



# Examination Rules

M.Sc. Economics

Intake 2020

Albert-Ludwigs-Universität Freiburg

22 December, 2020

# Index

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## Part 1) Examination Rules

1. Required ECTS per Block (Replacements)
2. Grades & Transcripts
3. Repetition of Exams
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6. Strategies
7. Problems?

## Part 2) Other procedures

1. Changing the Profile
2. Semester Off
3. Going Abroad on Exchange
4. Special Procedures
5. Registration Next Semester

# Where to find the examination rules?

**UNI FREIBURG**

## M.Sc. Economics

Albert-Ludwigs-Universität Freiburg

You are here: Home

### M.Sc. Economics

- Freiburg, the City**  
Get to know the beautiful city of Freiburg
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- The Program**  
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- Contact**  
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HOMEPAGE  
always helps!



# Where to find the examination rules?

Homepage / Students / Procedures / Examination Rules

The screenshot shows the website for M.Sc. Economics at Albert-Ludwigs-Universität Freiburg. The page has a blue header with the university logo and the text 'M.Sc. Economics Albert-Ludwigs-Universität Freiburg'. Below the header, a breadcrumb trail reads 'You are here: Home > Students'. The main content area is titled 'Students' and features four image-based links: 'Courses' (with a photo of students at a computer), 'Procedures' (with a photo of a bronze bust, circled in red), 'Our Students' (with a group photo of students), and 'Useful Links' (with a photo of a building entrance). To the right, a 'News' section lists several updates, including exam requirements for SS2020, COVID-19 leave of absence, and application dates for intake 2020. A left sidebar contains a search bar and a menu with items like 'Freiburg, the City', 'Application', 'Students', 'Courses', 'Procedures', 'Our Students', 'Useful Links', 'The Program', 'Alumni', and 'Contact'. The footer includes 'Site Map | Accessibility | Contact | Legal Information', 'Copyright © 2020 Universität Freiburg', and a 'Log in' link.

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M.Sc. Economics  
Albert-Ludwigs-Universität Freiburg

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## Students

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[Poster pictures of the intake 2019 published!](#)

[Application for intake 2020 will open on March 18, 2020](#)

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You are here: [Home](#) > [Students](#) > [Procedures](#)

## Procedures

[Important dates](#)

[Special Procedures](#)

**Examination Rules**

### Summary of the most important examination rules:

[Presentation examination rules intake 2019](#)

[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"):

[Link](#)

[Master Thesis Regulations](#)

[Important forms](#)

## News

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# Required ECTS

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120 ECTS



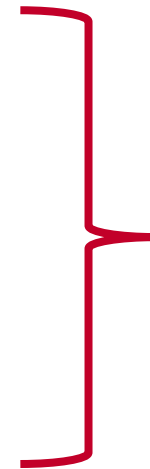
- ✓ Economic Theory and Policy 30 ECTS
- ✓ Quantitative Economics 16 ECTS
- ✓ Specialization 6 ECTS
- ✓ Elective Courses 44 ECTS
  - ✓ Internal: Minimum 32 ECTS
  - ✓ External: Maximum 12 ECTS
- ✓ Master Thesis 24 ECTS



# 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)



30 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](mailto:mep.admin@vwl.uni-freiburg.de)



# Economic Theory and Policy

## Example of replacement:

- ✓ Time Series Analysis (6 ECTS) !!!
- ✓ Advanced Micro II (6 ECTS)
- ✓ Advanced Macro II (6 ECTS)
- ✓ Advanced Micro II (6 ECTS)
- ✓ EPPC (6 ECTS)

30 ECTS

### *Economic Theory and Policy*

	BE	30	
Advanced Microeconomics II	4,0	6	SS 2018
Advanced Macroeconomics I	3,0	6	WS 2017/18
Advanced Macroeconomics II	2,0	6	SS 2018
Economic Policy and Public Choice	1,0	6	WS 2017/18
Time Series Analysis	1,0	6	WS 2018/19

# How to request a replacement?

## Students / Procedures / Important forms

The screenshot displays the website for M.Sc. Economics at Albert-Ludwigs-Universität Freiburg. The page is titled 'M.Sc. Economics' and 'Albert-Ludwigs-Universität Freiburg'. The breadcrumb trail indicates the user is in 'Home > Students > Procedures'. The main content area is titled 'Procedures' and contains several expandable sections: 'Important dates', 'Special Procedures', 'Examination Rules', 'Master Thesis Regulations', and 'Important forms'. The 'Important forms' section is expanded, showing a list of forms: 'Form for replacement of courses from the block Economic Theory and Policy', 'Form for changing the program', 'Form to be filled in by your house doctor in case of sickness the day of an exam', and 'NEW! Master Thesis - Application for Admission and Registration'. A red arrow points to the first form. On the right side, there is a 'News' section with several articles, including 'Application period for intake 2019 is closed' and 'Applications for 2019 Open!'. The footer contains 'Site Map | Accessibility | Contact | Legal Information', 'Copyright © 2019 Universität Freiburg', and a 'Log in' link.

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M.Sc. Economics  
Albert-Ludwigs-Universität Freiburg

You are here: Home > Students > Procedures

### Procedures

- Important dates
- Special Procedures
- Examination Rules
- Master Thesis Regulations
- Important forms
  - Form for replacement of courses from the block Economic Theory and Policy
  - Form for changing the program
  - Form to be filled in by your house doctor in case of sickness the day of an exam
  - NEW! Master Thesis - Application for Admission and Registration

### News

- Application period for intake 2019 is closed
- Applications for 2019 Open!
- Lars Feld comments on the Annual Report by the German Council of Economic Experts
- Information Session on examination rules for first-year students
- Orientation Program 2018
- Lecture on Development Policy (in German)
- More...

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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:

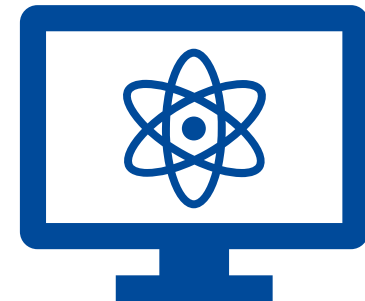
Sign the form and forward it to the Prüfungsamt (letter box or e-mail attachment)

Send the **completed** and **scanned**  
form to:  
[mep.admin@vwl.uni-freiburg.de](mailto:mep.admin@vwl.uni-freiburg.de)

# Quantitative Economics (16 ECTS)

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



You **can't** replace any of these courses !!!

# Specializations...

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E&P: Constitutional Economics

Finance: Principles of Finance

You **cannot** take a specialization course from another profile.



# Specializations...

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## What about the ISNE Profile? Information Systems and Network Economics?

- Currently closed
- We expect it to be open very soon with the name „Digital Markets“
- You will be informed once the change is officially approved



# Electives – 44 ECTS

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## 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)

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- 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.



# More details on...

## Student – Procedures – Master Thesis Regulations

**Procedures**

- Important dates
- Special Procedures
- Examination Rules
- Master Thesis Regulations**

**Covid19 special procedures:** Due to the pandemic it is not possible to access the Examination Office to hand in the thesis physically. Therefore, the only option to hand in the thesis is per Post. For this, the two exemplars of the thesis and the CD with the electronic version should be sent by certified post to:

Geschäftsstelle der Wirtschaftswissenschaftlichen Prüfungsausschüsse an der Universität Freiburg

- Prüfungsamt Wirtschaftswissenschaften -

Albert-Ludwigs-Universität

79085 Freiburg im Breisgau

The date taken into account for the deadline will be the date stated in the envelope when the thesis was sent.

**Additionally,** the pdf version of the thesis should be sent per e-mail to the coordinator of the program and the supervisor of the thesis.

- [Presentation Master Thesis 2019](#)
- [Guidelines for writing the thesis](#)
- [Information about application modalities for Master theses in each chair](#)
- [Master Thesis title page](#)
- [Samples of previous Master Thesis Topics](#)
- [NEW! Master Thesis - Application for admission and registration](#)
- [How to Complete the Master Thesis Form](#)

**Important forms**

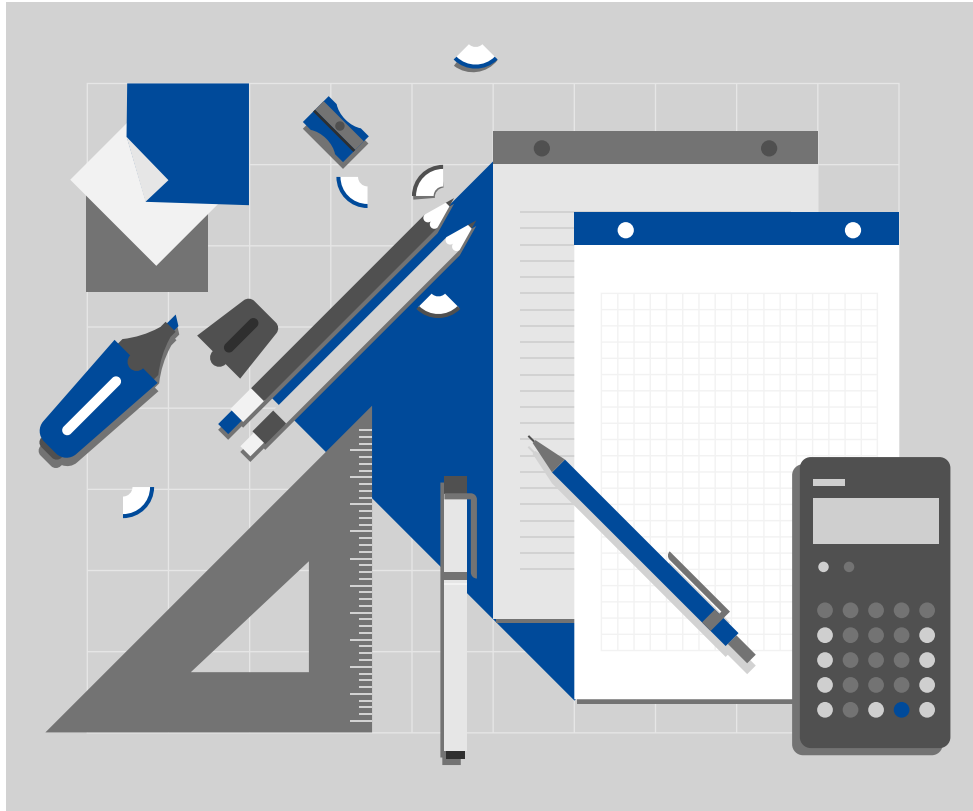
**News**

- [Presence required for exams in SS2020](#)
- [Leave of Absence for covid19 reasons](#)
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- [Poster pictures of the intake 2019 published!](#)
- [Application for intake 2020 will open on March 18, 2020](#)

[More...](#)





# Exam Registration



Never forget  
&  
Double check

# Exams

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- Period for registration and deregistration:  
**27.12.2020 - 27.01.2021**
- No exceptions:  
NO registration  NO exam 
- Check the schedule under: <https://portal.uni-freiburg.de/pa-vwl/termine>

# Exam schedule WS 20/21

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- 18th. Feb: Advanced Micro I
- 22nd. Feb: Computational Economics
- 12nd. Mar: Advanced Macro I
- 25th. Mar: EPPC
- 29th. Mar: Advanced Math for Economics and Finance (\*)



\* Recommended but not mandatory

Source:

- <https://portal.uni-freiburg.de/pa-vwl/termine>
- <https://portal.uni-freiburg.de/pa-vwl/Info-Veranstaltung%20M.Sc.%20WS%2015-16/KlausurplanWS202021>




# First exams and retake exams

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- Every semester there are two types of exams :
  - **First exams** (*Hauptklausur*):
    - Exams of the courses being taught that **same** semester.
    - Marked in the exam calendar with an „**a**“
  - **“Retake”** (*Wiederholungsklausur*):
    - Exams of the courses that were taught the **previous** semester.
    - Marked in the exam calendar with „**b**“
- You can register for **both** types of exam
  - You can register or not register as you wish (**until you pass the exam**)
  - You can choose not to register for some exams even if you took the course
  - You can choose to register directly for the retake, even if you did not take the course, even if you did not write the first exam or even if you attended the lectures years ago.

# FAQs

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- Can I register for a „first exam“ even if I did not register for the lectures? 
- Can I register for a „retake exam“ even if I did not write the first exam? 
- Can I register for an exam I already passed in order to improve my grade? 

# Examples

- First exam: type a

## **Donnerstag, 18. Februar 2021**

Advanced Microeconomics I	a	Gaudin	12 - 14	Paulussaal, Aula, GHS Biologie
Einführung in die Betriebswirtschaftslehre	a	Rapp	16 - 18	Aula
Globalization, Development and Public Policy	b	Minter	16 - 18	HS 1010

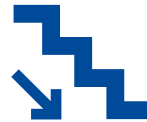
- Retake exam: type b

## **Montag, 15. Februar 2021**

Finanzwissenschaft II: Öffentliche Einnahmen	b	Eggert	12 - 14	HS 1010
Advanced Macroeconomics II	b	Hillebrand	14 - 16	HS 1010

# Grades

## German Grading System



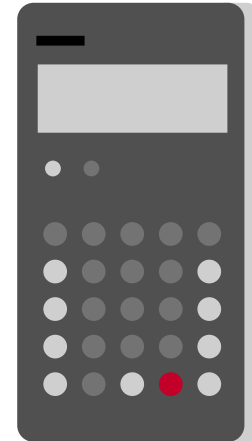
Grading Scale				
Percent	Grade	Grade (Rounded)	Assessment	Description
95% - 100%	<b>1.0</b>	1.0	<b>Very Good</b>	An outstanding achievement
90% - 94 %	<b>1.3</b>			
85% - 89%	<b>1.7</b>	2.0	<b>Good</b>	An achievement which lies substantially above average requirements
80% - 84%	<b>2.0</b>			
75% - 79%	<b>2.3</b>			
70% - 74%	<b>2.7</b>	3.0	<b>Satisfactory</b>	An achievement which corresponds to average requirements
65% - 69%	<b>3.0</b>			
60% - 64%	<b>3.3</b>			
55% - 59%	<b>3.7</b>	4.0	<b>Sufficient / Pass</b>	An achievement which still meets the requirements
50% - 54%	<b>4.0</b>			
Under 50%	<b>5.0</b>	5.0	<b>Fail</b>	Below the requirements



# Average grade

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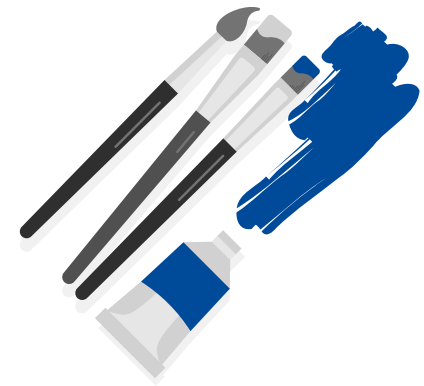
- ✓ The overall grade for the master examination is calculated from the weighted mean of **the individual module grades** and **the grade of the thesis**
- ✓ Your 5.0 are **not** taken into account to your average grade.
- ✓ You **cannot** retake exams to improve your grade



# Transcripts

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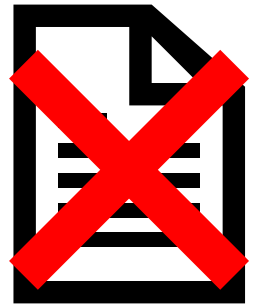
- ✓ Failed courses **appear** in your transcripts with a 5.0 (fail)
- ✓ Once you pass an exam, your previous failed attempts **do not** appear in the transcripts.
- ✓ You can also get a transcript with just **passed** exams (no 5.0) from the Coordinator.



# Improving your grades?

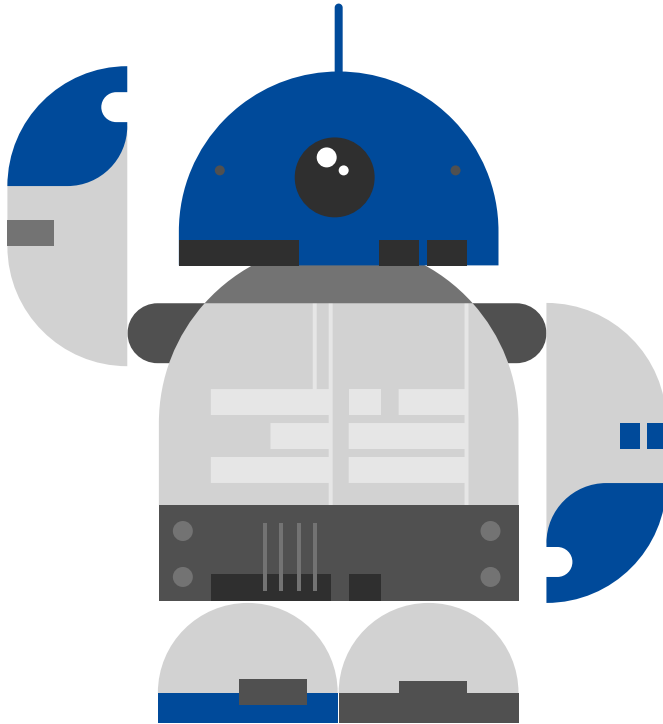
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- ✓ It is not possible to repeat exams once they are passed.
- ✓ If you aim at having top grades and feel that an exam is not going well, you can always **cross** the exam.
  - It will be failed, but you will have another chance.
- ✓ While you still 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 passed will be included in your GPA.
  - You cannot choose passed exams not to be included in your GPA.



# When things get rough...

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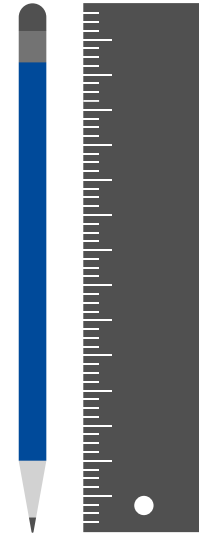


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# Repetition of Exams

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- ✓ 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

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- ✓ 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
- ✓ Remember: You can register directly for a retake

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

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- ✓ 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.

# Where to find the medical form?

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  - NEW! [Master Thesis - Application for Admission and Registration](#)**

### News

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- [Information Session on examination rules for first-year students](#)
- [Orientation Program 2018](#)
- [Lecture on Development Policy \(in German\)](#)
- [Research Seminar: May 3rd, Michela Carlana \(Bocconi Univ.\)](#)

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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:

.....  
.....

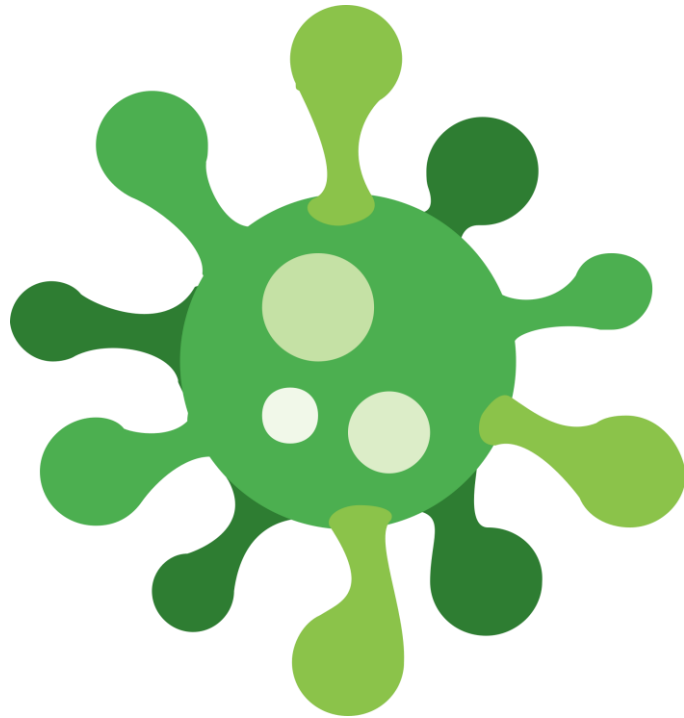
Datum: ..... Unterschrift der Ärztin/des Arztes: .....

(Praxisstempel)

## „Attest“ (in German)

### • 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 after the exam day.



## Special regulations in reaction to the covid19 pandemic

# Corona-rules

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## Exams only on-campus

- No online exams possible – (but we're still trying)
- Health requirements for exams [here](#)



## If you registered for an exam, but could not attend due to pandemic-related issues

- Inform the Examination Office
- The exam won't count as a 5.0



## More exceptions expected, but not yet official.

- Keep attuned!
- You will always receive notifications from MEP, Examination Office or Rektor when some regulation relevant for you changes.

# Strategies

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Specify your Goal



Find your  
„optimal portfolio“  
of hard / easy courses

# Strategies

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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
- But still take some mandatory courses

# Tips & Tricks

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## 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?

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## ✓ Go to check your exam (Klausureinsicht)

- ✓ The date of the exam review is announced in the website of the Chair teaching the course
- ✓ Do not miss the appointment!



## ✓ Feel free to go to the Examination Office and to the MEP Coordinator to ask for advice:

- We will assist you in the design of your own studying plan and strategy.



# You cannot study?

---



Something happened in your life not allowing you to perform at your usual capacity?



Sick? family reasons? psychological reasons?



Write a letter to the **Examination Board**

- Explain your situation
- Certificates are always required



**Do it before the exams!!!**



# You have a learning disability?

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If you have a diagnosed learning disability:



➤ you can contact the Examination Office



➤ request personalized solutions to compensate for the disability.

# Disaster?

---



You got exmatriculated because:

- Failed an exam 4 times or
- Did not achieve the 30 ECTS in the first year



Ask yourself: Was this the right program for you?



If yes, was there an **extraordinary** reason for the lack of success?

- Health-related? Family problems?



If yes, you can still request a second chance to the Examination Board

# Want to try new things?

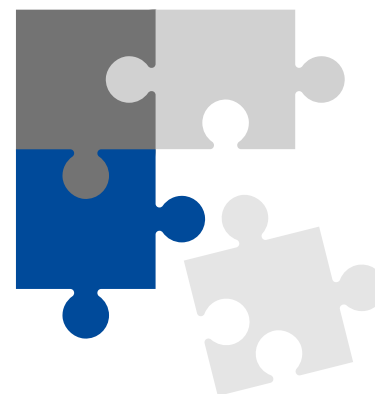
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Changing the profile?

Semester off

Going abroad

...



# Changing the profile

---

- Only possible after you have obtained your 30 ECTS the first year.
- The Director of the Profile you want to go must approve the change:
- Decision depends on:
  - Capacity of the profile
  - Your grades.
- The MEP Coordinator will assist you in this process



# Semester off

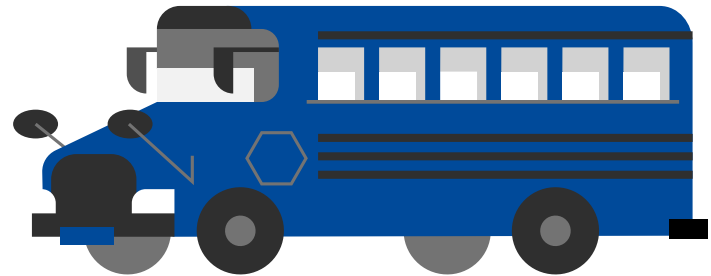
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- ✓ Valid reason: a) sickness b) internship, or c) exchange.
- ✓ Student status is kept and no tuition fees required, except for registration fees (161 EUR)
- ✓ You lose your right to take exams that semester
- ✓ Fill in this form and submit it to 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](http://www.studium.uni-freiburg.de/en/student-services/leave-of-absence?set_language=en)

# Going Abroad?

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- Check International Program Office
- Check EUCOR
- Acknowledgement of courses



# International Program Office of the Department of Economics

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

Coordinator ERASMUS & Internships abroad:  
Dr. Steffen Minter

Consultation:

- During the semester: Wednesday 3 - 4pm
- Non-lecture period: only by agreement
- E-Mail: [steffen.minter@vwl.uni-freiburg.de](mailto:steffen.minter@vwl.uni-freiburg.de)

Erasmus Information Session for MEP students:

<https://portal.uni-freiburg.de/vwl-international/news-1/erasmus-information-session-for-mep-students>



# Check EUCOR!

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- 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!!!
- More information:
  - [http://www.studium.uni-freiburg.de/en/counseling/exchange-programs-and-studying-abroad/eucor?set\\_language=en](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>



# Acknowledgement of courses from other Universities

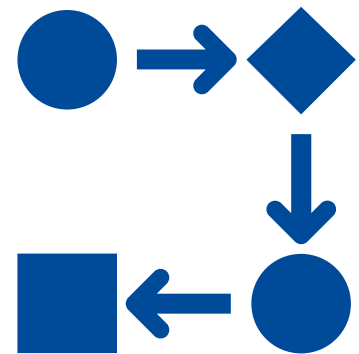
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**Before** taking the course abroad:

1. Ask the MEP 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 MEP coordination office



# Acknowledgement of courses from other Universities

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- 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?
  - **Internal or external elective?** if not offered in Freiburg
  - If the course replaces a course from Freiburg, the Professor responsible for that course decides.

# Special procedures:

- As always, go to our Homepage!!

## 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](mailto:mep.admin@wvl.uni-freiburg.de)

# Registration next semester



- Registration Deadlines:
  - SS 2021: January 15th to February 15th, 2020
  - WS 2021/22: June 1st to August 15th, 2020
- More information:
  - <http://www.studium.uni-freiburg.de/en/student-services/registration>

# Q&A

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