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## **Examination Regulations for Study Programmes leading to a 'Master of Arts' Degree offered by the Faculty of Social and Behavioural Sciences at the Friedrich Schiller University Jena as at 14 February 2013**

Pursuant to section 3 subsection 1 in conjunction with section 34 subsection 3 sentence 1 of the Thuringian Higher Education Act (*Thüringer Hochschulgesetz, ThürHG*) of 21 December 2006 (published in the journal of legal notices of the federal state Thuringia, *GVB*, p. 601, in German), last amended through section 16 of an act adopted by the state parliament on 21 December 2011 (*GVBl*, p. 531), the Friedrich Schiller University Jena issues the following Examination Regulations. The Council of the Faculty of Social and Behavioural Sciences adopted the Regulations on 19 December 2012; the Senate of the Friedrich Schiller University Jena approved the Regulations on 12 February 2013.

The Rector authorised the Regulations on 14 February 2013.

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## **Preamble**

These Examination Regulations apply to all Master's programmes offered at the Faculty of Social and Behavioural Sciences that require students to earn a total of 120 credit points and that follow either a Bachelor's programme completed at the Faculty comprising a major subject where 120 credit points had to be earned and a minor subject in which 60 credit points had to be earned, or a single-subject Bachelor's programme in Sports Science with a total of 180 credit points. Details on which subjects may be considered as the basis for the consecutive master's programme can be found in the respective Study Regulations. As they have been doing with the respective Bachelor's programme, the Faculty of Arts, the Faculty of Social and Behavioural Sciences, and the Faculty of Theology want to continue their collaboration to enhance and promote quality. The three faculties therefore adopt common Examination Regulations and form a joint Examinations Committee. Changes to these Regulations shall only be made in consultation with the other faculties.

## **Section 1 Master's examinations**

- (1) With the examinations in a study programme, students prove to have acquired sound specialist knowledge in their field of study as well as the skills to undertake scientific work independently. They prove to be able to critically evaluate scientific data, think and act interdisciplinarily and responsibly, and analyse and evaluate complex questions and challenges from their field of study also across sub-disciplines.
- (2) The examinations consist of
  1. examinations as part of compulsory as well as required elective modules (module examinations), and
  2. the master's thesis.

## **Section 2 Degree**

<sup>1</sup>Upon successful completion of the Master's examinations, the Friedrich Schiller University Jena awards graduates the academic degree 'Master of Arts' (abbreviation: M.A.). <sup>2</sup>If parts of the study programme are completed at another university, the degree may be awarded jointly by the two universities if they have signed a corresponding agreement. <sup>3</sup>After passing the examination, a Master's certificate is issued.

## **Section 3 Standard duration of study**

- (1) <sup>1</sup>The standard duration of study is two academic years, during which students have to reach a total of 120 credit points. <sup>2</sup>As a rule, 60 credit points must be earned per academic year. <sup>3</sup>Pursuant to the stipulations of the European Credit Transfer and Accumulation System (ECTS), a workload of a total of 30 hours of in-class and independent studying is assumed for the award of one credit point. <sup>4</sup>The overall workload for all assessed and non-assessed coursework, including examinations, shall not exceed 1800 hours per year of study, including times spent studying during lecture-free periods.
- (2) The courses offered in each subject in the Master's programme, including internships and the



time required to complete the Master's thesis, must be based on the standard period of study.

- (3) The study programme normally begins in the winter semester.
- (4) <sup>1</sup>The following times are not counted as part of the standard duration of study as specified in (1) above if a duly justified request for leave of absence has been submitted and granted:
- maternity and parental leave;
  - military and alternative service;
  - times when a student was unable to continue his or her studies due to serious illness if a medical certificate is provided;
  - a study-related stay abroad;
  - times during which a student was an elected member of a body prescribed by law or a statutory body of the University.

<sup>2</sup>Detailed stipulations can be found in the Matriculation Regulations (*Immatrikulationsordnung*) of the Friedrich Schiller University Jena. <sup>3</sup>Requests for leave of absence must be addressed to the Student Service Centre (*Studierenden-Service-Zentrum*).

- (5) For students in part-time studies, the standard period of study and the deadlines according to section 13 are doubled.

#### **Section 4** **Structure of the study programme**

- (1) <sup>1</sup>The study programme is composed of modules. <sup>2</sup>Each module is a learning and examination unit, and is documented on the Grade Certificate. <sup>3</sup>Generally, courses of one single module take one or two semesters.
- (2) <sup>1</sup>To successfully complete the study programme, students have to earn a total of 120 ECTS. <sup>2</sup>It comprises compulsory and required elective modules.
- (3) The module for the Master's thesis will earn students 30 ECTS and may comprise an examination colloquium (*Examenskolloquium*).
- (4) Students may participate in and complete other modules from those offered in the field of study, or any other courses offered at the Friedrich Schiller University (additional modules) if capacity limitations allow.
- (5) <sup>1</sup>Additional modules must be completed with an examination; section 16 applies accordingly. <sup>2</sup>However, students will not be awarded credit points that can be counted towards the ECTS required for the Master's programme, and the grade of the examination does not count towards the overall final grade. <sup>3</sup>Upon formal request of the student, additional modules and their grades may be included in the Grade Certificate.
- (6) Students must provide the information that they participate in a module as additional module when registering for the module examination.

#### **Section 5** **Study regulations, study plan, module descriptions**



- (1) For each study programme chosen in accordance with Appendix 1, Study Regulations shall be issued on the basis of the present Examination Regulations, which shall contain information on the objectives, content and structure of the studies of the study programme.
- (2) <sup>1</sup>For each subject, a module catalogue is adopted which comprises module descriptions and a recommended study plan. <sup>2</sup>Modifications to the module catalogue, particularly modifications to the module descriptions, need to be adopted by the Faculty Council and made public at least electronically in good time before the beginning of the semester in which the modifications become effective.
- (3) <sup>1</sup>Module descriptions provide information about the content and the qualification objectives of the respective module, the prerequisites for participation, the requirements for earning credit points, the different forms of learning and working, as well as the type of performance assessments and their respective weight for the final grade of the module. <sup>2</sup>In addition, the module descriptions provide information on how often the module is offered, about the required amount of work, and about the duration.
- (4) The recommended study plan provides information about a mandatory or advisable sequence of the modules to be taken.

## Section 6

### Recognition of times of study, assessed and non-assessed coursework, examinations

- (1) Times of study, assessed and non-assessed course work as well as examinations completed in the same study programme at another university or institution of higher education of equivalent status within the scope of application of the German Basic Law are recognised and credited.
- (2) <sup>1</sup>Times of study, assessed and non-assessed coursework as well as examinations completed in another study programme are recognised and credited after consultation with representatives of the respective subject if equivalence is ascertained. <sup>2</sup>Equivalence is to be ascertained if times of study, assessed and non-assessed coursework, and examinations are in essence comparable in content, scope, and requirements to those required in the study programme at the Faculty. <sup>3</sup>The comparison is, however, not to be done schematically, consisting instead of an overall review and assessment.
- (3) <sup>1</sup>When times of study, assessed and non-assessed coursework, and examinations which were produced or achieved outside the scope of application of the German Basic Law are to be recognised, stipulations of the equivalence agreements (*Äquivalenzvereinbarungen*) approved by the Conference of Ministers for Cultural Affairs (*Kultusministerkonferenz*) and the German Rectors' Conference (*Hochschulrektorenkonferenz*, HRK) as well as agreements within the framework of university partnerships are to be respected. <sup>2</sup>If students spend some time abroad during the course of their studies, a Learning Agreement signed with the home university prior to the stay abroad will guarantee recognition of academic achievements produced abroad.
- (4) Relevant work experience gained before the beginning of the study programme may be recognised and credited for the practical module if equivalence is ascertained.
- (5) If equivalence pursuant to (2) above is ascertained, assessed and non-assessed coursework and examinations achieved abroad are also to be recognised and credited if they were achieved during an approved leave of absence and if the reason for this leave of absence was a study-related stay abroad according to Section 17 (2), n° 2 and 3 Matriculation Regulations



(*Immatrikulationsordnung*) of the Friedrich Schiller University Jena.

- (6) <sup>1</sup>If assessed and non-assessed coursework and examinations are recognised and credited, grades are to be carried over if the grading systems are comparable, and must be included in the calculation of the final overall grade. <sup>2</sup>If the grading systems are not comparable, the grade 'passed' is recorded. <sup>3</sup>It is also permissible to mark the recognition of coursework or examinations on the Grade Certificate.
- (7) <sup>1</sup>If the conditions stipulated in (1) to (5) above are met, the concerned student has the legal right to have his or her coursework or examination recognised. <sup>2</sup>Students must provide the necessary documentation and proof.

### Section 7 Examinations committee

- (1) <sup>1</sup>A joint examination board of the Faculty of Social and Behavioural Sciences, the Faculty of Philosophy and the Faculty of Theology shall be formed to perform the duties assigned by these examination regulations. <sup>2</sup>The Committee shall comprise four representatives from among the professors, two representatives from among other academic staff, and one student enrolled in the Master's programme in question. <sup>3</sup>Each faculty shall delegate at least one voting members to the Committee. <sup>4</sup>The chairperson, the vice chairperson as well as the other members of the Committee and their proxies are all appointed by the respective Faculty Council. <sup>5</sup>The term of office of the members of the Examinations Committee is two years, that of the student member one year. <sup>6</sup>A joint Examinations Office conducts business of the Examinations Committee.  
<sup>7</sup>For the Master's programme in Sports Science, a separate examination board is formed with the executive examination office of the Institute of Sports Science. <sup>8</sup>Sentence 2 applies accordingly to the composition of the Examination Committee.
- (2) <sup>1</sup>The Examinations Committee has a quorum when the majority of its members, including the chairperson or his/her deputy, are present. <sup>2</sup>Decisions of the Examinations Committee are taken with the majority of the votes cast. <sup>3</sup>In the event of a tie, the chairperson has the deciding vote. <sup>4</sup>In the assessment or recognition process of coursework and/or examinations, the student member participates in an advisory capacity only.
- (3) Meetings of the Examinations Committee are not public.
- (4) <sup>1</sup>The members of the Examinations Committee are subject to official secrecy. <sup>2</sup>If a member is not a public employee, he/she is sworn to secrecy by the chairperson of the Examinations Committee.
- (5) <sup>1</sup>The Examinations Committee ensures the respect of all stipulations of these Examination Regulations, and the proper execution of examinations. <sup>2</sup>In particular, it is competent to decide upon objections filed against decisions having been taken in the examination process.
- (6) The Examination Committee gives the Faculty Council suggestions for the reform of the study and examination regulations.
- (7) The members of the Examinations Committee have the right to attend examinations and to inspect the examination files.
- (8) <sup>1</sup>The Examinations Committee may, revocably, delegate the handling of tasks, in particular of regular tasks, to its chairperson or the Examinations Office. <sup>2</sup>In addition, the chairperson is authorised to take decisions that cannot be delayed instead of referring them to the



Examinations Committee; he/she must immediately inform the Examinations Committee of such decisions.

### **Section 8** **Module coordinator, examiners, and assessors**

- (1) <sup>1</sup>For each module, the competent institute appoints a person responsible for that specific module. <sup>2</sup>Together with the subject-specific academic advisory service at the respective institute, this person is responsible for advising students in questions related to their studies, for announcing and, where applicable, updating module descriptions, and for ensuring that, as far as the institute is responsible, the courses offered in the module and examinations take place as prescribed.
- (2) <sup>1</sup>The module coordinator and autonomously teaching staff are examiners in the respective module examination without special appointment. <sup>2</sup>Assessors are appointed by the module coordinator. <sup>3</sup>In cases of doubt, the Examinations Committee has the decision-making authority.
- (3) <sup>1</sup>Only members and staff of the Friedrich Schiller University Jena or—in exceptional cases—another university who are or have been authorised to teach independently in the respective study programme can be appointed as the person responsible for a module or as examiner. <sup>2</sup>Insofar as the objective and nature of the examination require, persons may be appointed as examiner who have professional experience in the respective field or experience in the training of new professionals, and who have at least a Master's degree in the concerned field of study or an equivalent qualification.
- (4) Examiners and assessors are subject to official secrecy.

### **Section 9** **Types of module examinations**

- (1) <sup>1</sup>Module examinations may be oral examinations, written tests under supervision (written examinations), papers to be written at home or project reports, or other course-related work that can be assessed according to the same standards. <sup>2</sup>Where appropriate, the use of electronic media and electronic documentation may be allowed during examinations. <sup>3</sup>The type of examination for a module shall be announced in the module description. <sup>4</sup>Subject of the module examinations is the subject matter of the respective module, including the basic skills required for dealing with this subject matter. <sup>5</sup>If a student passes the examination, he/she is awarded the credit points specified in the module description.
- (2) <sup>1</sup>In oral examinations, a student shall prove that he/she has acquired sufficient basic knowledge of the subject matter dealt with in the module, understands correlations, and that he/she can explain specific questions in the context of these correlations. <sup>2</sup>The duration of an oral examination shall not exceed 30 minutes.



- (3) <sup>1</sup>Oral examinations shall be held by a panel of two examiners (*Kollegialprüfung*) or one examiner together with one assessor who is also an expert in the respective field. They may be held as group examinations or individually. <sup>2</sup>The main topics and results of the oral examination shall be recorded in minutes. <sup>3</sup>The result of the examination shall be announced and explained to the respective student at the end of the oral examination. <sup>4</sup>In cases of group examinations, results shall be announced to each student individually.
- (4) In a project report, students shall prove that they are able to solve a problem using appropriate standard methods from the field of study, and to adequately present the methodologies used, the data obtained, as well as the results, taking into account relevant academic and scientific literature.
- (5) <sup>1</sup>In a written examination, students shall prove their ability to work on subject-specific assignments and find adequate solutions within a given time frame and with limited resources and tools available making proper use of standard methods from their field of study. <sup>2</sup>Generally, the maximum duration of a written examination shall be no longer than 90 minutes.
- (6) <sup>1</sup>Seminar papers are part of examinations. <sup>2</sup>Generally, the maximum time frame to work on a paper written at home shall be no longer than 10 weeks. <sup>3</sup>The examiner shall set the submission deadline. <sup>4</sup>The correction shall be made within the semester and within a maximum period of eight weeks. <sup>5</sup>At least one module of the study programme shall be completed with a paper to be written at home. <sup>6</sup>The volume of a written work, which was not prepared under supervision, shall normally not exceed 20 pages (40,000 characters). <sup>7</sup>Online research results shall be indicated separately in the bibliography. <sup>8</sup>The following endorsement shall be included on the last page:
- “I hereby confirm that I wrote this master’s thesis on my own and I did not use any other aids or sources, except those indicated.”*
- (7) <sup>1</sup>Where appropriate, it may also be permitted to do assessed coursework or examinations jointly as a group of students (group work or group examination). <sup>2</sup>The contribution of each member of the group to be understood as assessed coursework shall, however, be clearly identifiable as individual work and shall be assessable. <sup>3</sup>The duration and/or scope of an examination shall be extended accordingly. <sup>4</sup>A group must comprise more than three students. <sup>5</sup>In cases of group examinations, results shall be announced to each student individually.
- (8) <sup>1</sup>Generally, written examinations and papers written at home shall be assessed and graded by one examiner. <sup>2</sup>The grade and the basis on which it is determined shall be documented in the minutes, and will generally be announced in the electronic system for managing studies and examinations (*Friedolin*). <sup>3</sup>In case of a justified objection, the Examinations Committee may be requested to organise a second assessment.
- (9) Examinations that students are required to pass to continue their studies must be assessed and graded by two examiners.





## Section 10 Registration for and admission to module examinations

- (1) <sup>1</sup>Students have to register for the module examination via the electronic system for managing studies and examinations (*Friedolin*) no later than six weeks after the beginning of the lecture period. <sup>2</sup>Before the end of these six weeks, students may cancel their registration without giving reasons if no assessed course work and examination has been completed. <sup>3</sup>After that period, registration is binding.
- (2) Subject to the stipulations of (4) below, after binding registration for the module examination, students shall be admitted to take the examinations who
1. are enrolled for the Masters programme at the Friedrich Schiller University;
  2. can prove to meet the admission requirements for the module according to the module descriptions.
  3. have not definitely failed the respective examination or a comparable examination, or are involved in another corresponding examination process.
- (3) <sup>1</sup>Admission to module examinations is granted by the Examinations Office. <sup>2</sup>A special notification is only issued if a student is not admitted to take the module examination. <sup>3</sup>Students are informed by customary means (i.e. via *Friedolin*) and by written notification from the Examinations Office at least two weeks before the set date for the examination if they are not admitted. <sup>4</sup>Within the first ten weeks of the semester concerned, students may have their registration cancelled by the Examinations Office if they give a valid reason and if no assessed course work or examination has been completed.
- (4) <sup>1</sup>If admission to a module examination is subject to certain achievements or performance, admission to the module examination is granted under the condition that these achievements or performances have been produced. <sup>2</sup>The required achievements or performance shall be specified in the module descriptions.

## Section 11 Master's thesis

- (1) <sup>1</sup>By writing a master's thesis, students shall prove that they are able to produce a scientific work on a topic in their field of study within a given time frame independently, and to present it according to recognised academic standards. <sup>2</sup>Subject and problem definition shall be formulated so that students are able to meet the given deadline without exceeding the estimated workload for a master's thesis of 900 hours.
- (2) The master's thesis may also be written as a group if, by indicating sections or other objective criteria that allow for clear differentiation, the contribution of each is identifiable as individual contribution, can be assessed and graded as such, and meets all requirements stipulated in section 1 above.
- (3) The subject of the master's thesis shall be allocated and the writing of the master's thesis shall be supervised by an examiner appointed by the Examinations Committee from among the professors of the study programme.
- (4) <sup>1</sup>The master's thesis shall be written in German. <sup>2</sup>In justified cases, the Examination Committee may allow the master's thesis to be written in another language. <sup>3</sup>In the latter case, a detailed summary in German shall be enclosed with the thesis.





- (5) <sup>1</sup>The time frame to work on the Master's thesis (where applicable including its presentation in the framework of a examination colloquium [*Examenskolloquium*]) begins with the definition or allocation of the subject for the master's thesis and is set to be six months. <sup>2</sup>In justified cases, in particular in case of illness which must be proven with a medical certificate or, upon request, a medical certificate from the public health officer (*Amtsarzt*), the time frame to work on the master's thesis is extended accordingly. <sup>3</sup>The request will be decided upon by the Examinations Committee.
- (6) <sup>1</sup>The subject of the master's thesis can only be rejected and returned once and only in the first four weeks after its allocation. <sup>2</sup>The time passed until the rejection and returning of the subject for the master's thesis does not count towards the overall time frame to work on the master's thesis.
- (7) <sup>1</sup>The master's thesis shall be no longer than 80 pages (160,000 characters). <sup>2</sup>It must be submitted in three bound copies as well as in an electronic format (CD-ROM / another medium) to the Examinations Office within the time frame stipulated.
- (8) <sup>1</sup>When submitting his/her master's thesis, the candidate confirms in writing that he/she has written the thesis—or in case of group work, the part marked as his/her contribution—on her/his own, that no other sources or resources than those indicated were used, and that direct and indirect citations and ideas from somebody else are marked as such. <sup>2</sup>Online research results shall be indicated separately in the bibliography.
- (9) If the master's thesis is not submitted within the time frame stipulated, it is considered as 'failed' (*nicht bestanden*).
- (10) <sup>1</sup>Upon successful completion of the module for the master's thesis, students are awarded 30 credit points. <sup>2</sup>Of these, 4 credit points may be allocated to the defence in an exam colloquium. <sup>3</sup>The master's thesis shall be evaluated and graded by two examiners. <sup>4</sup>One of the examiners shall be the one who assigned the subject of the master's thesis. <sup>5</sup>The evaluation and grading process shall be completed within six weeks of submission of the master's thesis. <sup>6</sup>The grading is done pursuant to section 15 above, and reasons for the grading are to be given. <sup>7</sup>The final grade of the master's thesis is the arithmetic mean of the two evaluations. <sup>8</sup>If the difference of the two grades given by the two examiners is higher than 1.0 (according to the German grading system), a third expert opinion is sought by the chairperson of the Examinations Committee. <sup>9</sup>This also applies if one of the two examiners awards the grade 'failed' (*nicht bestanden*, according to the German grading system). <sup>10</sup>The final grade of the master's thesis then shall be the arithmetic mean of the two better grades. <sup>11</sup>However, the master's thesis can only be graded as 'passed' if at least two of the grades are 'passed' (*ausreichend*, according to the German grading system) or better.

## Section 12

### Registration for the master's thesis

- (1) <sup>1</sup>The registration for the module 'Master's thesis' usually shall happen at the beginning of the 4th semester. <sup>2</sup>With the admission being granted by the Examinations Office, the stipulated period to work on the thesis begins.



- (2) Admission can only be granted to students who
1. have been enrolled at the Friedrich Schiller University Jena for the respective Master's programme for at least two semesters;
  2. can prove to have earned 60 credit points in the chosen course of study,
  3. have not definitely failed the master's thesis in the study programme', and currently do not take part in another examination process;
  4. submit additional evidence in accordance with the study regulations, e.g. language certificates.
- (3) <sup>1</sup>The application to register a master's thesis must be submitted in writing by the dates specified and is to be addressed to the Examinations Committee. <sup>2</sup>The application shall include the following documents:
1. proof that all admission requirements as stipulated in (2) above are met;
  2. a proposal for the topic of the master's thesis as well as the desired supervisor; and
  3. a declaration on whether or not the candidate has already failed or definitely failed a master's thesis in his/her study programme, and whether or not he/she is involved in any other examination process.
- (4) If it is impossible for the student to attach the required documents in the required manner as stipulated in (3) above, the Examinations Committee may allow the candidate to provide the proof in a different way.

### **Section 13**

#### **Deadlines to take examinations**

- (1) <sup>1</sup>At the end of the 5th semester, all module examinations that have not been properly taken are considered to be failed for the first time. <sup>2</sup>If students also do not register to take the examinations in the concerned modules in the 6th semester, the modules will be considered as definitely failed.
- (2) The following applies to the master's thesis: If admission to the master's thesis is not applied for by the beginning of the 6th semester, it is considered to be failed for the first time.

### **Section 14**

#### **Exceptions**

- (1) <sup>1</sup>If a student credibly proves that he/she is unable to take part in an examination entirely or partially in its stipulated form due to prolonged or chronic physical or psychological impairment before the examination, he/she will be permitted to take part in the examination in a longer time frame or to take part in a comparable examination in another form. <sup>2</sup>A medical certificate from a public health officer (*Amtsarzt*) may be demanded. <sup>3</sup>The Examinations Committee is competent to decide on the request and on provisions for the continuation of the studies.
- (2) <sup>1</sup>The same applies to non-assessed course work. <sup>2</sup>It shall be assured that the concerned student sufficiently participates in in-class studying.



## Section 15 Grading of examinations and coursework, generating grades

(1) <sup>1</sup>Grades for assessed coursework or examinations are decided upon by the responsible examiners.

<sup>2</sup>The following grades shall be awarded (according to the German grading system):

1	=	very good ( <i>sehr gut</i> )	=	outstanding performance
2	=	good ( <i>gut</i> )	=	performance considerably above average
3	=	satisfactory ( <i>befriedigend</i> )	=	performance meeting the average requirements for passing
4	=	sufficient ( <i>ausreichend</i> )	=	performance that despite its shortcomings meets the basic requirements
5	=	failed ( <i>nicht bestanden</i> )	=	performance that does not meet the basic requirements due to considerable shortcomings

(2) For further differentiation of assessed coursework and examinations, the addition or subtraction of 0.3 from the grades is permitted; the following grades, however, are not permitted: 0.7; 4.3; 4.7; 5.3.

(3) A module examination is passed if it was graded as 'passed' or given the grade 4.0 ('*ausreichend*', according to the German grading system) or better.

(4) Assessed coursework and examinations graded as 'passed'/'not passed' ('*bestanden*'/'*nicht bestanden*' or '*b*'/'*nb*') shall not count towards the final overall grade.

(5) <sup>1</sup>If a module examination is composed of several partial examinations, the final grade will be the average of all partial examinations. <sup>2</sup>Any such regulations shall be specified in the module specification. <sup>3</sup>The weighting of examinations is permitted. <sup>4</sup>The type of examination for a module is to be announced in the module specification.

(6) <sup>1</sup>The Master's examinations are passed when all the necessary compulsory and optional modules of the course of study and the Master's thesis have been passed. <sup>2</sup>The overall final grade is calculated from the mean of all grades of module examinations and the master's thesis weighted by the credit points. <sup>3</sup>The grades of all compulsory and required elective modules as well as of the module for the master's thesis count towards the final overall grade proportionately to their number of credit points.

<sup>4</sup>Deviations from sentences 2 and 3 are regulated by the study regulations of the individual subjects. <sup>5</sup>The study regulations may stipulate that of all graded compulsory or elective modules, credit points amounting to a maximum of 10 LP are not included in the calculation of the overall grade.

<sup>6</sup>Modules which are only evaluated as 'passed/not passed' ('*bestanden*'/'*nicht bestanden*') are not included in the calculation.

(7) <sup>1</sup>Upon request of the student, the grades of additional modules may be included in the Grade Certificate. <sup>2</sup>However, they do not count towards the final overall grade.

(8) For the calculation of the module grades and the overall final grade, only the first decimal is relevant, all further digits are dropped without rounding.

(9) The grades (according to the German grading system) shall be:



With an average of up to 1.5	very good ( <i>sehr gut</i> )
With an average of 1.6 up to 2.5	good ( <i>gut</i> )
With an average of 2.6 up to 3.5	satisfactory ( <i>befriedigend</i> )
With an average of 3.6 up to 4.0	sufficient ( <i>ausreichend</i> )

(10)<sup>1</sup>According to the ECTS scale (Decision of the Conference of Ministers for Cultural Affairs of 22 October 2004), students are awarded the following relative grades in their Grade Certificate in addition to the grades above:

ECTS grade

A	The top 10%
B	The following 25%
C	The following 30%
D	The following 25%
E	The following 10%

<sup>2</sup>The basis for the calculation of these grades shall be a group of at least 30 students. <sup>3</sup>If necessary, a group of students from different modules or years may be used. <sup>4</sup>Unsuccessful students shall receive the following grades:

FX	Failed – improvements are necessary for the assessed coursework or examination to be accepted.
F	Failed – considerable improvement is necessary.

### Section 16 Re-taking examinations

- (1) <sup>1</sup>Module examinations that were failed may be re-taken once. <sup>2</sup>For module examinations, only the parts that were failed have to be re-taken. <sup>3</sup>If an examination is re-taken, the type of examination may differ from the original type of examination if the module catalogue provides for this option.
- (2) <sup>1</sup>The date for re-sitting an examination shall be set so that there are at least two weeks between the announcement of results of the first examination and the date for the re-sit examination, and that, as a general rule, the re-sit examination is completed before the beginning of the lecture period of the following semester. <sup>2</sup>Papers written at home that were graded as 'failed' (*nicht bestanden*) may normally be revised and corrected within four weeks, <sup>3</sup>unless explanations or solutions were made known when the graded paper was returned.
- (3) <sup>1</sup>A required elective module that was failed may once be substituted and compensated for with another successfully completed required elective module. <sup>2</sup>In such a case, the Examinations Office is to be informed immediately of the required elective module chosen as substitute.
- (4) <sup>1</sup>Re-taking a module examination for a second time is possible upon formal request, but only if justifiable and valid reasons can be given (case of special hardship). <sup>2</sup>Requests for the recognition of a case of hardship shall be submitted within three months of the announcement of results of the first re-sit examination and have to be addressed to the Examinations Committee.
- (5) <sup>1</sup>A master's thesis that was failed or is considered as failed may be re-taken only once. <sup>2</sup>To re-take the master's thesis, the concerned student has to contact the competent Examinations Office within six weeks of the announcement of the first result. <sup>3</sup>Upon allocation of a new subject, the second attempt to pass the master's thesis has to be completed at the latest



within the time frame stipulated in section 11 (5) above. <sup>4</sup>Re-taking the master's thesis a second time is not possible.

### Section 17

#### Non-appearance, withdrawal, deception, infringements of regulations

- (1) <sup>1</sup>Examinations are graded as 'not sufficient' (grade 5.0 according to the German grading system) if a candidate fails to appear at the examination date without good reason or if he/she withdraws from an examination without good reason after having been admitted to take the module examination. <sup>2</sup>The same applies if a deadline for submitting a paper that was written at home or other assessed coursework, the portfolio, or the master's thesis was not met.
- (2) <sup>1</sup>The reasons given to justify withdrawal or non-appearance are to be reported to the Examinations Committee immediately and in writing, and proof has to be provided generally within three working days. <sup>2</sup>In case of illness or an accident of the candidate or a child for whom the candidate is mainly the sole caregiver, a medical certificate or upon request of the Examinations Committee a medical certificate from the public health officer (*Amtsarzt*) has to be provided which attests the candidate's inability to take the examination in question. <sup>3</sup>If the reasons are accepted, a new examination date is scheduled. <sup>4</sup>Examination results that are already available have to be taken into account.
- (3) Once grades have been announced, it is not possible to withdraw from an examination or assessed coursework.
- (4) <sup>1</sup>If a candidate tries to influence the result of his/her assessed coursework or examination by deception or the use of non-authorized aids or resources, the entire module examination will be graded as 'failed' (*nicht bestanden*, grade 5.0 according to the German grading system). <sup>2</sup>Carrying non-authorized aids or resources after the beginning of an examination will always be considered as an attempt to deceive.
- (5) If a candidate tries to deceive again in the re-sit examination, the entire module examination will be considered as definitely failed.
- (6) <sup>1</sup>In cases of repeated deception through plagiarism or other repeated violations according to (4) above, the Examinations Committee may temporarily exclude the respective candidate from taking any examination or producing other assessed coursework for up to two years. <sup>2</sup>The same applies to other similarly serious violations of the principles of academic probity. <sup>3</sup>In particularly serious and malicious cases of deception, especially in cases of extensive plagiarism, the Examinations Committee may exclude the candidate permanently from taking any examination or producing any other assessed coursework. <sup>4</sup>Before such a decision is taken, the candidate is to be heard.



## Section 18 Appeal procedure

- (1) <sup>1</sup>Negative decisions and other onerous administrative decisions that were taken pursuant to these Examination Regulations are to be communicated in writing; reasons must be given, and legal remedies indicated. <sup>2</sup>Within one month of receiving such notification, the concerned student or graduate may file an objection with the Examinations Committee.
- (2) <sup>1</sup>The Examinations Committee shall decide on the objection. <sup>2</sup>If the objection is against a decision made by examiners, the Examinations Committee makes a decision after hearing the examiners.
- (3) Members of the Examinations Committee cannot assume this responsibility of the Examinations Committee if they were involved in the examination that the objection is directed at.
- (4) <sup>1</sup>The decision on the objections is to be taken at the earliest possible date. <sup>2</sup>If the objection is not granted, the notice must give reasons and include information on legal remedies. <sup>3</sup>The notice on the objection is to be delivered to the appellant.

## Section 19 Grade certificate, academic degree and degree certificate, notifications

- (1) <sup>1</sup>Upon successful completion of the Master's examinations, a Grade Certificate shall be issued promptly. <sup>2</sup>It shall include the titles of all successfully completed modules, the corresponding credit points as well as the results (grades) of all compulsory and required elective modules. In addition and upon formal request of the candidate, additional modules may be included pursuant section § 4 (4) to (6) above. <sup>3</sup>The modules whose grades are included in the calculation of the final grade shall be indicated. <sup>4</sup>In addition to the German grades, graduates shall receive a relative evaluation according to the ECTS scale. <sup>5</sup>The Grade Certificate shall bear the date of the last successfully completed examination or assessed coursework.
- (2) <sup>1</sup>Together with the Grade Certificate, a qualitative description of the degree earned ('Diploma Supplement') in German and English shall be issued based on the diploma supplement template developed jointly by the European Union, the Council of Europe, and UNESCO. <sup>2</sup>A list of all modules that were completed and their respective grades ('Transcript of Records') shall be issued in English.
- (3) <sup>1</sup>In addition, the graduate shall be issued a Degree Certificate with the same date as the Grade Certificate. <sup>2</sup>It certifies that the graduate is awarded the academic degree 'Master of Arts'.
- (4) Degree Certificate and Grade Certificate shall be signed by the Dean of the Faculty (*Dekan*) and the chairperson of the Examinations Committee.
- (5) If a candidate has definitely failed an examination or if an examination is considered to be definitely failed, the chairperson of the Examinations Committee shall inform the candidate in writing.
- (6) If a candidate leaves the University or changes his/her study programme, he/she may, upon formal request, be issued a Transcript of Records to document the successfully completed examinations and assessed and non-assessed coursework as well as their evaluation.

## Section 20



### **Invalidity of determined examination results**

- (1) If a student's fraudulent conduct during an examination becomes known only after the delivery of the Grade Certificate, the Examinations Committee may correct the assessment for the corresponding examinations or assessed coursework accordingly and with retrospective effect and declare all or part of the examination to be failed.
- (2) <sup>1</sup>If admission requirements for an examination were not met without the candidate intending to deceive, and this fact becomes known only after the delivery of the Grade Certificate, the passed examination remedies this shortcoming. <sup>2</sup>If a candidate has gained admission by intentionally deceitful means, the Examinations Committee shall decide on consequences.
- (3) The candidate in question must be given the opportunity to be heard prior to any decision.
- (4) <sup>1</sup>The incorrect Grade Certificate shall be revoked and a revised version issued where applicable. <sup>2</sup>Together with the revoked Grade Certificate, the Degree Certificate shall also be revoked if the examination is declared to be failed due to fraudulent conduct. <sup>3</sup>A decision pursuant to sections 1 and 2 (2) above must be taken within five years after the date of issue of the Grade Certificate. After this time, it is no longer permitted.

### **Section 21**

#### **Viewing examination files and retention period**

- (1) <sup>1</sup>After the announcement of results of module examinations, students must, within a reasonable time frame, be given an adequate opportunity to view the files of his/her written examinations and, where applicable, the corresponding evaluation reports or minutes of the examiners. <sup>2</sup>Place and date for this are set by the examiner or the person responsible for the module.
- (2) <sup>1</sup>Upon formal request, a student is to be given the possibility to view documents related to his/her master's thesis, and his/her own examination files in the premises of the Examinations Office. <sup>2</sup>The date for this is set by the Examinations Office.
- (3) <sup>1</sup>Examination files have to be kept and stored for at least one year after each student's completion of the study programme. <sup>2</sup>The location for storing examination files is set by the Examinations Committee.

### **Section 22**

#### **Equal opportunity clause**

All titles and functions in (the German version of) these Regulations equally refer to men and women.





### Section 23 Coming into effect and abrogation

<sup>1</sup>These Examination Regulations come into effect on 1 October 2013 following their announcement in the journal of legal notices of the Friedrich Schiller University Jena (*Verkündungsblatt der Friedrich-Schiller-Universität*). <sup>2</sup>At the same time, the Examination Regulations of the Faculty of Social and Behavioural Sciences for study programmes leading to a 'Master of Arts' degree, adopted on 5 January 2009, amended by the first Modification Regulations (*Erste Änderungsordnung*) of 17 February 2010 (published in the journal of legal notices of the Friedrich Schiller University, *Verkündungsblatt der Friedrich-Schiller-Universität* N° 2/2010, p. 32 ) and by the second Modification Regulations (*Zweite Änderungsordnung*) of 18 April 2012 (published in the journal of legal notices of the Friedrich Schiller University, *Verkündungsblatt der Friedrich-Schiller-Universität* N° 5/2012, p. 175) cease to be in force.

Jena, 14 February 2013

Prof. Dr Klaus Dicke

Rector of the Friedrich Schiller University Jena

Attachments

Appendix 1: Study programmes offered leading to a 'Master of Arts' degree



**Attachment:**

Study programmes at the Faculty of Social and Behavioural Sciences leading to a 'Master of Arts' degree:

- Applied Ethics
- Education– Culture – Anthropology
- Educational Science – Social Pedagogy / Social Management
- Social Theory
- Communication in the Public Sphere
- Political Science
- Sociology
- Sports Science