

# Rules and Regulations on Grading and Examinations (Statute), Flensburg University for the European Studies Master's Program

Dated 3<sup>rd</sup> September 2012

In accordance with Section 52 Paragraph 1 and Section 49 Paragraph 5 of the Higher Education Act (Hochschulgesetzes (HSG)) in the version of the notification of February 28, 2007 (GVOBl. Schl.-H. S. 184), as amended by Article 1 of the Act dated 4th February 2011 (GVOBl. Schl.-H. p. 34, GVOB. Schl.-H. p. 36) upon the resolution by the Senate of the University of Flensburg dated 9th February 2011 the following regulations are hereby enacted:

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## **Part 1: General Matters**

### **§ 1 Goal of the Study Program**

1. This study program is intended to prepare the student for an academic or management position in border-crossing, transnational organizations with European relevance. The student is to show in a master's examination that she or he has acquired a deep knowledge as well as methodological and practical abilities in the field of European studies.
2. After the successful completion of the master's examination, the academic title of "master of arts" will be conferred on the student.

### **§ 2 Admission Requirements**

3. An applicant for admission to the master's program "European Studies" must:
  - a. have obtained an undergraduate degree (for example, a BA or in Germany a Magister, Diplom, or Staatsexamen) from an institution of higher education in Germany or elsewhere of at least three years of study. The degree must be in a subject or a combination of subjects relevant for the master's program in the field of humanities, social sciences, law or economics. The applicants must prove that they have completed that course of study as one of the best third of their class.
  - b. have acquired sufficient knowledge of the English language. He or she must provide at least one official document proving his or her knowledge of English to be at Level C1 of the Common European Framework of Reference for Languages. Proof of this is provided either by having studied in an English language program, language study within a course of study, or an English certificate of competence (for example TOEFL).
  - c. have completed at least 15 CP in statistics or social-scientific methods. If no more than 5 CP 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 time frame of the coursework that needs to be absolved.
  - d. Admission to the program is subject to the condition subsequent that proof of an undergraduate degree as prescribed in subsection 1 is provided.
4. All certificates listed above in subparagraphs 1 a, b and c must be produced either as original or as certified copies thereof. Complete application papers must be received by the admissions department in the prescribed form within the application deadline. If the applicant is unable to provide proof of his/her degree as prescribed in subparagraph 1 a within the application deadline for reasons beyond his/her control, he/she can nevertheless be admitted to the program if evidence of successful completion is submitted during the semester of admission by January 1st .

### **§ 3 Scope, Structure, and Content of the Program**

1. The study program to be completed on a full-time basis.

2. Since this is a program of study with an international orientation, all classes will be held in English.
3. The master's program in European Studies is not a combined BA/MA program.
4. As a rule, the master's program is to be completed within two years (four semesters). The final semester of the master's program in European Studies is dedicated to writing the master's thesis and preparing for the defense.
5. The European Studies program is structured in modules. Modules are thematically organized, temporally limited topics that are completed with an exam (modular exam). The course load (attendance, independent study, and examination) for the individual modules will be reported in credit points (CP) according to the European Credit Transfer System.
6. For the successful conclusion of the master's degree, 120 CP must have been completed.
7. 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.
8. The program includes modules with a total of 90 CP in the humanities, social sciences, and economics.
  - a. In total 75 CP are rewarded for the compulsory modules, which need to be completed successfully:

1. In the first semester of study:

European Law	10 CP (5 hours per week)
Institutional and Constitutional Economics	5 CP (2 hours per week)
European Contemporary History	5 CP (3 hours per week)
European Regional Integration	5 CP (2 hours per week)
Methodological Skills/ Statistical Methods	5 CP (2 hours per week)

2. In the second semester:

Internal and External Relations of the EU	5 CP (2 hours per week)
Europe in the Global Economy	5 CP (2 hours per week)
European Governance	10 CP (5 hours per week)
European Ideas	5 CP (2 hours per week)
European Regional Innovation Policy	5 CP (2 hours per week)

3. In the third semester:

European Political Economy	5 CP (2 hours per week)
European Border Region Development	10 CP (3 hours per week)

b. In the third semester elective modules must be successfully completed, for which a total of 15 CP must be obtained:

Concepts of Europe and Politics of the EU	10 CP (4 hours per week)
European Business and Economics	10 CP (4 hours per week)
External Relations of the EU	10 CP (4 hours per week)

A full-time internship of at least 4 weeks can also be recognized as an elective module provided that it is course related. Evidence that this

internship has been completed has to be provided by way of a report which rates the internship as passed or not passed. This result does not count towards the final grade.

9. The master's exam consists of partial exams accompanying the course of study in accordance with Section 17 as well as the master's paper as stipulated in Section 18.

#### **§ 4 Purpose of the Examinations**

1. With the conclusion of the master's program, the candidates acquire a further professional qualifying degree.
2. The examinations in the framework of the master's program are intended to ascertain the student's capacity to do scholarly work independently and his or her awareness of relevant research results.

#### **§ 5 Forms of Examination**

1. Forms of examination include:
  1. Oral examinations (§ 6)
  2. Written examinations and written work (§ 7)
  3. Seminar presentations (§ 7).
2. Written examinations and all other examinations will as a rule be held in the language of the class in question.
3. If a candidate can provide a medical certificate stating that she or he is not in a position to complete the examination in total or in part, the chairperson of the examination committee is to allow for an equivalent examination in a different form.
4. Prior registration is required for taking examinations. Examination dates and registration deadlines are to be announced in a timely fashion in the usual manner.

#### **§ 6 Oral Examinations**

1. At the oral examinations, the candidate is to show that she or he understands the key issues of the area of examination and can order particular problems in this context.
2. The key objects and results of the oral exams are to be recorded in writing. The result is to be given to the examinee subsequent to the oral examinations.
3. The oral examination of a candidate will usually last 30 minutes, whereas both individual and group exams are possible.
4. Unless the candidate refuses, students who wish to take the oral examination in question at a later date can be permitted to attend the examination depending on the space available. This does not include the discussion and announcement of examination results.

#### **§ 7 Written Examinations, Written Work, and Seminar Presentations**

1. In the written examinations and written work, the candidate should show that she or he can recognize a problem and find ways of solving it in a limited time frame, with limited materials, and using accepted methods of the discipline.

2. Written examinations and written work that are components of the master's examination are to be evaluated on the basis of Section 8.
3. Written examinations will last a maximum of five hours.
4. Written work (written seminar presentations and papers) should as a rule not exceed 20 pages (DIN A4).
5. Seminar presentations can also be counted as an examination if evaluated as such.
6. Written exams, written work, and presentations are to be graded within four weeks.

## **§ 8 Evaluation of Examinations and Grading**

1. Individual examinations are to be graded by the examiners. For the evaluation of the examinations, the following grading system applies:

1 = excellent	=	an outstanding performance
2 = good	=	a performance significantly above average
3 = satisfactory	=	an average performance
4 = sufficient	=	a performance that despite deficiencies still meets the requirements
5 = unsatisfactory	=	a performance that due to significant deficiencies no longer meets the requirements

To offer a more differentiated evaluation of examinations, individual grades can be raised or lowered by .3, but the grades 0.7, 4.3, 4.7, and 5.3 are excluded.

2. In addition to the final grade a relative grade in accordance with the ECTS Users Guide as amended from time to time will be shown on the certificate. To calculate the relative grades, at least two previous years other than the class in question are to be included in the cohort (the reference group) to the extent available, depending on size of the class.
3. If an examination consists of several partial examinations, the grade results from the weighted average of the grades of the individual partial examinations. In case of weighting, this weighting will be based on the number of credit points assigned. The average grade is also to be given an ECTS grade according to paragraph 2.
4. The grades for examinations are:
 

with an average up to and including 1.5	=	excellent
with an average of 1.6 up to and including 2.5	=	good
with an average of 2.6 up to and including 3.5	=	satisfactory
with an average of 3.6 up to and including 4.0	=	sufficient
with an average of 4,1	=	Fail
5. For the calculation of overall grades (§ 19), paragraph 4 also applies.
6. In grading, only the first decimal place will be considered: all further places will be dropped without rounding off.
7. The individual examination grades including the master's thesis will, if the examination commission does not decide otherwise, be accepted by the student.

## **§ 9 Absence, Withdrawal, Cheating, Rule Infringements**

1. An examination is graded as "fail" if the candidate fails to appear for an examination without appropriate reasons or withdraws from the examination after it has begun without proper explanation. The same is true if a written examination is not completed within the period foreseen for its completion.
2. The reasons for failure to appear, failed submission, or withdrawal must be presented to the examination committee immediately in written form and made plausible. In case of illness, a medical certificate might be required. If the explanation is accepted, a new date is planned. In such a case, the already completed exam results are to be included in the final grade.
3. If the candidate attempts to influence the result of an exam by cheating or using inadmissible aids, the relevant examination will be graded as "insufficient." A serious case of cheating is any form of plagiarism, in particular Internet plagiarism. If a case of plagiarism is established by the examination committee, the candidate can be excluded from taking part in any further examinations in the European Studies program.
4. A candidate who disturbs the proper course of an examination can be removed from the examination. In this case, the relevant examination will be considered as graded "fail."
5. In serious cases, the exam commission can exclude the candidate from taking any further examinations in the European Studies Master's Program.
6. The candidate can demand that the decisions in accordance with Section 3, Paragraphs 1 and 2 be reexamined by the examinations committee within a deadline of four weeks. Negative decisions are to be immediately communicated to the candidate, explained, and accompanied by an explanation of legal rights.

## **§ 10 Compensation for Disadvantages for Students with Disabilities, and Students on Maternity Leave or Parental Leave**

1. Should a student prove, by producing a medical certificate, that he or she is unable to participate in an examination in the prescribed form due to a lasting or permanent physical disability or due to a chronic medical condition, the chairman of the Examination Committee shall, upon the student's request, permit equivalent examination performances to be rendered in another form.
2. Candidates are entitled to take maternity leave in accordance with section 3 and 6 of the German Maternity Protection Act (Mutterschutzgesetz) as well as parental leave. The provisions under these examination rules which apply to cases of absence due to illness of candidates also apply to cases of absence due to illness of their children.

## **§ 11 Passing and Failing**

1. An exam has been passed if the grade is at least "sufficient."
2. If the candidate has not passed all the examinations required for the master's degree, he will be provided on request with a document certifying the examinations taken by the student and their grades, making clear that the examination as a whole has not been passed.

## **§ 12 Repetition**

1. Examinations that have not been passed can be repeated once, and in justified cases a second time with the permission of the examination committee. In such a case, the repetition exam will take place in a different form than the first examination (e.g., oral instead of written examination).
2. The master's paper can be repeated once if graded as "fail." The issue can only be returned once and only within the first two weeks. Returning the topic of the master's paper within the deadline is only admissible if the examinee did not make any use of this in completing his first paper.
3. Form and date of repetition is set by the examination committee after a hearing of the examiner.

## **§ 13 Recognition of Study Time, Previous Coursework, and Examinations**

1. Years of study, previous coursework and exams from accredited programs covered by the Higher Education Act in the disciplines of the master's program will be recognized without any examination of their equivalence.
2. Paragraph 1 also applies to study at all partner universities.
3. Previous external coursework and examination performances from other national or recognized international universities will be accepted if the university does not establish significant differences between the substituted work and the work the student would have to perform at this university. The Equivalence agreements made by the German Kultusministerkonferenz and Hochschulrektorenkonferenz as well as Agreements in the framework of partnerships between institutions of higher education are to be applied to determine whether an external performance can be accepted.
4. For study times, study achievements, and examinations in state-certified long distance study programs, clauses one and three apply.
5. Instead of the grades achieved elsewhere, such achievements will be marked with the word "passed." On application to the examination committee, grades achieved elsewhere can be accepted to the extent that the equivalence of the grading has been established.
6. If clauses one to four apply, the student has a legal entitlement to recognition. The recognition of study times, study achievements, and examinations passed in the area of validity of the Hochschulrahmengesetz takes place ex officio. The student must present the documents required for the recognition.

## **§ 14 Examination Committee**

1. The examination committee of the study program consists of six members and their deputies. Three of the members come from the group of faculty participating in the course of study, one from the group of research assistants, and one of that year's students chosen by the senate of Universität Flensburg. Syddansk Universitet will also send a voting representative to the examination committee. The examination committee selects a chairperson and a vice chairperson from among the faculty members. The term of office for student members is one year, for all others two years.
2. The examinations committee is responsible for organizing the

- examinations and the completion of all other tasks stipulated by the rules and regulations.
3. The chairperson will insure that the stipulations of these rules and regulations are followed, organize a replacement in case a member of the committee is temporarily incapable of fulfilling his or her duties, and serves as chair for all meetings and decisions.
  4. Members of the examination committee are permitted to attend all examinations.
  5. The members of the examination committee and its deputies are to maintain discretion.

### **§ 15 Examiners**

The examination committee appoints the examiners. The committee can transfer this right to the chairperson. Only faculty members and any other person who has already passed this exam or who has at least a qualification equal to that which forms the basis of the examination can be appointed as examiners.

### **§ 16 Kind and Extent of the Exams**

1. The master's program contains module examinations and partial module examinations.
2. The examinations to be completed for the modules are to be taken from the module descriptions in the study plan.

## **Part II: Master's Examination**

### **§ 17 The Master's Examination in General**

The master's exam consists of two parts:

1. Examinations during the course of the studies that as a rule are to be completed by the end of the third semester,
2. a master's thesis and
3. a thesis defense.

### **§ 18 First Part of the Master's Examination**

The first part of the master's exam is considered to have been passed if the candidate can prove that he/she has obtained 90 CP, as stipulated in Section 3, Paragraph 8.

### **§ 19 Second Part of the Master's Examination**

1. Only those who have successfully completed the first part of the master's examination will be admitted to the second part. In exceptional cases, upon application to the examination committee, the candidate may be admitted if at least 75 CP from the first part of the master's exam have been achieved by the candidate.
2. The second part of the master's examination consists of the master's thesis and the thesis defense. In addition to this the candidate has to prove that he or she has participated in a master colloquium. The master thesis and the thesis defense are credited with 30 CP in total. The master thesis represents 80% and its defense 20% of the grade.



The master's thesis is an examination that concludes the student's academic training in the program. It is intended to show that the candidate is in the position to solve a problem independently within a set deadline using academic methods and present the results appropriately. In the defense, the candidate is to defend the key results and theses of the master's paper in the form of an oral presentation and a subsequent discussion. As a rule, the duration of the defense is one hour.

3. The subject of the master's paper is to be taken from the realms represented in the course of study (Section 3, Paragraph 8). All faculty members and all others allowed to examine are allowed to set the subject of the master's paper and to advise on the work. The candidate is to be given the opportunity to make suggestions as to the subject of the master's thesis.
4. The topic of the master's thesis is assigned by the chairman of the examination committee. The time point of the issuing of the thesis topic is to be registered in the files.
5. The master's thesis can also take the form of a group project, if the contribution of each individual candidate can be distinguished and separately evaluated on the basis of sections, page numbers, or other objective criteria and satisfy the requirements stipulated in paragraph 2.
6. The student has five months to complete the master's thesis. The subject and task of the master's paper must be such that the deadline can be kept. In individual cases, the chairperson of the examination committee can extend the period for up to two months upon application.
7. The master's thesis is to be written in English. In the appendix the work must contain a brief summary.
8. On submitting the master's thesis, the candidate must declare in writing that they have completed the work on their own and did not use any material other than the sources and aids cited.
9. The master's thesis is to be delivered to the chairman of the examination committee in a timely fashion; the time of submission is to be recorded in the files.
10. The master's thesis is to be graded by two examiners. One or the other must be the person who set the topic of the master's thesis. If the judgments of the examiners are significantly different, the chairperson is to work towards a compromise. To this end, other informed members from partner universities can be asked to provide opinions. If a compromise is reached, the grade is found by averaging the two individual grades. The result is as a rule to be graded within eight weeks.

## **§ 20 Completion, Final Grade, Diploma and Diploma Supplement**

1. The master's program is successfully completed when all examinations and requirements listed in Sections 18 and 19 have been graded with at least "sufficient."
2. The overall grade will be a weighted average of the grades of the modules as well as the grade of the master's thesis and the thesis defense. The weighting is based on the number of modules and the credit points assigned to the master's thesis and the thesis defense.
3. With the successful completion of the master's degree, the student is awarded the "Master of Arts" (abbreviation: MA). This degree is documented with a diploma signed by the chairman of the examination

- committee.
4. In addition to the diploma, the graduate receives a diploma supplement according to the guidelines or decisions of HRK and KMK. This supplement contains among other things the grades and qualification profiles, as well as the individual grades and an overall grade in accordance with Section 8.

## **Part III: Concluding Provisions**

### **§ 21 Invalidity of a Master's Examination**

1. If the candidate has cheated during the examination, and this fact becomes known after the diploma and diploma supplement have been issued, the examination committee can correct the grades for those examinations on which the candidate has cheated, and the examination be declared in part or entirely failed.
2. If the requirements for admission to an examination had not been fulfilled without the candidate intending to deceive on this matter and this fact only becomes known after receipt of the diploma and the diploma supplement, this lack is made good by the passing of the examination. If the candidate intentionally deceived on this matter, the decision is left to the examination committee.
3. The candidate is to be given the opportunity to respond to any decisions according to Paragraphs 1 and 2.
4. The incorrect diploma supplement is to be recalled, and if necessary replaced with a new one. With the improper diploma supplement, the master's diploma is also to be recalled if the examinations are declared "failed" due to cheating. Decisions under Paragraphs 1 and 2 are ruled out after five years have passed since the date of the diploma.

### **§ 22 Inspection of Examination Files**

Within one year after completion of the examination, the candidate may apply for inspection of their written examinations, the relevant certifications, and the examination transcripts in an appropriate time frame.

### **§ 23 Taking Effect**

These rules and regulations on grading and examinations (Statute) shall take effect the day after their pronouncement. The Rules and Regulations on Grading and Examinations (Statute), Flensburg University for the European Studies Master's Program of 8th June 2007 as well as the rules and regulations amending the study and examination regulations of the University of Flensburg for the European Studies Master's Program dated 14th December 2011 are hereby repealed.

Permission under Paragraph 22 of the Higher Education Act was given by the rectorate of Flensburg University with a letter dated 3rd September 2012.

Flensburg, 3rd September 2012

Flensburg University  
The President  
Prof. Dr. Werner Reinhart