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Examination Regulations for the Master's program  
3D Animation for Film & Games at the  
Faculty of Cultural Sciences, Cologne Game Lab (CGL)  
of Technische Hochschule Köln

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- English translation -

This is a translation of the original German document. For all legal purposes, only the German version of the examination regulations shall be considered binding.

**Technology**  
**Arts Sciences**  
**TH Köln**

## **Examination regulations**

**for the program 3D Animation for Film & Games**

**Leading to the academic degree**

**Master of Arts**

**at the Faculty of Cultural Sciences, Cologne Game Lab  
of Technische Hochschule Köln - University of Applied Sciences**

**and**

**at ifs internationale filmschule köln**

**of**

**August 6, 2019**

By virtue of §§ 2 (4) and 64 (1) of the North Rhine-Westphalia Higher Education Act (*Gesetz über die Hochschulen des Landes Nordrhein-Westfalen - Hochschulgesetz (HG)*) of September 16, 2014 (GV. NRW p. 547), last amended by law on October 17, 2017 (GV. NRW p. 806), TH Köln has determined the following examination regulations by statute:

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## **I. General information**

### **§ 1 Applicability of the examination regulations; module catalog and study plan**

(1) These examination regulations are to administer studies and examinations of the Master's program "3D Animation for Film & Games" at Cologne Game Lab (hereafter referred to as CGL) of Technische Hochschule Köln (hereafter referred to as TH Köln) and at ifs internationale filmschule köln (hereafter referred to as ifs). The ifs is a cooperation partner of TH Köln in accordance with § 62 (2) sentence 2 of the North Rhine-Westphalia Higher Education Act (hereafter referred to as HG).

(2) Based on these examination regulations, TH Köln and the ifs are to establish a study plan (see annex) and a module catalog. The module catalog outlines the course contents and structure of the program, taking developments in the fields of science and university teaching as well as profession-specific requirements into account. The study plan is to provide students with a recommendation on how to adequately structure their studies.

### **§ 2 Objectives of the program; purpose of the examinations; academic degree**

(1) The program "3D Animation for Film & Games" is an advanced Master's program as defined in § 62 of the HG.

(2) Students who pass the Master's examination are awarded a university degree qualifying them to exercise professional work in the field relevant to the program and entitling them to apply for admission to doctoral studies in accordance with § 67 (4), sentence 1, No. 3 HG.

(3) The objective of the program is to promote artistic-creative individuals in developing linear and non-linear media (film and games in particular). The program focuses on the content and conceptual development as well as on the audiovisual presentation of these contents. The advanced Master's program leads to the Master's examination. Students are to learn scientific fundamentals and methods and improve their analytic, conceptual and creative skills. They are to be prepared for scientific and practical work on an international level.

(4) The language of instruction is English.

(5) Taking into account general study objectives (§ 58 HG), the program leading to the Master's examination (§ 4) is designed to convey application-oriented topics of the discipline on the basis of scientific findings. It also is to enable students to develop and implement animation projects in the field of film and digital games with regard to creative as well as technical aspects. The program is designed to enhance the students' creative skills and to prepare them for their Master's examination. Moreover, the program is to provide students with an opportunity to specialize in a specific field and delve deeper into an academic discipline.

(6) By passing the examinations listed under § 5, students are awarded an academic degree allowing them to exercise work in the designated profession. Students who have passed said examinations are awarded the academic degree Master of Arts in accordance with the regulations stated hereinafter.

### § 3 Admission requirements; aptitude test

(1) To be admitted to the Master's program, applicants must have graduated from an institution of higher education with one of the following academic degrees in the field of film, games, design, animation or a comparable field: Bachelor, *Diplom*, *Magister*, Master or *Staatsexamen*. Additionally, they must have at least 12 months of professional experience. Additional admission requirements include artistic and scientific aptitude as well as sufficient English language proficiency, which are to be demonstrated during a structured selection procedure.

(2) The professional experience required according to (1) must have been gained in a field relevant to the contents of the Master's program. The Examination Board is charged with deciding whether this is the case. Several employment periods can be added up to reach the minimum required professional experience of 12 months. Professional experience should be gained within the last five years prior to the time of application. This period may be extended upon request. Experience gained as a research assistant, intern or project staff after graduation from a university program may be recognized if it was in a field related to the Master's program.

(3) The Examination Board decides whether an applicant's professional experience as defined in (2) will be recognized. Applicants who do not have the required 12 months of professional experience as per (2), may - in exceptional cases - substitute it by presenting work created by themselves that is relevant to the contents of the program. The Examination Board determines the particular artistic quality of this work and verifies its equivalence with the professional experience required in (1).

(4) Another requirement is the successful completion of an examination in English to determine the artistic and academic aptitude required for the program. The process evaluates the overall suitability of candidates based on pre-defined assessment criteria (including the required English language skills) and consists of two stages:

1. submission of documents such as CV, motivation letter, certificates, relevant work samples and a project outline for an animation project,
2. an oral examination on site or, in the case of a very long journey from abroad or for other justifiable reasons, in the form of a video interview.

Only those applicants who have demonstrated their general suitability through the quality of their submissions will be invited to the oral examination.

(5) The Examination Board appoints a jury for the aptitude test from among the examiners, while maintaining the professorial majority. The jury of three to five members examines the applicants on the basis of the eligibility criteria in accordance with § 3 (2). Based on the recommendations of this jury, the Examination Board makes the final decision on determining the applicants' aptitude for the program. Admission to the program depends on the identified qualification. Applicants will be informed of the decision no later than the end of the lecture period of the semester preceding the start of their studies. Any existing admission restrictions remain unaffected.

(6) The result of the aptitude test is valid for the next possible admission date, i.e. usually the following semester. In justified cases (e.g. when taking up a new job), the result of the aptitude test remains valid for one year at the applicant's request.

(7) Admission is to be denied if the applicant has irreversibly failed the Master's, Diplom or other final examination in the program "3D Animation for Film & Games" within the jurisdiction of

the German constitution, or if they have lost the right to take examinations in this degree program. Admission is also to be denied if the applicant has irreversibly failed (or lost the right to take) a comparable examination of a degree program (within the jurisdiction of the German constitution) whose content has strong similarities to that of the program “3D Animation for Film & Games” and if said failed examination is equivalent to a mandatory examination of this program.

#### **§ 4 Standard program duration; scope of the program**

- (1) The standard duration of the program is four semesters on a part-time basis. In compliance with the European Credit Transfer System (ECTS), students are awarded a total of 120 credits (§ 12). The standard program duration includes the examination period.
- (2) The program is segmented into individual modules. See § 23 and the study plan (annex) for details on the program structure.
- (3) In compliance with § 59 of the HG, students have the right to attend courses outside of their chosen program.
- (4) Students are enrolled in the program's first semester in the winter semester of each year.

#### **§ 5 Scope and structure of examinations; examination deadline**

- (1) A student's successful completion of the program is to be determined by the examinations taken throughout the program (module examinations) and a final examination (Master's thesis and final presentation/disputation). Group examinations are permissible.
- (2) Module examinations are to be held when the corresponding module has been concluded in accordance with the study plan. The study plan is to guarantee that the student has the possibility to take all module examinations by the end of the third semester.
- (3) In compliance with § 26, registration for the final part of the Master's examination is to be filed prior to the end of the penultimate semester of the program.
- (4) The examinations are to make allowance for the legal provisions for maternity and parental leave periods as well as the leave for the nursing and care of spouses, registered partners, relatives in direct line of descent or brothers and sisters in-law if they are in need of nursing or care.

## **§ 6 Examination Board**

- (1) An Examination Board consisting of representatives of the CGL and the ifs is formed to organize the examinations and the tasks assigned by these examination regulations. The Examination Board is an independent body of TH Köln.
- (2) The Examination Board is made up of seven persons:
  1. chairperson and vice chairperson selected from the pool of faculty professors;
  2. two additional members selected from the pool of faculty professors;
  3. the research associate responsible for the program;
  4. two members selected from the pool of students.

At professorial level, equal representation between the institutions must be ensured. The chairperson and vice chairperson are appointed alternately by the two institutions for each term of office. The elections for the Examination Board of the Master's program "3D Animation for Film & Games" are held in the Faculty Council at the CGL and in the existing Examination Board at the ifs. The elected members are appointed to the joint Examination Board.

- (3) Deputies are to be elected for all members of the Examination Board, except for the chairperson, the vice chairperson and the research associate. The members of the board employed in full-time positions at the university and their deputies have tenure of two years; the student members and their deputies have tenure of one year. Re-election is permissible.

## **§ 7 Rights and duties of the Examination Board**

- (1) The Examination Board is responsible for the organization of examinations. It ensures that the examination regulations are complied with and that examinations are conducted properly. In particular, it decides on objections brought forward against decisions that were made in exam-related matters.
- (2) Moreover, the board reports to the faculty council on developments related to examinations and the duration of studies, if so requested. It gives advice on potential reforms of the examination regulations, the module catalog and the curricula. The Examination Board may transfer its regular duties to the Chairperson of the Examination Board. This does not apply to decisions on objections.
- (3) The members of the Examination Board and a representative of the Executive Board have the right to be present during examinations. Exempt from this right are student members of the Examination Board who are to take the examination concerned during the same examination period.
- (4) Meetings of the Examination Board are not open to the public.

## **§ 8 Decisions by the Examination Board**

- (1) The Examination Board has a quorum if, in addition to the chairperson or vice chairperson, a member from the pool of professors and at least two additional members eligible to vote are present. Decisions require a simple majority. In case of a tie, the chairperson has the casting vote. Student members and research assistants do not contribute to decisions on matters related to education and academics, particularly when it comes to the recognition or other evaluation of examinations and assessments or the appointment of examiners or co-examiners. In these

cases, the Examination Board is already quorate if two other members from the pool of professors are present in addition to the chairperson or vice chairperson. Moreover, student members of the Examination Board do not participate in the debate and decision-making on matters related to examination topics or their own examinations.

(2) All members of the Examination Board, their deputies, the examiners as well as co-examiners are to be sworn to official secrecy. If they are not employed in the German public service, they are to be sworn to secrecy by the Chairperson of the Examination Board.

(3) Negative decisions of the Examination Board or its chairperson are to be reported to the affected student immediately. Prior to any action, the affected student has to be granted the right to be heard.

## **§ 9 Examiners and co-examiners**

(1) The Examination Board appoints the examiners and co-examiners. A person may be appointed examiner if he or she holds at least the qualification that is to be determined by the examination or an equivalent qualification and – provided that no compelling reasons necessitate a divergence – has held an independent teaching position in the subject relevant for the examination. A person may only be appointed co-examiner if he or she has at least passed the corresponding Master's examination or a comparable examination, or holds a comparable qualification (qualified co-examiner). Examiners are independent for examination purposes.

(2) Students may also suggest an examiner to be his or her advisor for their Master's thesis. If possible, a student's suggestion is to be taken into consideration.

(3) The Examination Board ensures that examination duties are split as evenly as possible among the examiners. The Chairperson of the Examination Board is to ensure that the examinee will be informed about his or her examiner in time. This shall happen simultaneously to the registration for the examination, i.e. usually at least two weeks before the examination is held or before the topic of the Master's thesis is assigned. Posting the information on the corresponding bulletin board or on an electronic examination management system is deemed sufficient.

## **§ 10 Recognition of examinations and assessments**

(1) Examinations and assessments completed in degree programs within the jurisdiction of the Convention on the Recognition of Qualifications concerning Higher Education in the European Region of April 11, 1997 (BGBl. II 2007; p. 712 - Lisbon Recognition Convention) are to be officially recognized upon request if it can be proven that they do not considerably differ from the examinations and coursework required. If the recognition of such examinations and coursework denied, the university is to issue a substantiated notification on this matter. If a recognition request is denied, the Executive Board may be asked to make a decision.

(2) Examinations and coursework completed in degree programs outside the jurisdiction of the Lisbon Recognition Convention are to be recognized as set down in (1) upon request.

(3) Achievements that are not part of a degree program may be recognized as examinations or coursework upon request if they are equivalent to the examinations and coursework required. Such achievements may only account for up to half of the total number of coursework or examinations required for the successful completion of the program.



(4) For examinations and coursework that have been recognized, students are awarded the number of ECTS credits detailed in the study plan (annex 1). Non-graded examinations taken at other universities or in other programs are to be recognized in accordance with subsections 1 and 2. They are to be identified accordingly on the examination certificate and are not accounted for in the calculation of the final grade.

(5) The Examination Board is the decision-making body in all cases laid out in subsections 1 to 4. In cases of doubt, it is to consult the examiners responsible for the individual courses.

## § 11 Evaluation of examinations

(1) Examinations are to be evaluated in a differentiated and comprehensible manner by means of grades. Reasons for the evaluation are to be explained in writing upon request of the Examination Board. Grades for individual examinations are to be determined by the respective examiner.

(2) Graded examinations as defined in (1) are all module examinations of the program as well as the Master's thesis and the presentation/disputation, unless otherwise specified in § 25 (1).

(3) If several examiners participate in an examination, the examiners are to jointly evaluate the examination, provided that no other provisions are made hereinafter. If evaluations differ from one another or in cases where a module examination consists of several components, the grade is the arithmetic mean of the individual components pursuant to (4).

(4) The following grades are to be used for the evaluation of examinations:

1.0/1.3	= excellent	=	an outstanding achievement;
1.7/2.0/2.3	= good	=	an achievement well above average requirements;
2.7/3.0/3.3	= satisfactory	=	an achievement that meets average requirements;
3.7/4.0	= sufficient	=	an achievement that meets the requirements despite its shortcomings;
5	= insufficient	=	an achievement that does not meet the requirements due to substantial shortcomings.

Grades 0.7, 4.3, 4.7 and 5.3 do not exist.

(5) Calculated grades that differ from the grades listed above are determined as follows:

up to 1.5	equals the grade	"excellent"
above 1.5 to 2.5	equals the grade	"good"
above 2.5 to 3.5	equals the grade	"satisfactory"
above 3.5 to 4.0	equals the grade	"sufficient"
above 4.0	equals the grade	"insufficient"

When it comes to the calculation of grades, only the first decimal is to be factored in; all other decimals are to be dropped without rounding.

(6) An examination is passed if it is graded "sufficient" or better.

(7) If the module examination is made up of various individual examinations, the module is passed if all individual module components have been graded "sufficient" or better.

(8) The evaluation of examinations is to be completed within eight weeks' time. Students are to be informed about the results. Posting the information on the corresponding bulletin board or

on an electronic examination management system is sufficient. Students are to be notified of the results of their Master's thesis within eight weeks.

## **§ 12 Credits in accordance with the European Credit Transfer System (ECTS)**

(1) Credits are to be assigned to each component of the Master's program, enabling recognition in accordance with the ECTS. Credits are a quantitative measure of the overall workload that averagely gifted students need to successfully complete a component of the program. This includes courses, preparation and follow-up work for a course, self-study as well as examinations and exam preparation.

(2) The workload required to successfully complete the degree program as laid down in the curriculum amounts to 60 credits per academic year. One credit corresponds to a workload of 30 hours.

(3) Students only receive credits if they have successfully completed a module. This means that students are awarded the total number of credits for every graded module examination, as defined in § 11 (2 and 6), they have passed with a grade of at least "sufficient" irrespective of the grade received for the examination. A total of 120 credits are required to successfully complete the Master's program.

(4) The credits assigned to the individual modules, the Master's thesis and the examination/disputation are documented in the study plan (annex 1). Details are provided in the module catalog.

(5) Complying with § 10, credits obtained in accordance with the ECTS at other institutions of higher education within and outside the jurisdiction of the German constitution are to be recognized with no more than the number of credits assigned in the current program.

## **§ 13 Evaluation of examinations in accordance with the ECTS grading scheme**

In accordance with § 31 (1), the examination certificate issued to students at the time of graduation includes a grade distribution table that indicates the relative position of the student's final grade. This grade distribution table is based on the requirements of the ECTS and the recommendations by the Standing Conference of the Ministers of Education and Cultural Affairs (Kultusministerkonferenz) and the German Rector's Conference (Hochschulrektorenkonferenz).

## **§ 14 Retaking examinations**

(1) Students may retake module examinations if they do not pass them or if the examinations are considered "not passed". Students are to retake an examination shortly after the failed attempt. Examination dates are set by the Examination Board.

(2) If a student does not pass the Master's thesis or final oral examination, they may retake each examination once. Module examinations may be retaken twice.

(3) Students who did not pass a module examination that is made up of several individual components or a combination of different types of examinations, only need to retake the component that they did not pass.

(4) An examination graded at least "sufficient" may not be retaken.

## § 15 Absence; withdrawal from examinations; cheating

(1) An examination is deemed “insufficient” (5.0) if the examinee does not appear for an examination and is not able to present a good reason for their absence. An examination is also deemed “insufficient” if the student withdraws from it without good reason after the examination has begun or if they do not submit the examination by the time stipulated. Sentence 1 also applies if a student fails to submit their Master’s thesis by the submission deadline.

(2) The reasons stated for missing or withdrawing from an examination are to be immediately reported to the Examination Board, to be documented in writing and to be substantiated by the student. In case of sickness, students are required to submit a comprehensible medical certificate confirming their incapability of taking the examination. Students who withdraw from an examination after its start are required to notify the proctor who will record the withdrawal in the examination records. If the Examination Board accepts the student's explanation, the student is to be notified that they may register for the respective examination again.

(3) If a student attempts to manipulate the result of their examination by cheating or by using non-permissible means, the examination concerned is to be graded “insufficient” (5.0). Carrying unauthorized resources may already be considered cheating. Unauthorized resources are all documents, electronic resources, electronic devices or other resources that are not explicitly allowed to be used during the respective examination. Students are required to identify other people's intellectual property (text passages, images, statistics, etc. by other authors from offline or online sources) adopted in their (written) papers or examinations as quotations (also refer to the *Richtlinien des Präsidiums der TH Köln zur Sicherung guter wissenschaftlicher Praxis und zum Umgang mit wissenschaftlichem Fehlverhalten* (Guideline by TH Köln’s Executive Board on the assurance of good scientific practice and handling of academic misconduct) of January 8, 2016 in its current version). If any solution artifacts (e.g. program codes, technical drawings, technical or scientific models and simulations) developed by others are adopted into own technical solution documents without indicating the source, this is also considered plagiarism. Whether an examination may be retaken in cases of alleged plagiarism may be subject to meeting certain conditions, such as the successful participation in a seminar or workshop on academic writing.

(4) Anyone who disrupts the proper course of an examination may be expelled from the examination by the examiner or proctor, usually after prior warning. In such a case, the examination concerned is to be graded “insufficient” (5.0) or “not passed”. The reason for the expulsion from the exam is to be noted down in the examination records. In this case, the expelled student may request that the decision be reviewed by the Examination Board. This also applies to the decisions of an examiner or proctor in cases described in (3). In the case of alleged cheating, the Chairperson of the Examination Board is entitled, without prejudice to the Administrative Procedures Act for North Rhine-Westphalia (*Verwaltungsverfahrensgesetz, VwVfG NRW*), to question the examinee to determine evidence on the matter. Examiners may be asked to participate in the questioning.

(5) In case of repeated or otherwise serious cheating (e.g. major plagiarism, i.e. copying of longer text passages not marked as quotations, or the skillful concealment of plagiarism), the Examination Board may decide that the examination is deemed permanently failed and the examinee is to be removed from the student register.

(6) In addition, acts of cheating may be considered an administrative offense and punished with a fine. Refer to § 63 (5) of the HG for details.

## **II. Module examinations**

### **§ 16 Objectives, length and type of module examinations**

(1) The Master's program is divided into individual modules, each of which concludes with an examination. The content of a module may be taught in one or more courses with different methods of teaching and study. The courses of a module usually run for the duration of one semester. Pursuant to §§ 19 to 22, a module examination may be subdivided into several individual examinations of the same or a different type. Based on the intended learning outcomes defined in the module description, examinations are to determine if and to which extent students have achieved the intended learning outcomes of a module. Students may be required to be familiar with relevant contents of previous modules. Additional information is provided in §§ 23 and 24, the study plan (annex 1) and the module catalog.

(2) A module's type of examination depends on the requirements of the individual module. Admissible types of examination are written or electronic examinations of up to 180 minutes (§§ 19 and 20), oral examinations (§ 21) of 10 to 30 minutes per examinee, and other types of examination (§ 22) as well as combinations of the aforementioned types of examination.

(3) A student's total workload for module examinations, which are made up of a combination of several types of examination, is not to exceed the typical workload that a single type of examination would generate.

(4) After consultation with the examiners concerned and in observance of the module outline and the feasibility to complete the program within the allotted time frame, the Examination Board is to determine the type and modalities of examination for each module at the beginning of each semester. If an examination within a module consists of several components or a combination of different types of examination, the Examination Board is also to specify how the individual components are to be weighted. Pursuant to § 11 (5), the overall grade is the arithmetic average of the individual evaluations, unless other weighting factors have been established.

(5) The Examination Board determines the examination period for written and oral examinations in consultation with the examiners usually four weeks before the examination period. The examination period is uniform and binding for all students who intend to take the respective module examination. Posting the information on the corresponding bulletin board or on an electronic examination management system is deemed sufficient.

(6) In case of other examination types, the examiner determines the examination schedule before the start of the course and informs the Examination Board. The examiner is to announce the examination schedule within this period. Posting the information on the corresponding bulletin board or on an electronic examination management system is deemed sufficient. § 18 (1), sentences 2 and 3 does not apply.

## **§ 17 Admission to module examinations**

- (1) Participation in an examination requires prior admission to the examination. Students are to request their admission to examinations within the registration period determined by the Examination Board, using the electronic registration/withdrawal system provided by the Office of Student and Examination Services. In exceptional cases, students may alternatively submit a written registration request to the Office of Student and Examination Services. Students are required to verify that their registration was properly recorded by checking the electronic examination management system.
- (2) Only individuals who are enrolled at TH Köln (University of Applied Sciences) as students or cross-registered students in accordance with § 52 (1) and (2) of the HG can register for examinations.
- (3) Students may be required to pass other module examinations in order for them to be admitted to a module examination; refer to § 24, the study plan (annex 1) and the module catalog for detailed information.
- (4) In cases of doubt, the Examination Board decides on admission to the module examination.
- (5) Students may revoke their registration for a module examination using the electronic registration/deregistration system provided by the Office of Student and Examination Services or, in exceptional cases, in writing up until one week prior to the set examination date. By doing so, students will not lose an examination attempt.
- (6) Admission is to be denied if
  - a) the examinee does not meet the requirements stated in subsections 1 to 3, or
  - b) the examinee has irreversibly failed a corresponding examination in a program with substantially similar content or has irreversibly failed a Master's or other type of final examination in the same degree program within the jurisdiction of the German constitution.

In all other cases, admission is only to be denied if the student has, within the jurisdiction of the German constitution, lost the right to take examinations in the same program at a different institution, e.g. by having failed to meet a deadline for retaking examinations.

## **§ 18 Conduct of module examinations**

- (1) For the module examinations specified in §§ 19 and 20, one examination date per semester is usually scheduled. With the exception of examinations which take place throughout the semester, examinations are to be held within the examination periods set by the Examination Board and which are announced at the beginning of the semester or toward the end of the previous semester. Examinations are to be scheduled in such a way that no classes need to be canceled. Examination procedures are to be documented in detail. (This applies in particular to oral examinations including presentations.)
- (2) Students are to be notified of the individual examination dates and their admission to the examinations at least two weeks prior to the examination concerned. Posting the information on the corresponding bulletin board or on an electronic examination management system is deemed sufficient.

(3) Upon request, students are to identify themselves with a government-issued photo ID and their student ID card (MultiCa).

(4) If a student – by submitting a medical certificate or in a different manner – substantiates that they are not capable of completely or partly taking the examination, coursework or admission test in its intended form or time frame due to a permanent disability or chronic disease pursuant to § 3 of the German Act on Equal Opportunities for Disabled Persons (*Behindertengleichstellungsgesetz*), the Chairperson of the Examination Board decides, after due consideration, if, how and to what extent a reasonable adjustment is appropriate. Applications for reasonable adjustments are to be submitted in due time (usually along with the registration for the exam at the latest and at least two months before the exam or by a date set by the Chairperson of the Examination Board) along with all required supporting documents. The decision on the application is to be made within an appropriate time frame (usually within one month of the date of submission of the application or at least one month prior to the examination/the assignment of the topic). Consultation with the Representative for Students with Disabilities and Chronic Diseases is possible in accordance with § 62b HG. In exceptional cases, sentences 1 to 4 also apply to persons with temporary health impairments.

(5) Examinations which conclude a program and retakes of examinations whose passing is a prerequisite for continuing a program are to be evaluated by a minimum of two examiners.

According to §§ 19 and 20, examination records are to be kept which shall include at least the names of the record keeper and exam supervisor and examinees, the start and end time of the exam as well as any unusual occurrences.

### **§ 19 Written examinations**

(1) In written examinations, the student is to prove that – within a limited time frame and with limited resources – they are capable of identifying and correctly solving problems stemming from areas covered by the module by means of common scientific methods of their subject field.

(2) A written examination is to be held under supervision. The examiner is to decide whether students may use additional resources.

(3) A written examination is normally drawn up by one examiner only. In specific cases, especially when a module examination covers several subject fields, the examination may also be drawn up by more than one examiner. In such a case, the examiners jointly determine how the individual components of the examination shall be weighted prior to the examination; each examiner evaluates the entire written examination irrespective of the individual components and their weighting. Due to the special character of a subject field, the Examination Board may alternatively determine that an examiner shall only evaluate that part of a written examination that covers their subject field. In such a case, the examination is evaluated based on the previously determined weighting of the individual components. § 18 (5) remains unaffected.

(4) Examinations which make use of electronic resources are permissible. They are treated like written examinations. An electronic written exam (“eKlausur”) is a computer-based exam which is conducted using an exam software. It is drawn up, conducted and evaluated supported by information and communication technology. Electronic written exams are subject to technical feasibility and may be conducted in modules suitable for this type of examination upon request of the examiners and with approval of the Examination Board. Prior to the examination, the examinees are given ample opportunity to get to know the electronic examination system. Electronic written exams are to be conducted in the presence of a person competent in the relevant field who is to produce a written record of the examination (§ 18 (6)). It is to be ensured that the

electronic data is kept and can be assigned to the individual examinees for the duration of the retention periods.

## **§ 20 Written multiple-choice examinations**

(1) Written examinations may be completely or partly held as multiple-choice examinations. In multiple-choice examinations, students are asked to answer written questions under supervision by selecting the correct answers from a list of suggested solutions. Multiple-choice examinations may be held in modules suitable for this type of examination upon request by the examiners and with approval of the Examination Board.

(2) The questions asked in multiple-choice examinations are to target the knowledge and skills taught in the module concerned and need to ensure reliable examination results.

(3) It is the examiners' responsibility to determine the examination questions and the suggested solutions (examination exercises). It is to be recorded in writing which of the suggested solutions are accepted as correct answers.

(4) The evaluation of a written examination is to include the following information:

1. the number of questions asked and the number of questions answered correctly by the examinee,
2. the minimum number of questions required to be answered correctly in order to pass the examination,
3. in case the examination has been passed, the percentage by which the number of correctly answered questions exceeds the minimum requirements,
4. the grade obtained by the student.

(5) When correcting the examinations, examiners are to pay attention as to whether a frequent occurrence of wrong answers to a specific question might indicate that the question was worded incorrectly. If it is determined after the examination that individual questions or possible solutions are erroneous, the examination exercises concerned will not be factored in. This reduced number of exercises is to form the basis of the evaluation. Reducing the examination exercises shall not put students at a disadvantage.

(6) If only part of the examination is in multiple-choice format, subsections 1 to 5 only apply to this part of the examination. If sentence 1 does not apply to an independent part of the examination, the regulations described in (4) letters b) to d) do not apply.

## **§ 21 Oral examinations**

(1) With the exception of the cases defined in § 18 (5), oral examinations are held in the presence of an examiner and a qualified co-examiner (§ 9 (1)) or in the presence of several examiners (panel examination) as group examinations or individual examinations. If an examination covers several subject fields, each student is examined by only one examiner in each subject field unless § 18 (5) applies. Prior to grading the examination, the examiner is to consult with the co-examiner or the other examiners.

(2) A written record of the essential topics and the results of the examination, in particular facts that are essential to the grading of the examination, is to be kept. The grade is to be reported to the students after the examination.

(3) Students enrolled in the same program are to be given the opportunity to be present at oral examinations as audience, provided that there is enough space and that no student has objected to this provision when registering for the examination. However, no audience is allowed during the examiners' consultation or during the announcement of examination results.

## **§ 22 Other types of examination**

(1) Besides written and oral examinations, other types of examination may be chosen for module examinations, for example reports, term papers, prototypes, blog entries, project papers, presentations, learning portfolios or documentation.

(2) Other types of examination are usually evaluated by one examiner, unless one of the provisions set down in § 18 (5) applies.

(3) A term paper (e.g. a case study or research paper) is to determine whether the student is capable of independently completing a written technical assignment within a given time frame, using scientific and subject-related methods. The examiner is to determine the topic and length of the paper (e.g. number of pages of the main part) at the beginning of the semester.

(4) An oral report (e.g. presentation, negotiation, mediation) is to determine whether the student is capable of independently solving and adequately presenting a practice-based assignment by means of verbal communication within a given time frame, using scientific and subject-related methods. The examiner is to determine the duration of the oral report at the beginning of the semester. Minutes are to be kept about facts that are essential for the grading of an oral report. The grade is to be announced to the examinee within one week of the oral report at the latest.

(5) A learning portfolio documents the students' development of skills and competencies by means of presentations, essays, excerpts from internship reports, table of contents of term papers, lecture notes, to do lists, research reports and other presentations of coursework and products of learning. The documents assembled in the portfolio are called artifacts. A learning portfolio can only be considered an examination subject if it is accompanied by a student's reflection (written, oral or video) on the significance of these artifacts for the learning objective which was previously announced by the examiner. As the semester proceeds and the learning portfolio is assembled, the examiner will provide feedback on the development and/or artifacts. For the examination, the learning portfolio is revised based on the examiner's feedback. It is usually submitted in a digital format.

(6) Term papers and oral reports in the form of a joint team project may be treated as an examination if the individual student's contribution to be evaluated as an examination is clearly distinguishable and can be assessed accordingly. In order to verify the student's contribution, aspects such as passages, subject fields, page numbers (for term papers) or other objective criteria allowing for a clear distinction are to be indicated. If the focus of the intended learning outcome of the joint team project is on working together as a team, an overall evaluation of the team project is possible.



### **III. Progression of studies**

#### **§ 23 Modules and completion of the program; additional modules**

- (1) In all compulsory modules, module examinations as described in §§ 19 – 22 are to be held. The program's modules are listed in § 24; the corresponding types of examination can be found in the module catalog, unless individually determined by the Examination Board (§ 16 (5) sentence 1).
- (2) The program schedule, the examination procedures and the study plan are to be set up in such a way that it is possible for students to have taken all examinations required according to § 4 (1) by the end of their fourth semester.
- (3) The student may take examinations in more modules than the ones required to gain the mandatory number of credits (additional modules). The results of these additional examinations may be listed on the examination certificate upon request of the student. However, they are not accounted for in the calculation of the final grade. If a student selects more than the required number of modules from the catalog of required electives and concludes them by passing the respective module examination, these are also considered additional modules. In this case, those module examinations taken first are considered required examinations unless the examinee has specified differently prior to the first examination.

#### **§ 24 Module examinations**

- (1) Students are required to take module examinations in the following subjects:
  1. Experience Assessment (30 ECTS; not graded)
  2. Project I: Virtual Character Creation (14 ECTS)
  3. Animation in Film & Games: History & Theory I (8 ECTS)
  4. Project II: Story & Performance (14 ECTS)
  5. Animation in Film & Games: History & Theory II (8 ECTS)
  6. Project III: Immersive Animation (14 ECTS)
  7. Animation in Film & Games: History & Theory III (8 ECTS)
  8. Master's Project (24 ECTS)
- (2) The module “Experience Assessment” is regarded as completed if the requirements listed under § 3 are fulfilled and have been duly verified as part of an assessment test. The student will be credited with 30 ECTS in accordance with § 10 (1) sentence 3.
- (3) The assessment test has two objectives:
  1. the selection of applicants to be admitted to the part-time Master's degree program “3D Animation for Film & Games” by means of the aptitude test and
  2. the qualitative examination and evaluation of the applicants' previous professional experience (according to § 3 (1)) or artistic practice (according to § 3 (3)). Students who successfully complete the procedure will be credited with 30 ECTS when they are admitted to the program.

Prior to participation in the assessment test, the formal qualifications of the applicants are examined and determined in accordance with § 3 (1). Only those applicants who meet these criteria or who can provide evidence of the required practical experience prior to commencing their studies

will be admitted to the assessment test. The assessment procedure takes into account the references on leadership and performance submitted by the applicants as well as a detailed report on their practical experience.

#### **IV. Master's thesis and final oral examination/disputation**

##### **§ 25 Master's thesis; purpose; topic; examiners**

(1) The Master's thesis is either a practical media project, in particular the design and prototype of an animation project for film and/or digital games, with a theoretical media component in which the practical work is documented and scientifically reflected upon, or a scientific term paper with a practical media component. The weighting of the grades is 80% for the chosen focus of the Master's thesis and 20% for the theoretical or practical media component. The Master's thesis is to provide evidence that the student is capable of independently completing an assignment on a subject pertaining to their field of study within a given time frame by elaborating on subject-related specifics as well as on interdisciplinary contexts and by making use of scientific and subject-related methods. Interdisciplinary collaborations for Master's theses are to be considered. Examiners from other faculties may be chosen as thesis advisors if the topic of the thesis so allows.

(2) The topic of the Master's thesis may be determined by any professor who may be appointed as examiner in accordance with § 9 (1). This examiner may also be the thesis advisor. Upon request of the examinee, the Examination Board may also appoint an honorary professor or a qualified adjunct lecturer as thesis advisor in accordance with § 9 (1) if it has been determined that no professor of the faculty can function as thesis advisor for the intended topic of the Master's thesis. Upon approval by the Chairperson of the Examination Board, students may write their Master's thesis at an institution outside the institution of higher education if this institution provides sufficient advice and assistance. Students are to be given the opportunity to suggest topics for their Master's thesis. Examiners from other faculties may be chosen as thesis advisors if the topic of the thesis so allows.

(3) Upon request, the Chairperson of the Examination Board is to ensure that an examinee is provided with a topic for the Master's thesis in time.

(4) A Master's thesis may also be written as part of a joint team project if the individual student's contribution to be evaluated as examination is clearly distinguishable and can be assessed accordingly and if it complies with the requirements stated in (1). In order to verify a student's contribution, aspects such as passages, page numbers or other objective criteria allowing for a clear distinction are to be indicated.

(5) In general, the Master's thesis is to be written in English. However, if approved by the Chairperson of the Examination Board and the thesis advisor, it may also be written in German.

##### **§ 26 Admission to the Master's thesis**

(1) Students are admitted to the Master's thesis if they meet the admission requirements stated in § 17 (2 and 6) and have, pursuant to § 12, obtained a total of 96 credits in the examinations required in accordance with § 24.

(2) The registration for the Master's thesis is to be addressed in writing to the Chairperson of the Examination Board and to be submitted to the Office of Student and Examination Services. The following documents are to be submitted at the time of registration, unless already submitted in the past:

1. proof of having met the admission requirements stated in (1),
2. a statement on previous attempts to write a Master's thesis or another final examination and on attempts to pass the Master's examination,
3. a statement on which examiner is willing and able to prepare the topic of the Master's thesis and to function as thesis advisor, and
4. the suggested topic of the Master's thesis.

(3) Students may revoke the registration for the Master's thesis in writing up until the day the decision on admission is announced. In this case, the registration will not count as a failed attempt.

(4) The Chairperson of the Examination Board decides on the admission to the Master's thesis. In cases of doubt, the decision lies with the entire Examination Board. Admission is denied if

- a) the student does not meet the requirements stated in (1), or
- b) the documents to be submitted are incomplete, or
- c) within the jurisdiction of the German constitution, a final thesis written by the student has been evaluated as "insufficient" and may not be written again, or if the student has irreversibly failed one of the examinations stated in (2) sentence 2 no. 2.

In all other cases, admission is only to be denied if the student has, within the jurisdiction of the German constitution, lost the right to take examinations in the same program, e.g. due to having failed to meet a deadline for retaking examinations.

## **§ 27 Assignment of the topic and writing the Master's thesis**

(1) The topic of the Master's thesis is to be assigned by the Chairperson of the Examination Board. The time of assignment is to be the day on which the Chairperson of the Examination Board informs the student of the topic of the Master's thesis assigned by the thesis advisor; the time of assignment is to be put on record.

(2) Students have four months to write the Master's thesis (starting with the time of assignment to the day of submission). The topic and assignment must be designed in a way that allows for the Master's thesis to be completed within this time frame. In exceptional cases, the Chairperson of the Examination Board may extend the submission deadline by up to six weeks if the student concerned submits a request prior to the deadline, stating the reasons for extending the deadline. The thesis advisor is to be consulted on this request. The main part of the Master's thesis is to be between 40 and 50 and no more than 70 pages long. For Master's theses that are entirely written, up to 100 pages are possible.

(3) Students may return a topic for their Master's thesis only once and only within the first two weeks of the assigned time frame. They are not required to state a reason for their withdrawal. If a student undertakes a second attempt to write a Master's thesis in compliance with § 14 (2), the student is only permitted to return the topic of their thesis if they did not do so during the writing of their first Master's thesis.

(4) § 18 (4) applies accordingly.

## **§ 28 Submission and evaluation of the Master's thesis**

(1) Students are to submit two hardcover copies of their Master's thesis to the Chairperson of the Examination Board, or to a location determined by the chairperson, by the deadline of submission. The practical part of the thesis must be attached to both copies on a data storage device (e.g. DVD, flash drive). These two data storage devices also contain a digital version of the Master's thesis in the format of a standard program (e.g. Word, PDF). The time of submission is to be put on record; if the thesis is submitted by mail, the decisive criterion is the point of time when the thesis is submitted to the postal service. When submitting the thesis, students are required to declare in writing that they have written the thesis – in case of a team project their part of the thesis, which has been identified accordingly – without assistance and have used no other sources or resources than the ones indicated. In case of quotations, sources are to be identified.

(2) The Master's thesis is to be evaluated by two examiners. One of the examiners is to be the thesis advisor as selected according to § 25 by the Examination Board. The other examiner is also to be appointed by the Examination Board. If § 25 (2) sentences 2 and 3 apply, the second examiner must be a professor. If the examiners' evaluations differ from each other and the divergence of both grades is less than 2.0, the grade for the Master's thesis is the arithmetic average of the two grades. If there is a divergence of 2.0 or more, the Examination Board appoints a third examiner. In this case, the grade for the Master's thesis is the arithmetic average of the two better grades. However, the Master's thesis can only be graded "sufficient" or better if at least two of the grades are "sufficient" or better.

(3) Students who pass the Master's thesis are awarded 20 credits in accordance with § 12.

## **§ 29 Project presentation and final oral examination**

(1) The presentation of the Master's project and the subsequent oral disputation complement the Master's thesis, are each to be assessed independently and should take place within eight weeks of submission of the Master's thesis. They aim to determine whether the student is capable of orally presenting and independently justifying the findings of the Master's thesis, its scientific and methodological fundamentals as well as inter- and multidisciplinary contexts, and of assessing the thesis' significance for practice.

(2) Students may only be admitted to the project presentation with subsequent oral disputation if they

1. have passed all module examinations,
2. are enrolled or admitted as students or auditors in accordance with § 52 (2) of the HG and
3. have obtained a grade of at least "sufficient" for their Master's thesis.

(3) Students are required to submit a written registration request for the presentation of their Master's project with subsequent oral disputation to the Office of Student and Examination Services. Students need to submit proof of having met the admission requirements stated in (2), unless such proof has already been presented to the Office of Student and Examination Services. In accordance with § 26, students may register when they apply for admission to the Master's thesis; in this case, students are admitted to the final oral examination as soon as all required proof and documents have been submitted to the Office of Student and Examination Services.

(4) The presentation of the Master's thesis and the subsequent oral disputation are usually conducted and evaluated by the examiners of the Master's thesis. If § 28 (2) applies, the final oral examination is to be held by those examiners whose individual evaluations were used to calculate the grade for the Master's thesis.

(5) The presentation of the Master's project should last at least 15 minutes and may not exceed 30 minutes. The subsequent oral examination lasts 30 minutes. The provisions for oral examinations (§ 21) apply accordingly.

(6) The project presentation followed by an oral disputation can be repeated once.

(7) For the presentation of the Master's project and the subsequent oral disputation, the student will be credited with a total of 4 credit points in accordance with § 12.

## **V. Results of the Master's examination**

### **§ 30 Results of the Master's examination**

(1) The student has passed the Master's examination if they have obtained 120 credits. This requires students to have passed all required module examinations and to have obtained a grade of at least "sufficient" for the Master's thesis and the final oral examination.

(2) Students have failed the Master's examination if one of the examinations stated in (1) has been irreversibly evaluated as "insufficient" or is irreversibly deemed "insufficient". Students are to be notified (in writing) of having failed the Master's examination. This notification is to include information on legal remedies. After the student's removal from the student register, the Chairperson of the Examination Board will, upon request, issue a certified document listing all examinations and coursework taken by the student and the respective grades, as well as the examinations missing in order for the student to pass the Master's examination. This certification must include a statement that the student has irreversibly failed the Master's examination. Upon request, the Chairperson of the Examination Board will issue a document listing only the completed examinations and assessments and their respective grades.

### **§ 31 Examination certificate; final cumulative grade; diploma supplement**

(1) Graduates are to receive an English certificate on the passed Master's examination promptly, if possible within four weeks after the last examination. This examination certificate is to include the grades and credits for all module examinations, the topic of the Master's thesis, the grades and credits for the Master's thesis, the presentation and the final oral examination, the final grade for the Master's examination and in case of transfer credits, the name of the institution where the examination was taken.

(2) The final cumulative grade for the Master's examination is determined by the average of the grades for the module examinations and the Master's thesis, which have been weighted by the corresponding credits. If a student has selected more than the required number of modules from the catalog of required electives and has passed them with a grade of at least "sufficient", only the grades of the modules the student determined as required electives at the time of admission to the examination will be considered for the calculation of the final grade.

(3) The examination certificate is signed by the Chairperson of the Examination Board and bears the date of the day on which the last examination was taken.

(4) Graduates are to receive their Master's certificate (*Masterurkunde*) in English along with the examination certificate. The Master's certificate bears the same date as the examination certificate. The Master's certificate certifies that the Master's degree has been awarded in compliance with § 2 (6).

(5) The Master's certificate is signed by the dean of the Faculty of Cultural Sciences and by the Chairperson of the Examination Board and bears the seal of Technische Hochschule Köln.

(6) In addition to the Master's certificate and the examination certificate, graduates are to receive an English-language diploma supplement, which corresponds to the guidelines and agreements of the German Rectors' Conference.

## **VI. Final provisions**

### **§ 32 Inspection of examination papers**

After having taken a module examination or having completed the Master's thesis and the presentation/disputation, the examinee is, upon request, to be granted access to the written examination concerned, to – if available – the examiners' records related to the written examination and to the examination records of an oral examination. Access to a Master's thesis that was graded at least "sufficient" is to be granted only after the corresponding final presentation and subsequent oral disputation have taken place. Access to these documents is to be requested from the Chairperson of the Examination Board within one month of the announcement of the grade for the module examination or within one month of the delivery of the examination certificate or the certification on irreversibly failing the Master's examination. The chairperson is to determine time and place of the inspection.

### **§ 34 Invalidity of examinations**

(1) If a student cheated during an examination and the cheating was detected only after the delivery of the examination certificate, the Master's certificate or the certifications mentioned in § 30 (2) sentences 3 and 5, the Examination Board is entitled to retroactively amend the grades for those examinations during which the student cheated and to render the Master's examination failed or partially failed.

(2) If the requirements for admission to an examination were not met but the student did not attempt to cheat and if this matter was detected only after the delivery of the examination certificate, Master's certificate or the certification mentioned in § 30 (2) sentences 3 and 5 were issued, this shortcoming is offset by the student's passing of the examination. If the student deliberately effected a wrongful admission, the Examination Board is to decide on the legal consequences with due regard to the Administrative Procedures Act (*Verwaltungsverfahrensgesetz*) of North Rhine-Westphalia.

(3) If necessary, the incorrect examination certificate, the Master's certificate and the diploma supplement or the incorrect document as per § 30 (2), sentences 3 and 5 are to be collected and reissued. A decision pursuant to (1) is to be ruled out if five years or more have passed since the examination certificate or document as per § 30 (2) sentences 3 and 5 was issued.

### **§ 35 Entry into force**

- (1) These examination regulations come into force on September 1, 2018 and will be published in Technische Hochschule Köln's official communication (*Amtliche Mitteilungen*).
- (2) These examination regulations apply to all students who have enrolled or will enroll in the program "3D Animation for Film & Games" at Technische Hochschule Köln in the winter semester 2018/2019.
- (3) The examination regulations are published on the basis of the resolution of the Faculty Council of the Faculty of Cultural Sciences at Technische Hochschule Köln of April 1, 2019 and after legal review by the Executive Board of Technische Hochschule Köln on June 26, 2019.

Cologne, August 06, 2019

The President  
of Technische Hochschule Köln

Prof. Dr. Stefan Herzig

**Annex:**

- Study plan (as a graphical overview of modules).

Study plan for the program MA 3D Animation for Film & Games:

0th semester	1st semester	2nd semester	3rd semester	4th semester
Experience Assessment (30 ECTS)	Project I: Virtual Character Creation (14 ECTS)	Project II: Story & Performance (14 ECTS)	Project III: Immersive Animation (14 ECTS)	Masters Project (24 ECTS)
	Animation in Film & Games: History & Theory I (8 ECTS)	Animation in Film & Games: History & Theory II (8 ECTS)	Animation in Film & Games: History & Theory III (8 ECTS)	