H F B K

Examination regulations

For the Master study programme “Fine Arts”

Degree: Master of Fine Arts (M.F.A.)

According to § 60 HmbHG, the University records examination requirements and examination procedures in a set of University examination regulations. The HFBK’s University senate, composed according to § 4 in connection with § 7 of the HFBK’s basic regulations, agreed the examination regulations in a meeting on the 26th of June 2008. The HFBK’s Präsidium approved the regulations according to § 108 HmbHG on 18th of July 2008.

Contents:

§ 1 Application of regulations
§ 2 Conditions of admission to study programme
§ 3 Amount of study and higher education degree
§ 4 Aim and type of the Master examination
§ 5 Examination committee
§ 6 Examiners
§ 7 Awarding credits (ECTS points)
§ 8 Types of examined work in modules and accompanying courses
§ 9 Oral examination
§ 10 Presentation
§ 11 Written coursework
§ 12 Final individual and group tutorials
§ 13 Assessment of sample work
§ 14 Examination dates and registration deadlines
§ 15 Retaking examinations
§ 16 Signing up and admission for Master thesis und Master presentation of artistic project with colloquium
§ 17 Master thesis
§ 18 Submission and grading of Master thesis
§ 19 Master presentation of artistic project with colloquium
§ 20 Make-up of final mark
§ 21 Recognition of study time and examined work
§ 22 Absence, leaving of examinations, cheating and breaking of rules
§ 23 Central examination office
§ 24 Report, Transcript of Record and Diploma Supplement
§ 25 Master certificate
§ 26 Invalidation of examinations
§ 27 Viewing examination documents
§ 28 When these regulations come into force

§ 1 Application of regulations

These examination regulations apply to the examination process for the Master study programme “Fine Arts” at the Hochschule für bildende Künste Hamburg.

§ 2 Conditions of admission to study programme

The study programme admission conditions are regulated by the current edition of the Hochschule für bildende Künste Hamburg’s regulations for admission, Gasthörer and Nebenhörer.

§ 3 Amount of study and higher education degree

(1) The study programme consists in total of 120 points (ECTS).

(2) The standard study time is four semesters, including the time taken to complete the Master thesis.

(3) On successful completion of the Master examination, the Hochschule für bildende Künste Hamburg will award the academic degree “Master of Fine Arts” (short form M.F.A).

§ 4 Aim and type of the Master examination

(1) In the Master examination, students must prove that through their studies they have refined an independent artistic and/or scientific position in art and cultural events.

(2) The Master examination consists of:

1. accompanying examinations for modules and accompanying courses as per study plan (see appendix).

2. the Master thesis (§ 17) and presentation of artistic project with colloquium (§ 19).

§ 5 Examination committee

(1) An examination committee is appointed by the University senate. The examination committee includes four professors, a representative of the academic staff and two students. The chairperson is a member of the group of professors. The professors’ and representative of the academic staff’s time in office is two years. The students’ time in office is one year. Every member has a deputy.

(2) The particular tasks of the examination committee are:

1. To ensure that examination regulations are kept to
2. To appoint examiners
3. To make decisions on the acceptance of examined work and examinations
4. To check examination results
5. To grant exceptions in the case of international study, for instance if a student wishes to study abroad at a university with which the HFBK presently has no exchange agreement.

(3) Members of the examination committee and their deputies must keep committee work confidential. If they are not employed as public servants, the chairman must demand this in writing.

(4) The examination committee can transfer particular tasks to the chairperson by means of standing orders. Decisions made in this context are to be reported to the University senate at its next meeting.

(5) The examination committee can make decisions if the majority of members, including the chairperson, are present. The examination committee's decisions are to be recorded.

(6) The function of the ombudsman according to § 11 of the Hochschule für bildende Künste Hamburg basic regulations of the 12th December 2006 is not affected.

§ 6 Examiners

(1) The examiners for module examinations and accompanying course examinations should normally be the tutors responsible for classes in the modules or accompanying courses involved. The examination committee decides on exceptions.

(2) In exceptional circumstances members of other artistic-scientific universities or other qualified persons can be appointed as examiners. They must have at least the academic degree to be awarded in the examination or an equivalent qualification.

(3) Examination content is chosen by the examiners. They do not have to follow instructions when assessing candidates' examined work.

(4) Examiners and observers must keep examination matters confidential. If they are not employed as public servants, the chairman of the examination committee must demand this in writing.

(5) Objections and complaints can be made against all examination decisions. For details, see § 66 HmbHG.

§ 7 Awarding credits (ECTS points)

(1) ECTS points (credits) are awarded for modules and accompanying courses. The awarding of credits is based on the ECTS (European Credit Transfer System). According to the ECTS system, the number of credits, awarded according to the study plan (see appendix), are based on each individual student's workload.

(2) Students must pass the accompanying module examinations to be awarded credits. An examination has been completed if all the required examined work has been completed.

§ 8 Types of examined work in modules and accompanying courses

(1) The type of examination involved can be found in the accompanying course descriptions and module descriptions. The following examination types exist for module examinations and accompanying courses:

1. Oral examination (§ 9)
2. Presentation (§ 10),
3. Written coursework (§ 11),
4. Final individual and group tutorial (§ 12),
5. Assessment of sample work (§ 13)

(2) If alternative examinations are possible, the type of examination and the amount of examined work for the modules or accompanying courses is to be officially told to students by the teacher involved before classes begin at the start of the semester.

(3) The deadline for examined work is the end of the holiday following the semester in which the module ended at the latest.

(4) If a doctor testifies that a candidate cannot take part or all of the planned examination due to an ongoing or permanent physical disability, the examination committee must allow the candidate to carry out different but equivalent examined work.

The commissioner for the disabled is to be involved in the examination committee's decision according to § 88 Section 3 HmbHG.

Suitable evidence of a chronic illness or disability may have to be given.

§ 9 Oral examination

(1) The oral examination lets students prove that they understand the relationship between the examined areas, and where specific issues fit in.

(2) Oral examinations are taken before an examiner with an observer present. They should have at least the qualification to be awarded in the examination or an equivalent one.

(3) Oral examinations can be taken as individual or group examinations. For a single candidate, an oral examination should take 20 to 30 minutes. For a group examination, this is to be lengthened appropriately.

(4) The main points and the grade of the oral examination are to be recorded in a protocol signed by the examiner and the observer. The grading system is to be made known to and explained to the candidate at the time of the oral examination with appropriate guidance.

(5) Oral examinations are normally open to observation, unless the candidate objects. The advisory session on grading is not open to observation.

§ 10 Presentation

(1) A theme is to be worked out consistently for the presentation. The results will be presented during a class and discussed. The subjects of the presentation will be given out as a handout.

(2) Presentations can be done as group work. In this case, individuals' contributions to the presentation, discussion and written paper must be kept separate enough to be individually graded.

§ 11 Written coursework

In written coursework, a complex theme suitable for a written paper is addressed. § 10 Section 2 applies.

§ 12 Final individual and group tutorials

The final individual tutorial takes place every semester. In it, students receive an assessment of their working standard and recommendations for their further studies. The intention is for students to take a regular look at the state of their work. The individual tutorial is arranged by the student's supervisor. An individual tutorial is not an oral examination in the sense of § 9.

In the group tutorial, students present their artistic work to the group. Finally, the presentation is graded by the student's supervisor.

§ 13 Assessment of sample work

In the laboratories and workshops, artistic plans based on an original idea, plan or specification are carried out using various media and materials, proving that students can use their knowledge and skills to independently carry out and further develop their artistic plans. Workshop directors grade the execution and products of artistic plans.

§ 14 Examination dates and registration deadlines

(1) Examinations usually take place in the semester allotted in the study plan. Proof is awarded during re-registration for the next semester, when the study book is submitted. For the Master thesis, Section 2 applies. If the candidate him/herself is responsible for missing examination deadlines or not sitting an examination, the examination is considered not passed. Reasons for missing the examination which the candidate is not solely responsible for are to be reported immediately to the examination committee and verified. If the examination committee accepts these reasons, then it must arrange a new examination with the examiners. The candidate is to be informed of this in writing. The same applies to a Master thesis or presentation of artistic project with colloquium not begun within the allotted time. Legal maternity leave and parental leave are to be taken into account as reasons.

(2) The candidate must register for the Master thesis and Master presentation at the central examination office. Registration must take place four weeks before the examination period begins at the latest (the exclusion period).

(3) Independent of Section 1 Paragraph 3, the examination committee can permit exceptions when judging delayed studies if the candidate submits a plan for completing their studies using student advice services and approved by the examination commission within four weeks.

(4) The candidate is to be informed in due time when studies will officially end according to § 42 Section 2, 3 HmbHG taking into consideration all possibilities of missed deadlines and retakes.

§ 15 Retaking examinations

(1) All examinations accompanying study can be re-taken twice. Retakes are performed during the next possible examination sitting. For the Master thesis and presentation of artistic project with colloquium, Section 2 applies. Re-taking examined work which has been passed is not permitted. Failed attempts at other

universities are included. If there are several module examinations involved, only the failed examination work is re-taken. § 14 Section 1 Paragraphs 3 to 5 apply.

(2) In case of inadequate work, the Master thesis as well as the colloquium following the presentation of artistic project can be repeated once, or in exceptional cases and with reasons given, twice, with a new theme (this only applies to the Master thesis). The chairman of the examination committee decides to permit a second repetition of the Master thesis based on an assessment statement made by the professor supervising the candidate. A theme for the work must be requested from the examination committee. Changing the theme for the Master thesis is only permitted if the examinee has made no use of it in completing his/her first Master thesis. § 14 Section 1 Paragraphs 3 to 5 apply.

(3) If the Master thesis and/or the presentation of artistic work with colloquium are not passed, the examination committee ensures immediately that the candidate receives extensive advice. This should include definite guidance on the extent and possible ways of gaining the lacking knowledge and skills as well as the time for renewed registration for examinations. A proof of having attended this advice session will be provided, which is to be produced during renewed registration for exams.

§ 16 Signing up and admission for Master thesis und Master presentation of artistic project with colloquium

(1) To register for the Master thesis and Master presentation with colloquium, the following documents must be submitted to the central examination office:

a. the study book, in which successful participation in modules and accompanying courses is documented according to the study regulations,

b. the theme of the Master thesis as well as the name of the supervisor and the name of the second assessor according to § 18 Section 2,

c. the department in which the Master project presentation and the colloquium is taking place (according to § 19)

d. a declaration of whether a previous Master thesis in the same or a related master program was failed on a single occasion or ultimately, and that the student is not expecting an examination procedure at another university

e. an objection to or acceptance of observers in the colloquium and Master resentation of artistic project.

(2) Anyone signed up for the Master study programme “Fine Arts” at the Hochschule für bildende Künste Hamburg who has completed a course of study according to

study regulations and has gained at least 60 credits in the Master study programme according to the study plan can take the Master thesis and Master presentation with colloquium.

(3) The examination committee decides on admission for the Master thesis and Master presentation. They are to refuse if:

1. the conditions in Section 2 are not met, or
2. the documents have been incompletely filled out (Section 1).

(4) Applications for the Master thesis and Master presentation of artistic project with colloquium should be submitted to the chairperson of the examination committee via the central examination office, using the forms provided. Applying to be admitted for the Master thesis and Master presentation of artistic project with colloquium is compulsory.

§ 17 Master thesis

(1) The Master thesis examination allows candidates to show they can handle a problem relating to their study area within the allotted time under the guidance of a supervisor and present the results capably.

(2) The theme of the Master thesis is agreed on, in writing, between the student and the examiners who issue and supervise the paper. The Master thesis can be issued and supervised by any professor in the study programme. The student should be allowed to suggest themes for the Master thesis. The time of issuing and the theme are to be recorded in the central examination office.

(3) The candidate can request examiners for the Master thesis. Their request is to be followed if possible and reasonable.

(4) The time allowed for completing the Master thesis is three months. The theme, assignment and extent of the Master thesis are to be checked by the supervisor to make sure that the thesis can be completed in time. The theme can only be changed once and only during the first two weeks of the completion period. The completion period can be extended by two weeks at the most via a substantiated application to the examination committee, assessed on a case-by-case basis. A written application for an extension is to be addressed to the chairperson of the examination committee and submitted to the central examination office.

(5) The Master thesis can also be undertaken as a piece of group work, if the individual contributions which are to be assessed as examination work can be clearly separated and graded using objective criteria which allow clear separation and the requirements of Section 1 are met.

§ 18 Submission and grading of Master thesis

(1) Three copies of the Master thesis as well as on an electronic storage medium must be handed in punctually to the central examination office. If the deadline falls on a Saturday, Sunday or official holiday, it is changed to the next working day. The time of handing in is to be recorded. On handing in the thesis, the candidate must declare in writing that he/she has completed the paper independently – or, in the case of a piece of group work, the part of the work marked as his/hers - and has named all sources and aids.

(2) In addition to the supervisor, the examination committee appoints a further person qualified to be an examiner as an assessor, who may be requested by the candidate. The examination committee is not bound to agree to the request. In appointing the second assessor, it should be remembered that one assessor must be a professor in the department Theory and History.

(3) The Master thesis should be graded by both examiners directly after its handing in – eight weeks on at the latest. The significant considerations involved in grading the thesis are documented in a report.

(4) The mark is the arithmetical mean of both grades. In grading, the following marks are used:

1.0	very good
2.0	good
3.0	satisfactory
4.0	adequate
5.0	not adequate

Complex grading of the examination work may raise or lower marks by fractions of a mark by as much as 0.3. The marks 0.7, 4.7, and 5.3 are not permitted.

(5) If there is a difference of more than a single mark the examination committee appoints a third examiner who decides the mark based on the suggestions of the first and second assessors.

(6) A paper handed in after the deadline is to be graded “not adequate” (5.0).

§ 19 Master presentation of artistic project with colloquium

(1) The Master presentation of artistic project from the 1. and 3. semesters allow students to prove they can formulate artistic problems distinctively and turn them into carefully thought-out, impressive results, as well as master artistic techniques and processes.

(2) The candidate must present their artistic project to a university audience in a Master presentation. The Master presentation takes place in the final two weeks before the end of lectures for the summer semester. If the candidate cannot give the Master presentation in the summer semester, he/she must make an extension application to the examination committee, giving reasons. If the examination committee accepts the reasons given for postponing the Master presentation, the Master presentation and colloquium can be done in the winter semester according to Section 6.

The Master presentation can be supervised by any professor in the study programme.

(3) An examination commission grades the Master project. The examination commission consists of at least three professors from the study programme, with at least one professor representing a different department to the other members of the commission. § 6 Section 2 applies as appropriate. Every member will have a deputy. The members of the examination commission choose a chairman from among themselves. The examination commission can make decisions if at least three members are present.

(4) The examination commission grades the Master project in a closed meeting after the Master presentation. § 18 Section 4 applies.

(5) A colloquium takes place in combination with the Master presentation. The subject of the colloquium is the candidate's thoughts on his/her artistic project. The colloquium is graded by the examination commission based on Section 3. Decisions on the grading of the colloquium and whether it has been passed are made directly after the discussion in a closed examination commission meeting. If the colloquium has been passed, it is graded based on § 18 Section 4. The colloquium can be declared not passed by a majority vote.

(6) For a single candidate, the duration of a colloquium should be at least 30 minutes. For a group examination, this is to be lengthened appropriately. In principle, a colloquium is open to observation, unless the candidate objects.

(7) The total mark is the arithmetic mean of the Master presentation mark according to Section 4 and the colloquium mark according to Section 5. Only the first figure to the right of the decimal point is taken into account; all the other decimal places are removed without rounding.

(8) The main points and the grades of the Master presentation and colloquium are to be recorded in a protocol signed by the chairman of the examination commission. The candidate will be told the overall result immediately following the colloquium.

§ 20 Make-up of final mark

(1) The final mark is made up of the mark for the Master thesis and the mark for the artistic development plan with colloquium:

30% for the Master thesis
and
70% for artistic project with colloquium.

(2) For students taking the theoretical department, the ratio for the total mark given in Section 1 is the other way round.

(3) In calculating the total mark, only the first figure to the right of the decimal point is taken into account; all the other decimal places are removed without rounding. The following marks are used:

from 1.0 to below 1.5 “very good”
from 1.5 to below 2.5 “good”
from 2.5 to below 3.5 “satisfactory”
from 3.5 to below 4.5 “sufficient”
from 4.5 “fail”.

(4) If the Master examination (§ 4) is not passed or is finally classed as not passed, the central examination office will give the examinee written notification. Instructions on legal help should be included. On request and on showing the appropriate references and proof of having officially ended his/her studies, a written certificate shall be given to the examinee listing the completed examined work and the marks received as well as the lacking examined work required to complete the Master examination, and making it clear that the Master examination has not been passed.

§ 21 Recognition of study time and examined work

(1) Time spent studying and examined work produced in study programmes at other universities will be recognised, if it can be materially proved to be equivalent to the demands of the Master study programme “Fine Arts” in content and amount. To assess this, a general consideration and evaluation is to be made, rather than a schematic comparison.

(2) Study time and examined work undertaken at international partner universities with which agreements exist, for instance in the Socrates/Erasmus programme, will be accepted via the student’s Learning Agreement without an additional examination. Other qualifications gained abroad will be assessed for equivalence and recognised on an individual basis.

(3) Decisions on the recognition of study time and exam qualifications will be made by the examination committee.

§ 22 Absence, leaving of examinations, cheating and breaking of rules

(1) An examination result is to be graded “not adequate” (5.0) if the candidate misses an examination without a good reason, or leaves the examination after it has begun without a good reason. The same applies if an examined piece of written work is not produced within the allotted completion period.

(2) The examination committee must be immediately notified in writing of reasons for leaving or missing the examination, with evidence. If a candidate is ill, submission of a doctor’s letter may be demanded. If the reason is accepted, a new examination date will be arranged. In the case of module examinations consisting of several pieces of examination work the examination work already completed will still be counted as valid.

(3) If the candidate attempts to influence the results of their examination by cheating or by the use of non-permitted materials, the grade will be “not adequate” (5.0) A candidate who disrupts the examination can be excluded from completing the exam by the examiner involved or the person overseeing the exam; in this case, the candidate is to be given a grade of “not adequate” (5.0).

§ 23 Central examination office

(1) Without prejudice to the authority of the examination committee (§ 5) the central examination office of the Hochschule für bildende Künste Hamburg is responsible for organising examination procedures.

(2) The central examination office’s particular tasks are:

- publishing of examination dates and examination registration deadlines
- checking these deadlines against the registration dates given in these examination regulations
- keeping examination files
- issuing and receiving applications for the Master thesis and presentation of artistic project with colloquium
- coordinating the examination dates confirmed by the examination committee and drawing up examination plans for examiners, observers and those overseeing examinations
- checking entrance conditions and granting admission
- informing candidates of admission to examinations, definite examination dates and the names of examiners
- briefing examiners on definite examination dates
- drawing up lists of candidates for each examination date

- checking that examination dates are kept to
- notifying candidates of the theme of the Master thesis and ensuring that the completion period is kept to according to § 17 Section 4
- receiving Master thesis, which is to be passed on to examiners
- informing candidates of examination results
- making and distributing copies of certificates and records of achievement as well as credentials according to §§ 24, 25.

§ 24 Report, Transcript of Record and Diploma Supplement

(1) Within four weeks of successfully completing a Master examination a report in English and German will be made out and signed and dated (with the date on which the last piece of examined work was completed) by the chairman of the examination committee.

(2) The report contains the following data:

- the theme and marks of the Master thesis,
- the theme and marks of the presentation of artistic project with colloquium,
- the final mark.

(3) This report is accompanied by a list with the titles of all completed modules and accompanying courses, with the number of credits gained in each (Transcript of Record).

(4) Along with the report, the candidate will receive a supplementary document (Diploma Supplement) an international measure of the qualification gained.

(5) Report, Transcript of Record and Diploma Supplement are marked with the date on which the final piece of examined work was completed. This is signed by the chairperson of the examination committee.

(6) The candidate can ask for the period of study taken to complete the Master qualification to be included in the report.

§ 25 Master certificate

(1) A certificate in English and German will be issued together with the report, including the date of the report. The awarding of the Master degree (Master of Fine Arts, M.F.A.) will be confirmed in this certificate.

(2) The certificate is signed by the chairperson of the examination committee and the president and is stamped with the university seal.

§ 26 Invalidation of examinations

(1) If a candidate did not know that he/she did not meet conditions for examination admission, and this is realised after the issuing of the certificate, the problem is cancelled by the examination having been passed. If the candidate has knowingly been falsely admitted, the examination committee will decide.

(2) If a candidate cheats during an examination and this is discovered after the issuing of the certificate, the examination committee must declare the examination not passed, partially or in its entirety.

(3) Before a decision is reached, the candidate is to be given an opportunity to speak.

(4) The incorrect certificate is to be returned and, if necessary, a new certificate is to be issued. The Master certificate is also to be returned if an examination is declared “not passed” because of cheating.

§ 27 Viewing examination files

The examination committee will allow the examinee to view his or her written examination work, the relevant reports and examination protocols for up to a year after completion of individual module exams if these have not already been handed over to the examinee and if a written request is made sufficiently in advance.

§ 28 When these regulations come into force

These examination regulations were published after being authorised by the University’s Präsidium. They apply to students who begin their studies in the winter semester 2008/2009 or later.

Attachment (modules, accompanying classes and specimen study plans):

More detailed descriptions of the content and qualification aims of individual modules and accompanying classes are reserved for the module handbook.

Modules

The taught material for all departments is divided into the following core and optional modules:

Departments	**Modules**
Stage Design	Stage Design (core)
Sculpture	Sculpture (core)
Painting/Drawing	Painting/Drawing (core)
Time-related Media	Media (core)
Design	Design (core)
Film	Film (core)
Graphic Art/Typography/Photography	Typography/Graphic Art (optional) Photography (optional)
Theory and History	Theory and History (core)

Accompanying courses

Practical courses:	Group tutorials:
• CAD/3D • Digital typesetting and graphics • Digital editing/film • Printing techniques (etching, lithography, digital and hybrid) • Electronics • Fine metalwork • Photography • Wood • Ceramics (plastic shaping) • Artificial materials • Metal • Mixed Media/internet art • Plastic masses • Prepress workshop; digital publishing • Screen printing/Textiles • Publishing workshop; analogue publishing • Video	• Sculpture • Stage design • Painting and Drawing • Media • Design • Film • Graphics • Typography • Photography

Specimen study plan for student taking mainly artistic departments

Semester	Module area / Modules	credits
1	**Artistic development plan:** 1 core module from main department with presentation of artistic theme at end of the 1. semester	18
	Scientific studies: core module: Theory and History	8
	1 practical course of choice **or** 1 group tutorial of choice	4
2	**Artistic development plan:** 1 core module from main department	18
	Scientific studies: Core module: Theory and History	8
	1 practical course of choice **or** 1 group tutorial of choice	4
3	**Artistic development plan:** 1 core module from main department	18
	Scientific studies: core module: Theory and History	8
	1 practical course of choice **or** 1 group tutorial of choice	4
4	Final module (Master thesis)	30
Total amount of study in credits		**120**

Note: For examined work in theoretical modules, if a student's main departments are artistic this will be taken into account.

Specimen study plan for student taking mainly the department of theory and history

Semester	Modules / Accompanying courses	credits
1	core module: Scientific and artistic development plans	18
	core module: Theory and History	8
	1 practical course of choice **or** 1 group tutorial of choice **or** 1 colloquium	4
2	core module: Scientific and artistic development plans	18
	core module: Theory and History	8
	1 practical course of choice **or** 1 group tutorial of choice **or** 1 colloquium	4
3	core module: Scientific and artistic development plans	18
	core module: Theory and History	8
	1 practical course of choice **or** 1 group tutorial of choice **or** 1 colloquium	4
4	Final module	30
Total amount of study in credits		**120**