

**Master Urban Futures**  
**Instruction leaflet for external examiners**

Version 19.11.2018

Dear Sir or Madam:

We are very grateful for your willingness to be an external examiner for a Master's thesis in the Urban Futures program at the University of Applied Sciences Potsdam.

The Master's examination consists of two parts with different weighting: a written thesis (75%) and a colloquium open to member of the university (25%). Master's theses are examined and graded by two people. The reviewers of the written thesis are also the examiners of the colloquium, i.e., the oral exam, with which the studies are completed and is to be obtained. In the colloquium, the originality of the thesis work will be examined and put up for discussion. It takes place as an individual examination or, in the case of group work, as a group examination and usually lasts a minimum of 20 minutes and a maximum of 45 minutes per student. After the the colloquium, the grade for the colloquium of the Master's examination will be communicated orally and in private to the student(s). The supervision of the students throughout the Master's research is primarily the responsibility of the first examiner. The second examiner may have knowledge of the assessment and grading by the first assessor. If he or she agrees with the initial assessment, he or she may follow without further explanation.

The relevant criteria for the evaluation of the thesis are:

- Originality and relevance of the topic
- Justification for research and method
- Derivation of the research question
- Theoretical framework and structure of the thesis
- Methodical procedure
- Selection and incorporation of sources and literature
- Linguistic and formal design
- Consistency of results
- Overall evaluation.

Grades: 1 / 1,3 / 1,7 / 2 / 2,3 / 2,7 / 3 / 3,3 / 3,7 / 4 / 5

(1: Very good, 2: Good, 3: Satisfactory, 4: Sufficient, 5: Not sufficient)

If the grades of the two examiners differ by 2 whole grades, a third examiner's is requested. The overall grade is then derived from the arithmetic mean of the three grades.

The examiners' reviews comprise up to 2 pages and are sent by the examiner to the examination service typically at the latest 4 weeks after submission of the thesis:

FH Potsdam, attn. Mrs. Ramona Stuppy, P.O. Box 60 06 08, 14406 Potsdam, [stuppy@fh-potsdam.de](mailto:stuppy@fh-potsdam.de)

The colloquium takes place after the evaluation and before the end of the semester in which the Master's thesis was written or submitted. Students can view the reviews at the examination service and prepare for the colloquium on this basis.

The date of the colloquium will be agreed between the reviewers and the student.

Please do not hesitate to contact us, if you have any further questions or suggestions.

With thanks and kind regards

Prof. Dr.-Ing. Michael Prytula, Prof. Dr. Marian Dörk,  
Marie-Ann Koch and David Siedke (student representatives)  
Examination board