

UNOFFICIAL TRANSLATION

Examination Regulation for the Continuing Education Master's Program International Relations Online at Freie Universität Berlin (FU-Mitteilungen 65/2012, July 23, 2012).

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 regulations were issued on May 31, 2012 by the Joint Commission on Continuing Education Masters' programs of East European Studies and International Relations Online at Freie Universität Berlin¹:

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Annex 1: Examinations, admission requirements, mandatory participation and credit points

Annex 2: Certificate of Academic Record (sample)

Annex 3: Degree Certificate (sample)

¹ This regulation was confirmed by the Berlin Senate Administration responsible for universities on July 11, 2012. The regulation will remain in force until September 30, 2013.

§ 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 continuing education Master's Program International Relations Online at Freie Universität Berlin (Master's Program).

§ 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 two years. In case of part-time study the standard period of study is four years.

§ 4 Scope of Academic Achievement

(1) According to the European Credit Transfer System (ECTS), a total of 120 credit points (cp) for examination and academic achievement have to be earned. They are subdivided into the following:

- 1 28 credit points in study section 1: Theoretical Foundations
- 2 64 credit points in study section 2: Disciplinary Area
- 3 8 credit points in study section 4: Practical Application Area
- 4 20 credit points for the Master's thesis including defense

(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 credit points of each module can be found in Annex 1.

§ 5 Master's Thesis

(1) The Master's thesis should show that the student is able to independently work through a problem from the field of international relations 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 document them.

(2) Students of the full-time program are admitted to the Master's thesis if they:

1. were recently enrolled in the Master's program at Freie Universität Berlin;
2. have successfully passed the modules according to § 4;
3. have paid their study fees in full.

(3) Students of the part-time program are admitted to the Master's thesis if they:

1. were recently enrolled in the Master's program at Freie Universität Berlin;
2. have successfully passed at least ten of the modules according to § 4;
3. have paid their study fees in full for the first three years of study.

(4) The application for admission to the Master's thesis must contain the title of the Master's thesis and an abstract of at least 500 words. Written statements concerning passed requirements according to paragraph 2 must be presented along with the application as well as a statement by an authorized examiner stating his or her willingness to take on the supervision of the Master's thesis. The responsible examination board decides on the application; if evidence is not presented for taking on supervision of the Master's thesis according to clause 1, the examination board will nominate a supervisor.

(5) The theme and task of the Master's thesis must be such that the work of writing it can be concluded within the given period. The issuing of and adherence to the time limit must go on record.

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

(7) The processing time for the Master's thesis is 12 weeks for the full-time program and 24 weeks for the part-time program.

(8) The Master's thesis should comprise about 12,000 words. Especially important are the definition of a clear problem, the application of theoretical models, and the correct format.

(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 additional sources and aids 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. If the evaluations of the two examiners differ from each other by approximately two whole grade points, the examination board at first will attempt

to bring about a consensual evaluation by the examiners. If consensus cannot be reached, the examination board designates a third examiner after a consultation with the authorized examiners. In this case the grade value is formed by the arithmetic average of the three evaluations of the 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 and is conducted by two authorized examiners. These should be the same examiners that evaluated the Master's thesis.

(13) The grade for the Master's thesis is composed of the grade for the written part of the Master's thesis (four fifths) and the grade for the oral defense (one fifth). The grade report gives the composite grade only to the first decimal place, according to clause 1 for the Master's thesis.

§ 6 Repeating the Examination or Other Prerequisites

(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 prerequisites, these can be repeated up to two times.

(3) The deadline date for the repeating of examination prerequisites is determined by the examination board.

(4) Examination prerequisites evaluated as "sufficient" (4.0) or better cannot be repeated.

(5) If all of the examination prerequisites of a module are not fulfilled within the module period, students are given a date within which they may catch up on the examination prerequisites. This can mean that the student is individually supervised by the module lecturer or that the student passes an equivalent module within the framework of the curriculum of another student entry-year cohort. Examination prerequisites that the student has already met can be accounted for in case of equal credit point value. However, the student cannot demand that the module be taught by the original module lecturer and / or that the content of the current module corresponds as a whole to that of the original module. The making up of examination prerequisites can lead to an extension of the customary study period.

§ 7 Completion of the Study Program

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

1. the modules, according to § 4 of these regulations as well as to § 4 of the study regulations, have been passed with at least the grade “sufficient” (4.0);
2. the Master’s thesis has been submitted at Freie Universität Berlin;
3. the study fees have been paid in full;

(2) The completion of the study program is not granted if the student is enrolled at another university in the same program of study or in a module that is mandatory in the Master’s Program and that is identical with or comparable to one that is considered in arriving at the overall grade; if prerequisites have not been met or were finally failed; or if the student is in a pending examination procedure.

(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 person of the applicant. The responsible examination board decides on the application.

(4) Having passed the examination, 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.

§ 8 Date of Validity

(1) These regulations go into effect a day after their publication in the official journal of Freie Universität Berlin (FU-Mitteilungen).

(2) At the same time, the examination regulations for the continuing study program International Relations Online, issued on April 13, 2010 in FU-Mitteilungen 21/2010 p. 439 and modified on December 8, 2011, will no longer be in force.

(3) These regulations apply to students who enrolled or re-enrolled in the Master’s program at Freie Universität Berlin after the regulations have gone into effect. Students who enrolled in the Master’s program before the effective date of the regulations continue their studies on the basis of the regulations according to paragraph 2) insofar as they do not apply to the respective examination board for the continuation of their studies based on the new regulations. In case of

such an application, the examination board, following the principles of maintaining confidence and equal treatment, decides on the extent of credit points to be taken into account from the already begun or completed modules, according to the regulations in force at the time of their effectiveness – and possible additional work. The transition is not reversible.

(4) The possibility of completing the study program based on the regulations according to paragraph 2 is guaranteed until the end of the 2014 summer semester.