

# **Examination and Study Regulations document (EaSRd) (Statute) of the Europa-Universität Flensburg for the European Studies Degree Course with the Graduate Qualification Master of Arts**

From 16. January 2019

Day of publication in NBl. HS MBWK. Schl.-H. 2019, pp.6

Day of publication on the EUF internet webpage, 23. Januar 2019

Based on § 52 paragraph 1 section 1 related to paragraph 10 of the Higher Education Institutions and University Hospitals law in Schleswig-Holstein (Hochschulgesetz – HSG) in the version of the notification from 5<sup>th</sup> of February 2016 (GVObI. Schl.-H. pp. 39), last amended by the law from 10<sup>th</sup> of February 2018 (GVObI. Schl.-H. pp. 68), upon the resolution by the Senate of the Europa-Universität Flensburg from 16 January 2019 the following regulations were made. The approval by the President of the Europa-Universität Flensburg was on the 16<sup>th</sup> of January 2019.

Changed with the statute from

8. January 2020 (NBl. HS MBWK Schl.-H. 2020, P. 5; Official announcement No. 206)

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In the consolidated – not official – version of the amended statutes from 8<sup>th</sup> of January 2020

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## I. In General

### § 1 Scope of examination and study regulations

This Examination and Student Regulations document (EaSRd) contains the general regulations about the course and the procedures of the program with the qualification in a Master of Arts Degree (M.A.) with the Europa-Universität Flensburg.

### § 2 Access and admission requirements

(1) The conditions for admission to the master's program for European Studies with the qualification M.A are:

- a) an undergraduate degree (e.g. bachelor, *Magister*, *Diplom*, *Staatsexamen*) from an institute of higher education in Germany or abroad, with at least three-years of study (equivalent to at least 180 Credit Points), in a field that is relevant to the Master in European Studies. Also with relevant subjects or combination of subjects from the fields of humanities, social sciences, law or economics. The applicants must prove that they have completed that course of study and as one of the top third of their class.
- b) proof according to the regulations of foreign language or from practical application (study qualification statutes) of Europa-Universität Flensburg's defined language requirements. This proof should be submitted by the application deadline.
- c) proof of at least 15 Credit Points (CP) in statistics or social science methods. If no more than 5 CPs are lacking, the applicant is permitted to take part in the selection process. Upon admission, the admission committee will decide about the kind, extent and timeframe of the coursework that must be absolved.

(2) The admission's committee will decide upon admission if there is doubt in the decision process regarding paragraph 1's requirements. Its formation and composition is regulated by the Europa-Universität Flensburg. Nationally or internationally achieved higher education qualifications are accepted, if there is no major difference to the qualifications awarded by the Europa-Universität Flensburg. Hereby, the Lisbon Convention and the Conference of German Ministers of Education and Cultural Affairs and the German Rectors Conference are applied as are specific criteria and assessment standards as well as - if available - the provisions of existing university cooperation agreements.

(3) Proof of achieved certificates according to paragraph 1 must be originals or certified original copies. Complete application papers must be received by the admission's department in the prescribed form within the application deadline. If the applicant is unable to provide proof of their degree as prescribed in paragraph 1 subparagraph a within the application deadline for reasons beyond their control, they can nevertheless be admitted to the program if evidence of successful completion is submitted during the semester of admission by 1. December. The obligation remains to provide the achievements according to paragraph 1 subparagraph a.

(4) If there are admission requirements, then the application process of the applicants is in accordance with the University Admissions Act and the University Admissions Ordinance of the State of Schleswig-Holstein. The Europa-Universität Flensburg's university selection statutes regulate the university selection procedure. The university admission's committee decides on the university selection procedure.

### § 3 Goal of the Program, Master of Arts Graduate

(1) The M.A. in European Studies is a consecutive, English language taught, interdisciplinary and research degree course, with scientific expertise, skills and capabilities in the European-study relevant scientific disciplines of humanities, politics, law, economics and social scientific and European research. It is possible to choose a focus from political and legal, social and economic or from the humanities. The students acquire specialized knowledge and skills based on current practice-oriented research questions, and upon successful completion of the program are capable of continuing and expanding upon these.

(2) Upon successful graduation from the program the students are equipped to:

- a) find solutions to complex relevant and scientific questions and problems from the field of European Studies, as an individual or as part of a group
- b) identify the appropriate method to use and apply this
- c) cooperate and communicate in intercultural contexts
- d) independently further develop their knowledge, capabilities and skills
- e) engage in civil society.

(3) The graduates are equipped with scientific knowledge and methods that they can apply in their careers. The course prepares the graduate for management or scientific skills in higher education, companies, NGOs, and government or administrative institutions at a national, international and transnational level.

(4) Upon qualifying in the master's examination the graduate is awarded the title Master of Arts (M.A.).

### § 4 Provision of the courses being offered

(1) The study course is to be completed as a full-time program.

(2) The regular study time for the program is two years (four semesters). The master's thesis and defence are completed in the fourth semester.

(3) The course program is in modular form. Modules are temporal entities and individually examined (module examinations). The work (presence, own workload, and work for examination) for each module is measured in credit points in accordance with the European Credit Transfer System (ECTS).

(4) The normal workload required per semester is 900 hours, which amounts to a workload of 30 ECTS per semester or 60 ECTS per study year, which is in accordance with the ECTS. One credit point is the equivalent to a workload that has an average of 30 hours.

(5) For the successful conclusion of the master's degree, 120 CP must have been completed.

(6) The students attend modules with a total of 85 – 90 CP in disciplinary areas of political-, law-, social-, economics-, and humanities and can graduate with an optional placement that has a total of 5 CP.

(7) The module's credit points are achieved upon completion of that whole module. The module's workload includes presence at the lectures in that module, and preparation time (including pre-course and course follow-up work, preparation and analysis of own presentations), participation and examination.

(8) To the extent that cooperation agreements with partner universities foresee the provision of double degrees, the degrees of the partner university are integrated in this program of study.

## § 5 Structure of the Program

(1) The students attend the compulsory modules in the first and second semester, which include the humanities, political, legal, social and economic studies of the course program. They deepen and expand upon their already acquired competencies and develop knowledge, capabilities and skills in surrounding European Studies. In the third semester, the students create their profile, by choosing and attending the modules, thereby specialising, expanding and deepening their knowledge in the areas listed in sentence 1. The master's thesis is written in the fourth semester.

(2) In the compulsory modules (modules 1 through to module 9) in the first and second semester the students are introduced to the themes of European law, actors and decision making processes in European politics, history of European integration and European ideas. The theories and context of European politics and economics, also the methods of empirical and social research will be explored. The students further develop their abilities, knowledge and skills in the areas of European domestic and foreign politics, European integration, theories from the fields of comparative economic policies and philosophical concepts and theories that have influenced Europe. Moreover, the students further their knowledge about good scientific practice (*Critical Writing and Thinking*, 5 CP). A particular focus (15 CP) is directed toward political sciences and sociology. Furthermore, the students achieve 10 CP in the area of legal studies, economics and research methods (Research Design for EU Studies) and humanities. Upon successful completion of the first year's modules, the student can understand, address and analyse the aforementioned themes from an interdisciplinary perspective.

(3) In the third semester the students choose the optional modules (module 10 to 16) with a total of up to 30 CPs. They can choose from legal, political, social, economic, and the humanities in order to further develop their knowledge, skills and abilities in the respective fields. The students thereby acquire the ability to discuss and analyse, and develop a position, and defend their position with its strengths and weaknesses in the different areas. Research questions and problems in the respective areas are critically reflected on, analysed and answered, and further questions are developed. The students are free to choose their profile, and there are three possibilities:

- 1.) to specialise in two areas, each area being 15 CP,
- 2.) to specialise in one area, with 15 CP, and take two further areas with 10 and 5 CP respectively, or
- 3.) to achieve 10 CP from each area, and gain a generalised education.

Instead of a module within one of the three areas, the students may also choose to achieve module 16 "Placement" with its 5 CP.

(4) The third semester creates the opportunity for mobility and a possible semester abroad. The students are recommended to attend language courses that are offered at the Language Centre, Europa-Universität Flensburg.

(5) In the fourth semester, the students complete their master's thesis (30 LP) and partake in the master's colloquium.

(6) The following study plan is recommended:

<b>1. Semester</b> 30 CP			Module 3: 5 CP Critical Writing and Thinking	Module 4: 5 CP European Political Economy	Module 5: 5 CP History of European Integration		
<b>2. Semester</b> 30 CP	Module 1: 10 CP European Law: An Introduction	Module 2: 10 CP European Union Politics and Policies	Module 7: 5 CP Introduction into the Europeanization of Societies	Module 8: 5 CP Transformation of European Economies	Module 9: 5 CP Philosophy and Ideas of Europe		Module 6: 10 CP Research Design for EU Studies
<b>3. Semester</b> 30 CP	<b>Wahlpflicht</b>						
	Area 1 Political and Legal Europe		Area 2 Societal and Economic Europe		Area 3 European Ideas and Diversity		Optional: Modul 16: 5 CP Placement
	Module 10: 10 CP Current Topics in EU Law and Politics	Module 11: 5 CP External Relations of the EU	Module 12: 5 CP Europe in the Global Economy	Module 13: 10 CP Challenges to European Society	Module 14: 10 CP Social and Political Philosophy of Europe: Current Topics and Debates	Module 15: 5 CP Cultural Diversity in Europe	
<b>4. Semester</b> 30 CP	Module 17: 30 CP Master Thesis						

(7) The study program is broken down into the following modules:

<b>Module</b>	<b>Form (Number, type and SWS)</b>	<b>Modules and their form of Examination</b>	<b>CP</b>
Module 1: European Law: An Introduction	1 V: 2 SWS 1 S: 2 SWS	Written examination (180 Min.)	10
Module 2: European Union Politics and Policies	2 V: @ 2 SWS	Policy Brief with term paper (10-15 pages)	10
Module 3: Critical Writing and Thinking	1 S: 2 SWS	Written exam (Portfolio 8-10 pages)	5
Module 4: European Political Economy	1 S: 2 SWS	Term paper (10 – 15 pages) including presentation(30 Min.)	5
Module 5: History of European Integration	1 V: 2 SWS	Take Home Exam (24h, maximal 8 - 10 pages) with presentation (15 Min.)	5
Module 6: Research Design for EU Studies	1 V: 2 SWS 1 S: 2 SWS	Short in-class paper (60 Min.) with written examination (90 Min.)	10
Module 7: Introduction into the Europeanization of Societies	1 V: 2 SWS	Take Home Exam (24 h, maximal 8 pages) OR written examination (60 Min.) OR oral group examination (30 Min.)	5
Module 8: Transformation of European Economies	1 V: 2 SWS	Written examination (60 Min.) OR term paper (10 – 12 pages) including presentation (10–15 Min.) or oral examination (20 Min.)	5
Module 9: Philosophy and Ideas of Europe	1 S: 2 SWS	Homework (10-15 Seiten) including presentation (20 min.) OR written examination (90 min.)	5
Module 10: (Compulsory) Current Topics in EU Law and Politics	2 S: @2 SWS	Term paper (3.500 Words) with presentation (15-20 Min.)	10
Module 11: (Elective) External Relations of the EU	1 S: 2 SWS	Oral examination (30 Min.)	5

<b>Module</b>	<b>Form (Number, type and SWS)</b>	<b>Modules and their form of Examination</b>	<b>CP</b>
Module 12: (Elective) Europe in the Global Economy	1 S: 2 SWS	Oral exam (20 Min.) or written exam (60 Min.) or term paper (10-12 Seiten) with presentation	5
Module 13: (Elective) Challenges to European Society	1 S: 4 SWS	Written examination with presentation (term paper (15-20 pages) including presentation (20 Min.))	10
Module 14: (Elective) Social and Political Philosophy of Europe: Current Topics and Debates	1 S: 2 SWS 1 S: 2 SWS	Term paper (10-15 pages) with presentation (20 Min.) or portfolio	10
Module 15: (Elective ) Cultural Diversity in Europe	1 S: 2 SWS	Term paper (12 – 15 pages) including presentation (20 Min.)	5
Module 16: (Elective) Placement	1 Pr: 3 Weeks	Report about placement (7 – 10 pages)	5
Module 17: Master Thesis	1 Coll: 2 SWS	Scientific Poster, Master Thesis (80 – 100 pages), Disputation (60 Minute)	30

## § 6 Provision of the courses being offered

(1) The Europa-Universität Flensburg ensures that the examinations can be carried out within the regular study time and in accordance with the regulations, furthermore it ensures that the study program can be carried out in the regular study time.

(2) There is no claim that all the elective courses will be offered.

## § 7 Examination Committee

(1) The examination committee is created to serve the organisation of the examinations that is in accordance with the examination and study regulations. The committee has four members from the group university lecturers and one member from the group of research assistants and one member from non-academic staff and the student body.

(2) The members of the examination committee are selected by the Europa-Universität Flensburg's senate. The committee members serve for a period of two years, those members that are students serve the position for one year. The members can be re-elected. If a member leaves the committee before the end of his/her/their period, a replacement is sought. The committee elect the chair of the committee from their members, they vote for the chair and vice-chair for eventualities whereby the committee chair cannot attend. The committee chair and vice-chair must be university lecturers.

- (3) The examination committee decides with a majority of votes. With parity of votes the chair's vote decides. The examination committee constitute a quorum when chair or vice-chair or one other sub and one further university lecturer and at least two further voting members are present.
- (4) The examination committee, normally, can delegate the execution of all its tasks to the chair of the examination committee.
- (5) The examination committee ensures that the regulations are carried out. The committee reports on a regular basis to the senate about the development of matters concerning the examinations.
- (6) The examination committee ensures that the course study program and examinations according to the regulations can be completed in the stated time. The committee sets the deadlines. In accordance with which the candidates must be informed, in good time, about the type of examination and number of examinations so that they can meet the given deadlines. The candidate has to be informed about the examination and also the dates of the repeat examinations.
- (7) The members of the examination committee are permitted to attend the acceptance of oral examinations. This right is not extended to the announcement of the grade.
- (8) The members of the committee are subject to confidentiality. If they are not civil servants, the committee chair informs them that they are subject to confidentiality.
- (9) The examination committee uses the Service Centre for Examination Matters (SPA) to carry out its procedures.

## § 8 Examiner, assessor

- (1) University lecturers, full-time and part-time staff at the Europa-Universität Flensburg that have attained at least the equivalent examination are entitled to examine the students.
- (2) An examiner may examine if they have the examined qualification and also have taught in the examined subject. If there are multiple examiners, at least one of them has to have taught in that subject. In the case of an exception, the examination committee decides about the case. Only those persons who have achieved the equivalent qualification that is being examined may act as assessors.
- (3) For the master's thesis examination one of the examiners must be either an EUF examiner or an EUF full-time lecturer with a doctoral qualification. The examiners are independent of their examining activities.
- (4) For those who fulfil the criteria but are from a different university the examination committee submit an application for this exception whereby the respective examiner is acting as the second examiner.

## § 9 Recognition of studies, examinations, competencies and skills

- (1) Study and examination achievements, that have been attained at other recognised domestic or international universities will be recognised if the differences are unsubstantial to the credits and how they were achieved in comparison to what was to be achieved at the Europa-Universität Flensburg. Study and examination credits that were achieved before commencing

the study program at the Europa-Universität Flensburg will be recognised if there is no substantial difference to that that was to be achieved at the Europa-Universität Flensburg and if they are submitted at the latest three months following registering for the MA European Studies program at the Europa-Universität Flensburg. Reasons must be given for a negative decision and information about procedures has to be provided.

(2) The students will be appropriately informed about the procedure.

(3) If student and examination credits are recognised, the grades – if the grading system is comparable – will be accepted and if in accordance with the examination and study regulations, they will be included in the final grade. If the grading system is not comparable, or it is not graded, the said credit will be awarded “passed”. An identification of the recognised student or examination credits in the final certificate is permitted.

(4) The study and examination credits that are recognised have to be given the respective credit points.

(5) Competencies and skills, where proof exists, and that were achieved beyond the university can be recognised if their comparable value to the competencies that are to be gained in the study program. Up to 50% of the study program’s credits can be recognised. Whereby those are to be recognised in accordance with the examination and student regulations. In exceptional cases, a placement test may be permissible.

## § 10 Registering for courses and de-registering, registering for examinations and de-registering

(1) Students must register for courses and examinations within the given registration period, according to the specifics and in accordance with the examinations office.

(2) The registering and de-registering for/from an examination must be up to two weeks before the examination. Not in accordance with sentence 1 is the registering and de-registering of repeat examinations, which are to be according to the examination committee as are the general time, appointments, deadlines in accordance with the Europa-Universität Flensburg. Independent of sentence one is the registering for repeat examinations for failed term papers that are to be in accordance with the examinations office.

## § 11 Evaluating examinations, grading and ECTs

(1) Examination grading must be in accordance with the grading system of the first column in the following table:

Individual Grade	Grading systems		
	Total grade	German	English
1,0 1,3	1,0 – 1,5	Sehr gut	Very good

Individual Grade	Grading systems		
	Total grade	German	English
1,7 2,0 2,3	1,6 – 2,5	Gut	Good
2,7 3,0 3,3	2,6 – 3,5	Befriedigend	Satisfactory
3,7 4,0	3,6 – 4,0	Ausreichend	Sufficient
5,0	schlechter als 4,0	Nicht ausreichend	Unsatisfactory/ Fail

- (2) To pass a module the grade must be at least graded with “Sufficient”/ „ausreichend“ (4,0).
- (3) If the grade is being awarded by two examiners then the grade is the average of the two grades. To pass the module the average grade must be at least the grade 4,0. The grade has only one digit after the decimal comma, all following digits are removed.
- (4) Written examinations are normally, to be evaluated within four weeks of the examination.
- (5) Oral examinations are to have two examiners: either two examiners or an examiner and an assessor. The examiner/ assessor discuss the grade. The protocol is recorded during the examination.
- (6) The evaluation is to be explained and this explanation is to be documented, where the explanation is not in the presence of the examinee, it must be presented to the examinee if requested.
- (7) The overall grade is calculated as a weighted average of the grades of the modules and the grade of the master’s thesis. The weighting is based on the number of credits from the modules and the master’s thesis.
- (8) The total grade will also be transferred into the ECTS-system and also shown in the document at the appropriate spot. The basis for the transferal into the ECTS-system is the ECTS users’ guides’ relevant version.

## § 12 Repeating examinations

- (1) Passed module examinations may not be repeated.
- (2) Module examinations that are graded with “unsatisfactory“(5,0) or as not passed can be repeated twice. Following a second repeat, if the examination is failed, the module is considered as failed. The chair of the examination committee informs the student of the procedure and the legal implications. Before the final notification is issued the student is given the opportunity to reconsider and give an explanation leading to the examination failure.
- (3) Appeal against the final failed grade can be made once and in accordance with § 16.

(4) There must be two weeks between releasing the examination results and the repeat examination.

## § 13 Reconsiderations

(1) Students that are unsatisfied with their examination results must submit their written complaint to the examination committee within, at the latest, one month after receiving their results in accordance with § 22 (4).

(2) The submission must be complete, i.e. a concrete and comprehensive explanation. It must be based on appealing:

- a) the examination process, or
- b) because of a technical nature.

A general complaint about the evaluation process is irrelevant.

(3) The examination committee shall discuss the matter with the examiner.

(4) The respective examiners are obliged to consider the decision in a timely manner. They must report the result to the examination committee.

(5) The examination committee informs the student about the result of the decision process.

(6) The procedural documents are to be kept for three months after the most recent possible deadline for an appeal, following the final grade of the student.

(7) The reconsideration period cannot result in a worsening of the grade.

## § 14 Withdrawal, omission, deception, breach of conduct, plagiarism

(1) The student can deregister from an exam up to 14 days prior to the exam. If an examination candidate after the deregistration period cancels the examination date, leaves the examination early or does not turn up for the examination, then the examination is graded as “unsatisfactory” (5,0) unless the candidate can submit a reasonable explanation to the examination committee. The same applies for a written submission that is not submitted within the given time. The reasons must be immediately presented in writing to the examination committee, that must consider the submission as trustworthy. In the case of withdrawal from an examination or not turning up to an examination due to illness, the candidate must submit a certified sick note covering the duration of the examination, at the latest, on the third day following the date of the examination. If the reasons are accepted, a new examination date is organized. Examination results that have been submitted up to this point in time are to be accepted. If the reasons are not accepted the candidate is to receive a written explanation as to why. If the deadlines are all in accordance with the first registration of examinations or repeat examinations, the reasons for acceptance are treated equally for not turning up and meeting the deadlines, whether it be the illness of the candidate or that of the candidate’s child up to 14 years of age.

(2) In the event that a student is in an examination that is external to the Europa-Universität Flensburg and without an examiner and cannot complete the examination due to an illness, the student must present a trustworthy written certified sick note stating the condition and the

duration of time that the student due to the illness cannot continue with its examination procedure, and this must be presented to the Examination's Office. If the reasons are accepted then the examination deadline is extended by the duration of time for which the sick certificate certifies the duration of the illness. If the reasons are not accepted the student is to be informed in writing about the decision.

(3) The examination committee chair can request a certified sick note.

(4) If the candidate tries to influence their results by cheating, which also includes plagiarism, or the use of non-permitted support, then the candidate's work is graded as "unsatisfactory" (5,0). Before the decision is made the candidate is given a hearing. The candidate that breaks the rules and regulations can be excluded from further examinations. In such a case, the candidate is graded with "unsatisfactory" (5,0). In extreme cases the examiner can exclude the candidate from further examinations. This decision has to be confirmed by the President's Office of the Europa-Universität Flensburg. Cases that are considered extreme are plagiarism or if someone else carried out the work for the student. If the examination committee conclude that there is a case of plagiarism the candidate will be offered the opportunity to repeat the exam in the same and the following semester. The committee can conclude that the candidate is excluded from any further examinations in the study program. This decision necessitates the approval by the President's Office of the Europa-Universität Flensburg.

## § 15 Recognition of particular needs

(1) The special needs of students is in accordance with § 3 (5) of the Higher Education Law (HSG) in reference to § 52(2) No. 14(4) HSG and to be taken into account.

(2) If a student, due to a disability or illness, is unable to carry out the examination or only in part, then the duration of the examination has to be prolonged or an alternative possibility has to be arranged. Caring or nursing for a child up to the age of 14 is equivalent to the illness of a student.

(3) The use of deadlines in accordance with the Maternity Protection Law and the legal regulations on parental leave is guaranteed. The provision of the examination regulations when referring to the consequences of failure due to illness when attending examinations is also applicable to the illness the candidate's child/children.

(4) The examination committee decide on all cases according to paragraph 2 and paragraph 3. The fulfilment of the requirement is to be in a suitable form. The respective candidates are not to be disadvantaged in accordance with paragraph 2 and 3.

## § 16 Appeals procedure

(1) Incriminating administrative acts, based on these examination and student regulations, are to be explained in writing and accompanied with a legal instruction according to § 110 SAL (LVwG). An appeal to these administrative acts may be lodged with the respective examination board within one month of receiving the decision and according to §§ 68 ff of the administrative court regulations.

(2) In so far as the appeal is against the evaluation by an examiner, the examination committee decide after their evaluation according paragraph 3 and paragraph 5.

(3) If the candidate presents concrete and substantial objections to the examination results by an examiner then the examination committee forward the objection to the examiner for review.

If the evaluation changes the examination then the committee will remedy accordingly. Alternatively, the examination committee decide, based upon the appeal by the examinee if

- a) the examination was carried out in accordance with the regulations.
- b) the evaluation was correct.
- c) general evaluation processes were in accordance with the regulations.
- d) an argument that was justifiable and substantial was evaluated as incorrect.
- e) the examiner was influenced by matters beyond the examination.

(4) The same applies if the complaint is appealing the decision of more than one examiner.

(5) If an appeal is lodged a decision about the appeal must be reached within one month of the application. The appeal notification is to be accompanied with information about the legalities.

(6) If there is an appeal, the appeal shall not result in a worsening of the evaluation.

## § 17 Access to the examination

(1) Within one month of having received the results of a written or oral exam, the candidate may informally apply for permission and is entitled to be granted access to see the evaluation or protocol of the examination.

(2) The application is to be made to the examiner for the viewing of the material according to (1).

(3) The candidate may informally apply to view the examination protocol of the examiner(s) for up to five years following the examination procedure of their master's thesis.

(4) For an appeal according to (3), the appeal is to be made to the Manager of the examination office. This manager decides upon where and when the viewing shall take place.

## II. Modules and Module Examinations

### § 18 Modules and course form

(1) A module generally has 5 credit points (the equivalent to an average of 150 working hours) or a multiple of 5 credit points. The master's thesis is regulated in § 25 (1).

(2) A module can be composed of different types of seminars/lectures that jointly achieve the competencies of the module.

(3) For the Master of Arts degree, in accordance with § 52, paragraph 12 HSG, participation by the students in the individual courses is regulated and is a prerequisite for examinations, active participation in the courses of the modules and the preparation for which is recommended, and – independently, if necessary, the follow-up of the courses and the preparation and performance of the intended examination papers are required.

(4) The types of courses are:

- a) Seminar (S): fundamentally the seminar is a scientific discussion about a defined theme whereby both lecturers and students actively participate. The goal of the seminar is to

deepen the scientific knowledge of the theme and to engage and develop scientific discussions. Possible formats include literature-based or practice-based discussion or preparation and active presentations with the follow-up discussions by the students that presented in the seminar.

- b) Lecture (V): The main aspect is the lecture by the lecturer. The goal is to disseminate material, theories and correlations. The students prepare for the lecture and carry out preparation and follow-up work on the lecture, based on material, texts and scientific literature.
- c) Colloquium (Coll.) serves the platform to allow for an exchange of theories and concepts, research methods and research procedures. The goal is – pivotal to the preparation of and preparing for the master's thesis – the increased consciousness of reflection and exploring and deepening the ability to be self-critical, and participation in scientific discourse.
- d) Placement (P): The placement allows the students to develop their own experience of the functioning of the institution and organisations that can contribute to probing scientific research questions. The student gains insight into the practical structure of the scientific process and learns about the process.

(5) Teaching and education in the English language.

## § 19 Participation in committees

Students shall not be disadvantaged because of their participation in committees in the University. If there is a temporal collision between a committee meeting and a course lesson the student is excused from the course lesson. The student shall inform the lecturer with sufficient time about their participation in the committee meeting.

## § 20 Admission to examinations

(1) Students that are registered in the European Studies Masters of Arts or a comparable study program are permitted to partake in the courses or exams in so far as they have not forfeited their right to do so. The conditions for examinations or the master's thesis must be met.

(2) Persons that have completed a comparable study program at the Europa-Universität Flensburg or at another Institute of Higher Education, are not permitted to partake in the courses.

## § 21 Module examinations and examination performance

(1) Examinations serve as proof of the learning success within a module. The choice of the examination form is based upon the goal of the module's qualification. Each module is generally concluded with an examination.

(2) The examination is evaluated by the examiner, and in the case of an oral examination by an examiner and an assessor. Examinations that are final examinations or repeat examinations are to be examined by at least two examiners in accordance with §8.

(3) Examination evaluations can be oral, written, using other media, or a written term-paper. The type of examination is in accordance with the goal of the module. If there are alternative ways to be examined the examiner must relay this to the students, at the latest, in the second-course session. This cannot be retracted on and must be documented.

(4) The following types of examinations are possible:

- a) Oral examination credits: Discussion or presentation with a discussion about a theme of that module. The examinee shows that they possess a broad spectrum of knowledge, and can relate and respond to the specialised questions posed and respond with scientifically founded arguments. Oral examinations can be evaluated individually or in a group format, but in the oral examination, not more than four students can be examined at the same time.
- b) Written examination: Generally, this involves independently completing a task covering a specialised topic, and to be submitted in the agreed-upon format.
- c) Written exam paper: A written paper as an examination under supervision, that the given examined can be answered on their own and independently, in a given time with only the named support.
- d) Scientific Poster: Summary presenting the contents that can be presented in a very short presentation, and defended in a discussion.
- e) Portfolio: Collection of different exercises proving the ascertained competencies have been acquired.

(5) Module examinations may be a combination of written, oral and forms of media. The workload must be taken into consideration when constructing the examination.

(6) Oral examinations whether of an individual examinee or a group, must be examined by two examiners or an examiner and an assessor.

(7) Written examinations can be as a group. The contribution by the individual students must be recognisable and individually evaluated.

(8) In all written examination submissions, all literal contributions that include other sources have to be cited as such. The source must be referenced immediately following the citation. Sourcing other references, whether paraphrasing or using arguments from texts also must immediately state the reference.

(9) All written papers (and wherein the case of permissible group work, with the respective parts being identified) must conclude with the following written and individually signed reassurance that:

"I hereby declare that I have written the presented work on my own and have not used any other sources or support other than those stated. I reiterate my assurance that I have not used any services such as ghostwriter agencies or such services or third parties whether for payment or free of charge. Literal or meaning whether printed or electronic or other sources are all identifiable and recognisable.

The presented work or part of it was not in any other examination process, and the submitted edition is the electronic version on the submitted device.

I am aware that breaching the regulations not only will result in the grade “unsatisfactory” (5.0), but in severe cases also lead to further measures to be taken by the Europa-Universität Flensburg, which can result in exmatriculation.

I am aware that the submitted digital version of the article can be examined by anti-plagiarism software. By including the digital version and by signing the anti-plagiarism declaration, I am permitting the usage of anti-plagiarism software.

Flensburg, Date

Signature

First name, Surname“

## § 22 Examination procedure; maximum examinations on any one day

- (1) Examinations are in accordance with those stipulated by the examiner(s) and in the form and time according to their stipulations.
- (2) Students shall have a maximum of two examinations per day.
- (3) If the candidate submits a trustworthy sick certificate stating that the candidate is unable to achieve the examination credits or part of the credits then the examination committee agree with the respective examiner(s), and upon having a hearing with the candidate, decide how a comparable submission can be made by a given date. The examination committee can demand that the certificate must be presented.
- (4) The examination results as with the successful or unsuccessful results from an examination are to be forwarded to the Examination Office by the examiner that examined and submitted within the specified timeframe.
- (5) The examination results, as with successful or unsuccessful results of examinations are to be made known to the student in the local customary manner. It is permissible to inform the students of the results electronically.
- (6) Where a student has passed the module examination and gained their respective credits they will be added to the student's account. Where possible, the candidate should be able to access their account at any time to see their actual credits.

## § 23 Passing examinations

A module examination is passed when the examination is evaluated with at least “sufficient” (4,0) or “passed”. See § 11.

## § 24 Organisation of the examinations

Location and time of the examination and oral examination must be stated by the examiner(s) and with respective notice also regarding local time. A registering and deregistering time has to be given for the examination in accordance with § 10(2).

### III. Master-Examination

## § 25 Master's Thesis

(1) The master's thesis in an examination that shows that the candidate is capable of addressing a problem from the subject area of the study program and applying the appropriate method within a given timeframe. It is accompanied by a master colloquium. Upon passing the master's thesis the candidate attains 30 credit points.

(2) The master's thesis is supervised by a supervisor and is evaluated by two examiners independent of each other. The supervisor is the same as the examiner. Assistant lectures may act as a supervisor if the second examiner is a full-time employee of the EUF. The examinations office forwards the submitted master's thesis to the examiners.

(3) The theme of the master's thesis is to be finalised by the respective supervisor/ examiner, to be submitted and accepted by the examination committee. If the candidate cannot find a supervisor, the chair of the examination committee ensures that the candidate has an agreed-upon theme and supervisor for the master's thesis.

(4) The master's thesis should, normally, be completed by the end of the fourth semester. The timeframe for doing the master's thesis is five months. In an exception, the candidate can apply for an extension to the chair of the examination committee, and the chair of the committee collaborates with the supervisors and may grant an extension for a maximum of one month.

(5) The theme can be retracted only once and only within two weeks of submission. A new theme must be submitted immediately and at the latest within four weeks after retracting the theme. If this is not the case the master's thesis is graded as "unsatisfactory" (5,0).

(6) At the end of the thesis (or in the case of a permitted group submission, each of the submitted segments by the group members) the students must submit the following individually signed declaration:

"I hereby declare that I have written the presented work on my own and have not used any other sources or support other than those stated. I reiterate my assurance that I have not used any services such as ghostwriter agencies or such services or third parties whether for payment or free of charge. Literal or meaning whether printed or electronic or other sources are all identifiable and recognisable.

The presented work or part of it was not in any other examination process, and the submitted edition is the electronic version on the submitted device.

I am aware that breaching the regulations not only will result in the grade "unsatisfactory" (5.0) but in severe cases may lead to further measures to be taken by the Europa-Universität Flensburg, which can result in exmatriculation.

I am aware that the submitted digital version of the article can be examined by anti-plagiarism software. By including the digital version and by signing the anti-plagiarism declaration, I am permitting the usage of anti-plagiarism software.

Flensburg, Date

Signature

First name, Surname"

(7) Three copies of the master's thesis are to be submitted within the deadline and sent to the examinations office, in written and electronic form. The date of submission is to be recorded. If the master's thesis is not submitted by the deadline it is graded as "unsatisfactory" (5,0). Following the evaluation period, the master's thesis will be archived in the Examinations Office. The examination documents will be digitalised and archived upon completion of the final examination.

(8) There will be a 60-minute examination colloquium no later than eight weeks after submitting the master's thesis where the candidate presents and discusses their work with the examiners. The total grade of the master's thesis is to be graded as 80% for the written master's thesis and 20% for the defence. The examiners record a written protocol of the examination. Following the master's thesis' defence, the examiners will give their final grade to the candidate. The master's exam is passed when both the written master's thesis and the defence are graded with at least a "satisfactory" (4,0).

(9) The final grade of the written work is the average of the two individual grades of the examiners. If the average grade is larger than 4,0 whereby the two individual grades differ then a third examiner is requested. The third examiner decides if the master's thesis is awarded a "satisfactory" (4,0). If two grades for an exam differ by at least two grades then a third lecturer or examiner is requested to submit their evaluation. This evaluation is final.

(10) A master's thesis that is failed can be repeated only once. If the candidate cannot find a supervisor then the examination committee has to be informed not extending beyond the six-week deadline. See paragraph 2.

(11) Submission of a new theme in the event of a repeat of the master's thesis must be in accordance with paragraph 5 (1) and the deadline is only permissible if the candidate has not used this theme in the previous master's thesis submission.

## § 26 Extent and success in the Master's examination

(1) The master examination in the study program is comprised of the module examinations of the master's thesis. A total of 120 credit points have to be attained.

(2) The master examination is passed when all of those points in paragraph 1 are passed and the minimum credits are attained.

## § 27 Final fail in the Master's examination

(1) The master examination is graded with a final fail if:

- a) one of the required grades end grade is a fail, or
- b) the deadline for an examination is not met, or
- c) the second final submitted master thesis is failed.

(2) The candidate is informed about failing the examination/ or losing the right to be examined and this is accompanied by information about the students' statutory rights. See § 16.

(3) Students that depart from the Europa-Universität Flensburg without graduation if requested receive proof of all the credits that they received.

## § 28 Nullified Master's examination

- (1) If according to § 14, a candidate cheated in an examination, and this is only known after the grades have been disclosed the examination committee may alter the grade and declare the examination in part or in full as being failed. This decision must be confirmed by the President of the Europa-Universität Flensburg.
- (2) If the prerequisites for an examination were not met, and the said candidate unintentionally did not disclose this, and it is only known after the final documents are handed over, the examination committee will decide in accordance with the legal requirements of the President's office, if the deficit is balanced through the passing of the examination. The decision requires the confirmation of the President.
- (3) The candidate is given the opportunity to explain the matter before the decision is made.
- (4) The incorrect final documents are to be recovered and a new version must be released. The master certificate must be retrieved if the results of the examination are nullified because the candidate was proven to earn the "unsatisfactory" grade due to a case of cheating.

## § 29 Final documents

- (1) The candidate will receive the printed final documents, in the form of the certificate and a reference of the transcript of records, at the latest four weeks after receipt of the passed examination in accordance with paragraph 5. The transcript of records includes all the grades of all the modules and credits for the respective examinations, as is the theme and grade of the master thesis. In addition, it is dated according to the date of the final grade that is submitted. It must be signed by the examination committee.
- (2) The candidate receives the master certificate with the reference, and the certificate is dated according to the reference. The master grade is thereby awarded according to § 3 (4). The certificate is signed by the President of the Europa-Universität Flensburg or their vice and is stamped with Europa-Universität Flensburg's stamp.
- (3) If the final grade is better than 1,2 then the certificate receives a stamp "passed with distinction".
- (4) Additionally, the graduate will receive an English version of the certificate in the form of a "Diplom Supplement".
- (5) In order to receive an electronic version of final documents the graduate must apply with a valid email address.

## IV. Final Regulations

### § 30 Interim regulations

- (1) These examination and student regulations apply to
  - a) All those students from the winter semester 2019/2020 that began their study program in the European Studies, also

b) for students in the European Studies program from the winter semester 2021/2022 that began their study program in the winter semester 2018/2019 and earlier.

(2) Students from the European Studies Master of Arts degree, for whom these examination and student regulations do not apply according to paragraph 1, can apply to finish their program in accordance with the respective rules and regulations. Applying to change the scope of the examinations can only be submitted in the first month following the start of a new semester and must be submitted in writing to the Service Center for Examination Matters. The aforementioned only applies with regards to the study program European Studies and is not concerned with matters of not passing an examination or other matters and reasons for not being entitled to be examined or in cases of exmatriculation. The acknowledgement of credit points gained in the European Studies program is carried out by those officially responsible for the program based on a list of equivalence that will be released from the winter semester 2019 onwards.

## § 31 Enacted

These regulations will be enacted the day following their publication.

Flensburg, 16 Januar 2019

Europa-Universität Flensburg

Prof. Dr. Werner Reinhart

President