

## **Official Gazette**

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# I. Legal and Administrative Provisions

## Faculties

### Revised version of the Study and Examination Regulations for the post-graduate Master's program in Urban Management at Faculty VI (Planning – Building – Environment) at Technische Universität Berlin

of 6 May 2015

On 6 May 2015, the Faculty Council of Faculty VI (Planning – Building – Environment) of Technische Universität Berlin enacted the following Study and Examination Regulations for the post-graduate Master's program in Urban Management, in accordance with Section 18 (1) no. 1 of the University Charter of Technische Universität Berlin and Section 71 (1) no. 1 of the Act on Higher Education Institutions in the State of Berlin (Berliner Hochschulgesetz – BerHGG), as amended on 26 July 2011 (Berlin Gazette of Laws and Ordinances [GVBl.], page 378.\*)

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### I. General Part

#### Section 1- Scope of Application

These Study and Examination Regulations govern both the objectives and organization of studies, and the requirements and conduct of examinations in the Master's program in Urban Management. They supplement the Regulations Governing General Study and Examination Procedures (AllgStuPO) of Technische Universität Berlin with course-specific regulations.

#### Section 2 – Entry into Force / Expiry

(1) These Regulations shall enter into force on the day after their publication in the Official Gazette of Technische Universität Berlin.

\*) ratified by the Executive Board of Technische Universität Berlin on 6 August 2015

(2) The Study and Examination Regulations for the post-graduate studies in Urban Management of 12 December 2001 (Official Gazette of TU No. 2/2003, p. 25 ff.) shall expire three semesters after these Regulations have entered into force.

(3) Students who have been enrolled in the Urban Management program at Technische Universität Berlin before these Study and Examination Regulations will have entered into force shall continue their studies according to the previous regulations. Students who will not have completed their studies at the time of expiry in accordance with Subsection 2 shall continue their studies according to the present Regulations.

## II. Objectives and Organization of Studies

### Section 3 – Qualification Objectives, Course Contents and Professional Fields of Activity

The post-graduate Master's program in Urban Management aims at conveying problem- and action-oriented knowledge in order to control and organize highly complex processes of urban and municipal development. This objective shall be achieved by creating a common knowledge platform and linking individual, strategically oriented fields of action that are often isolated in practice. The focus is placed on the development of interdisciplinary strategies or concepts – and thus also on the promotion of students' interfacing and transfer competences. Teaching is based on examples from international practice.

A substantial part of the program is dedicated to development tasks and problems within cities and metropolitan areas in the global context that are characterized by situations of change, adjustment pressure and pent-up demand. In addition to specialist knowledge, particular knowledge about strategic approaches for the subject- and action-related coordination of different areas of responsibility and of a variety of players is required in this context. This also includes techniques of management and communication, as well as those needed for conveying concepts, plans, decisions and results to, and between, different players.

Numerous disciplines play a role in Urban Management, though to different degrees. These include, among other subject areas, urban planning, housing and urban development, redevelopment / urban renewal, environmental sciences, planning and operation of technical and social infrastructures, as well as traffic planning and transport management. Organizational, administrative, legal and fiscal aspects are the underlying foundation of these fields of action that have been derived from the disciplines mentioned above.

Students enrolled in this qualification program shall endeavor to become generalists, not specialists. The qualification objectives link:

- research-oriented areas with
- the acquisition of specialized application knowledge and up-to-date procedural knowledge, and
- a comprehensive ability to assume coordinative and executive functions in the conception, implementation and evaluation of urban development processes.

Therefore, this program is oriented towards two basic objectives, namely, the education of young scholars and their practice-oriented, further education. In this regard, the program sees itself as having an obligation to teach students scientific ways of working that are also suited to practical application.

Building on their first professional qualification, graduates shall be able to develop ideas in the field of urban management. Particularly through projects and their final theses, students shall acquire the competence to apply their knowledge and understanding, as well as their problem-solving skills, even in new and unfamiliar situations. The complexity of this task declares itself in the interaction of different perspectives, such as structural-spatial, economic, ecological, and social ones. Both in projects and in the development of theoretical aspects, students shall work in a self-regulated manner, and acquire new knowledge and skills autonomously.

The ongoing, project-related work shall ensure close contact between teachers and students. Moreover, the program's executive team and teachers are available to students as mentors who offer advice on questions regarding the individual structuring of the studies and the organization of the study program, and who provide contacts for professional practice. A further focus lies on the development of social skills, particularly those pertaining to intercultural communication and teamwork.

#### **Section 4 – Course Start, Standard Period of Study and Required Coursework**

- (1) The studies shall begin in the winter semester.
- (2) The standard period of study, including the writing of the Master's thesis, shall be three semesters.
- (3) The required coursework in the Master's program amounts to 90 credits.
- (4) The educational program and the entire examination procedure shall be designed and organized in such a way that the studies may be completed within the standard period of study.

#### **Section 5 – Organization of Studies**

- (1) Students have the right to lay down the progress of their own courses of study individually. However, they are obliged to comply with the provisions of these Study and Examination Regulations. The chronology of modules is recommended according to the sample course schedule in the Appendix of these Regulations. This does not apply to obligations arising from the definition of subject-specific admission requirements for modules.
- (2) A total of 90 credits must be earned during the studies, including 52 credits in modules, 10 credits in the context of an internship and 28 credits in the Master's thesis.
- (3) All modules are compulsory (required modules).
- (4) An internship of at least seven weeks duration (around 280 working hours) shall be part of the studies. It is recommended that this internship be completed during the semester break. Under the guidance of local specialists, students shall deepen their extensive practical knowledge and skills. In doing so, students may choose any field from the entire range of subject areas related to the program. The internship's overall duration (a minimum of seven weeks) may be completed either in one stretch or in the form of two separate internships

(with the minimum duration of a partial internship being two weeks). Students must prepare an internship report for each internship. These reports shall help students to reflect on their own work and to evaluate the joint work. Further details shall be regulated by the Internship Guidelines.

### **III. Requirements and Conduct of Examinations**

#### **Section 6 – Purpose of the Master's Examination**

The Master's examination serves the purpose of assessing whether a candidate has reached the qualification objectives according to Section 3 of these Regulations.

#### **Section 7 – Master's Degree**

On the successful passing of the Master's examination, Technische Universität Berlin will award the academic degree 'Master of Science' (M.Sc.) through Faculty VI (Planning – Building – Environment).

#### **Section 8 – Scope of the Master's Examination, Determination of the Overall Grade**

- (1) The Master's examination consists of the module examinations as specified in the List of Modules (Appendix 1) and the Master's thesis according to Section 9.
- (2) According to the principles stipulated in Section 47 (6) of the Regulations Governing General Study and Examination Procedures (AllgStuPO), the overall grade is determined from those module examinations from the List of Modules marked as graded and for inclusion in the overall grade.

#### **Section 9 – Master's Thesis**

- (1) As a rule, the Master's thesis shall be produced in the third full study semester. It amounts to 28 credits and is to be produced within 25 weeks. If an important reason exists, the chairperson of the examination board may extend the deadline by up to one month or, in case of illness, up to three months. The examination board shall decide on further exceptions.
- (2) Evidence of the successful completion of Modules 1 to 6 must be presented to the program coordinator in order to apply for admission to the Master's thesis.
- (3) In consultation with, and assisted by, the program coordinator, students shall choose the topic of their Master's thesis and the respective evaluators by the end of the second full study semester. The topic of the Master's thesis may be rejected on one occasion, however, only within the first four weeks of being issued.
- (4) Persons with experience in professional practice and education may be appointed examiners for final theses. This shall primarily apply to the appointment of second evaluators.
- (5) The procedures of application for admission to a final thesis and the latter's assessment are regulated by the examination board.

#### **Section 10 – Types of Examination and Enrollment for Examinations**

- (1) The types of examination and the procedure of enrollment for module examinations are regulated by the Regulations Governing General Study and Examination Procedures (AllgStuPO), as amended from time to time. Any procedures diverging herefrom, as well as examination appointments, will be announced by the examination board.
- (2) The language of the studies and examinations shall be English.

**IV. Appendices****Appendix 1 – List of Modules**

<b>Master's examination</b>	<b>Credits</b>	<b>Type of examination</b>	<b>Grading</b>	<b>Inclusion in final grade</b>
<b>Modules</b>				
1. Theoretical Foundations of Integrated Urban Management	10	Portfolio	graded	x
2. Urban Management Case Studies	8	Portfolio	graded	x
3. Urban Research Methods and Language Education	6	Portfolio	ungraded	
4. Core Areas of Urban Management	10	Portfolio	graded	x
5. Integrated Urban Management Projects	10	Portfolio	graded	x
6. Project Management and Language Education	6	Portfolio	ungraded	
8.1 Master Colloquium	2	Portfolio	graded	x
<b>Internship</b>				
7. Internship	10	-	ungraded	
<b>Master's Thesis</b>				
8.2 Master's Thesis	28	Final Thesis	graded	x
<b>Σ</b>	<b>90</b>			

## Appendix 2 – Sample Course Schedule

Semester 1	Semester 2	Semester 3	
<b>1. Theoretical Foundations of Integrated Urban Management 10</b> Introduction: Urbanization Trends & Critical Urban Studies (L <sup>1</sup> ) Urban Governance and Planning (IC <sup>2</sup> ) Sustainable Urban Systems (IC <sup>2</sup> )	<b>4. Core Areas of Urban Management 10 credits</b> Land Management and Housing (IC <sup>2</sup> ) Environmental Management (IC <sup>2</sup> ) Management of Infrastructure & Public Services (IC <sup>2</sup> )	<b>8.1 Master Colloquium 2 credits</b> Research Colloquium (CO)	
<b>2. Urban Management Case Studies 8</b> Project Case Studies from Foreign Countries & Germany (IC <sup>2</sup> ) City Profiles on Participants' Home Countries and Regions (SE <sup>3</sup> )	<b>5. Integrated Urban Management Projects 10 credits</b> Integrated Project Practice (PJ)	<b>8.2 Master's Thesis 28 credits</b>	
<b>3. Urban Research Methods and Language Education 6</b> Urban Research Methods and Academic Paper Writing (IC <sup>2</sup> ) Language Education: German (or other language) (T <sup>4</sup> )	<b>6. Project Management and Language Education 6 credits</b> Project Management (IC <sup>2</sup> ) Language Education: German (or other language) (T <sup>4</sup> )		
<b>7. Internship 10 credits</b>			
<b>ECTS total</b>	<b>30 credits</b>	<b>30 credits</b>	<b>30 credits</b>

<sup>1</sup> L = lecture

<sup>2</sup> IC = integrated course

<sup>3</sup> SE = seminar

<sup>4</sup> T = tutorial

**Revised version of the Regulations of Entry and Admission for the post-graduate Master's program in Urban Management at Faculty VI (Planning – Building – Environment) at Technische Universität Berlin  
of 6 May 2015**

On 6 May 2015, the Faculty Council of Faculty VI (Planning – Building – Environment) of Technische Universität Berlin enacted the following Regulations for the post-graduate Master's program in Urban Management, in accordance with Section 18 (1) no. 1 of the University Charter of Technische Universität Berlin, Section 71 (1) no. 1 of the Act on Higher Education Institutions in the State of Berlin (Berliner Hochschulgesetz – BerIHG), last amended on 20 May 2011 by Section 1 of the Act on the Modernization of University Admission and Quality Assurance of Study and Examination (Gesetz zur Modernisierung des Hochschulzugangs und zur Qualitätssicherung von Studium und Prüfung) (Berlin Gazette of Laws and Ordinances [GVBl.], p. 194) and in accordance with Section 8 (3) in conjunction with Section 10a of the Act on the Admission to Higher Education Institutions in the State of Berlin in Courses of Study with Restrictions on Admission (Gesetz über die Zulassung zu den Hochschulen des Landes Berlin in zulassungsbeschränkten Studiengängen – BerLHZG) in the version of 18 June 2005 (GVBl., p. 393), last amended by Section 1 of the Act on the Modernization of University Admission and Quality Assurance of Study and Examination of 20 May 2011 (GVBl., page 194.\*)

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**I. General Part**

**Section 1 – Scope of Application**

In accordance with Section 10 (5) (2) of the Act on Higher Education Institutions in the State of Berlin (BerIHG) in conjunction with the Statutes of Technische Universität Berlin on the Implementation of University-Internal Selection Procedures for Courses with Restricted Admission (AuswahlSa), as amended from time to time, these Regulations of Entry and Admission govern the procedures of entry, admission and selection for the post-graduate Master's program in Urban Management.

**Section 2 - Entry into Force / Expiry**

(1) These Regulations of Entry and Admission shall enter into force on the day after their publication in the Official Gazette of Technische Universität Berlin. They shall apply to all application procedures starting from the winter semester of 2016/2017.

\*) ratified by the Executive Board of Technische Universität Berlin on 6 August 2015 and by the Berlin Senate Department for Education, Youth and Science on 21 August 2015

(2) The Regulations for Admission to the post-graduate program in Urban Management of 12 December 2001 (Official Gazette of TU No. 2/2003 page 24) shall expire upon entry into force of these Regulations of Entry and Admission.

**II. Entry**

**Section 3 – Entry Requirements**

Entry requirements, in addition to the general entry requirements according to Sections 10 to 13 of the BerIHG, are

1. a first university degree that qualifies for a profession;
2. subsequently, as a rule, not less than two years of qualified, vocational experience according to Section 10 (5) (2) of the BerIHG. The responsible selection committee shall decide on any exceptions.

**III. Admission**

**Section 4 – Application for Admission**

The application for admission must be submitted to the program within the period stipulated. The application must contain the following:

1. documents in the original or in officially certified form, as stipulated by the application form. The form of application shall be determined by the program.
2. a certified photocopy of the Transcript of Records for all credits earned at officially recognized institutions of higher education, indicating the credits earned in each module (in the case of non-modularized curricula, in other adequate form, e.g. broken down into course hours per week) and
3. evidence of fulfilling the additional requirements according to Section 3 (1) and (2)
4. a curriculum vitae that includes information about academic and vocational experience
5. a personal statement (about two pages long): the personal statement shall contain the particular reasons for selecting this particular program and location of study, possible goals for the future career, as well as details of the special personal aptitudes that will enable the successful completion of the Master's program in Urban Management.
6. evidence of English skills, at least at level C1 (CEFR). In the case of prospective students who are native speakers of the English language, evidence shall be deemed as having been provided.

**Section 5 - Selection Criteria**

Students shall be selected on account of the following criteria:

1. overall grade of previous studies,
2. specialist aptitude (course or courses of study) of previous studies,
3. specialist vocational experience outside university,
4. quality and content of the personal statement and
5. language qualification based on evidence of English skills.

### Section 6 – Selection Procedure

(1) The number of participants in the selection procedure may be limited by the level of qualification. The selection committee shall decide on a limitation at the beginning of the selection procedure.

(2) For the criterion pursuant to Section 5 (1), as part of the selection procedure, the selection committee shall grant up to 120 points according to the following table:

Grade	Points	Grade	Points
1.0–1.5 (A)	120	2.6–3.5 (C)	60
1.6–2.5 (B)	90	3.6–4.0 (D)	0

(3) For the criterion pursuant to Section 5 (2) the selection committee shall grant up to 150 points according to the following regulation:

Proven specialist aptitude (course of study) in the areas of...	Points
Architecture, Civil Engineering, Development Cooperation, Geography, Law, Landscape Architecture, Economics with focus on Political Economics, Political Science, Sociology, Urban Design, Urban Infrastructure, Urban Planning, Environmental Sciences, Administrative Sciences	150
Economics with focus on Business Administration	100
Interior Design	50
all areas not mentioned here	0

(4) For the criterion pursuant to Section 5 (3) the selection committee shall grant up to 150 points according to the following regulation:

Proven vocational experience, usually of not less than two years, in the areas of...	Points
Architecture, Civil Engineering, Development Cooperation, Geography, Law, Landscape Architecture, Political Science, Sociology, Urban Design, Urban Infrastructure, Urban Economics, Urban Planning, Urban Administration, Environmental Sciences in an urban context	150
Economics with focus on Business Administration	100
Interior Design	50
all areas not mentioned here	0

(5) For the criterion pursuant to Section 5 (4) the selection committee shall grant up to 150 points according to the following regulation:

Quality and content of the personal statement	Points
very good	150
good	120
satisfactory	90
adequate	60
deficient	30
inadequate	0

(6) For the criterion pursuant to Section 5 (5) the selection committee shall grant up to 100 points according to the following regulation:

Evidence of English skills	Points
Language skills better than required	100
Minimum language skills	50

### Section 7 – Decision on Admission

(1) The selection committee shall prepare a reasoned ranking list indicating the points achieved according to the selection criteria.

(2) Selected candidates shall promptly receive a notification stating a deadline by which they must accept in writing the study place and enroll for the program. If they fail to meet the deadline, the study place shall be reassigned in a procedure that chooses the next candidate in the ranking list.

(3) Candidates that have not been admitted shall receive a letter of rejection stating the reasons.