

## **Examination Regulations for the Master's programme in Music Acoustics at the Erich Thienhaus Institute of Hochschule für Musik Detmold, dated 10 December 2018**

Based on Section 2, Paragraph 4 and Section 25, Paragraphs 2 and 56 of the laws governing art colleges in the Federal State of North Rhine-Westphalia, Section 1 of the laws regarding the revised legislation governing colleges of art dated 13 March 2008 (GV. NRW, p. 195), Faculty 3 of the Hochschule für Musik (HfM) Detmold has passed the following regulations:

### **Section 1 Scope**

These regulations govern the requirements and procedures with respect to examinations and achievements in the international, English-language MSc programme in Music Acoustics at the Erich Thienhaus Institute of HfM Detmold. The regulations apply in conjunction with the module plan attached.

### **Section 2 Aim of the Master's examination**

(1) Graduates of the study programme will be able to carry out independent academic work and carry out research and advisory work in the field of music acoustics. This qualification both broadens the knowledge acquired during a Bachelor's degree programme in subjects like music acoustics, digital music processing, organology and musicology and deepens it in acoustic and metrological subjects with regard to application, i.e. for analysis and synthesis of musical sounds.

(2) Students will be able to understand the acoustic and musical function of musical instruments and to apply extensive knowledge of the basics and application of methods for subjective perception and objective measuring of the sounds and qualities of musical instruments. Graduates will furthermore be able to examine, evaluate and optimise the interaction of the musician with the listener and the performance location of the music.

(3) The methods and exercises taught enable students to carry out independent academic work and apply the knowledge thus acquired to related practical subjects, such as acoustic noise and sound measuring techniques, consulting work for structural, room and studio acoustics, and acoustic aspects of performance practice and noise protection.

(4) The Master's programme provides students with experience in publishing and presenting scientific papers and thus qualifies successful graduates for doctoral studies in music acoustics or a related field.

### **Section 3 Degree**

Detmold University of Music awards the Master of Science (MSc) degree after the Master's course has been successfully completed in accordance with these examination regulations.

### **Section 4 Requirements for admission**

(1) Applicants must hold a Bachelor's degree or a diploma in Sound Transmission or Sound Engineering/Tonmeister, or a similar field.

(2) Applications for admission must be submitted to the HfM Examinations Office by no later than the stipulated final date. Please use the university's official forms and add the following:

- a) CV in table format
- b) Written explanation of reasons for choosing this programme as well as details on previous studies in the fields of music, science or technology. Musical and artistic aptitude must be proven, e.g. by having passed an entrance exam for a study programme on music and the arts, a C-exam for church music or similar certificates. In the absence of such certificates, the applicant is required to perform on an instrument during the entrance exam.
- c) General or subject-linked university entrance qualification (school-leaving certificate)
- d) University degree in accordance with Section 4, Paragraph (1)
- e) Proof of proficiency in English, oral and written (TOEFL 550 paper-based, 213 computer-based, 80 internet-based or IELTS 6.0)
- f) Audiogram as proof of normal hearing

Based on the above, the management of the Master's programme together with the Examinations Office will decide on the applicant's admission to the aptitude test.

(3) The aptitude test consists of a practical exam and an interview to determine whether the applicant has the capability and motivation to achieve the goals of the programme through independent and responsible work. The practical examination is divided into the following parts:

1. Written test (approximately 30 minutes)
  - a) Processing of signals and sound analysis
  - b) Basics of acoustics
2. Performing on an instrument: two compositions from different eras, approximately 10 minutes (if certificates required under section 4 (2) b are not available)
3. Aural training and theory of music, oral, approximately 10 minutes (fundamentals, technical and musical)
4. 4. Colloquium: questions on musical and technical acoustics as well as organology.

Possibly also an aptitude test for compulsory optional modules that require a specific artistic qualification.

The aptitude test is conducted by at least two members of the Aptitude Committee and will take up to one hour. The committee will issue an assessment of either "qualified" or "not qualified".

#### (4) Aptitude Committee

The aptitude test is conducted by an Aptitude Committee. The committee is appointed by the Examination Board and consists of two or more members of the teaching and other academic staff of the Erich Thienhaus Institute. At least one of them must be a member of Faculty 3, and authorised to

conduct examinations. It will be chaired by a professor at the Erich Thienhaus Institute. The Aptitude Committee decides by simple majority.

(5) Minutes

Minutes will be taken during the course of the interview. These will include the date and place, the name of the participating members of the committee, the name of the applicant and the overall marks in the aptitude test.

(6) Notification of the result

The applicant will be notified in writing of the result of the aptitude test.

(7) Repetition

Applicants who are not successful in the aptitude test may repeat the process once.

(8) An admission based on the existing admission procedure is valid for the following winter semester.

### **Section 5 Credit points and workload**

(1) The credit point system according to the European Credit Transfer System (ECTS) is used to assess the study volume and the workload.

(2) ECTS credit points, hereinafter referred to as credit points, serve to acknowledge academic achievements in terms of quantitative characteristics. They are a unit of measurement for the workload of students.

(3) Credit points not only take classes into account, but the entire workload that an average student has to deal with in order to complete his/her studies successfully.

(4) Credit points are awarded after passing the module examination or upon presentation of the certificate of participation. A prerequisite for the award is proof of an individual or independently completed, definable academic achievement and/or active participation.

### **Section 6 Form of the course**

(1) The following forms of teaching are applied during the Master's programme: exercises, seminars, lectures, practical training, projects and excursions.

(2) The course consists of compulsory modules, optional compulsory modules and optional modules. The latter two offer opportunities to set priorities and specialise.

### **Section 7 Duration and structure of the course**

(1) Studies are completed in a fulltime course of four semesters (standard period of study). The regular workload is 900 working hours per semester for which 30 credit points each are granted, i.e. 30 working hours per credit point.

(2) The course is structured in modular form. A module refers to a combination of thematically and chronologically coordinated courses. The number of credit points awarded for each module is consistent with the working hours needed to complete a specific module. Credit points are granted in accordance

with the European Credit Transfer System (ECTS). Credit points are assigned to each module according to the associated workload. An examination is held at the end of each module, the passing of which proves that the students have achieved the learning objectives of the module.

(3) The Master's examination is made up of a combination of the marks achieved in the module examinations. Module examinations can be made up of the following: marks received for exams for individual parts of a module, unmarked exams for certain parts of a module and attendance certificates.

(4) The teaching offer shall be designed in such a way that students can successfully complete their studies within the standard period of study.

### **Section 8 Description of modules**

The various modules are described in the module catalogue. Descriptions contain:

Content and qualification goals of the module, forms of teaching, prerequisites for participation, usability of the module, awarding of credit points, frequency of availability of the module, expected number of working hours required, duration of the module.

### **Section 9 Admission to examinations**

(1) Students may take part in examinations under these examination regulations if they are enrolled in the relevant study programme and have not forfeited their right to be examined in this study programme. Possible prerequisites for admission to module or part-module examinations listed in the annexes must be met.

(2) Students who have already passed the final examination in this programme are not allowed to take part again.

(3) Candidates will be notified by the Examinations Office as to whether they have been admitted.

### **Section 10 Examination Board**

(1) HfM Detmold appoints a joint Examination Board to arrange the examinations and the tasks resulting from these examination regulations. The Examination Board is chaired by the Rector of HfM Detmold. Its members are the deans of Faculties 1 to 3, the head of Student Services and a student. The term of the members coincides with their term as rector or dean. The student member's term is one year. Re-election is permitted.

(2) The Examination Board sets the date for the examination, appoints the examination committees or the examiner, and ensures that the examination regulations are adhered to. Furthermore, the board settles any disputes arising from decisions taken during the course of the examination. The board also informs the Senate about developments regarding examinations and the periods of study, and makes suggestions with regard to reforms of study and examination regulations. General conditions for the continuous evaluation of courses are also determined by the board.

(3) The Examination Board has a quorum if the chairperson and at least two members are present. Decisions are taken by simple majority. In the event of a tie, the chairperson shall have the casting vote. The student member shall not participate in decisions regarding art, education and science, especially when it comes to the evaluation, acknowledgement or crediting of study or examination achievements,

the determination of examination tasks and the appointment of examiners. Sessions of the Examination Board are held in camera.

(4) In normal cases, the Examination Board may transfer its tasks to the chairperson, except for decisions in cases of dispute and reports to the senate. Normal cases shall be defined by the Examination Board.

(5) The members of the Examination Board have the right to attend examinations. The student member may be present during an examination but not during deliberations and the announcement of the examination result. The same applies to students who will sit for the same examination and, subject to available space and the candidate's consent, have been admitted as listeners.

(6) The members of the Examination Board are bound by official secrecy. Those who are not public servants shall be sworn to secrecy by the chairperson.

### **Section 11 Examiners and observers**

(1) In the case of examinations during the course of study, the examiner is usually the person responsible for the course. Oral examinations will be held in the presence of at least one other examiner or an observer (Beisitzer) who is an expert on the subject. They shall be appointed by the Examination Board and must possess at least the qualification to be established by the examination or an equivalent qualification.

### **Section 12 Proof of achievements**

(1) Enrolment entitles the students to participate in courses and thus to produce academic achievements.

(2) In the files of the Examination Board, individual accounts for credit points are set up for all enrolled students. If organisationally possible, students are entitled to view their accounts at any time.

(3) A total of 120 credit points have to be earned in order to complete the course successfully. Credit points are awarded for module examinations or part-module exams and for attendance certificates. The number of credit points due for specific achievements is listed in the annexes.

(4) Achievements that count towards the final examination can take the following form (the exact duration is given in the description of the module):

- Oral/practical achievement (paper, presentation, project documentation, realisation of a project, chairing a group discussion with experts as a contribution to a specialist conference or colloquium at the institute) with a duration of up to 1.5 hours
- Scientific essay of at least 8 pages or a half-hour scientific talk on a topic of the student's choice, followed by a discussion
- Course work
- Artistic performances (concerts, presentation of concerts) or demonstration lessons can be arranged as part of the various optional compulsory modules.

Combinations of the above may be presented as part-achievement in the course of a module; weighting of part-achievements and the duration are included in the description of the module.

(5) Credit points are awarded for individually assignable achievements that have been evaluated, if no credit points have been accrued from the same or similar form of teaching in an earlier semester and if it is not an achievement for which credit points have already been granted.

(6) The examiners notify the Examination Board of each evaluated achievement or part-achievement.

(7) The repetition of examinations is subject to the following rules: Examinations that have been passed may not be repeated. The examination may be repeated once if the final result was “failed” or “inadequate” (5.0).

### **Section 13 Examination minutes**

Minutes of the examination shall be drawn up by each examiner or by a member of the Examination Board, signed by the chairperson and all members of the commission and appended to the candidate's examination file. They will contain the candidate's name as well as the name(s) of the examiner(s) and minute-taker(s), details on examination content, the duration of the examination, grading and any irregularities such as interruptions or attempted deception.

### **Section 14 Assessment of academic achievement**

(1) All examiners shall use the following marks for module examinations:

1 = very good = excellent performance;

2 = good = performance is significantly higher than average requirements;

3 = satisfactory = performance is in line with average requirements;

4 = adequate = performance which, despite shortcomings, still meets the requirements;

5 = inadequate = performance which, due to severe shortcomings, does not meet the requirements.

(2) For the differentiated evaluation of examination performances, the individual examiners may raise or lower the marks by 0.3 to intermediate values; marks 0.7; 4.3; 4.7; 5.3 are excluded.

(3) When calculating the marks for the examination performance, only the first decimal is taken into account. If an individual achievement is assessed by several examiners, the final marks are derived from the arithmetic average of the separate assessments.

(4) If a module examination consists of several part-examinations, the final marks for the module are derived from the arithmetic average of the marks received for the part-examinations, weighted according to credit points, unless the description of the module contains different rules.

(5) The grading scale for part-module, module or final marks is as follows:

from 1.0 to 1.5 = very good

from 1.6 to 2.5 = good

from 2.6 to 3.5 = satisfactory

from 3.6 to 4.0 = adequate;

above 4.0 = inadequate

(6) The ECTS grading scale provides information on the relative performance of the graduate and is included in the Diploma Supplement. Marks are distributed as follows:

A – the best 10%

B – the next 25%

C – the next 30%

D – the next 25%

E – the last 10%

The reference group shall include a minimum value, to be determined by the Examination Board, within at least three final cohorts. If the number of graduates is smaller than the required minimum value, the overviews of the previous three final cohorts shall be entered in the Diploma Supplement, if possible.

### **Section 15 Registration and execution of module examinations**

(1) The registration for participation in a module or partial module is at the same time the registration for the module examination or part-module examination and usually takes place with the module managers. Requirements are set out in the module descriptions.

(2) In the case of examinations coordinated by the Examinations Office, a registration and withdrawal period shall be determined. The place and time of the examinations shall be announced on the notice boards. Examinations are usually held each semester during the last week of the lecture period. Examinations that are arranged by the examiner must be held during or at the end of the lecture period.

(3) If a candidate furnishes proof - a medical certificate, if need be – that due to prolonged or permanent physical impairment or handicap he/she is not at all or only partly able to perform in the expected way, the examination board, upon written application, will determine in consultation with the candidate and the examiners, how achievements of equal value can be attained over an extended period of time or in a different form.

(4) The examiner shall notify the Examinations Office of the examination result within the set period of time and in the manner determined for the examination type in question.

(5) The Examinations Office notifies the candidates of the results at their request.

### **Section 16 Passing of examinations**

(1) A graded module examination during the course of study has been passed if the marks received are at least "adequate".

(2) A module examination has been passed if all the various parts have been passed.

(3) The Master's degree examination has been passed if all the required module examinations have been passed and the required total of at least 120 credit points has been accrued.

### **Section 17 Absence, deceit, withdrawal, transgression, protective provisions**

(1) If candidates withdraw from a module examination after the deadline given in Section 15, Paragraph (2), or after the start of the examination, or if they fail to show up, the examination is considered to have been marked "inadequate" (5.0) unless the Examination Board accepts the reasons for absence that are submitted. The same applies if a written assignment that counts towards the final examination is not completed within the allocated time.

(2) The Examination Board must immediately be notified of the reasons in writing. In case of withdrawal or failure to show up due to illness, a medical certificate, which shows the expected period of inability to take an exam, has to be submitted without delay. If the reasons are accepted, a new date will be set.

In that case, existing examination results shall be included in the final marks. If the reasons are rejected, the candidate in question must be notified in writing and the rejection must be explained.

(3) In cases of prolonged and repeated illness, the Examination Board may request that the candidate consult a medical practitioner selected by HfM Detmold.

(4) Where adherence to deadlines in respect of registering for an examination for the first time, repetition of examinations, reasons for failure to appear for examinations and submission of assignments on time are concerned, the illness of a child who is mainly cared for by the candidate in question is seen as equivalent to the candidate's own illness.

(5) If a candidate attempts to manipulate the result of an examination through deceit or the use of unauthorised aids, the examination will be considered to have been evaluated as "inadequate" (5.0). The same applies if deceitful behaviour of a candidate during the examination becomes known only after the certificate has been awarded. If a candidate interferes with the orderly progress of the examination, the examiner or supervisor may ask him/her to leave the premises; in that case, the examination will be considered to have been evaluated as "inadequate" (5.0). In the event of multiple and other serious attempts at deception, the candidate may also be exmatriculated.

(6) Candidates are entitled to request, within one month, that decisions under Paragraph (5) are reviewed by the Examination Board. Incriminating decisions must immediately be communicated to the candidate concerned in writing.

(7) If the requirements for admission to an examination, which was subsequently passed, were not met without attempted deception on the part of the candidate, and this only becomes known after the certificate has been awarded, the shortcoming will be remedied by the fact that the examination was passed. If the candidate secured admission by deliberate cheating, the examination board may decide to assess the examination as failed, even though it was passed.

(8) In the event of an unjustifiably issued certificate, including a Master's certificate and Diploma Supplement, these must be withdrawn.

(9) The procedure for furnishing proof of academic achievements allows for protective provisions in accordance with Sections 3, 4, 6 and 8 of the Federal Maternity Protection Act (Mutterschutzgesetz) as well as the periods for parental support and parental leave defined in the Federal Parental Benefits and Parental Leave Act (BEEG) following the birth of a child. Taking care of a relative or registered life-partner in need of care is also taken into account.

### **Section 18 Repetition of module examinations**

(1) Examinations may be repeated once. A module examination that has been failed must be repeated within the following semester.

(2) If a student fails a compound module examination, only the part-exams that were failed have to be repeated.

## **Section 19 of examination achievements and degrees**

(1) Examination achievements which have been accomplished in study courses at other state or state-recognised universities, at state or state-recognised vocational academies or in study course at foreign state or state-recognised universities shall be recognised upon application, provided that there is no material difference between the acquired competences and the achievements which are being replaced. The same shall apply with regard to degrees with which study courses within the meaning of sentence 1 have been completed. The recognition in the sense of sentences 1 and 2 allows for continuation of studies, taking exams, admission to further studies or admission to doctoral studies.

(2) It shall be the responsibility of the applicant to provide the necessary information on the achievement to be recognised. The burden of proving that an application within the meaning of Paragraph (1) does not fulfil the conditions for recognition lies with the body which conducts the recognition procedure.

(3) Decisions on applications within the meaning of Paragraph (1) shall be taken within a reasonable period of time specified in advance by HfM Detmold.

(4) On the basis of the recognition in accordance with Paragraph (1), and at the request of the student, HfM Detmold may and must classify the student into a programme semester (Fachsemester), which shall be determined by the number of ECTS credit points earned by the recognition in relation to the total number of ECTS credit points that can be earned in the respective course of study. If the decimal place is less than 5, the whole semester is rounded down, otherwise it is rounded up.

(5) If the recognition sought on the basis of an application within the meaning of paragraph (1) is refused, the applicant may request a review of the decision by the rectorate; the rectorate shall provide a recommendation for further processing of the application to the body responsible for the decision on recognition.

(6) To the extent that agreements and conventions of the Federal Republic of Germany with other states on equivalencies in higher education (equivalency agreements) favour students of foreign states deviating from paragraph 1, the provisions of the equivalence agreements shall take precedence.

(7) Upon application, the university may recognise other knowledge and qualifications on the basis of submitted documents if such knowledge and qualifications are equivalent in content and level to the examination papers which they are intended to replace.

(8) HfM Detmold shall ensure that the procedures and criteria used for the recognition of examinations and diplomas are transparent, uniform and reliable.

## **Section 20 Master's Thesis**

(1) The Master's Thesis as a scientific documentation of a music acoustics project is intended to show that the student is capable to work independently on a subject according to relevant methods and within a given period of time. While working on his/her thesis, the student is entitled to adequate support. The student shall keep the advisor updated on the progress made with the thesis work.

(2) The student is entitled to suggest both the topic and the academic supervisor of the Master's Thesis. The academic supervisor must be a member of the Erich Thienhaus Institute and represent the subject

in question. The examination board decides about exceptions. The topic has to be set in such a way that the Master's Thesis can be completed in the allocated period of time.

(3) Admission to the Master's Thesis has to be applied for in writing to the Examination Board.

(4) The time limit to work on the Master's Thesis is five months. In individual cases, if requested and reasons are justified, the examination board may extend the allocated time by one month. The completion period must be recorded in the files. The completion period will be extended by a period of time for which the candidate submits proof that he/she was or is prevented from working.

(5) The Master's Thesis may be individual work or the work of a group. The Examination Board admits group work on the basis of a well-founded application submitted by the students. Group work can only be admitted if it can be shown satisfactorily that the performance of individual students to be evaluated will be clearly distinguishable because the production will be subdivided into different stages or due to other objective criteria. The application must refer explicitly to this differentiation.

(6) When submitting the Master's Thesis the student must confirm in writing that the thesis is his/her own work, that no other aids or sources were used than those listed, that quotations are marked as such and that the thesis has not been submitted elsewhere for the purpose of examination. This statement has to be attached to the Master's Thesis as the last page. If the thesis is the result of group work, each member of the group must add his/her individual statement including a list of the pages produced by the member in question.

(7) The Master's Thesis must be submitted to the Examination Board by the due date, in English or German, in duplicate and in digital format; the date of submission will be recorded. In the case of postal delivery, the date of the postmark shall apply. A thesis cannot be withdrawn once it has been submitted. If the deadline is exceeded, the thesis will be deemed to have been "failed" (5.0).

(8) The Master's Thesis shall be evaluated by two experts in accordance with Section 11, Paragraph (1). The Examination Board appoints the person who selected the topic of the thesis as the primary expert and another person as secondary expert.

(9) The assessment of the Master's Thesis must be justified in writing. If – in the case of Paragraph (8) – the difference between the marks given by the two experts is not more than 2.0, the final mark for the thesis will be the arithmetic average of the individual marks if both read at least "adequate". If the difference is more than 2.0 or if only one of the experts marks the thesis as "inadequate" (5.0), the chairperson of the examination board appoints a third expert and the final marks will be the arithmetic average of the better two marks. If the assessment of two of the three experts reads "inadequate" (5.0), the final mark cannot read "adequate".

(10) The student must be notified of the evaluation result no later than three months after submitting the thesis.

(11) If the final mark for a Master's Thesis is "inadequate" (5.0), the thesis may be repeated once. A different topic will be chosen.

### **Section 21 Overall mark**

Only the first decimal is taken into account when the overall mark is calculated. The overall grade of the Master's programme in Music Acoustics results from the grades of the nine module examinations weighted according to credit points.

### **Section 22 Completion of the course of studies**

(1) The course of studies is completed at the end of the semester in which the achievements according to Section 12, Paragraph (3) have been delivered.

(2) The course has been failed irrevocably if the repetition of the Master's Thesis or the repetition of a module examination has been assessed as "failed".

(3) The Examination Board notifies the student in writing if he/she has not passed in accordance with Paragraph (2) or if the result of the course is considered to be "failed".

### **Section 23 Inspection of examination files**

(1) Up to one year after the end of the examination procedure the candidate may request to view his/her written examination papers, the examiner's evaluation of those papers and the minutes of the examinations.

(2) An application to view these documents must be submitted to the chairperson of the examination board. He/she will determine the time and place for the viewing.

### **Section 24 Certificates and Diploma Supplement**

(1) A certificate will be issued on the successful completion of the course of studies. The certificate will bear the date of the day on which the last examination achievement was delivered. The Rector of HfM Detmold will sign the certificate.

(2) The names of the module examinations and the marks and credit points achieved are the minimum content of the certificate.

(3) Together with the examination certificate, the graduate is awarded a certificate in German and English on obtaining the Master's Degree in accordance with section (3). The Master's Certificate will be signed by the Rector of HfM Detmold and stamped with HfM Detmold's official seal. The date will be the same as that of the examination certificate. By receiving the Master's Certificate the graduate acquires the right to use the academic title in accordance with Section (3).

(4) When leaving HfM Detmold or when changing the study programme, the student may request a certificate on academic achievements, their evaluation and credit points received.

(5) A Diploma Supplement will be added to the certificate to show international classification of the qualification achieved.

(6) The Diploma Supplement contains the following information (in English):

1. Personal details to identify the graduate

2. Details to identify the qualification achieved with the degree and the institution awarding the degree
3. Details on the academic level of the degree within the German educational system, entrance requirements for the Master's programme and its duration
4. Details on the mode of study, contents and results gained
5. 5. Details on the status of the qualification (access to further studies, opportunities for professional qualifications, e.g. doctorate)
6. Supplementary details on the graduate's studies (e.g. integrated studies abroad)
7. Details on issuing the supplementary text (date, office).

### **Section 25 Transitional provisions**

(1) These regulations apply to students who are enrolled at HfM Detmold for the Master's Programme in Music Acoustics according to Section 1, with effect from the 2019/2020 winter semester.

### **Section 26 Entry into force**

These Master's examination regulations shall enter into force on 16 January 2019. They will be published in a suitable form at HfM Detmold.

Issued on the basis of the resolution of the Faculty Council of Faculty 3 of HfM Detmold dated 10 December 2018 and of the Rectorate dated 16 January 2019.

Detmold, 16 January 2019

signed

The Rector of HfM Detmold