

Revised examination regulations for the Fine Arts degree course

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

from 22.04.2021

Working in accordance with § 108 section 1 HmbHG, the President's Office of the HFBK Hamburg moved on 22.04.2021 to approve the revised examination regulations for the Fine Arts Master's degree course culminating in the qualification of "Master of Fine Arts" adopted by the University Senate on 22.04.2021 on the basis of § 85 section 1 *Hamburgischen Hochschulgesetz* (HmbHG) from 18.7.2001 (HmbGVBl. p. 171) last updated on 18.12.2020 (HmbGVBl. p. 704).

Contents:

- § 1 The object of the regulations
- § 2 Admission requirements
- § 3 Aims of the degree course, the scope of studies and degree qualification awarded
- § 4 The structure of the degree course and examinations and the award of ECTS credits
- § 5 Teaching forms
- § 6 Course counselling
- § 7 Credit transfer of periods of study, academic achievement and examinations
- § 8 The examination committee
- § 9 Examiners
- § 10 Disadvantage compensation for students with long-term health conditions
- § 11 Provisions for the situation of students with family responsibilities
- § 12 Types of assessment for module examinations and examinations set for accompanying courses
- § 13 Oral presentation with written assignment
- § 14 Written assignment with a specialist discussion
- § 15 Final exercises
- § 16 Final individual tutorials und final group tutorials
- § 17 Demonstration pieces
- § 18 The final examination
- § 19 Registration for the Master's thesis and Master's presentation of the artistic development project with colloquium (final examination)
- § 20 The Master's thesis
- § 21 The submission and grading of the Master's thesis
- § 22 Master's presentation of the artistic development project with colloquium
- § 23 The constitution of the final grade
- § 24 Degree confirmation, transcript of records and diploma supplement
- § 25 The degree certificate
- § 26 Examination dates and registration deadlines
- § 27 Certificates of academic achievement and repeating examinations
- § 28 Absence or withdrawal
- § 29 Misconduct, breach of regulations
- § 30 Final failure of the final examination
- § 31 The appeals procedure
- § 32 The invalidity of the final examination, remedying failings in the conduct of the examination
- § 33 The right of access to the examination records
- § 34 Commencement/transitional provisions

§ 1 The object of the regulations

These examination regulations set out the general structure of the Fine Arts Master's degree course and the associated examination procedure run by the Hochschule für bildende Künste Hamburg.

§ 2 Admission requirements

The requirements for admission to this degree course are set out in the latest edition of the HFBK regulations pertaining to enrolment, auditing students and students from other institutions.

§ 3 Aims of the degree course, the scope of studies and degree qualification awarded

- (1) Students on the course learn to formulate and process clear and well-delimited artistic and academic questions and present findings in a convincing fashion. The broad curriculum of this Master's degree course ensures close supervision, an open artistic horizon of research and teaching, in-depth, independent and experimental working practices and a differentiated approach. Students on this course will learn to apply artistic and academic techniques, processes and methods confidently and in accordance with their project to complete their projects. Students who chose an artistic focus to their studies will also be able to deploy the academic and art-historical concepts in a way which enables them to locate their work in their artistic and historical context, thereby developing them to their fullest extent. Students who chose an academic focus to their studies will be able to locate theoretical problems at the cutting-edge of current discussions and research processes and make a contribution to their resolution. The close association of artistic and academic studies at the HFBK facilitates interdisciplinary working practices in which the students are enabled to break down conventional approaches and pose new questions.
- (2) The degree course comprises 120 ECTS credits and starts every winter semester.
- (3) The standard period of study is four semesters; this includes time to produce the Master's thesis and the artistic development project with presentation and colloquium.
- (4) Students who pass their all their in-course examinations and the final examination will be awarded the degree qualification "Master of Fine Arts" (M.F.A.).

§ 4 The structure of the degree course and examinations and the award of ECTS credits

- (1) The degree course is divided into the following departments:
 - Sculpture
 - Stage Design
 - Design

- Film
- Graphic Art/Typography/Photography
- Painting/Drawing
- Time-Based Media
- Theory and History

(2) Applicants to the course are required to outline an artistic or academic project. Applications are made to a department. The degree course is structured into three phases:

- Definition and delimitation of the artistic or academic project (first semester).
- Project realization (second and third semester).
- Presentation of the project (fourth semester).

(3) Departments structure their teaching into modules and accompanying courses. This enables students to develop an individual profile within their studies. The teaching provided by the degree course is designed to support the independent artistic or academic questions formulated by the students.

(4) The scope of modules and accompanying courses which students are required to complete are set out in the curriculum. This ensures that they are able to gain the correct number of ECTS credits requisite to completion of their degree (see the curriculum in the appendix to these regulations). Detailed descriptions of the modules and accompanying courses from which students can choose are provided in the Fine Arts Master's degree course module handbook.

(5) Credits are awarded in accordance with the European Credit Transfer System (ECTS). The ECTS system permits the quantitative crediting of the workload resulting from these examination regulations.

(6) ECTS credits are awarded for modules and accompanying courses. The award of ECTS credits requires that in-course examinations in modules and accompanying courses are passed.

(7) The ECTS system awards a certain number of credits (see the curriculum in the appendix) in dependence on the workload. One ECTS credit amounts to a workload of c. 30 clock hours.

§ 5 Teaching forms

(1) Teaching can take a number of forms and can involve lectures, seminars, projects, seminars, exercises, individual tutorials, group tutorials, practical courses, colloquia and excursions.

- Lectures involve a systematic examination of a teaching area, predominantly involving an oral address from a member of the teaching staff.
- Projects involve the completion of defined practical tasks realized in consultation with one or more members of the teaching staff.

- Seminars involve an in-depth treatment of specific issues; they encourage students to develop independent academic and artistic working practices.
- Exercises are characterized by a high level of practical work. "Exercise in front of originals" is a classical form of art history seminar conducted in front of a painting, sculpture, object, building etc.
- Individual tutorials accompany project work; students and teachers engage in a results-oriented discourse encompassing specialist and interdisciplinary knowledge, practical skills and theoretical knowledge.
- Working in group tutorials, students present their artistic work for discussion by the group and in so doing, develop presentation and debating skills.
- The teaching of practical courses support students in the artistic and practical realization of their projects.
- Colloquia are fora of free discussion focussing on artistic and academic issues.
- Excursions are organized to extend the knowledge and experience of students through interaction with works of fine art in both Germany and international destinations. They serve to expand the horizons of their participants and provide inspiration for personal projects.

(2) Teaching can be performed in German or English and should be performed in-person. Certain exceptional cases can permit the use of digital teaching forms of teaching. This requires the assent of the President's Office.

§ 6 Course counselling

- (1) Students commencing their studies are required to participate in a consultation session about their proposed course of studies; this is usually conducted by a member of staff who teaches on the degree course.
- (2) Students who have exceeded the standard period of study established by § 3 section 3 are required to participate in student consultation session with a member of staff teaching on the degree course if they have not registered for the final examination within two semesters after the elapse of the standard period of study.
- (3) Students who fail to attend this compulsory consultation session will be disenrolled in accordance with § 42 section 2 number 7 HmbHG.

§ 7 Credit transfer of periods of study, academic achievement and examinations

- (1) Students can make an application for the credit transfer of credits for periods of study, academic achievement and examinations awarded by a university or equivalent institution of higher education; in state-accredited distance-learning courses; from other institutions of education; and state or state-accredited universities of cooperative education or universities of applied science. Credit

transfer will be granted as long as there are no significant differences between the knowledge and skills for which the credits were issued and those to be acquired at the HFBK. Credit transfer decisions are to be guided not by a schematic comparison, but an overall consideration and evaluation. Credit can be transferred subject to conditions and requirements.

- (2) Applications for the credit transfer of periods of study, academic achievement and examinations completed at institutions located outside the Federal Republic of Germany are to be decided on the basis of the equivalence agreements approved by the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany (*Kultusministerkonferenz*) and the German Rectors' Conference (*Hochschulrektorenkonferenz*) as well as cooperation agreements between the Hochschule für bildende Künste and other institutions established within the scope of partnership and exchange agreements.
- (3) Knowledge and skills acquired in other non-academic contexts which are equal to those requisite to passing the degree course can also be subject to credit transfer, but only up to one half of the assignments and examinations set within the course.
- (4) If examinations are subject to credit transfer, the grades awarded within their scope are to be transferred as far as the grading system used within them is comparable to that employed at the HFBK. In this case, they are to be included in the calculation of the final grade. Examinations graded in accordance with systems which are not comparable to those used at the HFBK will be recorded as "passed".
- (5) Decisions pertaining to credit transfer in accordance with sections 1-4 are to be taken by the examination committee acting on advice from the relevant department. Students are to submit applications for credit transfer together with all necessary documents to the Office of Student Affairs and Examinations.

§ 8 The examination committee

- (1) The University Senate appoints an examination committee to organize the examinations for this degree course and ensure compliance with the specifications of these regulations. The examination committee consists of:
 - a) Three members of the professorial staff
 - b) A member of the academic personnel
 - c) A student member
- (2) The term of office of a member of the examination committee lasts for two year; the student member is appointed for one year. A member of the examination committee can be reappointed following the end of their term. If a member of the examination committee leaves before the end of their term, a replacement will be appointed for the remainder of the term of office. A chairperson and a deputy chairperson is to be elected from the professorial members of the committee.

(3) The tasks of the examination committee:

- a) Checking compliance with the specifications of the examination regulations.
- b) Appointing examiners.
- c) Taking all decisions pertaining to the transfer of credits awarded for periods of study, academic work and examinations.
- d) Determining measures of disadvantage compensation for students with long-term health conditions.
- e) Approving exceptions to the international components of the degree course; for example if a student is required to study for a semester at a university outside Germany with which no exchange agreement has been concluded.

(4) The members of the examination committee and their deputies are committed to maintain confidentiality. Unless they are civil servants, the chairperson is to oblige them to provide an undertaking to maintain confidentiality.

(5) The standing orders of the examination committee can stipulate that it can transfer responsibility for performing certain tasks to the committee chairperson. The examination committee is to be informed of the decisions taken in this manner at its next meeting.

(6) The examination committee is quorate given the presence of a minimum of three of its members; this number must include the chairperson or their deputy and one of the professorial members. In the case of a tie, the chairperson has the casting vote. The decisions of the examination committee are to be recorded. The examination committee meets in private.

(7) Negative decisions to the disadvantage of the student are to be communicated to the student immediately; the grounds for the decision are to be specified and information is to be given pertaining to the legal foundation of the decision. The written notification is to include instructions regarding the appeals procedure.

(8) The publication of all ordinances, dates and other decisions which the examination committee is to reach in accordance with these regulations, and in particular the announcement of registration deadlines, examination dates and examination results are to be made in a suitable form, with legally binding effect and in accordance with all the data privacy regulations.

(9) The examination committee or its chairperson can task the Office of Student Affairs and Examinations with preparing and implementing its decisions and the organization of examinations.

(10) The function of the Ombudsperson remains unaffected in accordance with § 66 section 3 HmbHG.

§ 9 Examiners

(1) In-course examinations are to be examined by the member of staff responsible for teaching on the degree course.

- (2) The examiners for the examination in accordance with § 18 are appointed by the examination committee, working in accordance with the specifications of § 64 HmbHG.
- (3) All members of the HFBK professorial staff who teach on the degree course can be appointed as examiners.
- (4) In certain exceptional cases, the members of staff of a different academic university of art or other experts can be appointed as examiners for the final examination in accordance with § 18. They must hold a qualification at the level of that which is to be examined (or a different qualification of a similar level); § 64 section 3 HmbHG applies accordingly.
- (5) The topics of the examination are to be determined by the examiners. Students can propose topics for the final examination.
- (6) Examiners are not subject to instructions when grading examinations and are required to maintain confidentiality. § 8 section 5 applies accordingly.

§ 10 Disadvantage compensation for students with long-term health conditions

- (1) Should a student be able to provide convincing proof that a long-term health condition prevents them from completing academic work or examinations either in part or in full under the prescribed conditions or within the completion periods stated in these regulations, the examination committee is able to grant a written application for appropriate measures of disadvantage compensation. Such measures include the alteration of the conditions under which examinations are taken, the extension of deadlines by which examinations are to be completed and the substitution of tasks with different but equivalent forms of examination.
- (2) In accordance with § 88 section 3 HmbHG, the examination committee is to consult with the disability officer when taking decisions in accordance with section 1.
- (3) The student must outline their reasons for requiring disadvantage compensation, and they may be required to submit suitable proofs.

§ 11 Provisions for the situation of students with family responsibilities

- (1) The HFBK makes provisions to enable students with family responsibilities to complete their studies.
- (2) Candidates for examinations can submit an application (together with the requisite proofs) so that maternity leave specified by the German maternity leave legislation (*Mutterschutzgesetz*) is taken into account in the calculation of examination deadlines. In considering the individual circumstances of the candidate, the examination committee can determine that they complete the examination in an alternative form. Maternity leave takes priority over all

deadlines established by these examination regulations; the duration of maternity leave will not be incorporated in the calculation of the periods for the deadlines.

- (3) Periods of parental leave as established by the valid edition of the *Gesetz über Elterngeld und Elternzeit* (BEEG) will also be taken into account upon application. The candidate must communicate to the examination committee in writing (and submit the requisite proofs) the period(s) during which they wish to take parental leave. The candidate is required to do so four weeks before the date from which they wish to commence parental leave at the latest. The examination committee checks whether the legal requirements (BEEG) which would require an employer to grant parental leave are fulfilled in this case and determines the dates and deadlines for the examinations, taking into account the circumstances of the individual case. This usually means the next possible examination dates and deadline. The submission deadline for the Master's thesis can be extended to a maximum of the double period of the intended completion time. The submission deadline for the Master's presentation of the artistic development project with colloquium can be extended to a maximum of six months from the date on which it was registered. Otherwise, the validity of the topic of the Master's thesis and the Master's presentation of the artistic development project with colloquium will expire and the candidate will be issued with a new topic after the end of parental leave.
- (4) The examination committee will consider applications for leave from studies on further grounds such as family responsibilities such as care responsibilities. The student is required to provide the appropriate proofs. Section 3 sentences 4 - 6 apply accordingly.

§ 12 Types of assessment for module examinations and examinations set for accompanying courses

- (1) Examination forms:
- a) Oral presentation with written assignment (§ 13)
 - b) Written assignment with specialist discussion (§14)
 - c) Final exercises (§ 15)
 - d) Final individual tutorials and final group tutorials (§ 16)
 - e) Demonstration pieces (§ 17)
- (2) If alternative examination forms are permitted, the teacher of the class is to announce the type of examination set for the modules or accompanying courses and the scope of the work to be performed within it before the start of the class in a binding fashion. Repeat examinations will be conducted in the same form as the original attempt.
- (3) The form assumed by the examinations for the individual modules and accompanying courses are described in the respective modules or the accompanying courses. Module examinations and examinations for accompanying courses are to be taken in-course. Examinations for classes to be taught as a block can be held directly after the completion of the class. Every class is

completed with an examination consisting of one or more examination forms in accordance with section 1.

- (4) The teacher of every class will outline the forms assumed by the examinations at the start of the class. In certain exceptional cases requiring the permission of the President's Office, examinations can also be conducted supported by electronic media and electronic documentation.

§ 13 Oral presentation with written assignment

- (1) In a presentation, students are required to demonstrate that they have attained an overview of a topic; they present their understanding through the medium of an oral address to the class; a subsequent discussion gives them the opportunity to defend their theses. Students are then required to summarize the contents of their presentation and the discussion in a written assignment.
- (2) Presentations can be performed alone or as part of group work. If students choose to present as part of a group, it must be possible to delimit the individual contribution (address, discussion and written assignment) of each candidate and subject it to individual assessment.

§ 14 Written assignment with specialist discussion

- (1) Written assignments are designed to bring students to engage intensively with a complex issue and present their findings in text form.
- (2) This is followed by a specialist discussion of the issues covered in the written assignment. § 13 section 2 applies accordingly.

§ 15 Final exercises

Exercises require the regular attendance and active participation of students who registered for them. Their workload can stipulate a written assignment or the presentation of individual tasks.

§ 16 Final individual tutorials und final group tutorials

- (1) The final individual tutorial gives students an appraisal of their performance and makes recommendations for the course of their further studies. Regular attendance of individual tutorials in a semester and passing of the final individual tutorial will lead to the award of credit for a final individual tutorial. This brings students to engage critically with their work on a regular basis. The final individual tutorial is conducted as an individual discussion with the student's personal supervisor.
- (2) Group tutorials require regular attendance and active participation. Students are required to present their artistic work to a group of students.

§ 17 Demonstration pieces

Issued with an idea, a plan or specification, students work with a range of media and materials in the HFBK laboratories or workshops to realize an artistic development project. Students are to demonstrate that they have acquired knowledge of and skills with various media and materials. These projects are to be evaluated by the relevant workshop director.

§ 18 The final examination

(1) The final examination consists of two parts:

- a. Master's thesis in accordance with § 20
- b. Master's presentation of the artistic development project with colloquium in accordance with § 22

(2) The final examination requires candidates to demonstrate that they have developed and refined their own artistic and/or academic position to an extent that that can work independently in the art and culture sector.

(3) The curriculum is structured to enable students to sit the final examination immediately upon the end of the teaching period of their fourth semester.

§ 19 Registration for the Master's thesis and Master's presentation of the artistic development project with colloquium (final examination)

(1) Students are required to submit the following documents to the Office of Student Affairs and Examinations when registering for the Master's thesis and Master's presentation of the artistic development project with colloquium:

- a) Their Study Book substantiating that they have completed and passed the necessary modules and accompanying courses.
- b) A proposal for the topic of the Master's thesis and the first and second examiners, confirmed by the signatures of the examiners proposed, in accordance with § 9. At least one examiner must be drawn from the group of professorial staff teaching in the department of Theory and History. The examination committee is to approve the student's request of examiners wherever possible and justifiable. Students can request that the examination committee suggest a first and second examiner.
- c) A statement of the department in which the Master's presentation of the artistic development project with colloquium in accordance with § 22 is to be performed.
- d) A declaration as to whether the student has already submitted a Master's thesis and Master's presentation of the artistic development project with colloquium in the same or a similar degree course and it was failed once or finally; and that they are not currently involved in an examination procedure at another university.

- e) A declaration as to whether they do not consent to the admission of an audience to the Master's presentation of the artistic development project with colloquium.
- (2) Students can register for the Master's thesis and Master's presentation with colloquium if they are enrolled in the Fine Arts Master's degree course at the Hochschule für bildende Künste Hamburg and have been awarded a minimum of 60 credits in accordance with the curriculum
- Students with an artistic focus must also demonstrate upon registration, that they have gained the following credits:
 - 36 credits from compulsory modules from "Artistic development project"
 - 16 credits from the compulsory module "Theory and History" from "Scientific studies"
 - 8 credits for accompanying courses
 - Students with a theoretical focus must also demonstrate upon registration, that they have gained the following credits:
 - 36 credits in the compulsory module "Academic Artistic Development Project"
 - 16 credits in the compulsory module "Theory and History"
 - 8 credits for accompanying courses
- (3) All decisions pertaining to registration for the Master's thesis and the Master's presentation with colloquium are to be taken by the Office of Student Affairs and Examinations. Students will not be registered if:
- a) The requirements outlined in section 2 have not been fulfilled.
 - b) The documents outlined in section 1 are incomplete.
- (4) Registrations to the Master's thesis and Master's presentation with colloquium are to be submitted using the forms intended for the purpose. They are to be submitted to the Office of Student Affairs and Examinations.
- (5) The application for registration can only be withdrawn once up to the point at which written confirmation of registration is issued without being counted as a possible examination attempt. Should a candidate withdraw from their registration after written notification of registration has been issued, they must substantiate a valid reason explaining why they are unable to complete the examination. The examination committee will decide whether this is to be counted as an examination attempt. If this is not counted as an examination attempt, the examination is to be completed at the next possible time.

§ 20 The Master's thesis

- (1) The Master's thesis seeks to examine a candidate's ability to process a problem drawn from the department in which they study within a defined time constraint.

Working under the supervision of a professor they are to develop and present their findings in an appropriate fashion.

- (2) The Master's thesis can be submitted in the form of group work, if it is possible to delimit the individual contributions of the group members using specified objective criteria and subject them to individual assessment. The individual contribution to the group work must also fulfil the requirements of section 1.
- (3) The topic of the final examination is to be determined by the first examiner. A record is to be made of the start of the completion time, the topic and the first and second examiners. The student can submit an application to the first examiner to rescind the topic of the Master's thesis. If the examiner decides that there are specialist reasons as to why the thesis cannot be completed, the application can be granted. Only one such application can be made and must be submitted within two weeks after commencement of the thesis. The first examiner is to issue the new topic immediately, within two weeks at the latest.
- (4) The Master's thesis is usually to be written in German or English.
- (5) The Master's thesis is to be completed within three months from the point of its registration. The candidate can make an application to the chairperson of the examination committee for an extension to the completion time. The application can be granted if the grounds submitted are beyond the control of the candidate and have been submitted immediately, i.e. without culpable hesitation. The candidate is to submit a comprehensive written statement of grounds for the extension and provide the relevant proofs, e.g. a medical certificate following illness. The extension granted may not exceed two weeks. The examination committee can grant a longer extension in individual cases of exceptional hardship.
- (6) A Master's thesis written by a student with an artistic focus should amount to 20 DIN A4 pages (font size 12, one and a half spacing). A Master's thesis written by a student with a theoretical focus should usually not amount to less than 50 pages (font size 12, one and a half spacing).

§ 21 The submission and grading of the Master's thesis

- (1) Students are to submit three paper copies and a digital copy of the Master's thesis to the Office of Student Affairs and Examinations at the Hochschule für bildende Künste Hamburg, unless the notification of registration specifies a different number and form. The time of submission is to be recorded. The candidate is to attest that they have worked independently in the preparation and composition of the thesis (in the case of group work, the section of the thesis marked as their contribution) and have not used any sources of aids other than those stipulated.
- (2) The Master's thesis is to be subject to an independent assessment and grading by the first and second examiners. The examiners are to submit a written report

outlining their assessment and grade to the Office of Student Affairs and Examinations within four weeks after submission of the Master's thesis.

(3) The grade awarded to the Master's thesis is calculated in accordance with the arithmetic mean of the two grades awarded. The following grades are to be used:

- 1.0 Excellent
- 2.0 Good
- 3.0 Satisfactory
- 4.0 Pass
- 5.0 Fail

Each full number can be raised or lowered by increments of 0.3. The grades 0.7, 4.7 and 5.3 are not permissible.

(4) If one of the examiners grades the Master's thesis as "fail" (5.0) the chairperson of the examination committee is to appoint a third examiner. If the third examiner grades the thesis with a minimum of "pass" (4.3) the grade awarded to the Master's thesis will be the arithmetic mean of the three assessments, taking in account section 3, but at least with "pass" (4.3). If the third examiner awards a grade of "fail" (5.0), the Master's thesis will be graded as "fail" (5.0); § 30 section 3 applies accordingly.

(5) If the arithmetic mean of the grades awarded by the two examiners amounts to 4.5 or worse, the Master's thesis will be classed as having been failed; § 30 section 3 applies accordingly.

(6) A Master's thesis which was submitted after the deadline will be awarded the grade "fail".

§ 22 Master's presentation of the artistic development project with colloquium

(1) Candidates are required to present an artistic development project completed during the Master's degree course within the scope of a public university colloquium. In the Master's presentation of the artistic development project, students are required to demonstrate the ability to formulate artistic problems in a differentiated manner and condense them into precisely-structured, convincing findings; they are also required to demonstrate confidence in the deployment of artistic techniques and procedures.

In certain exceptional cases requiring the permission of the President's Office, a Master's presentation can also be produced using electronic media and electronic documentation techniques.

(2) The artistic development project presented in the Master's presentation will be assessed by a panel of examiners. The panel must consist of a minimum of three professors teaching on the degree course and one of these professors must be drawn from a different department than the others. The members of the examination panel elect a chairperson from amongst its membership. The examination panel requires the presence of a minimum of three members to be quorate.

- (3) The colloquium will focus on the ability of the candidate to reflect on their artistic development project. The decision about the grade to be awarded to the candidate for the colloquium and the artistic development project will be taken within a discussion held immediately after the colloquium. These deliberations are to be held in private. § 21 section 3 applies accordingly to the grading of both parts of the examination.
- (4) The colloquium should last for a minimum of 30 minutes for a single candidate. The duration of group examinations will be extended according to the number of candidates in the group. The colloquium is open to all members of the university, unless the candidate objects.
- (5) A record will be kept of the key points of the discussion, the grading of the artistic development project and the colloquium; this is to be signed by the chairperson of the panel of examiners.

§ 23 The constitution of the final grade

- (1) The final grade awarded to for the degree course is made up of the grade for the Master's thesis artistic development project with colloquium. The final grade awarded to for the degree course is made up of the grade for the Master's thesis and the grade for the artistic development project with colloquium with the following weighting:

30% for the Master's thesis
70% for the artistic development project with colloquium.
- (2) The weighting of the final grade in accordance with section 1 will be reversed for students who have chosen a theoretical focus for their degree course.
- (3) In calculating the final grade, only the first decimal after the decimal point shall be considered; all other decimals shall be deleted without rounding. The following grades are to be used:
 - 1.0 to 1.5 "Excellent"
 - from 1.5 to under 2.5 "Good"
 - from 2.5 to 3.5 "Satisfactory"
 - from 3.5 to 4.5 "Pass"
 - from 4.5 "Fail"

§ 24 The degree confirmation, transcript of records and diploma supplement

- (1) Students are issued with a bilingual (German and English) degree confirmation recording the fact that they have passes the final examination in accordance with § 18. It records the date of the last examination and is signed by the chairperson of the examination committee.
- (2) The degree confirmation contains the following information:

- The topic of the Master's thesis and the grade awarded to it.
- The grade awarded for the artistic development project with colloquium.
- The grade awarded for the degree.

- (3) Graduates will also be issued with a transcript of records, which lists all the modules and accompanying courses (and the credits awarded for them) completed by the student,
- (4) Graduates will be issued with a diploma supplement explaining the position assumed by the degree in the international academic sector.
- (5) The degree confirmation, transcript of records and diploma supplement all carry the date on which the last examination was completed. They are all signed by the chairperson of the examination committee.
- (6) Graduates can apply to have their artist's name (as long as it is recorded on their official ID card) recorded on the degree confirmation together with their personal name.

§ 25 The degree certificate

- (1) A bilingual (German-English) certificate will also be issued carrying the date on which the degree confirmation was issued. This document certifies the award of the Master of Fine Arts (M.F.A.) to the named person.
- (2) If students studied in the departments Design, Graphic Art/Typography/Photography, Film or Theory and History, this fact will also be recorded on the degree certificate.
- (3) In a case of § 24 section 6 the degree certificate will also record the graduate's artist's name.
- (4) The degree certificate will be signed by the President of the HFBK and will carry the university seal.

§ 26 Examination dates and registration deadlines

- (1) Students must have registered for the final examination in accordance with § 18 by the end of the deadline established by the examination committee.
- (2) The candidate is to be informed in good time about the type and number of examinations to be completed, the dates by which they are to have been completed, the times at which the topics of the final thesis and final artistic project will be issued and points at which they are to be submitted. Students are also to be informed in good time of the dates at which each examination can be repeated.

- (3) The candidate is to be informed of the point at which disenrolment will be enforced in accordance with § 42 section 2 no. 3 HmbHG, following the failure to comply with deadlines and repeat attempts.

§ 27 Certificates of academic achievement and repeating examinations

- (1) Certificates of academic achievement will only be awarded if an individual student passes an examination or has made an individually-assessable contribution to a group examination in accordance with §§ 13-17 and 20 und 22. ECTS credits will be awarded for completed examinations. All examinations must be passed for students to pass the degree.
- (2) In-course examinations can be repeated twice. The repeat examination is to be taken at the next possible examination date. Students cannot repeat in-course examinations which they have passed.
- (3) Students whose Master's thesis and the Master's presentation of the artistic development project with colloquium are graded with a fail can repeat them once; twice in well-founded exceptional cases. Decisions pertaining to the second repeat are to be taken by the chairperson of the examination committee on the basis of the opinion of the professor supervising the candidate. Students are to register a new topic for the repeat Master's thesis with the examination committee at once or six weeks after the announcement of the negative result of the first Master's thesis at the latest. Section 2 sentence 2 applies accordingly. Students are not permitted to repeat their Master's thesis and/or presentation of the artistic development project with colloquium for a third time.

§ 28 Absence or withdrawal

- (1) If a candidate fails to attend an examination or keep a submission deadline as defined by these regulations without a valid reason; or if they withdraw from an examination after it has started; or if a candidate fails to commence or complete a written examination within the foreseen completion time, the examination will be graded as "fail" (5.0).
- (2) If the candidate is able to advance a valid reason for this behaviour, they are to substantiate them to the examination committee immediately and in writing. In cases of illness, the candidate is to submit a medical certificate. The illness of a child in the sense of § 25 section 5 *Bundesausbildungsförderungsgesetz* demonstrated by the submission of a medical certificate will be classed as equating to the incapacity of the candidate, as far as the candidate is able to demonstrate that they were unable to arrange for alternative care, especially if candidate holds predominant responsibility for the care of the child. If the examination committee accepts the validity of the grounds submitted, a new date for the examination will be set and the candidate will be informed in writing. This will usually be the next possible date, unless the grounds preventing the candidate from sitting the examination persist. In this case, the examinations previously completed will still count towards the degree. Should the examination

committee reject the reasons advanced by the candidate, they will be informed of this decision in writing.

§ 29 Misconduct, breach of regulations

- (1) Should a candidate attempt to influence the outcome of an examination through misconduct or the use of prohibited resources, the examination will be graded as "fail." (5.0). Candidates who disrupts the proceedings of an examination can be excluded from further participation in it. The decision lies within the authority of the examiner or invigilator. In such a case, the examination will be graded as "fail" (5.0).
- (2) If a candidate has engaged in misconduct and this fact comes to be known after completing the examination, the chairperson of the examination committee can amend the grade originally awarded in accordance with section 1 for their examination performance. In such a case, the chairperson of the examination committee will declare the final examination as having been failed in accordance with § 30. Any incorrect degree confirmation issued is to be withdrawn and a new confirmation is to be issued if necessary. If the final examination was declared to have been failed due to misconduct, the candidate is to return their degree confirmation and degree certificate. A decision in accordance with sentence 1 is no longer possible after a period of five years starting on the date on which the degree confirmation was issued.

§ 30 Final failure of the final examination

- (1) If the last possible attempt of a module examination and/or an examination for an accompanying course is graded as "fail", the entire examination in the degree course will be classed as a final failure and the student will not be able to continue their studies in this degree course.
- (2) If the last possible attempt of a Master's thesis and/or the Master's presentation of the artistic development project with colloquium is graded as "fail", the entire final examination will be classed as a final failure and the student will not be able to continue their studies in this degree course.
- (3) If an in-course examination in accordance with section 1 and/or the Master's thesis and/or the Master's presentation of the artistic development project with colloquium are classed as a final failure, the Office of Student Affairs and Examinations will issue to the student a written summary of the examinations taken and stating the grounds for the failure of the final examination. This summary is to include instruction on the appeals procedure.

§ 31 The appeals procedure

Students can lodge an appeal against the examination procedure and decisions reached in it. If a candidate has been provided with instructions regarding the appeals procedure, the appeal must have been lodged with the chairperson of the examination committee

within a month. If the candidate was not issued with instructions regarding the appeals procedure, they must lodge their appeal within a year of the announced result. Appeals are to be submitted in writing. If the examination committee is unable to resolve the appeal or only to a certain extent, it is to send the matter to the HFBK appeals committee.

§ 32 The invalidity of the final examination, remedying failings of the examination

- (1) If a student intentionally obtains registration for an examination and/or the final examination without the right to do so, their performance in the examinations in question can be graded as "fail" (5.0) and the final examination can be graded as "fail". The candidate is to be given the opportunity to state their case; § 28 section 2 sentences 2 and 3 apply accordingly.
- (2) If the prerequisites for registration for the examination were not met without intent on the part of the candidate to engage in any form of deception, and this fact becomes clear only after award of the degree confirmation, this deficit shall be remedied through the passing of the examination.

§ 33 The right of access to the examination records

If students apply to the chairperson of the examination committee within a year of completion of the examination procedure, they will be granted access to view their examination work, the examiner's report and the record of the examination.

§ 34 Commencement/transitional provisions

- (1) The examination regulations take effect on the day after their approval by the President's Office of the Hochschule für bildende Künste. They apply first to students who commence their studies in winter semester 2021/2022. The examination regulations of the Hochschule für bildende Künste from 18 July 2008 (amended on 29 June 2017) lose their validity on this day.
- (2) These examination regulations also apply from winter semester 2021/2022 to students who commenced their studies before these examination regulation came into force. Students who registered for their final examination (Master's thesis and Master's presentation of the artistic development project with colloquium) before winter semester 2021/2022 can take their examinations on the basis of the examination regulations which applied in summer semester 2021.

Hamburg, 22.04.2021
The Hochschule für bildende Künste Hamburg

Appendix:

More detailed descriptions of the contents and qualification aims of the individual modules and accompanying courses are provided in a module handbook.

Modules

The departments teach the following compulsory and elective modules in which the following content is taught:

Departments	Modules
Sculpture	Sculpture (compulsory)
Stage Design	Stage Design (compulsory)
Design	Design (compulsory)
Film	Film (compulsory)
Graphic Art/Typography/Photography	Typography/Graphic Art (elective) Photography (elective) Digital Graphics (elective)
Painting/Drawing	Painting/Drawing (compulsory)
Time-Based Media	Media (compulsory)
Theory and History	Theory and History (compulsory) Scientific and Artistic Development Project (compulsory)

Accompanying courses

<u>Practical courses</u>	<u>Group tutorials</u>
<ul style="list-style-type: none">• Audiolab• CAD/3D• Camera/Light/Sound• Ceramics• Computery• Digital Editing/Film• Digital Typography and Graphics• Digital/Material• Electronics and Media Technology• Film Production• Film Studio• Final Cut• Fine Metalwork• Library• Metal• Mixed Media• Photography (analogue)• Photography (digital)• Photo Studio• Plaster• Plastic• Prepress Workshop Digital• Printing Techniques (Etching, Lithography, Digital, Hybrid)• Silkscreen Printing• Textiles• Typography Publishing Workshop• Video• Wood	<ul style="list-style-type: none">• Design• Digital Graphics• Film• Graphics• Media• Painting/Drawing• Photography• Sculpture• Stage Design• Typography

Curriculum with an artistic focus

Semester	Module area/modules	Credits
1	Artistic development project: 1 compulsory module related to the focus with a presentation of the artistic topic at the end of the first semester	18
	Scientific studies: Compulsory module: Theory and History	8
	1 Practical course (to be selected) or 1 Group tutorial (to be selected)	4
2	Artistic development project: One compulsory module related to the focus	18
	Scientific studies: Compulsory module: Theory and History	8
	1 Practical course (to be selected) or 1 Group tutorial (to be selected)	4
3	Artistic development project: One compulsory module related to the focus	18
	Scientific studies: Compulsory module: Theory and History	8
	1 Practical course (to be selected) or 1 Group tutorial (to be selected)	4
4	Final module (Master's thesis and presentation with colloquium)	30
Scope of the degree course in credits		120

Curriculum with a theoretical focus:

Semester	Modules	Credits
1	Compulsory module: Scientific and Artistic Development Project	18
	Compulsory module: Theory and History	8
	1 Master's colloquium or 1 Group tutorial (to be selected) or 1 Practical course (to be selected)	4
2	Compulsory module: Scientific and Artistic Development Project	18
	Compulsory module: Theory and History	8
	1 Master's colloquium or 1 Group tutorial (to be selected) or 1 Practical course (to be selected)	4
3	Compulsory module: Scientific and Artistic Development Project	18
	Compulsory module: Theory and History	8
	1 Master's colloquium or 1 Group tutorial (to be selected) or 1 Practical course (to be selected)	4
4	Final module (Master's thesis and presentation with colloquium)	30
Scope of the degree course in credits		120