

Unofficial Reference Version of the JSL

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Examination Regulations for the Degree Program Master of Science (M.Sc.)

Pursuant to § 34 paragraph (1) clause 3 of the State Higher Education Act of 1 January 2005 (Official Gazette p. 1), the senate, in its meeting of 29 June 2005, put forward a resolution to adopt the following examination regulations for the degree program Master of Science (M.Sc.).

The rector approved the resolution on 18 August 2005.

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A. General regulations

§ 1 Scope of the examination regulations, academic degree

(1) These examination regulations apply to all Master of Science degree programs at the University of Freiburg listed in Appendix A.

(2) Following the successful completion of the master's examination, the candidate shall be awarded the academic degree "Master of Science" (abbreviated to "M.Sc.").

§ 2 Admission requirements

Entry requirements for admission to the master's degree are specified in the particular program-specific admissions regulations.

§ 3 Program structure

(1) The master's degree program corresponds to one of the programs selected by the student from the programs listed in Appendix A.

(2) As a rule, required coursework is equivalent to 120 ECTS credits. The total duration of studies, including bachelor's degree studies, is five years; students must earn a total of 300 ECTS credits.

(3) In order to pass a course or module, the student shall be awarded a certain number of ECTS credits as specified in the relevant program-related section of these examination regulations. The number of ECTS credits is calculated according to the estimated amount of work students are expected to complete.

(4) At the master's level, courses are grouped into modules. The type, scope, and content of the modules are determined by the relevant program-related sections of these examination regulations.

(5) The duration of studies, including the time needed for the completion of all exams and for the preparation of the master's thesis, is four semesters.

(6) Within the relevant program-related sections of these examination regulations, the contents of specific programs are selected and restricted so that the program can be completed within the specified duration of studies.

§ 4 Master's degree programs conducted in English

The relevant program-related provisions include additional specific regulations for any master's degree programs conducted in English.

§ 5 Courses and exams conducted in English

Master's degree programs not conducted in English, too, may include selected courses in English, with the relevant course exams conducted entirely or partially in English. Further details are given in the relevant program-related sections of these examination regulations.

§ 6 Internship

(1) The faculties may require a mandatory internship. The duration and details of the internship are specified in the relevant program-related sections of these examination regulations.

(2) Where an internship is required as part of a master's degree program, the faculty will assist the student in finding a placement.

§ 7 Academic counseling

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The faculties may require mandatory academic counseling or mentoring for students. Details can be found in the relevant program-related sections of these examination regulations.

§ 8 Program-related regulations

- (1) The program-related sections of these examination regulations are found in Appendix B.
- (2) The program-related sections of these examination regulations indicate whether the specific master's degree program is more research-oriented or more application-oriented. Furthermore, they specify whether the specific master's program is intended to build directly on a relevant preceding undergraduate program and/or whether it is a program for which professional experience is a prerequisite.

§ 9 Subject-Specific Board of Examiners

- (1) The relevant Subject-Specific Board of Examiners is responsible for organizing exams and any other specific actions assigned to the Board under the terms of these examination regulations. The Subject-Specific Board of Examiners ensures that the provisions of these examination regulations are observed and adjudicates in exam-related matters. The Subject-Specific Board of Examiners provides the relevant faculty with regular reports on developments related to the duration of exams and studies (including time taken to prepare master's theses) and to the distribution of course and overall grades. Working on behalf of the relevant faculty, the Subject-Specific Board of Examiners ensures that exams can be completed within the specified time. It informs students of the type and number of exams to be undertaken and announces exam dates as well as dates for setting master's thesis topics and deadlines for the submission of master's theses. The specific Subject-Specific Boards of Examiners are responsible for putting forward suggested amendments to the examination regulations and module descriptions – unless a degree program commission is tasked with this responsibility.
- (2) The members of the Subject-Specific Board of Examiners are entitled to attend exams as observers.
- (3) The Subject-Specific Boards of Examiners consist of four university professors, one research associate, and one student observer in an advisory capacity. The student member of the Subject-Specific Board of Examiners serves on the board for a term of one year; the other members, for a term of two years. Members may be reappointed.
- (4) The members of the Subject-Specific Board of Examiners, the Chair of the Subject-Specific Board of Examiners, and their deputies are appointed by the relevant faculty council.
- (5) The presence of the Chair, or his/her deputy, and two further members who are entitled to vote constitutes a quorum. Decisions are taken by a simple majority; in the event of a tie, the Chair or his/her deputy has the casting vote. Meetings of the Subject-Specific Boards of Examiners are private. Decisions by the Subject-Specific Board of Examiners may be taken in written form, by fax, by e-mail or in other ways, in addition to meetings, provided that the members of the Subject-Specific Boards of Examiners agree to decisions being passed in this way or participate in it.
- (6) The Chair of the Subject-Specific Board of Examiners assumes its day-to-day management and represents it externally. The Subject-Specific Board of Examiners may, subject to revocation, assign the completion of certain tasks to the Chair or his/her deputy. This does not apply to decisions on appeals. The Chair is authorized to take urgent decisions on his/her own in place of the Subject-Specific Board of Examiners provided that the members of the Subject-Specific Board of Examiners are informed immediately of the decision.
- (7) The members of the Subject-Specific Board of Examiners are subject to the principles of confidentiality. Those members who are not in public service will be sworn to secrecy by the Chair.
- (8) The Subject-Specific Board of Examiners must notify the candidate immediately and in writing of any incriminating rulings. The notification must include a statement of reasons as well as information about appeals procedures. Appeals against decisions taken by the Subject-Specific Board of Examiners must be submitted to the Subject-Specific Board of Examiners in writing or lodged for the record within one month of receipt of notification of the decision. Any appeals not resolved by the Subject-Specific Board of Examiners must be passed to the Vice-Rector for Academic Affairs for decision.

§ 10 Examiners and observers

- (1) Only persons authorized to oversee examinations can act as examiners. Persons authorized to oversee examinations include university professors, external lecturers, and research associates assigned authorization to conduct exams. Observers must be knowledgeable and must hold at least a master's degree or equivalent qualification in the discipline relevant to the specific exam subject.

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- (2) The Subject-Specific Board of Examiners appoints examiners and observers. It may transfer the responsibility for appointing examiners and observers to the Chair of the Board. The appointment of observers may be delegated to the specific examiner.
- (3) Course-based exams relating to individual courses are conducted by the respective course instructor, subject to the provisions in paragraph (1).
- (4) Examiners and observers are subject to the principles of confidentiality. Unless bound under the terms and conditions of civil service, they will be sworn to secrecy by the Chair of the Subject-Specific Board of Examiners.

§ 11 Recognition of study periods, academic credits, and exam results

- (1) Study periods, academic credits, and exam results that have been achieved in degree programs at state or state-approved higher education institutions and cooperative education institutions in the Federal Republic of Germany, at state or state-approved higher education institutions abroad, or as part of refresher courses will be recognized unless the competences acquired are not equivalent.
- (2) Study periods, academic credits, and exam results achieved through successful participation in a state-approved distance learning program will also be certified, provided that the distance learning program is equivalent in terms of course content to the available selection of courses in a conventional classroom-based program of study.
- (3) Academic credits and exam results which have been achieved in the degree program that is an admission requirement for the master's degree program generally cannot be recognized in the master's program.
- (4) The competences acquired are considered equivalent if they correspond substantially to the competences that will be certified through the study periods, academic credits, and exam results required for the relevant subject in the master's degree program at the University of Freiburg. The determination of equivalency should be based on an overall view and evaluation rather than on a series of one-to-one comparisons. In the consideration of the recognition of study periods, academic credits, and exam results achieved outside Germany, equivalency agreements approved by the Standing Conference of Ministers of Education and Cultural Affairs and the German Rectors' Conference, as well as arrangements under existing university partnerships, should be observed. Where equivalency is uncertain, the view of the Central Office for Foreign Education may be sought.
- (5) The recognition of study periods, academic credits, and exam results serves as the basis for pursuing the program and sitting exams. It shall therefore be denied if, in one subject of the Master of Science degree program, the candidate is seeking recognition for more than two-thirds of all academic credits and exam results or more than two-thirds of required ECTS credits. This does not apply if the credits and results to be recognized were achieved in another degree program or in another subject at the University of Freiburg.
- (6) The Subject-Specific Board of Examiners decides on the recognition of study periods, academic credits, and exam results, seeking the views of the relevant authorized subject-specific examiner as appropriate.
- (7) Students should submit any documentation required for recognition to the Subject-Specific Board of Examiners by the end of the semester following enrollment in their selected master's degree program at the University of Freiburg or the end of the semester following the completion of the coursework and exams. In the case of certificates and other documentation not issued in German, English, or French, an authenticated German translation may have to be submitted.
- (8) In the event that coursework and exam results are recognized, and providing the grading systems are equivalent, grades should be transferred and integrated into the calculation of module grades and the final overall grade according to these examination regulations. Where the grading systems are not equivalent, a grade for the recognized exam is determined by the Chair of the Subject-Specific Board of Examiners based on the grading scale according to § 18 paragraph (1) and treated as per clause 1. Where a grade cannot, according to clause 2, be determined due to differences in the grading systems, a "pass" will be recorded; the "pass" will not be included in the calculation of module grades or the final overall grade. Clauses 1 and 2 apply accordingly with regard to the allocation of ECTS credits. Recognized academic credits and exam results from another university are identified as such in the degree certificate and the academic record. The Subject-Specific Board of Examiners decides on the identification of academic credits and exam results achieved at the University of Freiburg.
- (9) Students who have moved from another university and lateral entry students seeking recognition of previous achievements must submit a declaration stating whether they have failed a course-based exam

or the master's examination either once or finally, have forfeited their entitlement to be examined, or are currently undertaking a master's degree examination in the same subject as or in an equivalent subject to that of the master's degree program for which they are applying.

(10) Knowledge and skills acquired outside the higher education system will be taken into account providing the competences acquired are equivalent as specified in paragraph (4); however, they can replace no more than half of the required university studies. Consideration is given in particular to practical activities completed outside the higher education system on a mandatory internship in accordance with the program-related regulations of the subject selected in the master's program. Details such as the requirements and extent of the knowledge and skills acquired outside the higher education system which will be taken into account may be specified in Appendix B of these examination regulations. Paragraphs (6) and (7) apply accordingly.

(11) At the student's request, language courses successfully completed at the Language Teaching Centre (*Sprachlehrinstitut* – SLI) of the University of Freiburg will also be recognized, providing the competences acquired on the courses are equivalent in the sense of paragraph (4).

B. Exams in the M.Sc. degree program

§ 12 The master's examination

(1) The master's examination is intended to determine whether the candidate has acquired an in-depth subject-specific body of knowledge, attained an overview of the context of and connections within the master's subject, and developed the capability to apply research methods and findings independently.

(2) The master's examination consists of course-based exams and the master's thesis and may include the presentation and defense of the master's thesis or another additional requirement. Further details are given in the relevant program-related sections of these examination regulations.

§ 13 Academic credits

(1) Academic credits are individual credits students earn for work done in conjunction with specific courses. The type, number, and scope of these academic credits must be defined in such a way that the time required to earn these credits is equivalent to the ECTS credits allocated to each course. Information about academic credits associated with specific courses will be given to the students no later than the beginning of the specific course.

(2) Completed coursework must be assessed, but not necessarily graded, by the relevant course instructor.

(3) The program-related sections of these examination regulations specify which courses require the completion of coursework, as well as what coursework must be demonstrated as a prerequisite to being admitted to particular exams.

§ 14 Course-based assessments

(1) Course-based assessments as specified by these examination regulations include:

- Final module exams, which test in all the components of a module within one exam
- Partial module exams relating to one or more components of a module

(2) The specific program-related sections of these examination regulations specify the type and scope of the assessments to be undertaken. Further details about the course-based assessments will be announced to the students at the beginning of the specific course.

(3) Once all assessments required for a particular module have been completed, no further assessments can be undertaken as part of that module. The provisions regarding the improvement of grades according to § 24 paragraph (6) remain unaffected by this.

§ 14a Arrangements for students with special needs

(1) In the case of students disadvantaged in exam situations due to a long-term illness or chronic medical condition unrelated to the exam, the Subject-Specific Board of Examiners may, upon written request, take appropriate measures to compensate for these disadvantages; evidence of core competencies assessed in the exam undertaken may not be waived. Compensatory measures with regard to written assessments may specifically include the appropriate extension of time limits, the

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opportunity to take rest breaks (not counted toward allotted time), and the permitted use of personal and material aids.

(2) Before making any decisions according to paragraph (1), the Subject-Specific Board of Examiners should – in contentious cases, and with the agreement of the student – seek the views of the disabilities officer or another specialist.

(3) Requests for special compensatory arrangements should be submitted when registering for a specific module assessment, and no later than one month before the date of that specific module exam. Affected students must explain their special circumstances and provide evidence in the form of a medical certificate containing the medical facts and findings necessary to evaluate the case.

(4) In the case of disadvantage in exam situations due to a long-term illness or a chronic medical condition, the regulations in paragraphs (1) to (3) apply accordingly.

§ 15 Registration for and admission to course-based exams

(1) Admission to course-based exams is only open to

- students enrolled at the University of Freiburg in the relevant master's degree program, and
- students who have not forfeited their entitlement to examination.

(2) The application for admission to course-based exams must, by a deadline to be set by the Subject-Specific Board of Examiners, be submitted in writing to the Subject-Specific Board of Examiners before the registration for the first course-based exam. The application for admission must be accompanied by a declaration of whether the candidate has previously failed an examination in the chosen subject of the master's degree program (or in a related subject) for a master's degree, *Magister*, or *Diplom* or is currently in the process of taking a master's examination. Related subjects are indicated in the specific program-related provisions in Appendix B of these examination regulations.

(3) In the case of rejection of the admissions application, the Board of Examiners will notify the candidate in writing. The letter must provide the reasons for rejection as well as information about appeals procedures.

Admission must be denied in cases where

- the requirements according to paragraph (1) have not been met;
- the application is incomplete, and missing documentation was not submitted by the deadline despite requests to do so; or
- the candidate has incurred a final fail in the chosen subject (or in a related subject) in a master's degree, *Magister*, or *Diplom* examination; has forfeited the entitlement to be examined; or is currently undertaking a master's examination. Exceptions to the aforesaid may be possible under the provisions of the specific program-related sections of these examination regulations.

(4) For each course-based assessment, every student must register with the Examination Office either in writing or via the online application by a specific deadline set by the Subject-Specific Board of Examiners. Evidence must be provided that the necessary requirements for the specific course-based exam, according to the specific program-related sections of the examination regulations, have been met. Students who have not met these requirements and who are therefore unable to take the exam will be notified in writing. The notification must provide reasons for refusal and information about appeals procedures.

§ 16 Oral exams during degree program

(1) Oral assessments normally include oral exams (oral tests) and presentations.

(2) Oral exams are conducted as group or individual exams. Each candidate is examined for no less than 10 minutes; in the case of partial module exams, for no more than 20 minutes; and in the case of final module exams and other additional assessments (§ 12 paragraph (2)), for no more than 45 minutes. Further details are given in the relevant program-related sections of these examination regulations.

(3) Oral exams that are not conducted as part of a specific course are conducted by an examiner according to § 10 paragraph (1) clause 2 in the presence of an expert observer or, alternatively, by two examiners (collaborative exam).

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- (4) The main points and results of the exam must be minuted. The candidate will be informed of the exam result at the end of the oral exam. The minutes are signed by the examiner and the observer and become part of the candidate's examination files.
- (5) Third-party students intending to undertake the same exam at a later exam date should be permitted to observe the exam, provided space is available and the candidate being examined does not object. Permission to observe an exam does not, however, extend to the observation of the deliberations of the examiner (or examiners) or the announcement of the exam result to the candidate. Observers are excluded subject to important reasons or upon request by the candidate.
- (6) Presentations are intended to allow candidates to prove that they are able to successfully address a specific range of issues from their subject area in the form of a presentation. Presentations should not be less than 15 minutes, nor greater than 90 minutes, in length.
- (7) Oral exams and presentations are conducted in German or in the language of the relevant course.

§ 17 Course-based written assessments

- (1) Written assessments normally include written exams (supervised exams), research papers, and marked reports.
- (2) Aids authorized for use in a written exam will be posted well before the exam date.
- (3) As a rule, written exams will last no less than 60 minutes and will not exceed 240 minutes in duration. Further details are provided in the relevant program-related sections of these examination regulations.
- (4) Research papers are intended to allow candidates to prove that they are able to successfully address a specific range of issues from their subject area in writing.
- (5) Marked reports in written form are intended to allow candidates to prove that they have successfully participated in the seminar, project, internship, or other type of course.
- (6) Written exams, research papers, and marked reports should be written in German or in the language of the relevant course. A written exam on a topic or problem presented in a language other than German may be written in German.
- (7) The duration of evaluation of written work shall not exceed a period of four weeks; § 20 paragraph (9) remains unaffected by this.

§ 17a Written assessments using multiple choice

- (1) Written assessments in the form of written exams may also consist wholly or partially of test questions that have several possible answers, from which exam candidates select the one they believe to be correct (multiple-choice test). The test questions must correspond to the curriculum of the relevant module and must allow reliable exam results. All candidates must be given identical test questions. The test questions are devised by at least two examiners according to § 10, who must also specify which answers are defined as correct; special attention must be taken to ensure that test questions do not contain errors. Before determining the exam results, the examiners must recheck all test questions for manifest errors according to clause 2. If any test questions do indeed display manifest errors, they must be disregarded when determining exam results. The number of test questions is reduced accordingly. The evaluation of a written exam pursuant to clause 1 is then based on the reduced number of test questions. A reduced number of test questions must not affect candidates negatively. A test question displays a manifest error if it is incomprehensible, contradictory, or ambiguous in its very wording or if the suggested answer key identifies as correct an answer that is, in fact, incorrect.
- (2) In order to pass written exams of the type specified in paragraph (1) clause 1, which consist of simple multiple-choice questions (where there is exactly one correct answer among a total of n proposed answers), the exam candidate must answer no less than 60 percent of all test questions correctly or achieve a proportion of correctly answered questions no more than 20 percent lower than the average exam result of all candidates for that particular module. Where candidates have achieved the necessary minimum number of correct answers to pass the written exam according to clause 1, then the grade will be
 - “excellent” if at least 75 percent,
 - “good” if at least 50 percent but less than 75 percent,
 - “satisfactory” if at least 25 percent but less than 50 percent, or
 - “adequate” if less than 25 percent

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of the remaining test questions have been answered correctly.

(3) For written exams according to paragraph (1) clause 1, which consist of multiple-response questions (where there is an unknown number x – that is between zero and n – of correct answers among a total of n proposed answers), the regulations of paragraph (2) apply, with the exception that the determining factor is not the proportion of correct answers relative to the total number of test questions; instead, the proportion is the candidate's overall sum of points achieved relative to the maximum total achievable. Each multiple-response question is assigned a point value that corresponds to the number (n) of proposed answers and that can be multiplied with a weighting value for each individual multiple-response question. For each multiple-response question, the exam candidate receives a number of points that, if the candidate's selected answers completely match the answers defined as correct, corresponds to the full assigned point value. For each proposed answer chosen or disregarded by the candidate that matches the approved correct or incorrect proposed answer, the candidate receives one point. If an answer defined as correct is not selected by the candidate or if the candidate selects an answer defined as incorrect, the candidate receives minus one point; the point value assigned for any one question cannot, however, be less than zero. The overall points achieved for a multiple-response question are calculated by multiplying the basic points by the relevant weighting assigned to the question. The overall maximum total achievable is the sum of the products, including the weightings of all point values of all multiple-response questions.

(4) Unless the questions all have equal weighting in terms of the final grade, the weighting of each test question must be indicated on the test sheet.

(5) In the case of written exams which only partially consist of multiple-choice questions, the regulations of paragraphs (1) through (4) apply only to the relevant part (or parts) of the written exam.

(6) Where the number of test questions to be eliminated according to paragraph (1) clause 6 exceeds 15 percent of the total number of test questions in a multiple-choice/multiple-response test, the written exam must be repeated; this also applies to written exams only partially consisting of a multiple-choice/multiple-response test if the result of that part of the exam contributes 15 percent or more to the grade of the overall exam.

(7) The regulations of paragraphs (1) through (6) apply accordingly to assessed coursework.

§ 17b Coursework and exam assessment using new technology

(1) Coursework and course-based exams may be undertaken using the latest information and communications technology (new technology), provided that the required technical, personnel, and space requirements can be met. Specifically, exams may be conducted as online exams and electronic tests. Course-based exams may also be undertaken as distance exams at other institutions, particularly other universities (as online exams or via video conferencing, for example).

(2) For coursework and exams in accordance with paragraph (1), §§ 13 through 17a apply. The relevant Subject-Specific Board of Examiners must ensure that the principles of fair exam procedures are observed. Most importantly, procedures must be in place to enable identity checks of students and to ensure that the customary exam standards of the University are maintained (for example, exclusion of unauthorized aids, concurrence of distance exams and exams at the University of Freiburg, duty of supervision).

(3) If coursework and exams are to be conducted electronically, students will be given sufficient opportunity to familiarize themselves with the electronic exam system during the course. Data protection regulations will be observed. Electronic exams are deemed to be written supervised exams.

§ 18 Grading of course-based exams and calculation of module grades

(1) Each exam achievement is evaluated and assigned one of the following grades:

1	excellent	an outstanding result that substantially exceeds average requirements
2	good	a result that significantly exceeds average requirements
3	satisfactory	a result that meets average requirements
4	adequate	a result that still meets the requirements despite deficiencies
5	not adequate	a result that does not meet the requirements due to substantial deficiencies

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For a differentiated evaluation of exam achievement, intermediate values can be determined by increasing or decreasing the grade by 0,3. This excludes the grades 0,7; 4,3; 4,7; and 5,3.

(2) Where a module includes a final module exam, the grade of the final module exam determines the grade for the module. Where a module includes several partial module exams, the unweighted average of all partial module exam grades determines the module grade for the module unless the program-related provisions in Appendix B of these examination regulations specify a weighted average. The candidate must achieve at least a grade of “adequate (4,0)” in each partial module exam. In determining the grade, only the first number after the decimal mark (comma) is taken into account; any further decimal places are deleted without rounding.

(3) The module grades are:

for an average of 1,5 or less	excellent
for an average from 1,6 to 2,5	good
for an average from 2,6 to 3,5	satisfactory
for an average from 3,6 to 4,0	adequate
for an average exceeding 4,0	not adequate

(4) For modules affecting the final grade, the numeric values of module grades are used as the basis for determining the overall grade of the master’s examination.

§ 19 Admission to and registration for the master’s thesis

(1) Admission to prepare the master’s thesis is only open to students

- who are enrolled at the University of Freiburg in the relevant master’s degree program,
- who have not forfeited their entitlement to examination in the master’s degree program, and
- who have achieved a minimum number of ECTS credits as specified in the program-related section of the examination regulations.

(2) The application for admission to prepare the master’s thesis must be submitted to the Subject-Specific Board of Examiners in writing. The application must be accompanied by the following documents:

- evidence of the completion of admissions requirements according to paragraph (1), and
- a declaration of whether the candidate has previously failed, or is currently in the process of taking, an examination in the chosen subject of the master’s degree program (or in a related subject) for a master’s degree, *Magister*, or *Diplom*.

(3) The application for admission to prepare the master’s thesis must be submitted no later than three months after the completion of the final partial exam. Should the candidate miss this deadline without just cause, the master’s thesis shall be graded “not adequate (5,0)” and considered as failed in its first attempt.

(4) The decision regarding admission is made by the Subject-Specific Board of Examiners based on the submitted documentation. The Subject-Specific Board of Examiners must inform the candidate of their decision in writing within four weeks. A rejection must include reasons for refusal and information about appeals procedures.

(5) Admission to prepare the master’s thesis must be refused in cases where

- the requirements according to paragraph (1) have not been met;
- the application is incomplete, and required documents were not submitted by the deadline despite requests to do so; or
- the candidate has incurred a final fail in the chosen subject (or in a related subject) in a master’s degree, *Magister*, or *Diplom* examination; has forfeited the entitlement to be examined; or is currently undertaking a master’s examination.

§ 20 Master's thesis

(1) The master's thesis, worth between 15 and 30 ECTS credits, is a research paper that is intended to show that candidates are capable of using scientific methods to independently research a topic in their subject area and of presenting their findings in an adequate manner, all within a limited timeframe.

(2) The thesis may only be prepared by a group of candidates if this option is expressly allowed under the provisions of the specific program-related Appendix B. In every such case, it is essential that it be possible that the contributions of the individual candidates be clearly determined, assessed, and graded.

(3) The topic of the master's thesis is set by an authorized examiner according to § 10 paragraph (1) clause 2. Subject to prior agreement by the Subject-Specific Board of Examiners, the master's thesis may also be assigned and supervised by a professor, senior lecturer, or external lecturer from outside the faculty, provided the topic is approved by someone in a teaching or research role in the relevant major subject within the faculty membership of professors, senior lecturers, or external lecturers. By setting the topic, the relevant authorized examiner also assumes the supervision of the master's thesis. The candidate should be given the opportunity to suggest possible thesis topics. Upon request, the Chair of the Subject-Specific Board of Examiners shall ensure that candidates are assigned a master's thesis topic no later than six weeks after application.

(4) The thesis topic is assigned by the Subject-Specific Board of Examiners as part of the notification of admission to prepare the master's thesis. The date on which the topic is assigned and the topic itself must be recorded in the candidate's file. The time allowed for the preparation of the thesis begins when the topic is assigned.

(5) The time allowed for the preparation of the master's thesis and the number of ECTS credits achievable are specified in the program-related sections of these examination regulations. The setting of the topic and the supervision arrangements should take account of the specified time scale. Subject to receipt of an application, the Subject-Specific Board of Examiners may, in substantiated exceptional cases, extend the deadline for preparation of the thesis by a maximum of six weeks. The application for extension must be presented immediately and must be received by the Subject-Specific Board of Examiners prior to the thesis completion deadline. If the reasons given for the extension are connected with a topic or problem relating to the master's thesis, the application requires the approval of the thesis supervisor. In the event of illness of the student, the application must be accompanied by a medical certificate containing all of the medical facts necessary for an assessment to be made; a medical certificate from a doctor named by the Subject-Specific Board of Examiners may also be requested. This does not affect § 27 paragraph (2).

(6) The topic may only be rejected once and only within the first two months of the thesis preparation. A new topic must be set and assigned within four weeks.

(7) The thesis must be submitted to the Subject-Specific Board of Examiners by the set deadline. The number of copies to be submitted is specified in the program-related sections of these examination regulations. The submission date shall be recorded in the candidate's file. Any thesis not submitted by the deadline will be considered "not adequate (5,0)" unless the student cannot be held accountable for missing the deadline.

(8) When submitting the master's thesis, candidates must declare in writing

1. that they have prepared the thesis – or, in the case of group work, the relevant part of the thesis marked as such by the particular candidate – independently;
2. that they have not used any sources or aids other than those referenced and have identified any direct or indirect quotations taken from other published works as such;
3. that neither the submitted master's thesis nor substantial parts thereof have been nor are part of another examination; and
4. that the electronic version of the submitted master's thesis is identical both in content and format to the submitted hard-copy versions.

(9) The master's thesis must be graded by two examiners according to § 10 paragraph (1) clause 2 within a period of six weeks. As a rule, the primary evaluator shall be the thesis supervisor. The Subject-Specific Board of Examiners appoints the second evaluator in consultation with the primary evaluator. The evaluators grade the master's thesis independently using one of the grades listed in § 18 paragraph (1). The grade is calculated as the average (arithmetic mean) of the two individual grades; § 18 paragraph (2) clause 4 and paragraph (3) apply accordingly. Where the evaluations of the two evaluators differ by at least two grades, the Subject-Specific Board of Examiners will appoint an additional third

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evaluator. If this is the case, the grade is calculated as the average (arithmetic mean) of the three individual evaluations; § 18 paragraph (2) clause 4 and paragraph (3) apply accordingly.

(10) Unless otherwise specified within the program-related sections, the master's thesis must be written in German. Upon request by the candidate, the Subject-Specific Board of Examiners may permit another language, provided that assessment can be guaranteed. Any such request – accompanied by a statement from the proposed first examiner – must be submitted prior to or along with the application to prepare the master's thesis. Any thesis written in a language other than German must include a short summary in German as an appendix.

§ 21 Determination of the master's examination grade

(1) The master's examination is considered passed if all parts of the examination have been awarded at least a grade of "adequate (4,0)."

(2) In determining the overall grade of the master's examination, the component parts of the examination are weighted as specified in the relevant program-related section of these examination regulations.

(3) When calculating the overall final grade, only the first number after the decimal mark (the comma) is taken into account; any further decimal places are deleted without rounding.

The overall grade for the master's examination is:

for an average of 1,5 or less	excellent
for an average from 1,6 to 2,5	good
for an average from 2,6 to 3,5	satisfactory
for an average from 3,6 to 4,0	adequate
for an average exceeding 4,0	not adequate

§ 22 Passing and failing course-based assessments

(1) A partial module exam is considered passed if it has been awarded at least a grade of "adequate (4,0)" and if the candidate has successfully completed all coursework required to achieve the prescribed number of ECTS credits (see program-related sections) in that particular course.

(2) A final module exam is considered passed if it has been awarded at least a grade of "adequate (4,0)" and if the prescribed number of ECTS credits (see program-related sections) has been achieved in every component of the relevant module.

(3) The master's thesis and any required presentations, thesis defense, or other additional assessed work (§ 12 paragraph (2)) are considered passed if they have been awarded at least a grade of "adequate (4,0)."

(4) The Subject-Specific Board of Examiners will issue written notification to the student in the case that a course-based exam (or any other assessment as part of the master's examination) is failed or considered failed; this notification will also include information regarding whether and, if appropriate, to what extent and by which deadline the exam may be retaken, and whether the student needs to register for the retake exam. The notification must include information about appeals procedures.

§ 23 Final failure

(1) If the student fails an exam or any associated retake exams according to § 24 and/or § 25, then the exam incurs a final fail.

(2) If a course-based exam is failed or considered failed, the master's examination in that subject incurs a final fail.

(3) If a final fail is incurred in the master's thesis or in any required presentations, oral defense of the thesis, or other additional assessed work (§ 12 paragraph (2)), then the entire master's examination incurs a final fail.

§ 24 Repeating course-based exams

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- (1) Course-based exams graded “not adequate (5,0)” or considered failed may be retaken at least once. Further retakes may be possible if specified in the relevant program-related sections of these examination regulations. The Subject-Specific Board of Examiners specifies whether the Examination Office will register students for exam retakes (compulsory registration) or whether students must register themselves. If there is no compulsory registration for a retake exam, students will be duly informed of the registration deadline in good time.
- (2) Any exam retakes must generally be completed no later than the end of the semester following the failed exam; they are usually held during the exam session of the following semester. Should there be no opportunity to retake the exam in the semester following the failed exam, the exam retake may be completed in the second semester following the failed exam. If the relevant program-related provisions permit failed exams to be retaken more than once, the deadlines for further retakes are set out in the program-related provisions. Should the deadline for retaking a failed exam be missed, the retake is considered failed unless the candidate cannot be held accountable for missing the deadline.
- (3) Where the failed exam was taken at least six weeks before the following semester’s start of lectures, and where the successful completion of the exam retake is required for admission to a course-based exam or a course in the following semester, the student should – upon request – be given the opportunity to take the exam in time to allow admission to that exam or course.
- (4) A minimum of four weeks must separate the announcement of the results of the original exam and the exam retake.
- (5) Where an exam is not retaken during the exam session of the semester following the failed exam, the type of assessment to be undertaken can deviate from the type of assessment specified in the program-related regulations, provided the program-related provisions so specify. In such cases, students must be informed no later than at the point the retake date is set of the type of assessment to be undertaken at the exam retake.
- (6) The possibility of retaking successfully completed course-based assessments may be specified in the relevant program-related regulations.

§ 25 Repeating a master’s thesis/presentation/thesis defense/other assessed work

(1) A master’s thesis which has been graded “not adequate (5,0)” or considered failed may be repeated once. The application for resubmission must be made no later than two months after the exam result notification has come into force; if this deadline is missed, the entitlement to repeat is lost unless the student cannot be held accountable for missing the deadline. Where the master’s thesis has been considered “not adequate,” the Chair of the Subject-Specific Board of Examiners will set a deadline by which the candidate must propose a new topic and by which, moreover, the topic of the master’s thesis must be assigned. If this deadline is missed, the Chair of the Subject-Specific Board of Examiners will set a topic and specify the assignment date within two weeks of the missed deadline. The rejection of the topic is only permissible if the candidate has not made use of this option during the preparation of the original thesis.

(2) An oral presentation which has been graded “not adequate” may be repeated once. The same applies with regard to the oral defense of the thesis or any other additional assessment (§ 12 paragraph (2)). The assessment must be retaken no later than two months after the exam result notification has come into force; if this deadline is missed, the entitlement to repeat is lost unless the student cannot be held accountable for missing the deadline.

(3) Resubmission of a successfully completed master’s thesis is not permitted.

§ 26 Degree certificate, award certificate, notification

(1) Following the successful completion of the master’s examination, the candidate will receive a degree certificate showing the overall grade of the master’s examination (including the numeric grade). The degree certificate bears the date of the last exam taken and is signed by the Chair of the Subject-Specific Board of Examiners. At the request of the candidate, the overall grade of the master’s examination will be assigned one of the following ECTS grades:

- A -	top 10 percent
- B -	next 25 percent
- C -	next 30 percent
- D -	next 25 percent
- E -	next 10 percent

Unless otherwise specified in the program-related provisions in Appendix B of these examination regulations, the overall master’s grade is based on the sum total of the overall grades awarded in the relevant subject from the past three years. At the request of the candidate, an English translation of the results will be included.

(2) The Examination Office will issue a summary of the results (a transcript of records) showing the modules taken over the course of the master’s studies, the modules grades relevant to the final grade, the topic and grade of the master’s thesis, and the grade of any oral exam required in accordance with § 12 paragraph (2). The summary of results will also show the ECTS grade table for the overall grade of the master’s examination. To this end, the overall grades awarded in the relevant subject of the master’s program from the past three years will be recorded and their numerical and percentage distribution determined based on the grade scale according to § 21 paragraph (3) clause 2 and presented in a table (ECTS grade table). At the request of the candidate, the summary of results will also be issued in English.

(3) A diploma supplement is issued along with the master’s certificate. Apart from the candidate’s personal data, it contains information about the type and “level” of the degree and the status of the University of Freiburg, as well as detailed information about the degree program for which the degree has been awarded. The diploma supplement is “certified” with reference to the relevant original documents. The final paragraph of the diploma supplement contains a standardized text (a “national statement”) describing the German system of higher education.

(4) Following the successful completion of the master’s examination, and in addition to the degree certificate, the candidate will receive an award certificate, which certifies the award of the academic degree. The award certificate is signed by the Dean of the faculty. The award certificate bears the date of the degree certificate and shall be stamped by the issuing academic faculty.

(5) Candidates who have incurred a final fail in the master’s examination will receive written notice that shall include information about appeals procedures. Candidates who have incurred a final fail in the master’s examination may – upon request – receive written confirmation of any successfully completed

exams and/or academic credits; the written notice will indicate that the overall examination has incurred a final fail.

C. Final provisions

§ 27 Maternity and parental leave

(1) The university must allow for appropriate maternity leave as prescribed under currently valid law on the protection of working mothers (*Mutterschutzgesetz – MuSchG*) upon request by a candidate. Any application for maternity leave must be accompanied by relevant documentation as evidence. Maternity leave overrides any deadlines under the provisions of these examination regulations; the period of maternity leave is not counted against any such deadlines.

(2) Equally, the university must – upon request – allow for any periods of parental leave under the relevant valid law (*Gesetz über die Gewährung von Erziehungsgeld und Erziehungsurlaub – BErzGG*). Candidates must inform the Board of Examiners in writing of the period they wish to claim as parental leave; any request for parental leave must be submitted to the Subject-Specific Board of Examiners no later than four weeks prior to the start of the intended parental leave and must be accompanied by relevant documentation as evidence. The Subject-Specific Board of Examiners shall examine whether the candidate meets the legal requirements that would constitute an entitlement to parental leave under BErzGG and shall immediately inform the candidate of the result as well as, where applicable, the new exam dates. The time allotted for thesis preparation may not be interrupted by parental leave. Instead, the thesis topic is deemed void. Upon completion of the period of parental leave, the candidate will be assigned a new topic.

§ 28 Withdrawal, deception/cheating, and breach of regulations

(1) The absence of a student from an exam – or a student's failure to take an exam by the relevant deadline – constitutes a withdrawal from the exam.

(2) If a student is prevented from taking an exam by the relevant deadline due to illness or for another important reason, withdrawal will be permitted upon written request. The student must submit the request, including appropriate documentation and a statement of reasons for the withdrawal, to the Subject-Specific Board of Examiners without delay. In the case of illness, the application must be accompanied by a medical certificate containing the medical facts necessary to judge the student's inability to be examined. If justified, the Subject-Specific Board of Examiners may require the student to provide a medical certificate from a medical doctor chosen by the Board. Permission to withdraw will be refused if, at the point in time at which the withdrawal first occurs, the student has already undertaken a number of exams that, due to their results, preclude the successful completion of the entire examination.

(3) If the Subject-Specific Board of Examiners accepts the grounds for withdrawal, the exam is considered not taken. If withdrawal is not permitted, the course-based exam is considered failed and is graded "not adequate (5,0)."

(4) Where students attempt to influence the outcome of an exam or piece of assessed coursework by cheating/deception, using unauthorized aids, or exerting influence on an examiner for their own or another's benefit, the relevant exam or coursework will be marked "not adequate (5,0)" or as failed. In terms of written exams and coursework, the mere possession of unauthorized aids during and after the distribution of exam questions constitutes an attempt to cheat/deceive.

(5) If possession of unauthorized aids is suspected, the student is obliged to assist in clearing up the suspicion by handing over the relevant aids. If the student refuses to assist or hand over the unauthorized aids, the exam shall be graded "not adequate (5,0)" or the coursework marked as failed.

(6) If a candidate disrupts the order of an exam session, the relevant examiner or proctor may, as a rule, exclude the candidate from continuing that exam or assessed coursework following an initial warning; in this case, the relevant exam will be marked "not adequate (5,0)" or the coursework as failed.

(7) In serious or repeated cases of subterfuge or disruption according to paragraphs (4) or (6), the Subject-Specific Board of Examiners may exclude the candidate from undertaking specific (or even any) further exams or coursework assessments. In less serious cases, the exam grade may be reduced or, alternatively, any sanctions may be waived.

(8) Where the conditions specified in paragraph (4) come to light after the event, the exam result shall be revoked by the Subject-Specific Board of Examiners, and the measure specified in paragraph (4) clause 1 shall be taken. The possibility of revoking an exam or coursework result expires when more than five years have passed since the student completed the exam or coursework.

§ 29 (removed)

§ 30 Access to examination files

Within a period of six weeks following the publication of results for coursework and course-based exams, particularly for the master's thesis and for relevant oral examinations, students may apply to the Examination Office to inspect their own personal exam file. Access shall be granted within a period of four weeks following submission of the application.

§ 31 Commencement and transitional provisions

(1) These examination regulations come into force on 1 October 2005. At the same time, the examination regulations for the master's degree program "Sustainable Forestry and Land Use Management" of 26 June 2000 (Official Science, Research and Arts Bulletin (*Amtsblatt Wissenschaft, Forschung und Kunst – W.,F.u.K.*) 2000, p. 634), most recently revised on 2 October 2002 (Official Bulletins Volume 33, No. 41, p. 171 of 10 October 2002) become invalid.

(2) Students already enrolled in the "Sustainable Forestry and Land Use Management" master's degree program at the University of Freiburg at the commencement date of these examination regulations may complete their studies according to the master's examination regulations of 26 June 2000 (W.,F.u.K. 2000, p. 634), most recently revised on 2 October 2002 (Official Bulletins Volume 33, No. 41, p. 171 of 10 October 2002), provided exams are concluded by 31 March 2008 (exclusion date).

(3) Students enrolled before 1 October 2010 in the Master of Science degree program in geology at the University of Freiburg may complete their studies according to the relevant program-related provisions of these examination regulations of 19 August 2005 (Official Bulletins Volume 36, No. 46, pp. 269-293) in the version of their Ninth Revised Statutes of 27 August 2009 (Official Bulletins Volume 40, No. 63, pp. 290-293), provided exams are concluded by 30 September 2013 (exclusion date). This only applies on the condition that the Examination Office has received, by no later than 30 September 2011, a written declaration from the student indicating the intention to continue the degree studies according to the program-related regulations for geology of these examination regulations of 19 August 2005 in the version of the Ninth Revised Statutes of 27 August 2009.

(4) Students enrolled before 1 October 2011 in the Master of Science degree program in molecular medicine at the University of Freiburg may complete their studies according to the relevant program-related provisions of these examination regulations of 19 August 2005 (Official Bulletins Volume 36, No. 46, pp. 269-293) in the version of their Tenth Revised Statutes of 20 January 2010 (Official Bulletins Volume 41, No. 1, pp. 1-6), provided exams are concluded by 30 September 2014 (exclusion date). In this case, the student must submit to the Examination Office, by no later than 31 December 2011, a written declaration indicating the intention to continue the degree studies according to the program-related regulations for molecular medicine of these examination regulations in the version of the Tenth Revised Statutes of 20 January 2010. This declaration is irreversible.

(5) Students enrolled before 1 October 2011 in the Master of Science degree program in computer science at the University of Freiburg may complete their studies according to the relevant program-related provisions of these examination regulations of 19 August 2005 (Official Bulletins Volume 36, No. 46, pp. 269-293) in the version of their Tenth Revised Statutes of 20 January 2010 (Official Bulletins Volume 41, No. 1, pp. 1-6), provided exams are concluded by 30 September 2015 (exclusion date). In this case, the student must submit to the Examination Office, by no later than 31 December 2011, a written declaration indicating the intention to continue the degree studies according to the program-related regulations for computer science of these examination regulations in the version of the Tenth Revised Statutes of 20 January 2010. This declaration is irreversible.

(6) Students enrolled before 1 October 2012 in the Master of Science degree program in molecular medicine at the University of Freiburg may complete their studies according to the relevant program-related provisions of these examination regulations of 19 August 2005 (Official Bulletins Volume 36, No. 46, pp. 269-293) in the version of their Nineteenth Revised Statutes of 13 July 2011 (Official Bulletins Volume 42, No. 68, pp. 498-503), provided exams are concluded by 30 September 2015 (exclusion date). In this case, the student must submit to the Examination Office, by no later than 30 September 2012, a written declaration indicating the intention to continue the degree studies according to the program-related regulations for molecular medicine of these examination regulations in the version of the Nineteenth Revised Statutes of 13 July 2011. This declaration is irreversible.

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(7) Students enrolled before 1 April 2012 in the Master of Science degree program in applied computer science at the University of Freiburg may complete their studies according to the relevant program-related provisions of these examination regulations of 19 August 2005 (Official Bulletins Volume 36, No. 46, pp. 269-293) in the version of their Sixth Revised Statutes of 6 March 2009 (Official Bulletins Volume 40, No. 24, pp. 101-140), provided exams are concluded by 30 September 2015 (exclusion date).

(8) Students enrolled before 1 October 2012 in the Master of Science degree programs in crystalline materials, environmental governance, forest sciences, forest ecology and management, and hydrology at the University of Freiburg may complete their studies according to the relevant program-related provisions of these examination regulations of 19 August 2005 (Official Bulletins Volume 36, No. 46, pp. 269-293) in the version of their Sixth Revised Statutes of 6 March 2009 (Official Bulletins Volume 40, No. 24, pp. 101-140), provided exams are concluded by 30 September 2016 (exclusion date).

(9) Students enrolled before 1 October 2012 in the Master of Science degree program in geology at the University of Freiburg may complete their studies according to the relevant program-related provisions of these examination regulations of 19 August 2005 (Official Bulletins Volume 36, No. 46, pp. 269-293) in the version of their Sixteenth Revised Statutes of 3 June 2011 (Official Bulletins Volume 42, No. 32, pp. 369-376), provided exams are concluded by 30 September 2016 (exclusion date).

(10) Students enrolled before 1 October 2012 in the Master of Science degree program in clinical psychology, neurosciences and rehabilitation sciences, and the Master of Science degree program in cognitive psychology, learning and work at the University of Freiburg may complete their studies according to the relevant program-related provisions of these examination regulations of 19 August 2005 (Official Bulletins Volume 36, No. 46, pp. 269-293) in the version of their Thirteenth Revised Statutes of 31 August 2010 (Official Bulletins Volume 41, No. 61, pp. 335-343), provided exams are concluded by 30 September 2016 (exclusion date).

(11) Students enrolled before 1 October 2013 in the Master of Science degree program in geography of global change at the University of Freiburg may complete their studies according to the relevant program-related provisions of these examination regulations of 19 August 2005 (Official Bulletins Volume 36, No. 46, pp. 269-293) in the version of their Twenty-Fifth Revised Statutes of 3 July 2012 (Official Bulletins Volume 43, No. 85, pp. 318-327), provided exams are concluded by 30 September 2016 (exclusion date). In this case, the student must submit to the Examination Office, by no later than 31 December 2013, a written declaration indicating the intention to continue the degree studies according to the program-related regulations for geography of global change of these examination regulations in the version of the Twenty-Fifth Revised Statutes of 3 July 2012. This declaration is irreversible.

Appendix to the examination regulations for the degree program Master of Science (M.Sc.)

Special regulations regarding joint master's degrees with other universities

§ 1 Joint master's degrees with other universities

(1) The specific program-related Appendix B of the M.Sc. exam regulations may include provisions for undertaking master's degree studies in a particular subject jointly with one or more other German or foreign universities.

(2) Furthermore, they may include provisions for the conferral of a joint academic degree with one or more of the participating universities.

(3) Prerequisite for both arrangements is a signed cooperation agreement with the relevant university (or universities) approved by the Subject-Specific Board of Examiners and by the Faculty Council of the respective faculties of the University of Freiburg.

§ 2 The master's examination

(1) Unless special provisions below specify otherwise, the general provisions of the M.Sc. examination regulations apply for the joint master's examination with another university.

(2) The specific program-related Appendix B of the M.Sc. examination regulations specifies at which of the participating universities coursework and course-based exams shall be undertaken and at which university the final examination shall be conducted.

(3) If the final examination is conducted at the University of Freiburg, the specific program-related Appendix B of the M.Sc. examination regulations may specify that a departmental representative from the participating degree-awarding university (or universities) be appointed as a second assessor for the evaluation of the master's thesis, and that a comprehensive module exam or another type of assessment be conducted as a collaborative exam with participation of one departmental representative each from this university (or these universities). If the final examination is conducted at another university, the program-related Appendix B of the M.Sc. examination regulations may specify that a departmental representative from the University of Freiburg participate in the administration of that final examination.

§ 3 Graduation requirements

As a requirement for the conferral of the master's degree by the University of Freiburg, the student must

- have been enrolled in the master's degree program at the University of Freiburg for a minimum of two semesters,
- have achieved a total of no fewer than 50 ECTS credits during his or her master's degree studies at the University of Freiburg, and
- have taken at least 50 percent of all course-based exams at the University of Freiburg or have taken at least 20 percent of all course-based exams and completed the master's examination – as well as the possibly required comprehensive module exam (or any other additional assessment) – at the University of Freiburg.

§ 4 Degree certificate and award certificate

(1) The master's degree certificate bears the names and signatures of the representatives of both universities as prescribed by the examination regulations. In addition to the details according to § 26 paragraph (1) of the M.Sc. examination regulations, it also contains a statement indicating that the examination is a joint master's examination of the participating universities, as well as information detailing at which of the participating universities individual course work and exams were undertaken. Where multiple master's certificates are issued, clauses 1 and 2 apply accordingly.

(2) The master's degree award certificate bears the names and signatures of the representatives of both universities as prescribed by the examination regulations, as well as the stamp of the participating foreign faculty or faculties and the stamp of the relevant Freiburg faculty. The award certificate shows the academic degree "Master of Science (M.Sc.)" and a statement that the examination was a joint master's examination between the participating universities. Where multiple master's degree certificates are issued, clauses 1 and 2 apply accordingly.

(3) Receipt of the master's degree award certificate entitles candidates to add the degree title "Master of Science (M.Sc.)" to their name in Germany as well as in the country or countries of the participating foreign faculty or faculties. The master's degree award certificate includes an additional clause clarifying that the awarded degree title is not a degree title awarded abroad in the sense of the 7 June 1939 law regarding the use of academic degree titles (*Reichsgesetzblatt* – RGBI I p. 985).