

Examination Regulation for the Continuing Education Master's Program International Relations Online at Freie Universität Berlin

Preamble

Based on § 14, paragraph 1, number 2 of the Partial Basic Regulations (Experimental Models) of Freie Universität Berlin from October 27, 1998 (FU-Mitteilungen 24/1998), the following examination regulation for the Continuing Education Master's Program International Relations was issued on February 15, 2013 by the Joint Commission on the East European Studies and International Relations Online Masters' programs at Freie Universität Berlin¹:

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§ 1 Area of Application

A supplement to the charter for general examination affairs (SfAP) of Freie Universität Berlin, this regulation concerns requirements and procedures for student performance in the Master's Program International Relations Online at Freie Universität Berlin.

§ 2 Examination Board

The examination board designated for the Master's Program is responsible for the organization of examinations and the remaining tasks listed in the SfAP charter.

§ 3 Standard Period of Study

The standard period of study for the Master's program for full-time study is four semesters. In case of part-time study the standard period of study is eight semesters.

¹ This regulation has been confirmed by the Freie Universität Berlin Executive Board on August 26, 2013.

§ 4 Scope of Academic Achievement

(1) Within the scope of the Master's program, a total of 120 credits for examination and academic achievement have to be earned. These are:

1. 36 credits in the mandatory section according to the study regulation, § 4, paragraph 2,
2. 24 to 32 credits in one of the Study Profiles according to the study regulation, § 4, paragraph 3,
3. 32 to 40 credits in the compulsory elective section according to the study regulation, § 4, paragraph 4, and
4. 20 credits for the Master's thesis including defense, according to § 5 of this regulation.

(2) The admission requirements for the modules, the teaching and learning forms of the modules, the performance requirements of the individual modules as well as the credits of each module can be found in Annex 1.

§ 5 Electronic Submission of Tasks

Tasks in electronic form have to be submitted through the learning platform.

§ 6 Master's Thesis

(1) The Master's thesis should show that the student is able to independently deal with a research question within the field of international relations or area studies on an advanced academic level. It should show that the student can present the results adequately, classify them scientifically, evaluate them critically and is able to adequately document them in writing and orally.

(2) Students are admitted to the Master's thesis if they:

1. were lastly enrolled in the Master's program at Freie Universität Berlin,
2. have successfully completed modules comprising a total of 60 credits, and
3. have paid their study fees in full.

(3) The application for admission to the Master's thesis must contain written confirmations concerning passed requirements according to paragraph 2 as well as a statement by an authorized supervisor stating his or her willingness to take on the supervision of the Master's thesis. The examination board in charge decides on the application. If evidence for taking on supervision of the Master's thesis according to clause 1 is not presented, the examination board will nominate a supervisor.

(4) In consultation with the examination board, the supervisor issues the topic of the Master's thesis. The topic and design of the Master's thesis must be such that writing it can be concluded within the given period. The issuing of and adherence to the time limit must go on record.

(5) The Master's thesis consists of a written part and an oral part, represented by the defense of the Master's thesis.

(6) The written part of the Master's thesis must be completed within 12 weeks for the full-time program and 24 weeks for the part-time program.

(7) The Master's thesis must be written in English.

(8) The Master's thesis should comprise up to 15,000 words.

(9) The work period officially begins when the topic is confirmed by the examination board.

When submitting the thesis, the student must declare in writing that he or she wrote the thesis independently without use of any sources and means except for the ones noted.

(10) The Master's thesis must be evaluated by two authorized examiners designated by the examination board, one of whom must be the supervisor of the Master's thesis.

(11) The grade for the written part of the Master's thesis results from the arithmetic average of the individual grades by the two examiners.

(12) After the written part of the Master's thesis is evaluated as at least "sufficient" (4.0) according to paragraph 11, the defense takes place as the oral part of the Master's thesis. The date for the defense must be issued when the grade for the written part of the Master's thesis is made public. The defense lasts 20 minutes.

(13) The grade for the Master's thesis is composed of the grade for the written part of the Master's thesis (70 per cent) and the grade for the oral defense (30 per cent). The minimum passing grade for both the written and the oral part of the Master's thesis respectively is "sufficient" (4.0). The transcript gives the composite grade only to the first decimal place, according to clause 1 for the Master's thesis.

§ 7 Repeating the Examination

(1) In the case of failing the Master's thesis or the defense, the Master's thesis can be repeated one time. In this case a new topic must be selected for the written paper and defense.

(2) In the case of failing other examinations, these can be repeated up to two times.

(3) Examinations evaluated as "sufficient" (4.0) or better cannot be repeated.

§ 8 Completion of the Study Program

(1) A requirement for the completion of the study program is that

1. the achievements, according to §§ 4 and 6 of this regulation as well as to § 4 of the study regulation, have been passed with at least the grade "sufficient" (4.0);
2. tuition and fees have been paid in full;

(2) The study program cannot be completed if the student

- did not pass assignments in the same study program or in a module to be completed at another university and to be recognized in the overall final grade for the master's program;
- is in a pending examination procedure; or
- has not yet met the requirements imposed by the examination administration.

(3) The application for confirming the completion of the study program must be accompanied by evidence of the fulfillment of prerequisites according to paragraph 1 and an assurance that none

of the cases according to paragraph 2 applies to the applicant. The examination board in charge decides on the application.

(4) Having passed the examination, the students are awarded the academic degree “Master of Arts” (M.A.). The students receive a Certificate of Academic Record and a Degree Certificate (Annex 2 and 3) as well as a diploma supplement. Beyond that, a grade supplement is issued with information concerning the individual modules and their components (transcript). German versions of the grade report and certificate are issued on request.

§ 9 Date of Validity and Transitional Arrangements

(1) This regulation goes into effect a day after its publication in the official journal of Freie Universität Berlin (FU-Mitteilungen).

(2) At the same time, the examination regulation for the Master’s program International Relations Online, issued on May 31, 2012 in FU-Mitteilungen 65/2012 p. 1165, will no longer be in force.

(3) This regulation applies to students who enrolled or re-enrolled in the Master’s program at Freie Universität Berlin after the regulation has gone into effect. Students who enrolled in the Master’s program before the effective date of the regulation continue their studies on the basis of the regulation according to paragraph 2) if they do not request from the respective examination board to continue their studies based on the new regulation. In case of such an application, the examination board, following the principles of maintaining confidence and equal treatment, decides on the amount of credits to be taken into account from the already begun or completed modules, according to the regulation in force then – and possible additional work. The transition is not reversible.

(4) The possibility of completing the study program based on the regulation according to paragraph 2 is guaranteed in, case of full-time enrollment, until the end of the 2015 summer semester, or, in case of half-time enrollment, until the end of the 2017 summer semester.