

Joint Examination Regulations
for the
Master's degree program
"Spatial Planning for Regions in Growing Economies (SPRING)"
at the Department of Spatial Planning
of TU Dortmund University, Germany
and
the Graduate Programs in Territory Planning and Management and in Public Policy
of the Federal University of ABC (UFABC), Brazil
dated 12 July 2023

According to Section 2 (4) in connection with Section 64 (1) North Rhine-Westphalia Higher Education Act (*Hochschulgesetz NRW*, HG) of 16 September 2014 (GV.NRW., p.547), last amended by Law of 30 June 2022 (GV.NRW., p.780b), TU Dortmund University and the Federal University of ABC, Brazil, have issued the following regulations:

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General

Section 1

Scope of validity of Master's examination regulations

These examination regulations apply to the Master's degree program SPRING at the Department of Spatial Planning of TU Dortmund University (TU Dortmund) and the Universidade Federal do ABC (UFABC) in Santo André, Brazil. It regulates the structures of the Master's degree program in accordance with Section 64 of the North Rhine-Westphalia Higher Education Act (*Hochschulgesetz NRW*, HG) and in accordance with the Post-graduate Regulation of the Federal University of ABC.

Section 2

Study objectives

- (1) The Master's degree program SPRING provides students with knowledge, skills and methods for the sustainable development of municipalities, districts and regions. A particular concern of the degree program is the improvement of management and organizational skills so that the social and technical infrastructure in the areas of employment, education and regional economy can develop optimally, taking into account the natural, economic, cultural, political and social conditions.
- (2) The course content is tailored to the particular challenges of spatial development planning in the global South and teaches appropriate methods and techniques for this purpose as well as theoretical principles that are applied in a practical manner during the field phase. The ability to think and discuss critically which is acquired during the degree program should also be applied by the students in their later participation in social life. In addition, social commitment, responsible action and personality development are incorporated into the degree program as cross-cutting themes. The skills thus imparted contribute to the students' personal development.

Section 3

Purpose of Master's examination

- (1) The purpose of the examination is to determine whether
 - students have acquired the necessary expertise to work in spatial development planning
 - they have an overview of the interrelationships between the individual subject components and
 - they have the ability to work independently and according to recognized professional standards, both on their own and in groups.

In particular, students should be able to apply internationally recognized methods and procedures for regional planning and management of regional development processes at the spatial level of district and region.

- (2) At the end of the entire academic program, students are expected to have acquired planning theories and concepts, be able to assess their relevance and handle their application, and master professional research techniques and methods. Similarly, they are expected to be able to analyze critically and think independently, as well as to describe original and innovative ways of solving problems. Students are also expected to apply the ability to think and discuss critically to their later participation in society. Social commitment, responsible action and personality development are incorporated into the degree program as cross-cutting themes. The students deal with issues in the field of sustainable urban and regional development in the context of international agendas as well as in the field of instruments and procedures of land use planning. The intercultural skills thus imparted contribute to the students' personal development. Students are also able to carry out their own research work with a topic of their own choice in the case study region of the planning workshop, whereby the research topic must be approved by the SPRING Program Coordination (SPC) in advance.

Section 4

Admission requirements

- (1) Admission to the Master's degree program SPRING is granted to those who meet the requirements of the access regulations for the Master's degree program SPRING of the Department of Spatial Planning at TU Dortmund University.
- (2) Successful completion of the modules scheduled for the first year of studies is a condition for admission and access to the courses and examinations of the modules scheduled for the second year of studies in the degree program SPRING at the Universidade Federal do ABC, Brazil.

Section 5

Master's degree

Based on the successful completion of the Master's examination, TU Dortmund University through the Department of Spatial Planning and the Universidade Federal do ABC, Brazil through the Office of Graduate Studies, award the academic degree "Master of Science" (M.Sc.) in "Regional Development Planning and Management with the specialization Governance, Public Policy and Planning for Sustainable Urban Agglomerations".

Section 6

Credit point system

- (1) The degree program is structured on the basis of a credit point system that is compatible with the European Credit Transfer Systems (ECTS).
- (2) Each module is assigned a number of credit points according to its study effort. One credit point within the meaning of these examination regulations corresponds to one ECTS point and is awarded for a performance that requires a workload of approximately 30 hours. As a rule, 30 credit points are to be acquired per semester.
- (3) Credit points are awarded based on successfully and fully completed modules.

Section 7

Standard program duration and scope of studies

- (1) The standard program duration of the Master's degree program is four semesters (two years) including the preparation of the Master's thesis and the disputation. The standard program duration for the first part of the Master's degree program SPRING, which is performed at TU Dortmund University, is two semesters. The standard program duration for the second part, which is provided at the Universidade Federal do ABC, is basically two semesters or is designated as a trimester system. A trimester system divides the academic year into three sections. Each trimester has a duration of 12 weeks.
- (2) In total, the Master's degree program comprises 120 credit points, which correspond to approximately 3,600 working hours and are divided into compulsory areas.
- (3) The Master's degree program at TU Dortmund University is divided into modules and at UFABC into courses, each of which extends over a maximum of two consecutive semesters. These modules and courses are self-contained study units with a minimum of 5 credit points in terms of content and time.
- (4) The courses and examinations of the Master's degree program SPRING are conducted in English.
- (5) The degree program can be started in the winter semester.

Section 8

Contents of studies

- (1) The first two semesters are studied at the Department of Spatial Planning at TU Dortmund University, Germany and the third and fourth semesters or trimesters one to three are studied at the Postgraduate Programs in Territory Planning and Management and Public Policy at the Universidade Federal do ABC, São Bernardo do Campo, Brazil.
- (2) The first academic year of the Master's degree program SPRING is divided into three phases:
 - Analysis of regional planning conditions,
 - Planning and program development,

- Plan and program implementation.

Each of the three phases ends in a one-week planning workshop. To integrate the technical content in the individual workshops, each phase is accompanied by an intensive course "Program Planning and Project Management".

- (3) In the second year of study at the UFABC in Brazil, the theoretical knowledge imparted in the first year of study is applied practically. A central component is the extensive, practice-oriented field studies (e.g., the Workshop on Planning and Public Policies) on local development planning and public policies. Complementary courses address social, economic, environmental, physical, and institutional aspects of planning and public policies in favor of sustainable urban and regional development in Brazil. During the first and second trimesters at UFABC in Brazil, students take the designated courses, beginning with the Workshop on Planning and Public Policies, and initiate the preparations for the Master's thesis.
- (4) During the third trimester at UFABC, both the Planning and Public Workshop on Sustainable Urban and Regional Development and the Master's thesis are to be completed.
- (5) The structure of the Master's degree program as well as the modules including the credit points to be achieved and the forms of examination (module examination or individual course requirements thereof) are specified in the appendix to these examination regulations.

Section 9

Admission to courses with limited number of participants

- (1) The courses of the Master's degree program SPRING at TU Dortmund University can be limited in the number of participants for the reasons mentioned in Section 59 (2) sentence 1 HG.
- (2) The determination of the limitation of the number of participants as well as a maximum number of participants for the respective courses is made by the Department Council of the Department of Spatial Planning and is announced in an appropriate manner.
- (3) If the number of applicants exceeds the admission capacity, the Dean or a teacher appointed by the Dean, with the participation of the Department Commission for Teaching and Studies, shall regulate admission at the request of the respective teacher. Applicants are to be considered in the following order:
 1. Students who, as part of their chosen degree program, are required by their course of study to attend the course at that time.

On the one hand, students who are in the semester for which the offered course is intended according to the module descriptions of the module handbook and the study plan for the Master's degree program SPRING, on the other hand, students who are in the last semester of their studies according to the standard program duration or in a later semester and need the course in order to complete their studies in the standard program duration or in a timely manner.
 2. Students who, according to their degree program, are not dependent on attending the course at this point in time within the framework of their chosen

degree program or students admitted as cross-registered students according to Section 52 (2) HG who, according to their course of study, are dependent on attending the course at this point in time within the framework of their chosen degree program.

3. Students who are admitted to the respective course as cross-registered students according to Section 52 (2) HG.
 4. Other students of TU Dortmund University, provided they meet the requirements for participation in the course.
- (4) If selection is required within a group, applicants shall be considered in the following order:
1. Students with a long-term or permanent disability, chronic illness or with care obligations (care and upbringing of children within the meaning of Section 25 (5) of the Federal Training Assistance Act (*Bundesausbildungsförderungsgesetz*), care of the spouse, the registered partner or a relative in the direct line or first-degree relative by marriage, insofar as this person is in need of care).
 2. Students for whom it is mandatory to repeat a course in the module in question.
 3. After exhaustion of these criteria, the decision will be made by lot.
- (5) The existence of the conditions related to the criteria according to subsection 4 no. 1 and no. 2 must be asserted by the applicants themselves in the course of the application procedure within specified published deadlines to the Dean.
- (6) The Department of Spatial Planning shall ensure, within the limits of the available resources, that the students referred to in subsection 3 no.1 as a rule suffer no loss of time, or at most a loss of time of one semester, as a result of the limitation of the number of participants.

Section 10

Examinations

- (1) At TU Dortmund University/Department of Spatial Planning, the modules are generally to be completed with only one examination. The module is completed by a graded module examination. Exceptionally, a module can also be successfully completed by cumulative graded partial performances. Partial performances are given in the context of individual courses. The respective types of examinations can be found in the appendix to these examination regulations.
- (2) Module examinations or partial examinations are carried out during the studies, as a rule by means of written examinations, group reports, written seminar papers, oral examinations and a research paper (written thesis after the first year of study). The responsible examiners may, with the approval of the Examination Board or the SPRING Program Coordination (SPC), determine other suitable forms of examination in individual cases or conduct examinations in electronic form or by electronic communication.
- (3) The type, form and scope of the module examinations and partial performances are specified in the module descriptions of the module handbook or are announced by the examiner in each case no later than two weeks after the start of the course.

- (4) Admission to the individual module examinations or partial performances requires that the examinations designated as prerequisites in the module descriptions of the module handbook have been successfully passed.
- (5) The dates for written examinations are set by the Chairperson of the Examination Board or the Board of Postgraduate Studies and are to be announced as early as possible, but no later than four weeks before the end of the lecture period. Periods for oral examinations shall be announced at least four weeks before the earliest examination date.
- (6) Upon enrollment in the Master's degree program SPRING at TU Dortmund University, students are automatically registered for the exams. Deregistration without giving reasons is possible for oral exams up to one week before the start of the respective exam, for written exams up to one day before the start of the respective exam. The student is then considered not to be registered for the examination.
- (7) At the Federal University of ABC (UFABC) in Brazil, students are considered registered for exams upon course registration according to the Academic Calendar issued by the Prorectorate of Postgraduate Studies at UFABC. Examination dates are set by the SPRING Program Coordination (SPC). Students may deregister after enrollment according to the Academic Calendar.
- (8) The Chairperson of the Examination Board or the SPC shall ensure that the names of the examiners are announced in good time, at least two weeks before the date of the respective examination.
- (9) Examinations are conducted under supervision and are not open to the public. The examiners will announce any permitted aids no later than four weeks before the examination.
- (10) The evaluation of written examinations shall be made known to the students in an appropriate form after six weeks at the latest, taking into account the requirements of data protection.
- (11) For module examinations, a minimum of 90 minutes and a maximum of 180 minutes must be allowed for written examinations and a minimum of 20 minutes and a maximum of 30 minutes per student for oral examinations. For partial performances, a maximum duration of 90 minutes is to be provided for written examinations and a duration of 15 to 20 minutes for oral examinations.
- (12) Examination performances in written or oral examinations with which a degree program is completed, and in repeat examinations for which no compensation option is provided in the event of a final failure, shall be assessed by at least two examiners within the meaning of Section 16. In addition, oral examinations must always be taken by several examiners or one examiner in the presence of an expert observer as an individual examination or group examination *with a maximum of 3 students*.
- (13) If an oral examination is taken by one examiner, this examiner must hear the assessor before determining the grade according to Section 21 (1). If an oral examination is taken by two examiners, each examiner shall determine an individual grade for the oral examination in accordance with Section 21 (1). The grades of the oral examination are determined from the arithmetic mean of the two individual grades according to Section 21 (5).

- (14) The essential items and results of the oral examination are to be recorded in a protocol. The result of the examination is to be announced to the candidate directly after the examination. Students who wish to take the same examination in a later examination period shall be admitted as listeners in accordance with the space available, unless the candidate objects. The admission of the audience does not extend to the discussion and announcement of the examination results. In the event that the audience influences or disturbs the examination, these persons can be excluded by the examiner.
- (15) In modules that conclude with a module examination, additional coursework may be required in the individual courses. These can be in particular: in-class reports, homework, certified practical tests, practical exercises, written or oral performance reviews, presentations or protocols. Coursework can be graded or assessed as "passed" or "failed". Prerequisite for participation in the module examination is the successful completion of all coursework required in this module.
- (16) The requirements of coursework are clearly below the requirements of an examination in terms of form and content. Insofar as the form in which a piece of coursework is to be completed for a module is not defined in the module descriptions of the module handbook, it will be announced by the lecturer at the beginning of the course in each case.
- (17) The obligation of regular attendance can be provided for courses whose learning objective cannot be achieved without the active participation of the students. The respective lecturers shall decide on the compulsory attendance insofar as the module handbook provides for this possibility. The Department Council decides on regulations in this regard in the module handbook either on the basis of a favorable vote by the Study Advisory Council or by a two-thirds majority. The obligation to attend must be stated by the lecturer when announcing the course.
- (18) For the academic year at the Federal University of ABC in Brazil, examinations may be given both at the end of the semester and during the semester, the form of the examination will be determined by the teacher of each course.
- (19) Examination procedures take into account the periods of absence due to the care and upbringing of children within the meaning of Section 25 (5) of the Federal Education and Trainings Assistance Act (*Bundesausbildungsförderungsgesetz*, BAföG), the care of the spouse, the registered partner or a relative in the direct line or first-degree relative by marriage, insofar as this person is in need of care.
- (20) For examination procedures, courses and other procedures in the second year of study at the UFABC in Brazil, the stipulations of the framework examination regulations there are to be taken into account accordingly.

Section 11

Disadvantage compensation

- (1) If the student can credibly prove by means of a medical certificate that he/she is unable to complete an examination in whole or in part in the intended form, duration or time limit due to a long-term or permanent disability or chronic illness, the Chairperson of the Examination Board or the Prorectorate of Postgraduate Studies of the UFABC shall determine the other form, duration or time limit in which the examination is to be completed. This also applies to the acquisition of a participation requirement. Furthermore, deviations may be provided with regard to

the use of aids or assistants as well as to the number of and requirements for the repeating of examinations. In the case of persons with a disability or chronic illness, it should cover all examinations to be taken during the degree program, unless a change in the clinical picture or disability is to be expected. In case of doubt, the responsible person or office for questions concerning the interests of disabled students will be involved (e.g. the Division of Disability and Studies (*zhb Bereich Behinderung und Studium*, DoBuS) within the Center for Higher Education (*Zentrum für Hochschulbildung*, zhb) at TU Dortmund University).

- (2) Compensation for disadvantages is granted on a case-by-case basis upon application to the Examination Board and must be submitted to the Central Examinations Office of the respective university.

Section 12

Maternity protection

The statutory maternity protection periods as well as the corresponding provisions of the Maternity Protection Act (*Mutterschutzgesetz*, MSchG) apply to studies at TU Dortmund University, cf. section 64 (2) no. 5 and subsection 2a HG NRW. In the second year at UFABC, the student may take maternity leave for a period of up to six months in accordance with Article 28 of the Post-graduate Regulations.

Section 13

Workshop Planning and Public Policy on Sustainable Urban and Regional Development (UFABC)

- (1) The workshop “Planning and Public Policy” spans three trimesters at UFABC in Brazil and concludes with a final oral exam at the end of the second year.
- (2) During the workshop Planning and Public Policy, students develop a planning and/or policy-related scholarly product according to their research/planning/policy interests and preferably in conjunction with ongoing research projects in the two graduate programs.
- (3) The main output of the workshop Planning and Public Policy is a territorial development plan, a proposal for a public policy program, a thematic diagnosis or an evaluation report on existing planning or public policy processes, programs or projects. These products can be related to different territorial scales, but in any case to the metropolitan issue in Sao Paulo/Brazil.
- (4) Preferably, these products should be developed jointly, by several SPRING students or/and involving other researchers or students of the graduate programs in Territory Planning and Management and Public Policy, as well as in collaboration with public institutions or civil society organizations, wherever possible and advisable. Each group or student will be assigned a member of the department as a responsible supervisor to accompany the students' fieldwork during the second and third trimesters.
- (5) The workshop will be held in three trimesters at UFABC in Brazil. In the first trimester, ongoing research projects will be presented by members of the department and selected students from the two graduate programs and discussed with the students. The goal of this trimester is to identify key research interests, and students are expected to complete this portion with a basic draft of the project proposal. In the case of collaborative projects, specific responsibilities and tasks should be clearly assigned to individual students. In the second trimester, students work in the field, collecting data, conducting interviews, and participating in regular student and research group meetings. Systematization and analysis of the collected data occurs during the second and third trimesters, when the final thesis is also submitted for evaluation.
- (6) Students are assessed according to their individual contribution to this result. It must be ensured that the contribution of the individual student to the examination performance that is to be assessed can be clearly delineated and evaluated according to objective criteria. The assessment is based on continuous assessment and an oral examination based on the presentation of the results achieved. The assessment is ensured by the workshop tutors (usually two) and is based on the workshop report and the individual and group assignments.

Section 14

Repetition of examinations, passing the Master's examination, final failing of an examination

- (1) If the module examinations and various individual requirements have not been passed or are deemed to have been failed at TU Dortmund University, they can be repeated twice. If an individual partial performance has not been passed, only this part is to be repeated. Repeat examinations at the Department of Spatial Planning at TU Dortmund University should be conducted in the same form as the first examination attempt in order to ensure the comparability and fairness of the examination. Examinations that have already been passed cannot be repeated. Coursework can be repeated as often as desired.
- (2) At the UFABC, failed coursework or examinations may be repeated once within the framework of the respective course, in accordance with the regulations specified in the course program prior to the start of the course. In the event of a final failure of a course or examination, the entire course must be repeated.
- (3) The Master's examination is passed when all 120 credit points from the required integrated examinations and the Master's thesis have been achieved.
- (4) To pass the Master's examination, the Master's thesis must be defended before an Examination Board. The result of the defense of the Master's thesis is determined in a confidential meeting by an Examination Board. The Examination Board submits a detailed statement to the SPRING Program Coordination (SPC) containing the evaluation of the candidate's master's thesis. The Master's examination is considered passed if the candidate receives the approval of the majority of the examiners.
- (5) The candidate who has failed the defense of the Master's thesis may submit his/her thesis to a new Examination Board only one more time within the maximum period of 90 (ninety) days with the consent of the supervisor, provided that the maximum period of 32 months is not exceeded.
- (6) The Master's examination is considered to have been definitively failed if
 - a) the Master's thesis is again failed or deemed as failed after resubmission and examination, or
 - b) the candidate can no longer acquire the required minimum number of credit points, or
 - c) one of the courses or compulsory modules listed in the appendix has been definitively failed.
- (7) If the Master's examination has been definitively failed or if an examination is deemed to have been definitively failed, the Chairperson of the Examination Board or the Prorector of Postgraduate Studies of the UFABC shall issue a written notification to the candidate. The decision must be accompanied by instructions on how to appeal. At the request of the candidate, a certificate of the passed examinations will be issued; an addendum will be included stating that this certificate is not valid for submission to another university.

Section 15

Examination Board/Examination Committee/Examination Office

- (1) In the first academic year, the organization of examinations and the tasks assigned by these examination regulations are the responsibility of the Examination Board responsible for the Bachelor's and Master's degree programs in Spatial Planning. In the second year of study, the supervision of examinations lies with the SPRING Program Coordination and the Prorectorate of Postgraduate Studies at UFABC. Local rules and regulations apply. The SPRING Program Coordination and the Prorectorate of Postgraduate Studies at UFABC may consult the Examination Board of the Department of Spatial Planning on any matter.
- (2) The Examination Board of the Department of Spatial Planning consists of five members, i.e. three members from the group of university professors, one member from the group of academic staff and one member from the group of students. The Department Council elects the members separately according to the groups for two years, the member from the group of students separately for one year. The Examination Board elects the chairperson and the deputy chairperson from among the university teachers. The Department Council elects deputies for the members of the Examination Board, with the exception of the chairperson and his/her deputy. Re-election is permitted. The composition of the Examination Board is announced by the Dean. If the election of the Examination Board or individual members thereof is declared invalid after they have taken office, this shall not affect the legal validity of the resolutions and official acts previously adopted.
- (3) The Examination Board of the Department of Spatial Planning is responsible for ensuring that the provisions of the examination regulations for the first two semesters are observed and that examinations are conducted properly. In particular, it is responsible for deciding on appeals against decisions in examination procedures. In addition, the Examination Board reports regularly, at least once a year, to the Department Council on the development of examinations and study periods. It makes proposals for reforming the examination regulations and the module handbook. The Examination Board may entrust the chairperson with the day-to-day administration, in particular with the following tasks: Recognition issues, complaints, appointment of examiners and the handling of urgent decisions. Decisions on appeals and the fulfillment of reporting obligations to the Department Council are reserved for the Examination Board.
- (4) The Examination Board constitutes a quorum if, in addition to the chairperson or the deputy chairperson and another member from the group of university teachers, at least one other voting member is present. The Examination Board decides by simple majority. In the event of a tie, the chairperson has the casting vote. The student member of the Examination Board does not participate in pedagogical-scientific decisions, in particular in the evaluation, recognition or crediting of achievements, the determination of examination tasks and the appointment of examiners and qualified observers.
- (5) The members of the Examination Board have the right to attend the examinations.
- (6) The meetings of the Examination Board are not open to the public. The members of the Examination Board, their deputies, the examiners and the observers are bound to secrecy. If they are not employed in the public sector, they must sign a confidentiality agreement with the Chairperson of the Examination Board.
- (7) The main administrative tasks of the Examination Board are performed by the Secretariat of the Examination Board of the Department of Spatial Planning.

- (8) At the Federal University of ABC, the examinations for the defense of the Master's theses of the SPRING program are organized by the SPRING Program Coordination (SPC), which is composed of one professor of the Graduate Program in Territory Planning and Management and one professor of the Program in Public Policy, counting overall on the administrative support of the Prorectorate of Postgraduate Studies of UFABC.
- (9) Upon proposal of the supervisor of the Master's thesis, the SPC appoints an Examination Board for each defense of the thesis, consisting of the supervisor of the thesis, a department member from one of the two graduate programs and a representative of TU Dortmund University or another external examiner from the Spring network. The Examination Board must be approved by the SPC and the Commission of Graduate Studies (CPG - in Portuguese).
- (10) The SPRING Program Coordinator (SPC), with administrative support from the Prorectorate of Postgraduate Studies at UFABC, assumes supervisory responsibility for the Master's thesis examination, while the Commission of Graduate Studies (CPG) formally certifies all examination results in accordance with UFABC's Regulations for Graduate Studies.
- (11) The SPRING Program Coordination ensures compliance with the provisions of the examination regulations and ensures the proper conduct of the examinations, relying on the support of the Prorectorate of Postgraduate Studies of the UFABC. In particular, it is responsible for resolving appeals against decisions made in the examination process, with the CPG being the final decision-making authority.

Section 16

Examiners, observers

- (1) At TU Dortmund University, the Examination Board appoints the examiners and the observers in accordance with the statutory provisions. It can transfer the appointment to the Chairperson of the Examination Board. All professors of TU Dortmund University and the UFABC as well as other persons can be appointed as examiners if they hold a doctoral degree (according to the Doctoral Regulations of UFABC) and are authorized to conduct examinations within the framework of the provisions of Section 65 (1) HG.
- (2) Lecturers of TU Dortmund University and UFABC, Brazil, as well as other persons authorized to conduct examinations according to the legal regulations can be appointed as examiners at the university.
- (3) An observer may only be appointed if he or she has acquired at least the same or a comparable qualification as the qualification to be determined by the examination.
- (4) The examiners are independent in their examination activities.
- (5) The SPRING Program Coordination at UFABC appoints the examiners of the Examination Board according to the legal provisions upon the proposal of the supervisor of the Master's thesis.

Section 17

Recognition of examination achievements, placement in advanced subject semesters

The valid recognition regulations of the participating universities apply to the recognition of examination achievements and the placement in higher semesters.

Section 18

Absence, withdrawal, deception, violation of regulations

- (1) An examination performance is graded as "insufficient" (5.0) or "failed" if the candidate does not appear at the examination date without valid reasons or if he/she withdraws from the examination after the beginning of the examination without valid reasons or if he/she has not completed the written examination in the scheduled time.
- (2) The reasons given for the withdrawal or failure to attend must be communicated immediately in writing to the Examination Board and to the SPRING Program Coordinator at the Federal University of ABC. In case of illness of the candidate, a medical certificate is required. In the case of a late notification of illness on the part of the candidate, the medical certificate must credibly show that the impairment of the examination performance for health reasons was not recognizable for the student and that there were no reasonable doubts about the ability to perform. If the Examination Board or the SPRING Program Coordination does not recognize the reasons for the withdrawal or the failure, the candidate will be informed of this in writing.
- (3) If the performance of an examination is influenced by deception (e.g. by using inadmissible aids, taking over text passages without reproducing them as a quotation, copying from another examinee, etc.), the examination in question is deemed to be "insufficient" (5.0) or "failed". This also applies to attempts at deception. If an attempt at deception or deception within the meaning of sentence 1 is detected by the supervisors during an examination, the supervisors shall record this attempt at deception or deception in writing. The decision as to whether an attempt at deception or an act of deception has occurred and thus whether the examination has been assessed as "insufficient" (5.0) or "failed" shall be made by the respective examiner. A candidate who disrupts the proper conduct of the examination can usually be excluded from continuing the examination after a warning by the respective examiner or the supervisor. In this case, the examination performance in question is deemed to have been assessed as "insufficient" (5.0) or "failed". The respective reasons for such decisions shall be recorded in the records. In serious cases of deception or disruption, the Examination Board may exclude the candidate from taking further examinations.
- (4) The Examination Board (TU Dortmund University) or the SPRING Program Coordination (SPC, UFABC) can demand a written declaration from the candidates during examinations that they have written the paper - in the case of a group paper, a correspondingly marked part of the paper - independently and have not used any sources or aids other than those indicated, and have marked verbatim and analogous quotations. Section 21 (9) remains unaffected by this.
- (5) The candidate can demand within a period of 14 days that decisions according to paragraph 3 are reviewed by the Examination Board or the SPRING Program Coordination (SPC). Incriminating decisions must be communicated to the candidate in writing without delay, the reasons for the decision must be given, and the decision must be accompanied by instructions on how to appeal. Prior to the decision, the candidate must be given the opportunity and right to be heard.

II. The Master's examination

Section 19

Admission to Master's examination

- (1) Upon enrollment in the Master's degree program SPRING at TU Dortmund University, a student is regarded as admitted to the examinations of this degree program.
- (2) Enrollment or admission shall be denied if
 - a) the candidate has definitively failed an examination prescribed by these examination regulations in the Master's degree program SPRING at TU Dortmund University and the Federal University of ABC in Brazil or in another degree program that has a significant connection to this degree program, or
 - b) if the candidate, after taking the examination in one of the above-mentioned degree programs, has not yet received a legally binding decision on the final failure of an admission-relevant examination due to a subsequent challenge of the examination notice.

Section 20

Scope of Master's examination

- (1) The Master's examination consists of module examinations and individual requirements in which a total of 86 credit points must be achieved. A further 34 credit points must be achieved through the Master's thesis.
- (2) The type of examination (module examination and individual course requirements) and the number of credit points to be achieved are listed in the appendix to these examination regulations.

Section 21

Evaluation of course-related examination performance, acquisition of credit points, calculation of grades

- (1) The grades for the examinations and individual performances at TU Dortmund University are determined by the respective examiners according to the German grading system; the respective international grades are listed accordingly.

German evaluation scheme		International evaluation scheme	
Very good 1.0 1.3	an outstanding performance	A	Excellent
Good 1.7 2.0 2.3	A performance that is significantly above the average requirements	B+	Very good
Satisfactory 2.7 3.0 3.3	a performance that meets the average requirements	B-	Good
Sufficient 3.7 4.0	a performance that meets the requirements despite its shortcomings	C	Passed
Not sufficient 5.0	A performance that does not meet the requirements due to significant deficiencies	D	Failed

- (2) The grades for each exam and each requirement at UFABC, are determined according to the following Brazilian grading scheme; the corresponding international grades are listed accordingly.

Evaluation scheme UFABC			International evaluation scheme
10 - 8,0	A	very good	A
7,99 - 6,0	B	good	B
5,99 - 4,0	C	satisfactory	C

3,99 - 0	F	failed	D
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- (3) In consultation with the SPRING Program Coordination, examination performances that are not included in the final overall grade can be evaluated either according to the grading scheme pursuant to subsection 1 or according to the following simplified scheme:

Passed = a performance that at least meets the requirements, or

Failed = a performance that no longer meets the requirements due to significant deficits.

- (4) The number of credit points assigned to each module is awarded when the module examination or individual course requirements have been completed with a grade of at least "sufficient" (4.0) or as passed, or as "C" (satisfactory) according to the Brazilian grading scheme.
- (5) If the module is completed with a module examination, the grade of this examination is the grade for the module. In the case of individual course requirements, the module grade is calculated from the arithmetic mean of the non-rounded grades of the individual course requirements in the various modules, with the grades of the individual course requirements weighted according to the number of corresponding credit points for the respective module. The module grades are then expressed in words at an average value of
- | | | |
|-----------------------------|---|-----------------|
| up to 1.5 | = | very good, |
| more than 1.5 and up to 2.5 | = | good, |
| more than 2.5 and up to 3.5 | = | satisfactory, |
| more than 3.5 and up to 4.0 | = | sufficient, |
| more than 4.0 | = | not sufficient. |

When calculating the module grades, only the first decimal place after the decimal point is taken into account; all other places are deleted without rounding.

- (6) Final grades for the first and second years of studies shall be reported separately for each university.
- (7) The overall grade of the first year of studies is calculated from the arithmetic mean of the grades of all graded modules of the corresponding year of studies according to subsection 5, whereby the individual grades are weighted according to the number of corresponding credit points for the module. Subsection 5 applies accordingly.
- (8) The overall grade of the second year of studies is calculated from the arithmetic mean of the grades of all graded courses of the corresponding year of studies according to subsection 2, including the Master's thesis, whereby the individual grades are weighted according to the number of corresponding credit points for the respective course. Subsection 2 applies accordingly.
- (9) The final cumulative grade of the Master's degree program is calculated from the arithmetic mean of the grades of all graded courses at the UFABC in Brazil and the modules at TU Dortmund University according to subsection 5, whereby the

individual grades are weighted according to the number of corresponding credit points for the respective module. Subsections 2 and 5 apply accordingly.

- (10) The final cumulative grade is also shown in the form of a grade according to the grading system of the European Credit Transfer System (ECTS). In addition, ECTS grades can also be shown for graded examination achievements. However, this requires a corresponding decision by the Examination Board. The grades corresponding to the ECTS are to be reported as follows:
- A = usually the top approximately 10% of all successful students;
 - B = usually the next approximately 25% of all successful students;
 - C = usually the next approximately 30% of all successful students;
 - D = usually the next approximately 25% of all successful students;
 - E = usually the next approximately 10% of all successful students.
- (11) The ECTS grade is generally calculated by comparing the results of the cohorts of the last six semesters. If this group is smaller than 50 persons, the reference group must be determined from the last 10 semesters. The current semester is usually not considered. As long as no statistical data are available that allow a relative evaluation, no ECTS grades are reported. In order to ensure that grades are legally binding, the examination board may decide not to indicate ECTS grades. Corresponding information shall be included in the final document. A distinction is made in the composition of the comparison group depending on the degree and degree program. In addition, a different composition of the comparison group may be permitted in objectively justified cases. This requires a corresponding resolution of the Examination Board.
- (12) The minimum requirement for the examinations at the Federal University of ABC in Brazil is that a student must successfully complete all courses.

Section 22

Master's thesis

- (1) The graded Master's thesis should contain an independent and significant research achievement or conceptual work; it should demonstrate the student's ability to critically evaluate the work on the chosen research topic and to present the research results systematically and scientifically. In addition to the preparation of the Master's thesis, this also includes the subsequent oral defense.
- (2) Students must follow the following sequential steps in preparing their Master's thesis:
1. Selection and proposal of the topic: The student should determine his/her research focus as early as possible after enrolling in the Master's degree program and before or at the time of registration for the Master's thesis, based on, among other things, his/her previous academic and professional background as well as his/her research interests and experience. Within this focus of studies, the student should choose a preliminary topic for the Master's thesis at the time of registration.
 2. The workshop Planning and Public Policy on Sustainable Urban and Regional Development provides an opportunity to learn about ongoing research projects at

UFABC, providing additional information about local conditions that will help in choosing a thesis topic and advisor.

3. The student prepares the proposal for the topic of the Master's thesis and is advised by his/her supervisor until a viable topic is determined.
- (3) The processing time for the Master's thesis is 6 months. The topic and the assignment must be designed in such a way that the Master's thesis can be completed within this period. Upon justified request of the candidate, the Examination Board or the SPRING Program Coordination (SPC), in consultation with the supervisor, may exceptionally grant an extension of up to four weeks before the end of the processing time. The request for an extension must be submitted to the Examination Board or the SPRING Program Coordination (SPC) no later than fourteen days before the end of the processing period. In case of illness, a medical certificate must be submitted. The extension corresponds to the duration of the illness.
- (4) The total length of the Master's thesis should not exceed 60,000 words.
- (5) The topic of the Master's thesis and the supervisor should be determined during the first trimester at the Federal University of ABC. As the main outcome of the first part of the workshop Planning and Public Policy, a summary of the Master's thesis proposal must be prepared, which must include the purpose, objective and methodological approach.
- (6) The supervisor advises the student on the preparation of the topic for the Master's thesis, guides and supervises his/her research work; he/she submits an evaluation report to the SPRING Program Coordinator (SPC), who forwards it to the Prorectorate of Postgraduate Studies of UFABC and thus admits him/her to the defense of the Master's thesis.
- (7) If a supervisor is on leave for more than one semester or if a student or the supervisor wishes to change the academic advisor, the SPRING Program Coordination (SPC) will appoint a new supervisor on the proposal of the student and the supervisor themselves. Supervisors may request a release from their duties if there are valid reasons and another member of the department is willing to take over the supervision.
- (8) When submitting the Master's thesis, the candidate must declare in lieu of an oath that he/she has written the thesis independently and has not used any sources or aids other than those indicated, and that he/she has properly cited both verbatim and analogously quotations. Unpublished contributions must also be listed in the list of sources. A standard form provided by the SPRING Program Coordination (TU Dortmund University) is to be used for the affidavit. When handing in the Master's thesis, the affidavit has to be signed and handed in as integral part of the Master's thesis.

Section 23

Disputation and assessment of Master's thesis

- (1) After the complete draft of the Master's thesis has been approved by the supervisor of the Master's thesis, the candidate submits the thesis to the SPRING Program Coordination through the official procedural channels.
- (2) The Examination Board consists of a minimum of three and a maximum of five full members and two deputy members, of which at least one full member and one deputy

member are not associated with the respective Master's degree program. The members of the Examination Board are proposed by the thesis supervisor, confirmed and appointed by the SPRING Program Coordinator, and approved by the Prorectorate of Postgraduate Studies of the UFABC. In the case of a five-member Examination Board, a maximum of two of the five members of the Examination Board may belong to an external organization, i.e. come from outside the university.

- (3) If possible, a university lecturer or an employee with a doctorate from TU Dortmund University or another SPRING partner university should be part of the Examination Board. The Examination Board should be chaired by the supervisor.
- (4) The oral examination will take place at UFABC in Brazil at a time proposed by the members of the Examination Board, confirmed by the SPRING Program Coordination and approved by the Office of Postgraduate Studies. In exceptional cases, duly justified and approved by the Prorectorate of Postgraduate Studies of UFABC, the oral examinations may be held in virtual or hybrid form according to the procedures established by the Prorectorate of Postgraduate Studies of UFABC.
- (5) The time and place of the oral examination will be officially announced by the Prorectorate of Postgraduate Studies of UFABC at least two weeks before the scheduled date. The schedule of the disputation may be changed only upon the recommendation of the Examination Board and with the formal approval of the SPRING Program Coordinator.
- (6) The oral examination may only be conducted if all members of the Examination Board have received the manuscript of the Master's thesis at least two weeks before the scheduled examination date and all members of the Examination Board are present. If one of the regular members of the Examination Board is absent, he/she should be represented by the deputy if possible; otherwise, the oral examination must be postponed.
- (7) The oral examination is a public examination with a maximum duration of 90 minutes. The assessment and evaluation of the examination is carried out by the members of the Examination Board on the basis of the evaluation of the Master's thesis and the oral examination. The overall grade is formed from the average of the individual evaluations.
- (8) The Examination Board can include reservations or suggestions for a further revision in the evaluation form, which the student still has to consider for the final version of the Master's thesis. In the case of minor changes, the supervisor is responsible for ensuring that these changes are incorporated into the thesis to be submitted.

In case of the need for comprehensive changes, the thesis is considered failed and must be resubmitted to the Examination Board for evaluation within 90 days. "Failed" means that the majority of the Examination Board is of the opinion that the document does not meet the requirements for a Master's thesis. Any member of the Examination Board who rejects the Master's thesis must give written reasons for this rejection. The written justification shall be attached to the final report of the Examination Board.

- (9) The result of the examination shall be communicated to the Prorectorate of Postgraduate Studies of UFABC through the official procedural channel on the first working day following the examination.
- (10) If the student passes the examination, the Master's thesis is considered to have been passed. If the student fails the examination, the 90-day period provided for in

subsection 8 applies for resubmission of the Master's thesis revised in accordance with the conditions imposed by the Examination Board and for the performance of a new Master's examination.

- (11) The final version of the Master's thesis must be submitted in electronic form (PDF) to the Prorektorat of Postgraduate Studies of the UFABC and the SPRING Office of TU Dortmund University within a maximum period of 3 (three) months after the successfully completed oral examination.

Section 24

Additional qualifications

- (1) Before passing or finally failing the final examination, the student may take additional examinations in modules other than the compulsory modules. However, students cannot acquire credit points with these additional examinations.
- (2) The evaluation of these examinations will be included in the transcript of records (*Notenübersicht*) at the request of the student, but will not be included in the determination of the final cumulative grade.

Section 25

Master's certificate, documents for a change of university

- (1) Upon successful completion of the first year of the degree program, the student will receive:
 - a) a certificate confirming successful completion of the first year of the degree program,
 - b) a transcript of records documenting the grades achieved in the examinations of the first year of studies, and
 - c) a certified copy of the official transcript of records to be attached to the joint transcript of records.
- (2) Upon successful completion of the second year of the degree program SPRING, usually in the second quarter of the year following the evaluation of the final exam, the student will receive the following documents:
 - a) a transcript of records containing the final grade of the first year of studies, the individual grades of all courses, the final cumulative grade of the Master's thesis of the second year of studies according to Section 23 (8), the topic of the Master's thesis as well as the number of credit points acquired in the individual courses
 - b) and a Diploma Supplement (*Diplomzusatz*), which lists the credit points, a description of the competencies acquired during the degree program, and information about the university or the higher education system.
- (3) At the request of the candidate, additional qualifications that have not been included in the assessment of the modules will also be shown on the certificate.
- (4) Upon request of the candidate, a certificate of the examination achievements (grade certificate) can also be issued before completion of the Master's examination, which contains a list of the successfully completed courses or

modules with the acquired credit points and examination achievements and the grades according to Section 21 (1).

- (5) The certificate must be signed by the Prorector of Graduate Studies at UFABC and the Dean of the Department of Spatial Planning at TU Dortmund University.

Section 26

Master's diploma

- (1) The candidate receives a Master's diploma in German and English with the date of the certificate. The Master's diploma shall certify the award of the academic degree in accordance with Section 5. The degree program of the graduate shall be stated in the Master's diploma.
- (2) The joint Master's degree diploma is signed at TU Dortmund University by the Dean and the Chairperson of the Examination Board of the Department of Spatial Planning and at the Federal University of ABC by the Rector and the Prorector of Graduate Studies and bears the seal of the Department of Spatial Planning and the Office of Graduate Studies.

II. Final provisions

Section 27

Invalidity of examination results and withdrawal of Master's degree

- (1) If the candidate has cheated in an examination and this fact only becomes known after the certificate has been issued, the Examination Board may subsequently correct the grades for those examination performances in whose implementation the candidate has cheated and declare the examination to have been failed in whole or in part.
- (2) If the requirements for admission to an examination were not fulfilled without the candidate intending to deceive, and if this fact only becomes known after the certificate has been issued, this condition is rectified by the passing of the examination. If the candidate has intentionally obtained admission unlawfully, the Examination Board shall decide on the legal consequences in compliance with the Administrative Procedure Act for the State of North Rhine-Westphalia (*Verwaltungsverfahrensgesetz für das Land Nordrhein-Westfalen, VwVfG NRW*).
- (3) Before a decision is made in accordance with subsections 1 and 2, the concerned person shall be given the opportunity to submit oral or written statements.
- (4) The faulty certificate is to be withdrawn and, if necessary, a new document issued. A decision in accordance with subsection 1 or subsection 2, sentence 2 is not possible anymore after a period of five years from the date of issue of the certificate.
- (5) The Master's degree is to be revoked and the certificate withdrawn if it is subsequently found that it was obtained by deception or if essential requirements for the award were erroneously considered to have been met. The Department Council of the Department of Spatial Planning of TU Dortmund University and the

Prorectorate of Postgraduate Studies of the Federal University of ABC shall decide on the revocation.

Section 28

Viewing of examination records

- (1) After the announcement of the results of a written examination, the candidate is granted access to the examination records of this examination. During this viewing, copies or other exact reproductions may be made. The use of copies and other reproductions of the written examination is only permitted for personal use for the purpose of the exam viewing. In particular, the publication, duplication, distribution and any kind of exploitation as well as the transfer to third parties is not permitted. In case of violations, considerable legal consequences are to be expected. Date and place of the viewing will be determined by the examiners and announced in an appropriate form on the day of the announcement of the examination results.
- (2) The viewing of further written examination results is granted to the students upon request. The request must be submitted to the Chairperson of the Examination Board within one month.
- (3) Upon request, the students are granted access to the assessments of the examiners of the corresponding examinations as well as to the examination protocols of the oral examinations. The request must be addressed to the Chairperson of the Examination Board or the Board of Postgraduate Studies within three months of the announcement of the examination result. The latter determines the place and time of the viewing.

Section 29

Scope of application, entry into force and publication

- (1) These examination regulations are published in the Official Communications of TU Dortmund University and in the "Boletim de Serviços" of the Federal University of ABC and come into effect on 1 October 2022.
- (2) These examination regulations apply to all students who have been enrolled for the first time in the Master's degree program SPRING at the Department of Spatial Planning of TU Dortmund University (TU Dortmund) and the Universidade Federal do ABC (UFABC) in Santo André, Brazil, as of the Winter semester 2022/2023.

Note

Attention is drawn to the fact that, pursuant to Section 12 (5) of the Higher Education Act of the State of North Rhine-Westphalia (*Hochschulgesetz*, HG NRW), a violation of procedural or formal requirements of the university's regulatory or other autonomous law can no longer be asserted after the expiry of one year from the date of this announcement, unless

1. the regulations have not been duly published,
2. the Rectorate has previously objected to the decision of the body adopting the regulations,

3. the formal or procedural fault has been notified to the university in advance and the violated legal provision and the fact giving rise to the fault have been indicated, or
4. the legal consequence of the exclusion of the right to complain was not pointed out when the regulations were publicly announced.

Issued on the basis of the resolutions of the Department Council of the Department of Spatial Planning at TU Dortmund University of 21 June 2023 as well as the Rectorate of TU Dortmund University of 24 May 2023.

Dortmund, 12 July 2023

The President
of TU Dortmund University

Professor Dr. Manfred Bayer

Appendix: Module overview

Module	Designation	Credit points	Type of examination	
1	Planning Approaches and Key Competencies for Planners	8	Module examination	Graded
2	Master's Project	12	3 partial assessments	Graded
3	Land, Housing and Infrastructure in a Global Perspective	20	Module examination	Graded
4	Planning Tools	6	2 partial assessments	Ungraded
5	Concepts and Theories for Planning	7	Module examination	Graded
6	Socio-economic Dimensions of Urban and Regional Planning	7	Module examination	Graded
7e	Planning and Research Methods	12	Module examination	Graded
8e	Planning, Governance and Public Policy for Sustainability. Theory and its Application to Brazilian Metropolitan Regions.	12	Module examination	Graded
9e	Workshop on Sustainable Urban and Regional Development	18	Module examination	Graded
10e	Master's Thesis	18	Module examination	Graded

Study plan of the Master's degree program SPRING

Studienstandort	Semester	Module					Leistungspunkte
Dortmund (Deutschland)	1. Semester	Modul 1: Planning Approaches and Key Skills for Planners 8 LP	Modul 2: Master project 12 LP	Modul 3: Land, housing and infrastructure in a global perspective 20 LP	Modul 4: Planning Tools 6 LP	Modul 5: Planning Theory and Governance 7 LP	60 LP
	2. Semester					Modul 6: Socio- economic dimensions of urban and regional planning 7 LP	
Universidade Federal do ABC, Sao Paulo, Brazil	3. Semester	Modul 7: Planning and Research Methods 8 LP	Modul 8: Planning, governance and public policies for sustainability 10 LP	Modul 9: Urban Planning and Management Workshop 8 LP	Modul 10: Master Thesis 34 LP	60 LP	
	4. Semester						