

This document is a translation of the official programme-specific regulations for “Heritage Conservation and Site Management”. As this text is only a translation, it is not legally binding. To review the regulations for legal purposes, kindly review the binding, German version of the regulations.

**Subject-specific Examination and Study Regulations for the Joint Master’s Programme
“Heritage Conservation and Site Management”
(Brandenburg University of Technology and Helwan University)
7 August 2017**

In accordance with the Brandenburg Higher Education Act “Branderburgisches Hochschulgesetz” (BbgHG) of 28 April 2014 (GVBl. I/14, Nr. 18), last amended on 1 July 2015 (GVBl. I/15, Nr. 18), under the terms of § 5 paragraph 1 sentence 2, § 9 paragraph 5 sentence 2, in connection with §§ 19 paragraph 2 sentence 1, 22 paragraph 2 sentence 1, 72 paragraph 2 sentence 1 and § 1 of the General Examination and Study Regulations for Master’s Programmes of the BTU Cottbus – Senftenberg of 12 September 2016 (AMbl. 14/2016), the Brandenburg University of Technology Cottbus – Senftenberg (BTU Cottbus – Senftenberg) gives itself the following statute:

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§ 1 Scope

(1) ¹This statute governs the subject-specific features of the Master's programme in Heritage Conservation and Site Management. ²It complements the General Examination and Study Regulations (RahmenO-MA) for Master's Degree Programmes of the BTU of 12 September 2016 (AMbl. 14/2016). ³In cases of doubt, the general regulations take precedence.

(2) The Master's programme is implemented by both partner universities in mutual agreement.

(3) ¹Joint quality assurance mechanisms will be adopted by both partner universities in the implementation, evaluation and revision of the study programme. A joint Scientific Committee, in cooperation with the Study Examination Boards and the Programme Coordinators, will ensure regular exchange of information between the partner universities.

§ 2 Profile and Objectives of the Study Programme

(1) The Master programme "Heritage Conservation and Site Management" is an international post-graduate Joint Master programme in cooperation of two partner universities, i.e. BTU Cottbus-Senftenberg, Germany, and Helwan University, Egypt.

(2) ¹Heritage Conservation and Site Management is a consecutive Master's programme. ²The aim is to award the joint Master's degree in Heritage Conservation and Site Management by both partner Universities.

(3) ¹Graduates of the Joint Master's programme in "Heritage Conservation and Site Management" will be qualified to work in a broad range of heritage institutions in the private and public sector. ²The programme is focused on transferring knowledge and methodologies necessary for the administration and management of archaeological sites, which shall include the academic fields of conservation strategies and methods, strategic heritage management and planning, visitor management, presentation and interpretation as well as general leadership skills and knowledge of the tourist sector and related activities. ³The variety of these subjects will endow graduates with the multidisciplinary skills required in the significance assessment, management and protection of archaeological sites.

§ 3 Graduation and Degree

(1) ¹Upon successful completion of the Master programme "Heritage Conservation and Site Management" students will be awarded the degree "Master of Arts" (M.A.). ²The formal status of the award is that of a Joint Degree, a single degree awarded jointly by the partner institutions.

(2) The degree documents will be issued to individual students by BTU Cottbus-Senftenberg.

(3) ¹The graduation documents (Degree Certificate, Transcript of Records and Diploma Supplement) will be issued in accordance with the regulations on the issuance of graduation documents at BTU Cottbus – Senftenberg. ²For the joint degree of this Master's programme, the following additional agreements are made:

- a) The Degree Certificate will be signed by the Presidents of both partner universities.
- b) The transcript of records will be signed by the responsible Deans.
- c) The Diploma Supplement will provide additional information on Egypt's national university system.

§ 4 Subject-Specific Admissions and Matriculation Requirements

(1) Complementary to the admission requirements of § 4 of the General Examination and Study Regulations for all Master's programmes (RahmenO-Ma), additional admission requirements are applicable.

(2) ¹Applicants must hold a first university degree (minimum Bachelor degree) in Archaeology, Tourism, Architecture, Conservation or History, or equivalent qualifications. ²Equivalence is determined by the Examination Board on the basis of the application documents handed in by the candidate.

(3) Applicants have to provide proof of sufficient knowledge of the English language (TOEFL iBT min. 80 points; Cambridge Certificate in Advanced English (CAE) min. grade "B", Cambridge Certificate of Proficiency in English (CPE) min. grade "C", IELTS min. 6.5 or equivalent).

(4) Students will be enrolled in both universities.

§ 5 Regular Duration and Scope of the Programme

(1) ¹The standard period of study is four semesters (two academic years). ²The students are required to gain 120 credits according to ECTS. ³Each credit point represents a work load of 30 hours.

(2) The programme starts in the winter semester only.

§ 6 Structure and Form of the Programme

(1) The Master's programme "Heritage Conservation and Site Management" includes:

(a) The mandatory modules "Academic Work and Research Methodology", "Heritage Conservation", "Archaeology", "Introduction to Heritage Site Management" and "Principles of Tourism and Visitor Management", comprising 30 credits according to ECTS (see Appendix 1);

(b) Two study projects (Study Project 1 and 2) comprising 24 credits according to ECTS (see Appendix 1);

(c) Compulsory elective modules comprising 36 credits according to ECTS (see Appendix 2);

(d) The Master's Thesis and its oral examination, comprising 30 credits according to ECTS.

(2) ¹The goals and contents of the instructional units are recorded in the Module Handbook which may be modified at the suggestion of the Examination Board if the need arises.

³Furthermore, compulsory elective modules may be redefined and adapted by the head of the study programme in agreement with the Examination Board. ⁴Fundamental changes to compulsory elective modules must be announced at the latest two years before the entry into force.

(3) ¹All course units of the programme are modular. ²A module comprises a block of thematically organised and sequentially coordinated instructional units, to which a pre-determined number of European Credit Transfer System (ECTS) credits are assigned which relate to module workloads.

(4) ¹The language of instruction is English. ²Arabic and German language courses can be offered as part of the programme.

(5) The programme includes a mandatory mobility phase of at least one semester at the partner university, according to the following structure:

Semester 1: at BTU Cottbus-Senftenberg or Helwan University;

Semester 2: joint semester at BTU Cottbus-Senftenberg;

Semester 3: joint semester at Helwan University;

Semester 4: at BTU Cottbus - Senftenberg or Helwan University.

(6) ¹Semester fees and other fees, if any, will be charged according to the regulations of the institution at which the student commenced the programme, which shall act as the home

institution. ²While studying at the partner university, students can be granted a term of leave from the home institution.

§ 7 Subject-Specific Regulations on Examination Organization

The two partner universities will mutually recognize the study modules offered at both universities, as well as the equivalence of credit hours.

§ 8 Master's Thesis

(1) ¹The Master's Thesis is part of the examination procedure that concludes the academic education in the programme. ²The purpose of the thesis is to demonstrate that the student can independently and critically deal with a problem of a theoretical or applied nature in the field of heritage conservation and site management within a set time period, and propose scientifically founded solutions in this regard. ³The Master's examination consists of the written thesis and an oral examination.

(2) Admission to the Master Thesis is possible upon the completion of 90 credits according to the structure listed under § 6 (mandatory modules comprising 30 credits, compulsory elective modules comprising 36 credits, two study projects comprising 24 credits).

(3) ¹The topic of the Master's Thesis is to be agreed upon by the candidate and one supervisor each from the BTU and Helwan University. ²The Master's Thesis is normally supervised by a professor or a member of the academic staff of BTU Cottbus-Senftenberg or Helwan University, or by a visiting lecturer who teaches modules in the programme. ³The first examiner is always a professor from one of the two universities. ⁴The student has the right to propose a thesis topic and to select his or her thesis supervisors.

(4) ¹The Master's Thesis must be completed in four months. ²In exceptional cases this period can be extended by up to one month. ³To receive an extension students are required to submit a written application to the Examination Board at least two weeks before the expiration of the deadline. ⁴The oral examination takes place no later than two months after the submission of the written work.

(5) The Master's Thesis must be completed in English.

(6) Four hard copies and the electronic version of the written work must be submitted to the Admissions and Registrar's Office of the respective home university in due time.

(7) The Master's examination is successfully completed if all parts are awarded at least the grade "sufficient" (4.0).

(8) ¹The final grade of the Master's examination is determined according to § 25 paragraph 5 of the General Examination and Study Regulations (Rahmen-O Ma) at BTU Cottbus-Senftenberg. ²The final grade is formed by the arithmetical rounded mean of the evaluation of the written work with a weight of 0.75 and the evaluation of the oral examination with a weight of 0.25.

(9) ¹Should an examination be invalidated due to information, which becomes known only after the issuance of the final documents (certificate, transcript of records, diploma supplement), the Examination Board can revoke the granted Master's degree. ²The partner university must be informed in this regard.

§ 9 Further Complementary Regulations

(1) ¹In order to allow for transparency in the transfer of grades between the German and Egyptian university systems, both partners agree on an equivalency system. ²An equivalency table for grades is included as Appendix 3.

(2) The Examination Board is formed in accordance with § 18 of the General Examination and Study Regulations (RahmenO-Ma) for all Master programmes at BTU Cottbus-Senftenberg.

(3) Information on failed examinations will be passed to the head of the Examination Board.

(4) The Examination Board will fix time, venue and type of repeat exam in cooperation with the responsible staff.

(5) ¹Academic counselling is provided by a mentor system. ²A personal mentor is assigned to each student at the beginning of the programme.

(6) All members of the teaching staff at BTU Cottbus-Senftenberg and Helwan University can act as mentors. Mentors are elected by the Examination Board.

§ 10 Efficacy, Interim Regulations, Abrogation

(1) ¹These regulations come into force the day after they are made public. ²Students will be transferred to these statutes.

(2) The Examination and Study Regulations of 27 September 2016 (AMbl. 21/2016), will expire four semesters after the standard period of study and the last enrolment.

(3) These examination and study regulations will expire four semesters after the standard period of study and the last enrolment^a.

^a Note: This section only applies in the case the HCSM Study Programme will ever be cancelled and enrolment will be stopped.

Appendix 1: Overview of the Modules Belonging to the Programme with the Amount of Credits (CP) per Semester

Semester 1 BTU/Helwan			Semester 2 BTU			Semester 3 Helwan			Semester 4 BTU/Helwan		
Mandatory Modules			Compulsory Elective Modules (3 out of 8)			Compulsory Elective Modules (3 out of 7)			Mandatory Module		
HCSM 101	Academic Work and Research Methodology	6 CP	HCSM 211	Conservation of Ruins and Archaeological Sites	6 CP	HCSM 311	History and Civilisation	6 CP	HCSM 401	Master's Thesis	30 CP
HCSM 111	Heritage Conservation	6 CP	HCSM 212	Building Archaeology	6 CP	HCSM 321	Human Resources Management	6 CP			
HCSM 112	Archaeology	6 CP	HCSM 213	Urban and Regional Planning	6 CP	HCSM 331	Event Management at Heritage Sites	6 CP			
HCSM 121	Introduction to Heritage Site Management	6 CP	HCSM 221	Strategic Planning and Management Plans	6 CP	HCSM 332	Interpretation and Presentation	6 CP			
HCSM 131	Principles of Tourism and Visitor Management	6 CP	HCSM 222	Heritage Legislation	6 CP	HCSM 333	Heritage Marketing	6 CP			
			HCSM 223	Fundraising and Financing for Heritage	6 CP	HCSM 334	Heritage Information Technology	6 CP			
			HCSM 224	Heritage Impact Assessment	6 CP	HCSM 335	Introduction to Museology	6 CP			
			HCSM 231	Museum Architecture and Exhibition Design	6 CP						
			Mandatory Module			Mandatory Module					
			HCSM 201	Study Project 1	12 CP	HCSM 301	Study Project 2	12 CP			
Credits	30 CP	Credits	30 CP	Credits	30 CP	Credits	30 CP				
TOTAL CREDITS 120 CP											

Appendix 2: Overview of the Compulsory Elective Modules Belonging to the Programme with the Amount of Credits (CP)

Study Area: Site and Conservation	Coordinating Institution	Credits
Conservation of Ruins and Archaeological Sites	BTU Cottbus-Senftenberg	6 CP
Building Archaeology	BTU Cottbus-Senftenberg	6 CP
Urban and Regional Planning	BTU Cottbus-Senftenberg	6 CP
History and Civilisation	Helwan University	6 CP
Study Area: Site Management	Coordinating Institution	Credits
Strategic Management and Heritage Management Plans	BTU Cottbus-Senftenberg	6 CP
Heritage Legislation	BTU Cottbus-Senftenberg	6 CP
Fundraising and Financing for Heritage	BTU Cottbus-Senftenberg	6 CP
Heritage Impact Assessment	BTU Cottbus-Senftenberg	6 CP
Human Resources Management	Helwan University	6 CP
Study Area: Visitor Management and Information	Coordinating Institution	Credits
Museum Architecture and Exhibition Design	BTU Cottbus-Senftenberg	6 CP
Event Management at Heritage Sites	Helwan University	6 CP
Interpretation and Presentation	Helwan University	6 CP
Heritage Marketing	Helwan University	6 CP
Heritage Information Technology	Helwan University	6 CP
Introduction to Museology	Helwan University	6 CP

Appendix 3: Grade Equivalency Table for the Joint Master's Programme in Heritage Conservation and Site Management

Grades BTU Cottbus-Senftenberg	Percentage	Grades Helwan University
1.0	100-95%	A
1.3	94-90%	A-
1.7	89-85%	B+
2.0	84-80%	B
2.3	79-75%	B-
2.7	74-70%	C+
3.0	69-65%	C
3.3	64-60%	C-
3.7 / 4.0	59-55% / 54-50%	D
Less than 4.0	Less than 50%	F