drivers of sustainable urban development and their determinants and interactions.
 - They can analyse a complex problem of urban development and, based on this, describe a future state as an objective. To achieve this state, they can develop possible solutions, evaluate them among themselves and justify the decision for a certain solution.
 - In addition, they are capable of implementing such a solution in terms of planning and organization.
 - Due to the interdisciplinary nature of the programme, they have developed the ability to create added value by exchanging content beyond the individual disciplines.
 - They have learned to assemble an interdisciplinary team of specialists from different disciplines to view a problem from different angles and are able to work in an interdisciplinary team.
 - They have the ability to present the results of their work in writing.

- they are also able to openly discuss the results of their work in technical forums and with the public and to adequately represent their points of view.
 - After completing their studies, graduates will be able to apply empirical methods and GIS analyses in order to independently master complex tasks of sustainable urban development and to familiarise themselves with new problems.
 - They have developed the ability to assess the technical, social, economic and ecological impacts of their actions and to place them in a global context.
 - The graduates are basically able to work scientifically and to present the results of their scientific work on national and international level in writing and orally.
- (3) Based on their competencies, graduates are able to initiate, coordinate and implement urban development projects on small as well as large scale levels like
- single building development,
 - island site development,
 - quarter development,
 - infrastructure system development.

Article 5. Admission

- (1) Applications for the Master's programme in Sustainable Urban Development at Technische Universität Darmstadt are possible for applicants who have obtained a Bachelor's degree in a member state of the European Union for a winter semester until 15 July of the year (deadline). For all other applicants, application for a winter semester is possible until 15 January of the year (cut-off date).
- (2) Applicants for the Master's programme in Sustainable Urban Development at Vietnamese-German University can apply until 15 September of the year for the winter semester (deadline).
- (3) The admission requirements for the consecutive Master's programme in Sustainable Urban Development are derived from the competence profile of Bachelor's programmes qualifying for the Master's programme as reference courses.
- Architecture,
 - Civil Engineering,
 - Geodesy,
 - Environmental Engineering,

- Spatial Planning, or
 - Urban and Regional Planning,
 - Urbanism,
 - as well as Political Science, Economics, or Sociology with a focus on Urban Development.
- (4) Generally, the admission requirement to the Master's programme in Sustainable Urban Development is a Bachelor's degree in one of the reference programmes or a degree in a course of study which conveys competences which do not differ significantly from the initial competences imparted in one of the reference courses of study (comparable course of study). Details of the expected initial competences are set out in the competence description in Annex II.
- (5) Since the language of instruction is English, appropriate English language skills are necessary. Required English language proficiency is determined in accordance with the General Examination Regulations – APB of the Technische Universität Darmstadt and the Admission Regulation for Master study programs of the Vietnamese-German University. Other proof of English language proficiency is subject to recognition of the examination board. Applicants who do not yet have the required English language skills may be admitted on the condition that proof of equivalent language proficiency is provided after they completed an intensive English training.
- (6) In the formal entrance inspection, the respective examination or admissions office checks the proof of the required entrance competences on the basis of the written documents to be submitted by the applicants. The following documents must be submitted:
- the first-degree certificate,
 - the Diploma Supplement or comparable documents of the degree programme leading to the first degree and
 - the proof of English proficiency.
- (7) If the initial competencies could not already be clarified positively or negatively during the formal entrance inspection, a material incoming inspection is then carried out. Within the scope of the material entrance examination, an oral examination procedure of 60 minutes is carried out at the premises of the Darmstadt/Vietnamese German University or via internet-based video telephony, depending on where the application was submitted.
- (8) If it becomes apparent after the formal and material entrance examination that the

applicant lacks initial competences, which can be compensated for by the subsequent accomplishments of no more than 30 CP, admission can be made subject to conditions. The modules or subject examinations that are required are listed in the notification of admission. The conditions must be fulfilled by the end of the second semester.

Article 6. Standard Period of Study, Study Scope and Structure

- (1) The standard period of study of the Master in Sustainable Urban Development is four (4) semesters with a total workload of 120 CP.
- (2) Annex I contains an overview of the current curriculum and examination plan. It specifies the type (subject examination, academic achievement), the scope, number and form (oral, written, special form, term paper, etc.) of the examination and the weighting with which these are included in the overall grade of the module. The curriculum and examination plan will be reviewed periodically by the programme steering committee jointly established by TUDa and VGU.
- (3) The module descriptions in Annex III contain all essential details including prerequisites, workload, learning outcomes, content and learning activities, total performance points, as well as assessment requirements and examination formats.
- (4) The program is held completely in English. If only German speaking students attend, individual modules can be offered in German, in which it can be assumed that scientific literature can also be read and edited in German. This is indicated in the module description.
- (5) The maximum period of study of an individual student shall not exceed eight semesters.

CHAPTER III. COURSEWORK AND EXAMINATIONS

Article 7. Examination Forms and Deadlines

- (1) Exams are study-related, graded or ungraded module examinations and the final thesis. For completion of an examination, students must be enrolled at the VGU and TUDa.
- (2) The deadlines for the examinations (subject examinations and academic achievements) are laid down in Annex I of these regulations, the curriculum and examination schedule. The dates for the module examinations and the registration procedures will be announced at the beginning of the first session of the module by the lecturers.
- (3) Examinations may be provided in the form of a written exam, an oral exam, an online exam, a seminar, an equivalent course work, a written work or homework,

on a group-based project and/or individual assignments/projects. Individual examination at the end of each module shall at least account to 50% of the final results. The final form of the examination in the case of alternative options and the approved aids are announced by the lecturers at the beginning of the semester in which the module takes place. Possible modes of examination are determined in Article 10 of VGU's General Examination Regulations.

- (4) The duration of written examinations (at least 45 minutes) is specified in Annex I, the curriculum and examination plan.
- (5) The duration of oral examinations (at least 15 minutes per candidate and examination) is specified in Annex I, the curriculum and examination plan.

Article 8. Registration and Admission to Modules and Module Examinations

- (1) To participate in a module, including the module examination, those students will be admitted who meet the prerequisites of each course and have not lost the right to be examined in this course of study or a course recognized as equivalent, or have already passed the examination successfully. The admission requirements for examinations or modules are laid down in Annex I to this examination regulation, the curriculum and examination plan, and in Annex III, the module descriptions.
- (2) The registration for a module includes the registration for the module examination. The registration takes place at the examination office or in case of an electronic registration system in an electronic way latest one week after the beginning of the module.
- (3) Students can only unsubscribe from a module examination for important and justified reasons.

Article 9. Repetition of Modules and Module Examinations

- (1) Failed module examinations or partial module examinations may be repeated two times. The repetition must be taken at the next possible examination date. Failing to register for the examination at this date leads to fail, if a student cannot prove that he or she is not responsible for the failure to register. The second repeat can be taken in form of an oral examination with the agreement of examiners and candidates.
- (2) Upon written request, the examination board may agree to a supplementary oral examination after a failed second re-examination in only two modules of an academic program. The request must be filed within one month after the results of the second re-examination are announced. For the supplementary oral examination, the examination board will nominate a commission, consisting, usually, of the assessor of the written exam and another lecturer. The candidate has no right to insist on particular examiners. The supplementary oral examination shall last approximately 30 minutes. It addresses the subject matter of the written

exam and determines if the candidate demonstrates a level of performance that satisfies the requirements despite the deficiencies detected in the re-examinations. The result of the supplementary oral examination can only be that the module is passed with the grade “sufficient” (German Grade 4.0 or Vietnamese Grade 5.0), or that it is failed.

Article 10. Evaluation of Examinations

- (1) The university conducting the examination calculates the grades in accordance with its regulations in the respective general examination regulations. The conversion of the two grading scales is determined by the universities as stipulated in the respective general examination regulations.
- (2) The evaluation system for each examination achievement is laid down in Annex I to these regulations, the curriculum and examination plan. The curriculum and examination plan also specify the weight with which the grades of the subject examinations and study achievements are included in the module grade. Unless otherwise specified, the grades of the examination achievements within the module are included in the module grade according to the credit points assigned to the achievements.
- (3) Annex I of this regulation, the curriculum and examination plan, specifies the weight with which the module grades are included in the overall grade. Unless otherwise specified in Annex I, the module grades shall be included in the overall grade according to the credit points earned in the modules.
- (4) For degree certificates awarded by VGU, the grade of the degree is specified in the following table:

Vietnamese grade	Vietnamese grade name	Description
$10 \geq \text{score} \geq 9,0$	Excellent	Extraordinary performance, which exceeds the requirements considerably
$9 > \text{score} \geq 8,0$	Very good	Very good performance, which completely meets the requirements
$8 > \text{score} \geq 7,0$	Good	Good performance, which meets the requirements
$7 > \text{score} \geq 6,0$	Average good/ Satisfactory	A performance, which in general meets the requirements, some basic flaws
$6 > \text{score} \geq 5,0$	Sufficient	A performance which still satisfies the requirements despite its shortcomings.
$5,0 > \text{score}$	Failed	A performance that does not meet the requirements due to significant deficiencies.

Article 11. Final Thesis

- (1) The supervision of master theses can be carried out by the Faculty of Civil and Environmental Engineering of the Technische Universität Darmstadt or by the Faculty of Engineering of Vietnamese - German University. The supervision and evaluation of the thesis must be taken over by a member of the group of professors of the Faculty of Civil and Environmental Sciences, TUDa and a faculty member of the Faculty of Engineering, VGU. The co-supervision by non-faculty examiners is permissible with the consent of the chairman of the Examination Board or his deputy.
- (2) The student must be given the opportunity to suggest a topic, but the student has no legal entitlement to this topic. The topic can only be issued by the Supervisor, if at least 84 CP have been acquired in the degree programme. The date of issue shall be recorded.
- (3) The final thesis is written in English.
- (4) With the consent of the chairman of the Examination Board the final thesis can be conducted in a non-university institution. In this case, the topic must be provided in consultation with a member of the group of professors and lecturers, who acts as the first supervisor. A qualified external expert can be appointed as second supervisor, if he or she fulfills the requirements of article 16 of the General Examination Regulation of VGU.
- (5) The work load of the master's thesis is 24 credit points. The processing time for the master's thesis is 26 weeks starting with the receipt of the topic. Tasks and scope of the thesis must be limited so that the deadline for the thesis can be met. Statistics, matrices, illustrations, etc. belong to the Annex and shall be disregarded in calculating the number of pages.
- (6) The topic can only be returned once and only within the first eight weeks of processing time. Besides that, article 23 (10) of the VGU General Examination Regulation remains valid.
- (7) For submission the regulations of the General Examination Regulations of the university where the thesis is supervised apply. At VGU the graduating student is required to submit the thesis package in due time which includes:
 - a. Three Hard-bound copies of the final thesis to the examiners and examination office of the study program;
 - b. One hard-bound copy of the final thesis to the Library of VGU;
 - c. One electrical copy of the final thesis to the study program and the Library;
- (8) The regulations of the General Examination Regulations of the university where the thesis is supervised apply for the publication. Upon submission of the final thesis to VGU, the Library has the right to publish the final thesis in hard-bound copy and on its digital collections. The publication of the final thesis has to be

authorized by the supervisor. With the agreement of the examination board, the publication of the final thesis can be deferred to protect commercial property rights or for another justifiable reason. The format and storage medium will be decided by the Library.

CHAPTER IV. DEGREE AND FINAL CLAUSES

Article 12. Academic Degree

The Technische Universität Darmstadt and the Vietnamese - German University jointly award the academic degree Master of Science (M.Sc.) in Sustainable Urban Development after successful completion of the program by achieving the sum of 120 credit points (CP) required for the course of study.

Article 13. Degree Certificate, Transcript of Records, Diploma Supplement

- (1) A joint degree certificate from Vietnamese German University and Technische Universität Darmstadt will be issued in English. The certificate shows that this is a joint Degree programme between TUDa and VGU. The presidential boards of both universities agree on the design of the certificate. In accordance with the respective and current law of Vietnam on the “Management of Higher Education Degrees and Certificates of the National Education System” each VGU degree contains a serial number and a reference number.
- (2) Both universities issue their own certificates of achievement (final transcript of records) according to the applicable grading systems, which refer to the certificates of the other university. The presidential boards of both universities agree on the further design of the certificate. The Final Transcript of Records of VGU is issued bilingual in English and Vietnamese. It contains the topic and the grade of the thesis, the overall grade and the total achieved CP. The Transcript of Records will be signed by the President/ Vice President for Academic Affairs and stamped with the seal of the VGU. The Final Transcript of Records bears the date of the day on which the last examination was taken. In case the last exam was the thesis, the date of submission is indicated.
- (3) The universities issue a joint Diploma Supplement in English, in accordance with European conventions, containing information on both education systems. The presidential boards of both universities agree on the further design of the Diploma Supplement, including the grading scale conversion and the grade distribution for the final grade of the cohort.
- (4) Article 30 of VGU’s General Examination Regulation stipulate additional rules regarding loss, duplicates, amendment and withdrawal of degrees and certificates. Documentation and inspection of examination records after completion of the



programme are stipulated in Article 31 of the General Examination Regulation of VGU.

Article 14. Taking Effect

- (1) This examination regulation shall enter into force from the intake 2021. It is published in the annex to the statutes of the Technische Universität Darmstadt and in the List of regulations in the Quality Handbook of the Vietnamese - German University.
- (2) Staff of Faculties, Academic Coordinators and Heads of relevant Departments are responsible for deployment, instruction and assessment, as well as supervision of regulation implementation.
- (3) During execution of this regulation, if there is any issue that requires adjustment, relevant nits and individuals report to the Dean of the Faculty of Engineering, VGU and the Dean of the Faculty of Civil and Environmental Engineering, TUDa for revision, modification or supplement./.