



Hochschule Offenburg
University of Applied Sciences

**Regulations concerning Study and Examinations (RSE) of the
University of Applied Sciences Offenburg**

for the Master Degree Program

Communication and Media Engineering

From July 27th, 2006

Abbreviated English Version

Issued: October 2nd, 2006

**Translation in Excerpt for the Purpose of Information
(The German version only is legally binding*)**

*German version: www.fh-offenburg.de > Studium > Studien- und Prüfungsordnungen > Master-Studiengänge

Table of Contents

Part A: General Part	3
I. General	3
§ 3 Regular periods of study and structure of study	3
§ 5 Modular Structure of Studies	3
§ 6 Loss of Admission to the Degree Program, loss of the right to take Examinations, Deadlines	3
§ 7 General Rules of Admission	4
§ 8 Examination Requirements	4
§ 9 Oral Examinations	4
§ 10 Seminar Papers and other written Assignments	4
§ 11 Evaluation of Examination Results	4
§ 12 Omission, Withdrawal, Deception, Irregularities	5
§ 13 Passing and Failing an Examination	5
§ 14 Repeating an Examination	6
§ 15 Credits for study periods, academic achievements and examinations	6
§ 18 Jurisdiction	6
II. Master Examination	6
§ 19 Purpose and Practice of the Master-Examination	6
§ 20 Type and Extent of Master-Examination	7
§ 21 Issue and Time Limit of the Master Thesis	7
§ 22 Handing over the Thesis and Evaluation	7
§ 23 Supplementary Subjects	8
§ 24 Final Marks and Grade Report	8
§ 25 Title and Master Certificate	8
Part B: Particular Part	9
§ 28 Abbreviations Used	9
§ 35 Communication and Media Engineering (CME)	10
Object of the degree program	10
Courses and modules	10
Syllabus	13
Calculation of the Final Grade	14

Part A: General Part

I. General

§ 3 Regular periods of study and structure of study

- (1) The general period of study amounts to four semesters in the study programs CME and ECM and three semesters in IBC. The regular period of study consists of theoretical study semesters, integrated project orientated study periods as well as examinations including the Master Thesis.
- (2) Student's workload for the complete duration of studies is measured in credits. The basis for this is the European Credit Transfer System (ECTS) consisting of 30 credits per semester.

§ 5 Modular Structure of Studies

- (1) Degree programs are structured in modules. These consist of lectures, exercises, lab works, projects etc.
- (2) Each module carries credit points, also known as credits, reflecting the time span devoted to studies. Usually 30 credits are required during each semester.
- (3) The Master-Examination includes examinations and Master Thesis. Examinations consist of one or several examination requirements. Examination requirements generally accompany studies and relate in content to the curriculum.

§ 6 Loss of Admission to the Degree Program, loss of the right to take Examinations, Deadlines

- (1) Examinations should be completed by the end of the regular study period. They can also be taken prior to this date; an exception is mentioned in §21 (2).
- (2) Participation in oral or written examinations going along with each semester is only possible if the student has registered for the relevant examinations at least two weeks prior to the actual exam date in the examination office.
- (3) Admission to the degree program becomes invalid if after the second semester the minimum of 30 credits has not been reached. The deadline can be extended by the examination board. An application needs to be written in which the student states why he/she can not be hold responsible for missing this deadline
- (4) The right to take examinations and the admission to a degree course are withdrawn if exams for the Master degree are not taken at the latest three semester after the date as specified in section §3 (1), unless the student can show not to be responsible for missing the deadline.

§ 7 General Rules of Admission

- (2) Taking examinations accompanying the semester is only possible if the student is enrolled into the corresponding study course at the time of examinations.

§ 8 Examination Requirements

- (1) Examination Requirements are generally fulfilled during the examination period, i.e. during the non-lecture period of the study semester. Components of an examination (Teilprüfungsleistungen) can be held during the semester; details can be found in the particular part of the RSE.
- (3) During a vacation semester students are not allowed to take part in examinations.

§ 9 Oral Examinations

- (1) Oral examinations are meant to show that students have an understanding of their subject and are able to place specific questions within the overall context of the learning material. Also, oral exams should show that students have a broad general knowledge as related to their field of learning (Grundlagenwissen).
- (2) Oral Examinations are generally taken by at least two examiners (Collegiate Exam), or with only one examiner and a committee member (Beisitzer) either as a group exam or an individual exam.
- (3) Generally the duration of the oral exam is for each person and each subject 20 minutes, the minimum duration being 15 minutes, the maximum duration 25 minutes.

§ 10 Seminar Papers and other written Assignments

- (1) In Seminar Papers and other written assignments students have to show that they are able to discuss topics and solve problems of their subject area within a given time frame and limited resources, while applying the usual methods in that specific field. The Seminar paper is also meant to show that students have a broad general knowledge necessary to that area of learning. A number of subjects may be on offer.

§ 11 Evaluation of Examination Results

- (1) The marks for each examination result are given by the respective examiners. In evaluating the result the following marking system is used.

1 = sehr gut =	an outstanding performance;
2 = gut =	a good performance considerably above average;
3 = befriedigend =	an average, satisfactory performance;
4 = ausreichend =	a performance which in spite of deficiencies is still sufficient ;
5 = nicht ausreichend =	an insufficient performance not meeting demands.

In order to ensure a differentiated evaluation, grades are either increased or decreased by 0,3 to reach middle values; marks of 0,7 or 5,3 are not possible.

- (2) If exam results are evaluated by several examiners, the end result is reached by taking the average of all individual marks. Scaling the overall mark is in accordance with clause (1). If the calculation of the average does not result in the required values, the marks must be rounded off in either direction depending on the value after the comma. If the medium value lies exactly between two marks, it will be rounded off to the better grade.
- (3) If an examination is divided into a number of individual exams, then the mark for different modules is the average of all exams. Marks of individual exams are weighted according to the rules set out in the Particular Part. Scaling of the mark for modules is in accordance with clause (1). If the calculation of the average does not result in the required values, the marks must be rounded off in either direction depending on the value after the comma. If the medium value lies exactly between two marks, it will be rounded off to the better grade.
- (4) The overall mark is made up of the average of the marks in different modules, while modules are weighted according to the rules in the Particular Part. In calculating the average, only the first figure after the comma is taken into account, all other figures are disregarded. The overall mark may show values from 1,0 (best result) to 4,0 (worst result) , whereby **scaling takes place in steps of 0,1**. The overall mark is calculated as follows:

from 1,0 up to and including 1,5	= sehr gut;
from 1,6 up to and including 2,5	= gut;
from 2,6 up to and including 3,5	= befriedigend;
from 3,6 up to and including 4,0	= ausreichend;

§ 12 Omission, Withdrawal, Deception, Irregularities

- (1) A grade of „not sufficient“ (5,0) will be given in case of non attendance at an examination, unless the student can show good reason for not taking an exam. The same applies if the written exam is not completed within the allowed time span.
- (2) In case of omission or withdrawal the examination board must immediately be notified in writing and the reason given must be believable and acceptable. In case of illness a medical certificate must be submitted to the board and in case of doubt a medical certificate from a doctor appointed by the University could be demanded. If the reason given is accepted, a fresh examination date will be set. The exam results that are already available will in this case be taken into account.
- (4) If a student is found to influence his or her examination results by deception or by using resources and devices which are not allowed, the exam result in question will be marked „not sufficient“ (5,0).

§ 13 Passing and Failing an Examination

- (1) An Examination is passed if:
 - the mark for modules is at least „ausreichend“ (4,0) and
 - individual exams of modules are given at least the mark „ausreichend“ (4,0). Exceptions can be dealt with in the Particular Part.
- (2) If a written exam mark of 4,3 would mean exclusion, then the student is given the opportunity to improve the performance in an oral examination. The best result in this case would be 4,0.
- (3) The Master-Examination is passed, if all exams and the Master-Thesis carry a grade of at least 4,0.

§ 14 Repeating an Examination

- (1) All oral and written exams will be offered each semester.
- (2) [Students who have failed an exam have the right to repeat one time](#). Repeating an exam that has been passed is not allowed. Failed exams at other Universities in Germany are taken into account.
- (3) The repetition of the exam takes place within the exam period of the following semester; registration for the exam is obligatory according to §6 (2). If the corresponding lecture is not offered in the following semester the student can apply to be able to repeat the exam in the next exam period. If the deadline for a possible repetition of an exam has passed the right to do the exam expires, unless the student can show that he or she is not responsible for the omission.
- (5) [The board of examiners may allow a student to take a failed examination for the second time, if previous achievements indicate that the degree can be obtained successfully and that the repeat is justified by conditions of hardship](#). Section 3 and 4 apply accordingly.

§ 15 Credits for study periods, academic achievements and examinations

- (2) Study periods, academic achievements and examinations in degree programs can be credited provided there is an essential equivalence in requirements between the other institution and the University of Applied Sciences Offenburg.
- (3) The extent of accreditation depends upon the number of credits, [as a rule no more than 30 credits can be recognized](#). Accreditation must be applied for in writing at the latest 6 months after enrolment at the Hochschule Offenburg, documents required for assessment must be included.
- (6) The board of examiners decides upon the extent of accreditation after admission to studies.

§ 18 Jurisdiction

The board of Examination is responsible for decisions concerning

1. the consequences of offences against examination regulations (§ 12),
2. passing and failing an Examination (§ 13),
3. second repetition of examinations (& 14(5))
4. naming examiners and committee members (§ 17)
5. invalidity of Master examinations

II. Master Examination

§ 19 Purpose and Practice of the Master-Examination

- (1) The Master-Examination is the final examination in the study program and qualifies for the designed profession. The Master-Examination is to show whether students are able to see connections and interrelations in their subject area and whether they can work according to scientific methods.

- (2) The Master-Examination consists of exams and the Master Thesis. The type and extent of examinations is specified in the Particular Part. Individual exams of the Master-Examinations are generally held within the regular period of study following the respective lectures of the degree course.

§ 20 Type and Extent of Master-Examination

- (1) The Particular Part specifies which Master Exams are required in the compulsory and the optional subject areas.
- (2) The subject of examination requirements is the learning material in the respective areas according to the lectures as specified in the Particular Part.

§ 21 Issue and Time Limit of the Master Thesis

- (1) The Master Thesis is part of the examination requirements. The Thesis should show that students are able to work independently and within a time limit on a subject in their area according to scientific methods.
- (2) Issue of the Thesis takes place at the earliest when 85% of the credits have been accumulated, not counting the credits for the Master Thesis, and at the latest at the completion of all other exams.
- (3) The Master Thesis is supervised by a professor or lecturer within the relevant teaching area of the degree program. The Master Thesis can also be issued and supervised by a professional in industry or management with experience in that field of study and having at least a qualification equal to a Master degree. If the Master Thesis is carried out in an institution outside of the University of Applied Sciences Offenburg the approval of the chairman of the examination board must be obtained.
- (4) Issue of the Master Thesis is carried out by the examination board. Date and subject have to be recorded. Students may suggest suitable topics.
- (5) The Master Thesis can also be produced as teamwork, if the individual contribution is clearly recognizable either in section or in pages or any other objective criteria, that can be evaluated according to section (1).
- (6) The time taken to produce the thesis is given in the particular part. The time span can be extended up to 50% of the regular time span. The decision about the extension of the time span is made by the examination board on the basis of a statement by the supervisor. Subject and extent of the thesis have to be set by the supervisor in such a way that the task can be handled in the available time.

§ 22 Handing over the Thesis and Evaluation

- (1) The Master Thesis has to be handed in time to the examination office (2 copies), time and date of delivery must be officially recorded. A written assurance must be attached stating that the thesis has been worked on independently - in the case of teamwork the individual contribution must be clear - and that only the listed aids and sources have been used.
- (2) The Thesis is generally evaluated by two examiners. One of the two examiners shall be the supervising professor, who has given out the topic. The evaluation procedure should not exceed four weeks.

§ 23 Supplementary Subjects

Students can sit for exams in additional modules. These subjects are not compulsory and results do not count in the final mark. However, the module in question as well as the grade obtained is listed in the „Transcript of Marks“ (see. § 24 (3)).

§ 24 Final Marks and Grade Report

- (1) The final mark is calculated according to § 11.
- (3) Students who have passed the Master-Exam will upon application immediately receive the final certificate from the examination board; if at all possible no later than four weeks after exams. The certificate shows the date of the last examination. The certificate contains the graded modules, the topic and the grade of the Master Thesis and the overall grade of the study course; the grades need to be shown in its decimal value. The titles of the modules are listed in the original language of each module.
- (4) Supplementing the Master Certificate a “Transcript of Marks” in English can be issued. This document includes the individual classes with its grades and additional modules/lectures taken.[...]
- (5) As appendix to the Master Certificate a “Diploma Supplement” is provided. It contains additional information regarding the study course and information regarding the significance of the degree within the German higher education system.
- (6) For the final grade the ECTS system can be applied if requested (listed in the Diploma Supplement); successful students will be given the following grades (the cohort should have at least the number 50):

A best 10%, B following 25%, C following 30%, D following 25%, E following 10%

§ 25 Title and Master Certificate

- (1) The Hochschule Offenburg - University of Applied Sciences – after successful completion of the Master Exams, awards:
 1. In the study degree programs Communication and Media Engineering (CME), Energy Conversion and Management (ECM) the title „Master of Science“, abbreviated „M.Sc.“.
 2. In the degree program International Business Consulting (IBC) the title „Master of Business Administration“, abbreviated „MBA“.
- (2) Along with the final report the Master Certificate is handed out showing the date of the final report. The report documents the awarding of the Master title. The Master certificate is signed by the Rector and carries the official seal of the Hochschule Offenburg- University of Applied Sciences.

Part B: Particular Part

§ 28 Abbreviations Used

(1) For different types of lectures the following abbreviations are used:

V	=	Vorlesung (lecture)
Ü	=	Übung (exercise course)
L	=	Labor (laboratory)
S	=	Seminar (seminar)
P	=	Praxis (practical course)
WA	=	Wissenschaftliche Arbeit (scientific research)

(2) Individual exams consist of:

AA	=	Abschlussarbeit (Master Thesis)
BE	=	Bericht (Report)
E	=	Konstruktiver Entwurf (Construction Design)
HA	=	Hausarbeit (homework)
Kxx	=	Klausur, Dauer xx Minuten (written exam, duration xx minutes)
LA	=	Laborarbeit (laboratory work)
M	=	Mündliche Prüfung (oral exam)
ST	=	Studienarbeit (sonst schriftl. Arbeit) (study exercise, otherwise written exercises)
PA	=	Praktische Arbeit (practical work)
RE	=	Referat (seminar paper)

(3) The clearing units are named as: SWS = Semesterwochenstunden (Contact Hours); (contact time of 45 minutes duration in each week during the lecture period)

C = Credits according to ECTS

§ 35 Communication and Media Engineering (CME)

Object of the degree program

- (1) Object of the degree program is a profound academic education between the boundaries of telecommunication and digital media technology. Knowledge in the field of social- and management competency round off the program. The program should enable the graduates to pursue a career both in the academic field and in the field of business.
- (2) The program is tailored towards German and international students with a good knowledge of English. In general the courses will be taught in English.
- (3) The program is organized in semesters and contains the following four successive semesters: CM1, CM2, CM3 and CM4. Courses offered for CM1 and CM3 will be taught in the winter semester, while courses for CM2 and CM4 will be taught in the summer semester.
- (4) The editing time for the Master Thesis is 6 months.
- (5) In total a student needs a minimum of 120 credits for graduation.
- (6) With the successful termination of the degree program the student will be awarded the title "*Master of Science*" in *Communication and Media Engineering*.

Courses and modules

- (7) The degree program CME consists of the modules mentioned in charts 9-12. Each module contains one or more courses. **The individual module can only be terminated successfully, if each course within the module is passed successfully.** Regulations that differ from this rule it will be marked.
- (8) The charts contains the type of the course, the number of teaching hours per week, the mode of exams, the weighting factors (WF) for the module grade and the credit points for each individual module.
- (9) If the total of the weighting factors is within one module higher than 1, it is possible to choose courses within this module.
- (10) Subject Communication- and Information Engineering

Modules			Courses					
M-Nr.	Module	CP	L-Nr.	Course Title	Type	Hours	Exam	WF
CME-01	Computer Science 1	5	E+I400	Object Oriented Software Development	V	2	K60	1
			E+I401	OO Software Development Lab	L	2	LA	
CME-02	Computer Science 2	3	E+I402	Objected Oriented Modelling (UML)	V	2	K90	1

CME-03	Communication	8	E+I403	Digital Signals and Systems	V	2	K60	1/3
			E+I404	Digital Communications	V	2	K60	1/3
			E+I405	Information Theory and Coding	V	2	K60	1/3
CME-04	Telecommunication Networks	8	E+I406	Telecommunication Networks	V	2	K60	1/3
			E+I407	Computer Networks	V	2	K60	1/3
			E+I408	Advanced Channel Coding	V	2	K60	1/3
CME-05	VLSI Circuit Design	6	E+I409	VLSI Circuit Design	V	4	M	1
			E+I410	VLSI Lab	L	1	LA	-
CME-06	Guided Waves	8	E+I411	Guided Wave Theory	V	4	K90	1
			E+I412	Microwave Lab	L	1	LA	-
			E+I413	Guided Wave Simulation Lab	L	1	LA	-
CME-07	Advanced Digit. Signal Proc.	6	E+I414	Advanced Digit. Signal Proc.	V	4	K90	1
			E+I415	DSP Lab Work	L	1	LA	-
CME-08	Digital Image Processing	4	E+I416	Digital Image Proc.	V	2	K90	1/2
			E+I417	DIP Lab	L	1	LA	1/2
CME-09	Mobile Communications	3	E+I418	Mobile Communications	S	2	RE	1
CME-10	Photonics	6	E+I419	Photonics	V	4	K90	1
			E+I420	Photonics Lab Work	L	1	LA	-
CME-11	Client Server Programming	4	RZ401	Client Server Programming	L	4	LA	1
CME-12	Database Online	5	RZ402	Database Online Programming	V	2	K60	1/2
			RZ403	Web Applications	L	2	LA	1/2

(11) Subject Media and Information Technology

Modules			Courses					
M-Nr.	Module	CP	L-Nr.	Course	Type	Hours	Exam	WF
CME-20	Internet and Media Technologies	10	M+I400	Interactive Distributed Appl.	V	4	K90	1/2
			M+I401	Database Systems	V	2	K60	1/4
			M+I402	Media Integration	V	2	K60	1/4
CME-21	Media Design	4	M+I403	Intercultural Media Design	S	2	PA+RE	1
			M+I404	IMD Lab	L	1	LA	-
CME-22	Multimedia Databases	4	M+I405	Multimedia Databases	V	2	K60	1
			M+I406	Multimedia Databases Lab	L	1	LA	-
CME-23	High Performance Networks	5	M+I407	High Performance Communications	V	2	K60	1/2
			M+I408	Next Generation Internet	V	2	K60	1/2
CME-24	Interactive Media	4	M+I409	Interactive Media	V	2	RE+K60	1
			M+I410	Interactive Media Lab	L	2	LA	-

(12) Non-technical subjects:

Modules			Courses					
M-Nr.	Module	CP	L-Nr.	Course	Type	Hours	Exam	WF
CME-40	Language	4 ¹	SZ301	German as a Foreign Language1 ²⁾	S	6	HA, K90	-
			SZ302	German as a Foreign Language2 ³⁾	S	6	HA, K90	1
		4 ⁴	SZ303	Conversation and Presentation in English	S	4	HA	1
CME-41	Management Skills	5	VK401	Strategic Management	V	3	K60	1/2
			VK402	Marketing	V	3	K60	1/2
			VK403	Media Business Opportunities	V	2	HA	1/2
CME-42	Social Skills	4	VK420	Cross Cultural Conflict Management	V	2	K60	1/2
			VK421	Rhetoric	V	2	RE	1/2
			VK422	Intellectual Properties	S	2	K60	1/2

- 1) For DaF 16 credit points (=number of teaching hours/week) will be given in total. For CME only 4 credits will be considered. If desired the total number of credits can be certified.
- 2) level corresponds to G I/2 (Goethe Institut)
- 3) level corresponds to G II/1 (Goethe Institut)
- 4) for German native speakers

(13) Modules that are not related to a specific subject:

Modules			Courses					
M-Nr.	Module	CP	L-Nr.	Course	Type	Hours	Exam	WF
CME-50	Team Project Work	6	VK441	Project Management	V	2	RE+M	1/4
			VK442	Project ¹⁾	WA	-	PA+RE	3/4
CME-51	Internship ²⁾	3...9	VK443	Internship	P	-	PA+HA	-
CME-52	Master Thesis	30	VK444	Thesis	WA	-	AA	1
			VK445	Presentation and Defense	S	-	RE	

- 1) A project topic needs to belong to the field Communications or Media-Engineering. A team must consist of at least 3 members. The methods of project management need to be applied.
- 2) up to a duration of 3 months. Per month 3 credits will be given..

Syllabus

(14) According to the following chart the modules are divided into compulsory, elective1 and elective2 modules. By choosing courses from the electives1 the student can choose one of three possible fields of specialization.

Modul-Nr.	Module-Name	Credits	Module-Groups			Semester			
			Com-pulsory	Electives		1	2	3	4
				1	2				
CME-01	Computer Science 1	5	x			x			
CME-02	Computer Science 2	3	x				x		
CME-03	Communication	8	x			x			
CME-04	Telecommunication Networks	8		x			x		
CME-05	VLSI Circuit Design	6		x			x		
CME-06	Guided Waves	8		x			x		
CME-07	Advanced Digit. Signal Proc.	6		x			x		
CME-08	Digital Image Processing	4			x		x	x	
CME-09	Mobile Communications	3			x			x	
CME-10	Photonics	6			x		x	x	
CME-11	Client Server Programming	4			x	x			
CME-12	Database Online	5			x		x	x	
CME-20	Internet and Media Technologies	10	x			x	x		
CME-21	Media Design	4	x			x			
CME-22	Multimedia Databases	4		x				x	
CME-23	High Performance Networks	5		x				x	
CME-24	Interactive Media	4		x			x		
CME-40	Language	4	x			x	x		
CME-41	Management Skills	5	x			x	x	x	
CME-42	Social Skills	4	x			x	x	x	
CME-50	Team Project Work	6	x				x	x	
CME-51	Internship ¹	3...9			x		x	x	
CME-52	Master Thesis	30	x						x

1) up to a duration of 3 months (full-time). Per month 3 credits will be given..

(15) The following chart shows the minimum number of credits necessary for each group of modules.

Module-Group		Credit Points
Compulsory		79
Elective	1	$14 + x$
	2	$27 - x$
Total		120

If the minimum number of credits per group is taken into consideration, the modules can be chosen individually. If more than 14 credits were chosen from elective1 (x), the surplus will be considered in elective2.

(16) In addition to the courses listed in (9) – (12) for the module-group elective2, the student can also apply to choose courses meant for main studies (Hauptstudium) of the “Diplom-Studiengänge” and other Master Programs. The decision if this is possible or not is made by the examination committee.

Calculation of the Final Grade

- (17) The final grade is calculated as an average out of all graded compulsory and elective modules. The grades will be put into relation with the number of credits (weighting factor).
- (18) If the total number of credits for compulsory and elective modules is higher than 120, only the module on the threshold will be taken into consideration for the final grade; all other elective modules are counted as additional modules and will not be taken into consideration for the final grade.