



Examination Rules

M.Sc. Economics
Intake 2019

Albert-Ludwigs-Universität Freiburg

December 5, 2019

UNI
FREIBURG

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Summary of the most important examination rules:

[Presentation examination rules intake 2018](#)



Official examination rules:

 [Framework examination regulations \(M. Sc.\) - In German](#) [Translation \(not legally binding\) - In English](#) [Subject-specific examination regulations M. Sc. in Economics - In German](#) [Translation \(not legally binding\) - In English](#)

Examination Office ("Prüfungsamt"):

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Required ECTS

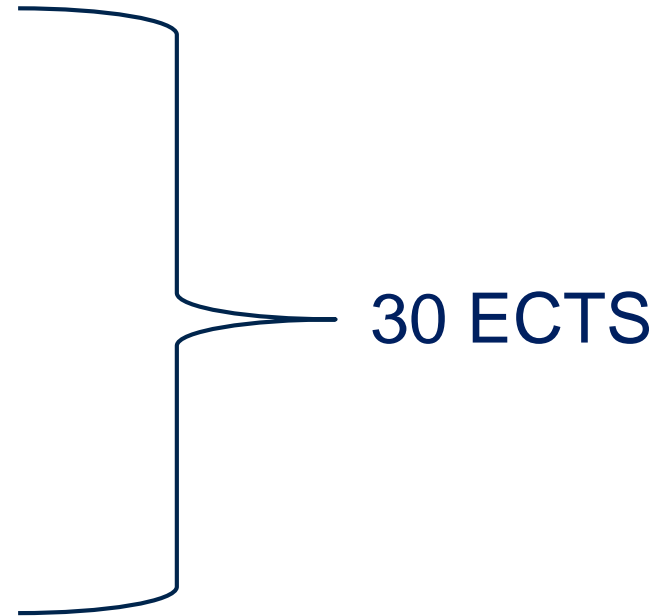
120 ECTS



- ✓ Economic Theory and Policy 30 ECTS
- ✓ Quantitative Economics 16 ECTS
- ✓ Specialization 6 ECTS
- ✓ Elective Courses 44 ECTS
 - ✓ Internal: Minimum 32 ECTS
 - ✓ External: Maximum 12 ECTS
- ✓ Master Thesis 24 ECTS

Economic Theory and Policy

- ✓ Advanced Macro I (6 ECTS)
- ✓ Advanced Micro I (6 ECTS)
- ✓ Advanced Macro II (6 ECTS)
- ✓ Advanced Micro II (6 ECTS)
- ✓ EPPC (6 ECTS)



You **must** have at least **24 ECTS** out of 30 ECTS

Replacement Joker

You can replace one of the “Economic Theory and Policy” courses with another elective course of the 6 ECTS value.

When? From the moment you pass an elective course of 6 ECTS

Deadline? No

Advice: Do it when only one mandatory course is left.

Form for replacement can be found here:

<https://master.econ.uni-freiburg.de/data/m-sc-economics-replacement-compulsory-course-form.pdf/view>

You can send it to mep.admin@vwl.uni-freiburg.de

How to request a replacement?

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M.Sc. Economics

Albert-Ludwigs-Universität Freiburg

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Request for replacement



Master of Science in Economics

Economics & Politics

Finance

Information Systems & Network Economics

M.Sc. Study Regulation § 4 (3) – Replacement of a compulsory course of the module „Economic Theory and Policy“

In general students are expected to take part in all 5 lectures listed under the module “Economic Theory and Policy”. §4 (3) gives students the possibility to replace one compulsory lecture with an 6 ECTS elective.

Important remarks:

- Failed exams can be repeated three times (§8 (1)). Failed attempts regarding the concerned compulsory lecture and the respective elective replacing the latter are accumulated.
- To exchange a mandatory course that has successfully been passed for an elective with a better grade is not possible! (§8 (4))

Step 1:

Fill in the necessary information:

Exam of the area <i>Economic Theory and Policy</i>	Substitute (Elective with 6 ECTS)	Semester Elective
		WS/SS

Family name, first name:

Matriculation No:

Email:

Profile: EP, F, ISNE

Signature of the student: _____

Step 2:

Sign the form and forward it to the Prüfungsamt (letter box or e-mail attachment)

Send the completed and scanned form to mep.admin@vwl.uni-freiburg.de

Quantitative Economics (16 ECTS)

- ✓ Computational Economics (6 ECTS)
- ✓ Intermediate Econometrics (10ECTS)

You can't replace any of these courses

Specializations...

E&P: Constitutional Economics

F: Principles of Finance

You cannot take a specialization course from another profile.

Electives – 44 ECTS

Internal

At least (!!!) 32 ECTS
from your area of
specialization

External

Up to (!!!) 12 ECTS
from another area of
specialization

-

but still within
Economics!
(no Art History sorry)

Master Thesis (24 ECTS)

You can start as soon as you get **70 ECTS**
(approved on 4.12.2019)

You have 20 weeks after registration to complete
the thesis.

There is no obligation as to when you should
register for your thesis.

Procedure of the master thesis

1. Find a supervisor (on your own)
 - You can find some useful information on our website
2. **Admission:** Once supervisor agrees to supervise you, you can submit the admission form.
 - No time constraint in this phase
3. **Registration:** Once you and your supervisor agree on the title, you can register the title of your thesis
 - Then the 20 weeks start counting!

External supervisor?

- You can have an external supervisor of your thesis.....
- But you need an „internal“ supervisor as well.
- You must find a Professor from Freiburg who then should agree with the plan of the external supervisor.

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Step 1) Admission

- 1) Supervisor agrees to supervise you
- 2) Complete the upper part of the form and bring it to your supervisor
- 3) Your supervisor will complete the middle part and send it to the MEP Coordinator
- 4) MEP Coordinator will process the admission

Step 1) Admission to the Master Thesis

1) Applicant Information (to be completed by the applicant)

Last name: _____ Matr. no.: _____
First name: _____ Profile: _____
Place of birth: _____ Date of birth: _____
Email address: _____
Transcripts attached reflect *at least* 80 ECTS earned: Yes

(Place and date) (Signature of the applicant)

2) Admission to the Master Thesis (to be completed by the first supervisor) (The title of the thesis does not need to be decided at this step yet.)

Master thesis supervisor: _____
1) Transcripts attached reflect *at least* 80 ECTS earned: Yes
2) The supervisor agrees to supervise the applicant: Yes
3) The second examiner should be: _____

(Place and date) (Signature and stamp of the first supervisor)

3) To be completed by the Examination Office / MEP Office:

Date of admission: _____ Processed on: _____

Step 2) Registration



1. Agree on the title of your thesis with your supervisor
2. Your supervisor completes the form and sends it to the MEP Coordinator
3. MEP Coordinator processes your title and sends you an e-mail informing you of the official title and the official deadline

Step 2) Registration of the Master Thesis

Title of the Master Thesis (to be completed by the first supervisor):

First examiner: _____

Second examiner: _____

Candidate: _____

 Last name: _____

 First name: _____

 Matr. no.: _____

Title of the thesis: _____

Subject communicated on: _____

(Place and date) (Signature and stamp of the examiner)

To be completed by the Examination Office / MEP Office:

Start date: _____ Processed on: _____

Deadline: _____

Exam registration

Exams

- Period for registration and deregistration:
20.12.2019 - 20.01.2020
- No exceptions:
 - no registration -> No exam

Exam schedule WS 19/20

- February 17: EPPC
- February 19: Advanced Math for Economics and Finance (*)
- February 21: Advanced Micro. I
- February 24: Computational Economics
- February 26: Advanced Macro. I

* Recommended but not mandatory

Grades



www.alamy.com - JJRNRT

Average grade

- ✓ The overall grade for the master examination is calculated from the weighted mean of the individual module grades and the grade of the thesis
- ✓ Your 5.0 are not taken into account to your average grade.
- ✓ **You cannot retake exams to improve your grade**

Transcripts

- ✓ Failed courses appear in your transcripts with a 5,0 (fail)
- ✓ Once you pass an exam, your previous failed attempts do not appear in the transcripts.
- ✓ You can also get a transcript with just passed exams (no 5.0) from the Coordinator.

Improving your grades?

- ✓ It is not possible to repeat exams once they are passed.
- ✓ If you aim at having top grades and feel that an exam is not going well, you can always cross the exam.
 - ✓ It will be failed, but you will have more chances to have top grade.
- ✓ While you still have open electives, you can register for more exams than those you need, but you will have to pass all of them.
 - ✓ The grade of all the exams will be included in your GPA.

When things get rough...



MEGAPIXL

Download from megapixel.com/50875370

Repetition of Exams

- ✓ Failed: You got 5.0 in the exam?!

You can repeat the exam three times (1 + 3)

=> **If you fail the 4th time you are exmatriculated**

- ✓ Failure in seminars:

Can repeat only once, usually after taking the seminar again

Important

- ✓ You must acquire at least 30 ECTS after your first year
 - First Exam WS + SS First Exam + Retake Exam of WS during SS
 - **They do not need to be in mandatory courses!!!**
- ✓ You have to pass at least one seminar to graduate
- ✓ You can register directly for a retake

What if you are ill on the day of the exam?



What if you are ill on the day of the exam?

- ✓ If you do not write an exam, you get a 5,0 (Fail)
- ✓ You should see a doctor immediately
- ✓ Take a medical form with you to be filled out by the doctor
- ✓ Submit this medical certification **within 3 days** after the exam to Prüfungsamt (post box outside the door)
- ✓ If approved, you will not get a 5,0, and it will not count for the 1+3 attempts rule.

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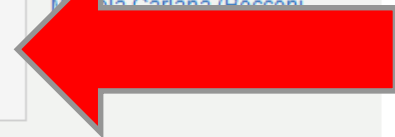
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Antrag auf Genehmigung eines Prüfungsrücktritts wegen Krankheit

zur Vorlage beim Prüfungsausschuss M.Sc. Volkswirtschaftslehre /
M.Sc. Betriebswirtschaftslehre, einzureichen bei der Geschäftsstelle der
Wirtschaftswissenschaftlichen Prüfungsausschüsse, 79085 Freiburg

I. Persönliche Angaben der/des Studierenden

Name, Vorname:

Studiengang: Matrikelnummer:

Zustellungsadresse:

II. Erklärung des Prüfungskandidaten/der Prüfungskandidatin

Wegen Prüfungsunfähigkeit aufgrund einer vorübergehenden Erkrankung beantrage ich hiermit die Genehmigung des Rücktritts von der/den Prüfung(en):

1. am:

2. am:

3. am:

Datum: Unterschrift:

III. Ärztliches Attest

Die Untersuchung von Herrn/Frau am
hat aus ärztlicher Sicht Folgendes ergeben:

Krankheitssymptome/Art der Leistungsbeeinträchtigung:

.....
.....

Bezeichnung der Krankheit (Angabe nicht erforderlich; bitte nur ausfüllen, wenn der Patient/die Patientin damit einverstanden ist)

Voraussichtliche Dauer der Leistungsbeeinträchtigung:

von bis

Aus ärztlicher Sicht liegt eine erhebliche Beeinträchtigung des Leistungsvermögens vor.

ja nein

Die Beeinträchtigung ist vorübergehend und nicht dauerhaft. ja nein

ggf. ergänzende Bemerkungen:

.....
.....

Datum: Unterschrift der Ärztin/des Arztes:

(Praxisstempel)

<https://master.econ.uni-freiburg.de/>

„Attest“

- Important:
 - The doctor should specify that on the day of the exam, you were not capable of writing an exam
„*Beeinträchtigung des Leistungsvermögens*“
 - Submit within 3 days of the exam day.

Strategies

- What is your goal?
 - Maximize your GPA?
 - Take fewer exams, take some extra semesters.
 - Cross exams in case of trouble.
 - Survival?
 - Do not take all mandatory courses the first year
 - Take some easier exams or seminars
 - (you must try really hard to fail a seminar)
 - But still take some mandatory courses
- Find your „optimal portfolio“ of hard/easy courses.

Tips & Tricks

If you are struggling now...

- For the first year, just focus on the completion of 30 ECTS.
- Consider taking less compulsory courses to ensure passing by decreasing workload.
- If you do not feel comfortable with your background in economics or mathematics, try to take a seminar or several seminars.

What if you had bad grades?

- ✓ Do not panic!
- ✓ Try to postpone hysteria to a later date!
- ✓ Do not stalk your professors!

- ✓ BUT!
 - Feel free to go to Prüfungsamt and to the MEP Coordinator to ask for advice and recommendations.
 - They will assist you in creation your own studying plan and strategy.

What if you get into trouble during the semester and you cannot study?

You should write a letter to the Examination Board and give explicit explanations about your situation

Do it before the exams!!!

E.g. you were sick (medical certification needed), family reasons, psychological reasons etc.

You have a learning disability?

- ✓ If you have a diagnosed learning disability..
- ✓ You can apply at the Examination Office and obtain some special treatment to compensate for the disability.



Disaster?

- You got exmatriculated because
 - Failed an exam 4 times
 - Did not achieve the 30 ECTS in the first year
- What can you do?
 - Ask yourself: Was this the right program for you?
 - Was there an extraordinary reason for the lack of success?
 - Health related? Family stress?
 - You can still ask for a second chance if there was an extraordinary reason
 - Cultural adaptation is not extraordinary

Want to try new things?



Changing the profile

1. Only possible after you have obtained your 30 ECTS the first year.
2. Send an email with your transcripts to the director of the desired profile explaining why you want to change.
3. Once the profile director agrees, go to the program coordinator for the official document.
4. You will then have to go to the IAO (International Admission Office) during the registration period (when you pay your fees for next semester).
5. Your change will be effective on the next semester.

Semester off

- ✓ Valid reason: sickness, internship, exchange ...
- ✓ Student status is kept and no tuition fees, except for registration fees (155 EUR)
- ✓ You lose your right to take exams that semester
- ✓ Fill in this form and submit it to IOS during registration period:
 - ✓ <http://www.studium.uni-freiburg.de/en/student-services/leave-of-absence/docs/uni-freiburg-application-for-a-leave-of-absence.pdf>
- ✓ Maximum 2 semesters
- ✓ More info:
 - ✓ http://www.studium.uni-freiburg.de/en/student-services/leave-of-absence?set_language=en

Going Abroad?



International Program Office of the Department of Economics

<https://portal.uni-freiburg.de/vwl-international>

Coordinator ERASMUS & Internships abroad: Dr. Steffen Minter

Consultation hour:

- *During the semester:* Wednesday 3 - 4pm, room 2311
- *Non-lecture period:* only by agreement
- E-Mail: steffen.minter@vwl.uni-freiburg.de

**Information Session ERASMUS:
12.12 14:15 room HS1199 (in German)**

Check EUCOR!

http://www.studium.uni-freiburg.de/en/counseling/exchange-programs-and-studying-abroad/eucor?set_language=en

<https://portal.uni-freiburg.de/pa-vwl/eucor>

- You can attend courses in Basel, Karlsruhe, Strasbourg, and Mulhouse-Colmar
- They offer many courses in English!!!
- (Relatively) easy acknowledgement
- You can get reimbursements!!!
- Pay attention to the different starting time and registration requirements!!!

Acknowledgement of courses from other Universities

Before taking the course abroad:

1. Ask the Erasmus Coordinator before you start the course abroad

After taking the course:

1. Go to the Examination Office (Ms. Grünholz)
 - They will check formalities
 - You will get the official form there
2. Go with the form to the Erasmus coordination office

Acknowledgement of courses from other Universities

- The course will be acknowledged if:
 - Master level
 - Economics (sometimes Business or Informatics as well...)
 - Partner University or sufficiently „good“
- Coordinator decides:
 - Acknowledged or not
 - Which course from Freiburg it replaces or
 - **Internal or external elective** if it is not offered in Freiburg

Special procedures:

Special Procedures

-  Leave of Absence / Semester / Beurlaubung
-  Involuntary Exmatriculation
-  Voluntary Exmatriculation and Exmatriculation Post Degree
-  Procedure for the Acknowledgement of Courses from other Faculties or Universities
-  Replacement of Compulsory Course of the Module
-  Certificates for internships
-  General procedure for requesting certificates

For questions concerning the procedures of the Program please send your queries to the address: mep.admin@wvl.uni-freiburg.de

Registration next semester

- Registration Deadlines:
 - SS 2020: January 15th to February 15th, 2020
 - WS 2020/21: June 1st to August 15th, 2020
- <http://www.studium.uni-freiburg.de/en/student-services/registration>

