

(as of 13 February 2017, amended on 28 November 2019 and 26 May 2021)

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Table of contents

I. General provisions

§ 1 Objective of the master's examination

§ 2 Graduation

§ 3 Standard period of study

§ 4 Structure

§ 5 Required ECTS credits

§ 6 Examination Board (*StPA*)

§ 7 Examiners

§ 8 Recognition of previous studies, coursework and performance assessments

§ 9 Recognition of non-higher education achievements

§ 10 Non-attendance, withdrawal, fraud, breach of regulations, leave of absence for family reasons

II. Course-related performance assessments

§ 11 Types of course-related performance assessments

§ 11a Regular attendance as a special form of coursework

§ 12 Registration for and admission to course-related performance assessments

§ 13 Course-related performance assessments

§ 14 Assessment of course-related performance assessments

§ 15 ECTS credits

§ 16 Course and examination languages

III. Examinations and deadlines

§ 17 Content, type and scope of the master's examination

§ 18 Registration for and admission to part II of the master's examination (final examination)

§ 19 Part I of the master's examination (course-related performance assessments)

§ 20 Part II of the master's examination (final examination)

§ 21 Special provisions for the double-degree options

IV. Passing and failing examinations

§ 22 Passing the master's examination, determination of grades

§ 23 Retaking examinations; failing the overall examination

§ 24 Examination certificate and degree certificate

§ 25 Confirmation of failed overall examination

V. Final provisions

§ 26 Invalid results

§ 27 Legal recourse

§ 28 Inspection of examination records

§ 29 Coming into effect

Attachment 1: Plan of study for the MA programme in Politics and Public Administration

Attachment 2: Plan of study for the MA programme in Politics and Public Administration (double degree option with the first academic year at the University of Konstanz and the second year at the partner university)

Attachment 3: Plan of study for the MA programme in Politics and Public Administration (double degree option with the first academic year at the partner university and the second year at the University of Konstanz)

Attachment 4: Conversion of grades achieved at partner universities outside of Germany

I. General provisions

§ 1 Objective of the master's examination

(1) The master's examination provides candidates with an advanced degree in politics and public administration that qualifies them to enter a profession. The master's programme is a graduate study programme as defined in the structural specifications of the German federal states as per § 9 para. 3 *Hochschulrahmengesetz HRG* (Framework Act for Higher Education) for the accreditation of bachelor's and master's programmes as enacted by the Standing Conference of the Ministers of Education and Cultural Affairs on 10 October 2003. In the master's examination, candidates must show that they have extensive knowledge in the chosen field, are able to work independently according to scientific principles and can apply scientific methods and insights. Students will acquire in-depth knowledge in the field of politics and public administration by completing one of the four programmes: International Relations and European Integration, Comparative Politics and Policy Analysis, International Administration and Conflict Management, Management and Public Administration. Students will be familiarized with the basic principles of these areas and gain qualification for employment in organizations in the public, private or tertiary sector.

(2) As defined in the doctoral regulations of the University of Konstanz, the degree "Master of Arts in Politics and Public Administration" awarded by the University of Konstanz qualifies the holder to begin a doctoral thesis in political science or public administration aiming for the degree of Doctor rer. soc. in a doctoral examination procedure.

UNIVERSITY OF KONSTANZ Study and examination regulations for the Master's Programme in POLITICS AND PUBLIC ADMINISTRATION	B 22.0
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- 3 -

§ 2 Graduation

Once candidates have passed the master's examination, the University of Konstanz awards the academic degree "Master of Arts" (MA) in Politics and Public Administration.

§ 3 Standard period of study

The standard period of study is four semesters, including the time for writing the master's thesis.

§ 4 Structure

(1) The master's programme encompasses the scientific core area of politics and public administration as well as courses in neighbouring disciplines. The core area is subdivided into four fields of specialization: International Relations and European Integration, Comparative Politics and Policy Analysis, International Administration and Conflict Management, Management and Public Administration. Students will choose one of these four fields. A minimum of one basic seminar (Study Area 2) and a minimum of two seminars (Study Area 3) must be completed for the field of specialization. After having completed the corresponding performance assessments, the specialization is finalized. The field of specialization will be stated in the diploma supplement. The study programme has a strong emphasis on research as defined in the structural specifications of the German federal states as per § 9 para. 2 *Hochschulrahmengesetz HRG* (Framework Act for Higher Education) for the accreditation of bachelor's and master's programmes as enacted by the Standing Conference of the Ministers of Education and Cultural Affairs on 10 October 2003.

(2) The study programme has a modular structure. A module is a study unit consisting of one or several courses that are related to one another in either method or content.

(3) Spending a semester abroad at one of the department's partner universities is highly recommended. Students can participate in one of the available double degree options (synonymous to a "dual degree option"). The requirements for participation and the contents of the programme have been defined in a separate agreement between the University of Konstanz and the corresponding partner university, as well as in § 21 and attachments 2 and 3. The attachments are part of these examination regulations. Double-degree options are offered in cooperation with the following universities:

- Institut d'Etudes Politiques (SciencesPo) Grenoble, France
- University Pompeu Fabra Barcelona, Spain
- University of Gothenburg, Sweden
- Utrecht University, the Netherlands
- Charles University Prague, Czech Republic
- University of Essex, UK
- The University of Nottingham, UK
- University of Warwick, UK

(4) A two-months internship is highly recommended. The coordinator for working stays supports students in finding a suitable placement.

(5) A data processing system may be used for administrative aspects of exam organisation. Students are required to inform themselves about dates and information on examinations, at regular intervals and on specific occasions as needed. If they fail to do so they will have to bear the consequences.

§ 5 Required ECTS credits

As a rule, a total of 120 ECTS credits must be acquired in the master's programme.

§ 6 Examination Board

An Examination Board (*Prüfungsausschuss*) is set up to organize and carry out the examinations. The university's Central Examination Office supports the Examination Board in organizing the examinations. Examination Board decisions concerning examination procedures are made in accordance with these examination regulations, unless otherwise stipulated in these examination regulations or in other statutory provisions. Subject to revocation, the Examination Board may assign certain tasks to the chairperson.

(2) The Examination Board ensures that the provisions stipulated in these examination regulations are observed. The Examination Board can make suggestions for changes to the curriculum and examination regulations.

(3) The Examination Board consists of:

1. three university teachers from the Department of Politics and Public Administration,
2. one academic staff member from the Department of Politics and Public Administration,

3. two students from the Department of Politics and Public Administration, in an advisory capacity,
4. the secretary of the Examination Board as a permanent member, in an advisory capacity.

(4) The board members as per paragraph 3 number 1 and 2 are appointed for a period of two years, the student members for a period of one year. The Study Commission appoints the members based on the suggestion of the Departmental Council.

(5) The Examination Board elects a chairperson from among its members and a vice chairperson from among the university teachers.

(6) The Examination Board members have the right to be present during examinations.

(7) The Examination Board members and the examiners are legally bound to maintain confidentiality. Those who are not in civil service shall be sworn by the chairperson to maintain confidentiality.

(8) In simple cases the Examination Board may also take its decisions in an electronic circular procedure.

§ 7 Examiners

(1) The Examination Board (*Prüfungsausschuss*) appoints the examiners and determines the composition of the Examination Committees. The Examination Board can task the chairperson with these appointments.

(2) Usually, only university teachers and *Privatdozenten* (lecturers) are authorized to conduct examinations that are not course-related in connection with individual courses. Academic staff members and contract lecturers may, as an exception, conduct examinations if there are not enough university teachers or *Privatdozenten* available. Sentence 1 also applies to academic staff members who have many years of teaching experience and who have been authorized by the Rectorate to conduct examinations.

(3) Course-related performance assessments are usually conducted by the course instructors.

(4) Only university teachers, *Privatdozenten* and academic staff members who have been authorized by the Rectorate to conduct examinations, may assign topics for master's theses and supervise and assess the theses.

§ 8 Recognition of previous studies, coursework and performance assessments

Previous studies, coursework and performance assessments completed as part of another study programme at a university or equivalent institution of higher education in Germany or abroad are recognized on written request of the student (taking into consideration the amount of credits defined for the corresponding achievement in the master's programme in Politics and Public Administration at the University of Konstanz), provided the competencies thus acquired do not differ significantly from the achievements they replace. There is no significant difference if contents, learning objectives and examinations largely correspond to the requirements of the study programme at the University of Konstanz. Students must submit the required documents when applying for recognition of credit. Requests for recognition must be filed no later than 12 months after the start of the study programme. Requests that are submitted later cannot be considered.

When recognizing study periods, coursework and performance assessments completed outside of Germany, the following have to be considered:

- Recommendations of the *Kultusministerkonferenz, Zentralstelle für ausländisches Bildungswesen* (Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany, Central Office for Foreign Education)
- Agreements on Equivalence of the Federal Republic of Germany
- Agreements with partner universities.

(3) If coursework and performance assessments are recognized, the grades earned - insofar as the grading systems are comparable - will be transferred and included in the calculation of the overall grade in accordance with these examination regulations. The conversion of grades is based on the table listed in attachment 4. If the grading systems are incompatible, the grade "passed" (4.0) shall be applied.

(4) Decisions as per paragraph 1 to 3 are taken by the Examination Board in collaboration with the corresponding representatives of the subject or department.

(5) The recognition of a master's thesis or other performance assessments completed in the context of a master's examination may be denied. A staff member from the department or the participating departments who is responsible for the subject must approve the request for the recognition of an examination. The Examination Board will appoint the staff member.

(6) Coursework and performance assessments cannot be recognized for the master's examination if they were completed in the context of a bachelor's examination that was an admission requirement for this master's programme.

§ 9 Recognition of non-higher education achievements

(1) Non-higher education achievements can be assessed as coursework and performance assessments upon written request if the following apply:

- The knowledge and skills thus acquired are equivalent to the coursework and performance assessments they stand to replace
- The institution at which the knowledge or skills were acquired has implemented a quality assurance system
- The prerequisites for acceptance at an institution of higher education are met at the time credit is granted for such achievements

(2) An overall view must be taken and an overall assessment made when determining whether knowledge and skills are equivalent. They are considered equivalent if there is no significant difference between the knowledge and skills acquired. There is no significant difference if the knowledge and skills achieved outside of any institution of higher education largely correspond to the contents, learning objectives and requirements of the corresponding achievements in the study programme at the University of Konstanz. Students must submit the required documents when applying for recognition of credit.

(3) If equivalence cannot be determined, a placement test may be administered.

(4) A maximum of 60 ECTS credits can be granted for achievements obtained outside the higher education system.

(5) Decisions on recognition and placement tests are made by the Examination Board in collaboration with the corresponding representatives of the subject or department.

§ 10 Non-attendance, withdrawal, fraud, breach of regulations, leave of absence for family reasons

(1) A performance assessment will be considered as failed (5.0) if the candidate misses an examination date without adequate justification or withdraws without adequate justification after the performance assessment has already started. The same applies if a written performance assessment is not completed within the allotted time, unless the reasons for not completing it in time were beyond the candidate's control.

(2) Candidates must provide the Examination Board with credible reason for missing or withdrawing from an examination in writing and without delay.

(3) In the case of illness of the candidate, or of a child for whom the candidate has sole responsibility or other family member in need of care, the candidate may be required to submit a medical certificate (using the required form provided by the Central Examination Office) and, in case of doubt, a medical certificate from a doctor specified by the university. If the reason is recognized, a new examination date will be set. In this case, examination results acquired up to that point will be credited.

(4) The master's examination must be completed by the end of the fourth semester. If the candidate has not completed the master's examination by the end of the eighth semester, the right to take examinations expires, unless the reasons for not completing the examination are beyond the candidate's control.

(5) If the candidate attempts to influence the result of a performance assessment through fraud or the use of aids that are not permitted, the performance assessment will be considered as failed (5.0).

(6) For repeated or otherwise serious fraud or plagiarism cases, the Examination Board may decide to deny the candidate permission to retake the examination, resulting in a complete loss of right to take examinations in this study programme.

(7) Before a decision goes into effect, the candidate shall be given the opportunity to make a statement.

(8) The corresponding examiner or supervisor can exclude a candidate who has disturbed the proper proceedings of a performance assessment from continuing the performance assessment. In this case the corresponding performance assessment will be graded "fail" (5.0). In serious cases, the Examination Board may decide to deny the candidate permission to complete any further performance assessments.

(9) The candidate can, within a period of four weeks, demand that decisions taken as per paragraphs 6 and 8 be examined by the Examination Board.

(10) On request, the maternity protection periods (*Mutterschutzfrist*), as defined by the applicable federal law in Germany on the protection of working mothers (*MuSchG*), will be taken into consideration. The required documentation must be submitted with the request. The *Mutterschutzfrist* interrupts all other periods defined in these examination regulations; this means that time spent on *Mutterschutz* (maternity protection) is not counted as elapsed time within these periods. Equally, the time periods for *Elternzeit* (parental leave) as defined in the *Bundeselternzeit- und Elternzeitgesetz BEEG* (German law on parental leave allowance and parental leave) shall be recognized on request. The candidate must inform the Examination Board of the period(s) of *Elternzeit* to be taken no later than four weeks before the first day of planned *Elternzeit*. This must be done in writing and include the necessary documentation. The Examination Board will assess whether the legal prerequisites are met under which employees have the right to *Elternzeit* in accordance with the *BEEG*,

and shall inform the candidate of their decision and, if applicable, of the new schedule for examination dates, without delay. The time period allowed for completing the master's thesis cannot be interrupted by *Elternzeit*. In this case the topic is considered not to have been assigned. After the *Elternzeit* period has ended, the candidate will be assigned a new topic.

(11) Students with family commitments that go beyond those set out in paragraph 10 can also apply for a deadline extension in accordance with these examination regulations. The required documentation must be submitted with the request.

(12) If students are board members in the university's self-administration, the *Verfasste Studierendenschaft* (student body) or the *Studierendenwerk* (student services), up to two semesters can be taken into account on request when determining the examination deadlines.

II. Course-related performance assessments

§ 11 Types of course-related performance assessments

(1) Course-related performance assessments have to be completed in writing, either as a written assignment or written examination. A course-related performance assessment may include – in addition to written assignments and examinations – other types of written or oral examinations, e.g. mini-tests, class presentations, posters. It may also consist – instead of written assignments and examinations – of other oral or written examination types (e.g. several essays). A performance assessment will be successfully completed if all exam components are passed. Individual components of a performance assessment cannot be repeated separately. Instead, the entire performance assessment has to be retaken as described in § 23 below. The course instructor may deviate from this provision and may determine that a certain exam component can be retaken separately; he/she must announce this option at the beginning of the course. Deadlines for submitting performance assessments are stated in § 13.

(2) Written examinations in the form of multiple-choice tests are not permitted. The Examination Board decides about exceptions. The course instructor must put in a request for an exception before the beginning of the course. The rules for grading multiple-choice tests are as follows: Half-points cannot be awarded. If only one answer is allowed, multiple answers are not allowed and will not be evaluated. A written multiple-choice examination has been passed if the absolute or relative minimum required score, termed the "pass threshold," is reached. The absolute pass threshold is 50% of the highest possible score for the particular examination. The relative pass threshold is the average of scores achieved by those taking the examination for the first time minus 10%. The relative pass threshold is relevant only if it is lower than the absolute pass threshold and if the number of students taking the examination is high enough to yield a meaningful average value. If the calculated pass threshold is not a whole number, the value shall be rounded to the student's advantage. An examination will be passed if the grade 4.0 ("sufficient") or better is attained.

Multiple-choice examinations in which at least the minimum number of points (i.e., the relative pass threshold if this is the lower value, or the absolute pass threshold) has been attained are graded as follows:

- 1.0: if additionally at least 90%
- 1.3: if additionally at least 80% but less than 90%
- 1.7: if additionally at least 70% but less than 80%
- 2.0: if additionally at least 60% but less than 70%
- 2.3: if additionally at least 50% but less than 60%
- 2.7: if additionally at least 40% but less than 50%
- 3.0: if additionally at least 30% but less than 40%
- 3.3: if additionally at least 20% but less than 30%
- 3.7: if additionally at least 10% but less than 20%
- 4.0: if additionally no or less than 10%

of the possible points above the minimum requirement have been acquired.

If the calculated grade is between two grades, the value shall be rounded to the student's advantage.

If the pass threshold is not attained, the grade will be 5.0.

If only one part of the examination is multiple choice, grades have to be calculated for each part separately. The details above apply to the multiple-choice part of the examination.

The instructor of the particular course is responsible for setting and evaluating the examination.

(3) If a candidate is able to verify by means of a medical certificate that he/she is unable to complete performance assessments in part or in full in the designated form or deadline due to a longer or permanent medical condition, the chair of the Examination Board will allow him/her additional time or grant him/her permission to complete an equivalent type of performance assessment in a different form. The same applies for coursework assignments.

§ 11a Regular attendance as a special form of coursework

(1) The course instructor **may** request regular attendance in seminars, tutorial groups and other dialogue-oriented courses as a pre-requisite for completing coursework and performance assessments and/or acquiring credits. In this case it must be announced, in writing or electronically and at the beginning of the course, that regular attendance is an admission requirement for course-related achievements and/or a pre-requisite for acquiring credits.

(2) Regular attendance means that not more than one fifth of course time or course dates was missed. Otherwise admission to coursework and performance assessments in that course will be denied, irrespective of whether or not the student is responsible

for the absences. In this case, no ECTS credits can be acquired. In justified cases¹ it is possible to deviate from these regulations in favour of the students; corresponding requests have to be submitted to the Examination Board (*StPA*) via its secretary.

§ 12 Registration for and admission to course-related performance assessments

(1) Candidates have to register for course-related performance assessments. The registration process is announced by the examination office. The Examination Board determines the registration dates and publishes this information along with the deadlines for registration.

(2) If a performance assessment is completed without prior registration, it will be deemed invalid regardless of the result and will not be counted as examination attempt.

(3) Only candidates can be admitted to course-related performance assessments who

1. are enrolled in the master's programme in Politics and Public Administration at the University of Konstanz and
2. have not lost the right to take examinations in this master's programme.

(4) Admission may be denied only if the prerequisites listed in paragraph 3 or the attendance requirement as per § 11a are not met. The rejection must be accompanied by an explanation.

(5) If students cannot submit one of the documents required as per Section 3 (above) in the prescribed manner, the Examination Board may permit that the students provide proof in a different form.

¹ Cases, for which exceptions may be granted are, in particular: 1. Students with a medically certified chronic or longer-term illness who may request academic adjustments in line with these examination regulations and who cannot participate in all dates of the course for health reasons; 2. Student-parents whose child is ill as well as students with relatives in need of care if they submit corresponding documentation that the care is necessary; 3. Students who are members of a university body or the Students' Union in the current semester and consequently miss individual course dates if they submit documentation of their participation in the meeting of the committee; 4. Students who are members of a university body or the Students' Union in the current semester and consequently miss individual course dates if they submit documentation of their participation in the committee meeting; 5. Study abroad stays during the ongoing semester with corresponding documentation; 6. Startup founders with corresponding documentation.

§ 13 Course-related performance assessments

Course-related performance assessments have to be completed at the end of the lecture period of the current semester, no later than 15 September or 15 April respectively, unless the reasons for not completing them in time were beyond the student's control.

§ 14 Assessment of course-related performance assessments

(1) The grades for the individual performance assessments (individual grades) are determined by the examiners. The following grades are used:

1 = very good	= excellent performance
2 = good	= performance well above average
3 = satisfactory	= average performance
4 = sufficient	= performance that meets the requirements despite shortcomings
5 = fail	= performance that does not meet the requirements due to considerable shortcomings

(2) For a more detailed evaluation of the candidate's performance, grades can be raised or lowered by a value of 0.3. Values of 0.7, 4.3, 4.7 or 5.3, however, are not permitted.

(3) If a performance assessment is evaluated by more than one examiner, the grade is determined by the average of the grades given by each of the examiners. Grades for individual performance assessments are calculated to only one decimal place. Additional decimal places are discarded without rounding. The same applies to the determination of grades for performance assessments consisting of several components. The course instructor announces the weighting of the individual components at the beginning of the course.

The grades are as follows:

an average up to 1.3	= excellent
an average above 1.3 up to 1.5	= very good
an average above 1.5 up to 2.5	= good
an average above 2.5 up to 3.5	= satisfactory
an average above 3.5 up to 4.0	= sufficient
an average above 4.0	= fail

(4) The grade for a module is calculated from the average of the grades for the individual performance assessments in this module. The grades are calculated to only one decimal place. Additional decimal places are discarded without rounding.

(5) For the calculation of the overall grade for the master's programme, para. 3 sentences 1 to 3 in connection with § 22 para. 3 and 4 applies accordingly. The overall grade is based on the scale described in para. 3 (above). Each overall grade is calculated to one decimal place.

(6) The performance assessments completed at a partner university will be converted based on the table "conversion of grades from partner universities abroad".

§ 15 ECTS credits

(1) ECTS credits (cr) can be granted only if the achievements required for the corresponding course were successfully completed.

(2) The master's thesis as per § 20 is worth 30 ECTS credits.

§ 16 Course and examination languages

(1) Courses are taught in English or German. In some study programmes the classes may mainly be in German.

(2) Performance assessments can be completed in either English or German. The language choice must be approved by the examiner.

III. Examinations and deadlines

§ 17 Content, type and scope of the master's examination

The master's examination consists of two parts:

Part I: a total of eleven course-related performance assessments as per § 19 in connection with § 11 as well as two performance assessments in Module 1 must be completed;

Part II: the final examination as per § 20.

§ 18 Registration for and admission to part II of the master's examination (final examination)

(1) Only candidates can be admitted to part II of the master's examination (final examination) who

1. are enrolled in the master's programme in Politics and Public Administration at the University of Konstanz
2. have not lost their right to take examinations in this master's programme
3. have completed all required course-related performance assessments as per § 19.

(2) The registration along with the application for admission to the master's thesis has to be submitted in writing to the Examination Board. The application must include:

1. Documentation confirming that the admission requirements listed above in section 1 are met
2. A declaration regarding whether or not the candidate:
 - a) has finally failed, in the subject political science or public administration, a *Magister*, master's or *Diplom* examination, or the scientific examination as part of the "*Lehramt an Gymnasien*" state examination, or
 - b) has lost his/her right to take examinations in this study programme at the University of Konstanz or another academic institution of higher education, or
 - c) is currently involved in any such examination procedures.

(3) The Examination Board decides on admissions based on the documents submitted. Admission to part II of the master's examination (final examination) can only be denied if

1. the pre-requisites listed in paragraph 1 are not met, or
2. the documents as per paragraph 2 were not complete and, even upon request, have not been submitted completely within the time allowed, or
3. the candidate has finally failed, in the subject political science or public administration, a *Magister*, master's or *Diplom* examination, or the academic examination as part of the "*Lehramt an Gymnasien*" state examination, or has lost his/her right to take examinations in this study programme at the University of Konstanz or another academic institution of higher education.

(4) Admission is granted with the provision that the student remains enrolled at the University of Konstanz until all required performance assessments have been completed, including any exam retakes. On request, students must produce a valid certificate of enrolment.

§ 19 Part I of the master's examination (course-related performance assessments)

(1) Part I of the master's examination consists of a total of eleven written performance assessments as well as two coursework assignments – the Information Literacy and the course MA Colloquium – which have to be completed during the master's programme in the modules listed below. A minimum of three performance assessments have to be completed in courses taught in English. The Examination Board decides about exceptions regarding the number of performance assessments to be completed in English.

Study Area 1: Methods

The following four modules have to be completed in Study Area 1:

- Module Research Design I (9 cr)
- Module Research Design II (9 cr)
- Module Information Literacy (5 cr)
- Module MA-Colloquium (4 cr)

Both the courses Information Literacy and MA-Colloquium will not be graded, but must be assessed as "passed".

Study Area 2: Theoretical and Empirical Foundations

In Study Area 2, two modules chosen from the field of basic seminars have to be completed:

- Module Basic Seminar in the chosen field of specialization (7 cr)
- Module Basic Seminar in another field of specialization (7 cr)

Study Area 3: Applied Methods and Theories

In Study Area 3, two modules chosen from the field of advanced level seminars have to be completed: Two of the seminars must be from the student's field of specialization and one seminar from the other fields.

- Module Seminars in the chosen field of specialization (14 cr)
 - Seminar I (7 ECTS)
 - Seminar II (7 ECTS)
- Module Seminar in another field of specialization (7 cr)

Study Area 4: Elective Courses

In Study Area 4, two modules from the field of elective courses must be chosen:

- Module Elective Courses in Politics, Public Administration or Management (14 ECTS)
 - Seminar I (7 cr)
 - Seminar II (7 cr)
- Module Elective Courses in Social Sciences (14 ECTS)
 - Seminar I (7 cr)
 - Seminar II (7 cr)

A minimum of two of the elective courses must be chosen from master's courses in politics and public administration (basic seminar or seminar). The remaining two elective courses, amounting to 14 ECTS credits, can be chosen from the master's courses in politics and public administration or from the bachelor's and master's programmes (or equivalent) in the subjects economics, law, sociology, history, philosophy or psychology.

If a student has acquired nearly all ECTS credits in Study Area 4 and can complete the required ECTS credits by passing one single performance assessment, he/she cannot register for more than one performance assessment. If the total of 28 ECTS credits required in Study Area 4 has been earned, no further courses can be taken.

The overall grade for Study Area 4 is calculated from the ECTS-credit-weighted average of the individual grades. The grades are calculated to only one decimal place. Additional decimal places are discarded without rounding.

If a student has earned more ECTS credits in a sub-module, only the credits determined in these examination regulations for Study Area 4 are taken into account.

Details on the examinations in courses from other departments (registration for and admission to examinations, as well as the procedure, form, content and evaluation of examinations) are governed by the examination regulations which apply to the curriculum for the study programme to which the course belongs. The written record of academic achievements must contain the grades and the number of ECTS credits.

(2) If students have earned at least 21 ECTS credits in Study Area 4 from courses with a focus on acquiring and deepening methodological knowledge, the subject Methods in Politics and Public Administration will be listed in addition to the chosen field of specialization under Specialization in their examination certificate.

§ 20 Part II of the master's examination (final examination)

(1) The master's thesis is a written examination component in which candidates shall demonstrate that they are able to work according to scientific principles on a problem in the area of politics and public administration within a defined period of time. Two university teachers authorized to conduct examinations will be appointed as supervisors and reviewers of the master's thesis. The students shall be given the opportunity to suggest a topic and the supervisors. However, there is no legal entitlement to the appointment of a certain supervisor/reviewer. Usually the first reviewer determines the topic. With the assignment of the topic, the appointed reviewer as per § 7 becomes responsible for supervising the master's thesis.

(2) The Examination Board decides about the suggested topic and reviewers. The master's thesis must be written on a topic belonging to the field of specialization.

(3) The Central Examination Office informs the student about the time of the assignment, the topic and the appointed reviewers. This information has to be kept on file.

(4) The period for completing the master's thesis begins with the assignment of the topic. The time period allotted for the master's thesis is four months. Topic and supervision shall match that time period. If a candidate cannot complete the thesis within the prescribed time limit due to circumstances beyond his/her control, he/she can apply to the chairperson of the Examination Board for an extension of the deadline. In individual cases and upon justified request of the candidate the Examination Board may grant an extension of the deadline for the time period the incapability lasted – but no more than one month. The request must have been received by the Central Examination Office no later than two weeks before the allotted time period ends, except in justified cases, and must be approved by the primary reviewer of the master's thesis.

If the incapability lasts longer than that, the candidate can give the topic back. In this case the topic is considered as not assigned. The candidate must request the assignment of a new topic as soon as the circumstances have ended. If the candidate does not request a new topic within one month after the circumstances have ended, the Examination Board will assign a new topic. The reviewers must assess the master's thesis as per § 14 para. 1 within six weeks. The grade is determined as defined in § 14 para. 3.

(5) Candidates may return a topic only once and only within the first two weeks of the time period allotted for the completion of the thesis. A new topic must be determined and assigned within four weeks.

(6) Two bound, typewritten copies (DIN A4 format) and two digital copies of the master's thesis must be submitted to the Central Examination Office within the prescribed time limit; one copy will remain with the Central Examination Office until the conclusion of the examination procedure. The date of submission must be recorded. If the thesis is not submitted by the due date, it will be graded "fail" (5.0), unless the deadline was missed due to circumstances beyond the candidate's control.

(7) Upon submission, candidates must provide written confirmation of being the sole author of the master's thesis and of not having used any sources or aids other than the ones stated. Candidates must retain any materials that can prove their sole authorship until the examination procedure has been concluded.

(8) If one reviewer grades the master's thesis "sufficient" (4.0) or better, and the other reviewer grades it "fail" (5.0), the Examination Board will appoint a third reviewer. If the third reviewer grades the master's thesis "sufficient" (4.0) or better, the thesis is passed. In this case, the grade will be "4.0", or will be calculated as the arithmetic mean from all three individual grades if that value is lower. The grades are calculated to only one decimal place. Additional decimal places are discarded without rounding. If the third reviewer grades the thesis "fail" (5.0), the master's thesis has failed.

(9) Persons without a master's degree who were admitted to doctoral research at the Department of Politics and Public Administration (see part B, chapter XIII, article 2 para. 8 of the University of Konstanz doctoral regulations) can have their extensive doctoral thesis concept as per § 5 para 1 of the study and examination regulations for the doctoral study programme in Politics and Public Administration recognized as part II of the master's examination (final examination). The two reviewers of the doctoral thesis will grade the thesis as per § 14.

(10) If the second year of studies is spent at one of the partner universities listed in § 4 para 3 in the context of double degree studies, the master's thesis will be written in line with the administrative regulations of the corresponding partner university. At any rate, one reviewer for the master's thesis has to be chosen and appointed from among the persons authorized to conduct examinations at the Department of Politics and Public Administration at the University of Konstanz. See also § 21 para. 2.

§ 21 Special provisions for double-degree options

(1) Konstanz participants in one of the double-degree options study one year at the University of Konstanz and one year at one of the partner universities listed in § 4 para. 3. Participants from the partner universities also study one year at their home university and one year in Konstanz. With some options, students can choose at which university they want to spend their first year of studies. The details are listed in the plans of study in the attachment to these examination regulations. After successfully completing their studies, the students will receive a certificate from each of the universities. The University of Konstanz confers a master's degree as per § 2. The examination certificate will state the participation in double degree studies.

(2) The performance assessments at the partner universities will be completed in line with the examination regulations of the corresponding university and will be recognized by the University of Konstanz. Students who complete the first year of the master's programme at the partner university and the second year at the University of Konstanz, register for the master's thesis at the University of Konstanz. One of the university

teachers of the department will act as primary reviewer of the thesis. The secondary reviewer may be a university teacher from the partner university. The University of Konstanz sends the results of the master's thesis, along with the results of the course-related performance assessments, to the partner university.

(3) Students who complete their first year of the master's programme at the University of Konstanz and the second year at the partner university register for the master's thesis there in line with the examination regulations of the partner university. One supervisor authorized to conduct examinations from the partner university and one from the University of Konstanz supervise the master's thesis. After completing the academic year and the master's thesis, the following have to be submitted to the Examination Board:

- filled in request form for recognition,
- complete transcript of records issued by the partner university,
- a digital copy of the master's thesis,
- the filled in declaration of authorship (form available at the University of Konstanz).

(4) The overall grades for the double degree options are determined along the lines of the regular master's programme. Courses completed at the partner universities will be allocated in the context of the recognition process to the corresponding study areas and modules as per § 19. As a rule, a performance assessment completed at a partner university replaces a performance assessment at the University of Konstanz. The weighting of the master's thesis for the overall grade is determined in § 22 para. 3.

IV. Passing and failing examinations

§ 22 Passing the master's examination, determination of grades

(1) The master's examination is passed if all modules as per §§ 19 and 20 were graded "sufficient" (4.0) or better, and the modules Information Literacy and Colloquium were assessed as "passed".

(2) The grade for part I of the final examination is calculated from the grades for the modules as per § 14 para. 4. The modules are weighted as follows:

- Study Area 1:

- Module Research Design I: 10 %
- Module Research Design II: 10 %
- As only coursework, but no performance assessments are required in the modules Information Literacy and Colloquium, they will not be taken into account for the calculation of the overall grade.

- Study Area 2:

- Module Basic Seminar in the chosen field of specialization: 10 %
- Module Basic Seminar in another field of specialization: 10 %

- Study Area 3:

- Module Seminars (I and II) in the chosen field of specialization 16 %
- Module Seminar in another field of specialization: 8 %

- Study Area 4:

- Module Elective Courses (I and II) in politics, public administration or management: 18 %
- Module Elective Courses (I and II) in the social sciences: 18 %

The grades are calculated to only one decimal place. Additional decimal places are discarded without rounding.

(3) The overall grade as per § 14 para. 5 is calculated from the individual grades based on the following weighting:

- Part I of the master's examination as per § 19 para. 1: 60 %
- Part II of the master's examination (final examination) as per § 20: 40 %

§ 23 Retaking examinations; failing the overall examination

(1) In Study Area 1 (consisting of compulsory modules) students can retake modules they have failed once. In all other Study Areas (consisting of elective modules) students can, once per Study Area, replace modules they have failed with performance assessments they have successfully completed in another elective module taken instead. Students should retake the examination at the next examination date available.

(2) If the student's performance in an exam retake is yet again graded "fail", the Examination Board may, once per Study Area and as an exception, permit the candidate to retake the examination a second time to avoid undue hardship. The candidate will be admitted upon submitting a written application stating the reasons for undue hardship. Candidates must submit this application for a second exam retake no later than six weeks after the result of the first exam retake was announced. If the application was not submitted within six weeks after the result of the first exam retake was announced, a second exam retake is no longer an option, unless the reasons for missing the deadline were beyond the candidate's control.

(3) Candidates can once repeat a master's thesis that was graded "fail" (5.0) or was considered as not passed. Candidates must submit their application for repetition two months after the examination result gained legal validity at the latest. If a student misses this deadline, his/her right to take examinations expires, unless the reasons were beyond the candidate's control. The topic can only be given back if the candidate did not use this option while writing his/her first master's thesis.

(4) Candidates have finally failed the entire master's examination if no further exam retakes are permissible in a Study Area as per para. 1 and 2 and no other performance assessments completed in other modules can be used as replacements, or the master's thesis has finally failed as per para. 3.

§ 24 Examination certificate and degree certificate

(1) Once students have passed the master's examination and all achievements relevant for passing the examination have been recorded, they will receive an examination certificate with the overall grade of their study programme. The certificate will specify the chosen field of specialization as well as the grade and topic of the master's thesis. If applicable, it will also include the participation in double degree studies and the focus area methodology (see § 19 para. 2).

(2) The certificate will be awarded "with distinction" if students achieve an overall grade of 1.3 or better.

(3) With the examination certificate, students also receive a degree certificate confirming that they have earned an academic master's degree and indicating the subject studied. The degree certificate will also contain the chosen field of specialization, and, if applicable, it will also include the participation in double degree studies as well as the focus area methodology (see § 19 para. 2).

(4) The examination and degree certificate are signed by the chairperson of the Examination Board (*StPA*) and stamped with the seal of the University of Konstanz. The date to be entered is the date on which, according to the request for issuing a certificate, the last coursework or performance assessment was completed.

(5) A diploma supplement in line with the European Diploma Supplement Model and a transcript of records are issued as further components of the certificate. The transcript of records contains the completed modules and their components, the module grades, the ECTS credits acquired in the modules and the overall number of ECTS credits as well as the grades for the completed coursework and performance assessments; ungraded modules and achievements will be included with a remark about successful participation. Coursework and performance assessments that are not included in the master's examination will be included in the transcript of records as "Sonstige Leistungen" / "Additional voluntary coursework".

(6) In addition to that, a transcript of records as per para. 5 is issued without the grades for the individual coursework and performance assessments.

(7) On request of the students, the duration of studies until completion of the study programme can be included in the transcript of records.

(8) All documents mentioned in paragraphs 1, 3, 5 and 6 are issued in German and – as far as possible – in English. The term used in the English translation is "Master of Arts in Politics and Public Administration".

(9) Students who have successfully completed their double degree studies also receive an examination certificate from the partner university. The students have to request this examination certificate in line with the regulations of the partner university. The degree titles from the partner universities are as follows:

- Institut d'études politiques (SciencesPo), Grenoble: Diplôme de Sciences Politiques
- University Pompeu Fabra, Barcelona: Master of Research in Political Science
- University of Essex, depending on the specialization chosen: Master of Arts, or Master of Science in Political Science, including the field of specialization
- University of Gothenburg, depending on the specialization chosen: Master of Arts in International Administration and Global Governance, Master of Arts in Political Science or Master of Arts in European Studies
- Charles University Prague, depending on the specialization chosen: Master of Arts in International Relations or Master of Arts in International Security Studies
- The University of Nottingham: depending on the specialization chosen: Master of Arts, or Master of Science in Political Science, including the field of specialization
- Utrecht University: Master of Science in European Studies
- University of Warwick, depending on the specialization chosen: Master of Arts, or Master of Science in Political Science, including the field of specialization

§ 25 Confirmation of failed overall examination

(1) If a candidate finally fails the master's examination, the Central Examination Office will send a written notification along with information on the options available for legal recourse.

(2) On request, the Central Examination Office will issue a written certificate listing the examinations that were passed (including any decimal places) and any other successfully completed coursework, as well as the fact that the master's examination was not passed.

V. Final Provisions

§ 26 Invalid results

(1) If a candidate cheats on an examination and this fact is discovered after the certificates have been issued, the grades for the performance assessments on which the candidate cheated may be corrected. Where appropriate, the performance assessment in question may be graded "fail" (5.0) and the master's examination may be declared failed by the Examination Board.

(2) If the prerequisites for admission to an examination were not met, and this fact is discovered after the certificate was issued, the deficit shall be deemed to have been rectified by the passing of the examination, provided the candidate had no intent to deceive. If the candidate intentionally practised deceit to obtain admission to the performance assessment, it may be assessed as "fail" (5.0) and the Examination Board may declare the master's examination failed.

(3) Before a decision goes into effect, the candidate shall be given the opportunity to make a statement.

(4) The incorrect examination certificate will be revoked and, if appropriate, a new certificate issued. If the master's examination is declared "fail" due to deceitful practices, the examination certificate as well as the degree certificate will be revoked.

(5) Revocation of the academic degree will be handled in accordance with statutory provisions.

§ 27 Legal recourse

The candidate can object to decisions in the examination procedure that constitute an administrative act (§§ 68 et. seq. VwGO). The Vice Rector for Teaching and Curricular Affairs shall issue a ruling on the matter following a recommendation of the Central Examination Board, which shall hear the Examination Board (as per § 6) on that matter.

§ 28 Inspection of examination records

On request and within one year of the conclusion of the master's examination, candidates are permitted to inspect their written examination records, the reviewers' evaluations as well as the examination minutes. The Central Examination Office determines the place and time of the inspection.

§ 29 Effective date and transitional provisions

(1) The German version of these examination regulations goes into effect on 01 October 2017. At the same time the previously valid version of the examination regulations dated 21 September 2006 (*Amtliche Bekanntmachungen* (official announcements) 44/2006) and the amendments of 27 July 2007 (*Amtliche Bekanntmachungen* 60/2007) expires with the exception stated below in Section 2.

(2) Students who began their study programme before the new version went into effect continue their studies according to the previously valid regulations. They cannot change to the new examination regulations.

Attachment

Attachments 1 to 4

Notes:

The German version of these study and examination regulations were published in the *Amtliche Bekanntmachungen* (official announcements) of the University of Konstanz No. 3/2017 on 13 February 2017.

The first amendment to these regulations was published in the *Amtliche Bekanntmachungen* of the University of Konstanz No. 51/2019 of 28 November 2019.

The second amendment to these regulations was published in the *Amtliche Bekanntmachungen* of the University of Konstanz No. 27/2021 of 26 May 2021.

UNIVERSITY OF KONSTANZ Study and examination regulations for the Master's Programme in POLITICS AND PUBLIC ADMINISTRATION	B 22.0
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- 25 -

Attachment 1: Course of studies for the master's programme in Politics and Public Administration

The department recommends the following course of studies:

Sem	Study Area 1 Methods	Study Area 2 Theoretical and Empirical Foundations	Study Area 3 Applied Methods and Theories 21cr*	Study Area 4 Elective Courses	Final Module
Cr	27cr	14cr		28cr**	30cr
1. 30cr	Module Research Design I 9 cr	Module Basic Seminar in the chosen field of special- ization 7 cr Module Basic Seminar in an- other field of special- ization 7cr	Module Seminar I in the chosen field of specialization 7cr		
2. 30cr	Module Research Design II 9cr		Module Seminar II in the chosen field of specialization 7cr	Module Elective Course I in Politics, Admin. or Management 7cr Module Elective Course II in Politics, Admin. or Management 7cr	
3. 30cr	Module Information- Literacy 5cr Module MA-Colloquium 4cr		Module Seminar in an- other field of special- ization 7cr	Module Elective Course I in Social Sc. 7cr Module Elective Course II in Social Sc. 7cr	
4. 30cr					Master's the- sis 30 cr

* In Study Area 3, a minimum of two seminars from the chosen field of specialization have to be completed. A third seminar has to be chosen from one of the three other fields of specialization.

** In Study Area 4, a minimum of two seminars from the course range of the master's programme in Politics and Public Administration have to be chosen. A maximum of two seminars may be chosen from courses of neighbouring disciplines (sociology, history, law, economics, philosophy, psychology).

Attachment 2:

Plan of study for the master's programme in Politics and Public Administration

Double degree studies with the first academic year at the University of Konstanz and the second year at the partner university

First academic year at the University of Konstanz:

Semester Credits	Study Area 1 Methods	Study Area 2 Theoretical and Empirical Foundations	Study Area 3 Applied Methods and Theories	Study Area 4 Elective Courses
1. 30cr	Research Design I 9cr	Basic Seminar I 7cr Basic Seminar II 7cr	Seminar I 7cr	
2. 30cr	Research Design II 9cr		Seminar II 7cr	Elective Course I 7cr Elective Course II 7c

Second academic year at the partner university

Course-related performance assessments as well as a master's thesis amounting to a total of 60 cr have to be completed at the partner university. The type of performance assessments is determined in the examination regulations of the partner university, or is determined by the corresponding course instructor. The courses at the partner universities have to be chosen along the following lines:

- Institut d'études politiques (SciencesPo), Grenoble:

Available fields of specialization:

"Etudes internationales et européennes"

"Politiques publiques et changement social"

- 9 cr in the area of methods (e.g. courses of the type Atelier de Recherche or Avancée de Mémoire) (modules Information Literacy and Colloquium)
- 7 cr in the chosen field of specialization (Module Seminars)
- 14 cr in the elective area (Module Elective Courses in social sciences)
- 30 cr master's thesis (in combination with preparatory course Avancée de Mémoire and/or Stage)

University Pompeu Fabra, Barcelona:

Available fields of specialization:

"Comparative Politics"

"Political Behaviour"

"International Relations"

- 9 cr in the area of methods (Modules Information Literacy and Colloquium)
- 7 cr in the chosen field of specialization (Module Seminars)
- 14 cr in the elective area (Module Elective Courses in social sciences)
- 30 cr master's thesis

University of Essex:

Available fields of specialization:

“International Relations”

“Political Economy”

“Ideology and Discourse Analysis”

- 9 cr in the area of methods (Modules Information Literacy and Colloquium)
- 7 cr in the chosen field of specialization (Module Seminars)
- 14 cr in the elective area (Module Elective Courses in social sciences)
- 30 cr master's thesis

University of Gothenburg:

Available fields of specialization:

“European Studies”

“Political Science”

“International Administration and Global Governance”

- 9 cr in the area of methods (Modules Information Literacy and Colloquium)
- 7 cr in the chosen field of specialization (Module Seminars)
- 14 cr in the elective area (Module Elective Courses in social sciences)
- 30 cr master's thesis (if applicable, in combination with a research internship)

Charles University Prague:

Available fields of specialization:

“International Relations”

“International Security Studies”

- 9 cr in the area of methods (Modules Information Literacy and Colloquium)
- 7 cr in the chosen field of specialization (Module Seminars)
- 14 cr in the elective area (Module Elective Courses in social sciences)
- 30 cr master's thesis

The University of Nottingham:

Available field of specialization:

“Political Development and Democratization”

- 9 cr in the area of methods (Modules Information Literacy and Colloquium)
- 7 cr in the chosen field of specialization (Module Seminars)
- 14 cr in the elective area (Module Elective Courses in social sciences)
- 30 cr master's thesis

Utrecht University:

Available field of specialization:

“European Governance”

- 9 cr in the area of methods (Modules Information Literacy and Colloquium)
- 7 cr in the chosen field of specialization (Module Seminars)
- 14 cr in the elective area (Module Elective Courses in social sciences)
- 30 cr master's thesis (in combination with a research internship)

University of Warwick:

Available fields of specialization:

"International Politics & Europe"

"International Politics & East Asia"

"International Security"

"International Political Economy"

"International Relations"

"Public Policy"

- 9 cr in the area of methods (Modules Information Literacy and Colloquium)
- 7 cr in the chosen field of specialization (Module Seminars)
- 14 cr in the elective area (Module Elective Courses in social sciences)
- 30 cr master's thesis

Attachment 3:**Plan of study for the MA programme in Politics and Public Administration****Double-degree option: first academic year at the partner university, second academic year at the University of Konstanz****First academic year: at the partner university**

Course-related performance assessments amounting to a total of 60 cr have to be completed at the partner university in the first academic year. The type of performance assessments is determined in the examination regulations of the partner university, or is determined by the corresponding course instructor. The courses at the partner universities have to be chosen along the following lines:

- Institut d'études politiques (SciencesPo), Grenoble:

- Spending the first academic year at the IEP Grenoble is **not** an option.

University Pompeu Fabra, Barcelona:

Available fields of specialization:

"Comparative Politics"

"Political Behaviour"

"International Relations"

- 5 cr in the area of methods (Modules Information Literacy)
- 7 cr basic seminar in another field of specialization than the chosen one (Module 2b)
- 14 cr in the chosen field of specialization (Module Seminars)
- 28 cr in the elective area (Module Elective Courses in social sciences)

University of Essex:

Available fields of specialization:

“International Relations”

“Political Economy”

“Ideology and Discourse Analysis”

- 5 cr in the area of methods (Module Information Literacy)
- 7 cr basic seminar in another field of specialization than the chosen one (Module 2b)
- 14 cr in the chosen field of specialization (Module Seminars)
- 28 cr in the elective area (Module Elective Courses in social sciences)

University of Gothenburg:

- Spending the first academic year at the University of Gothenburg is **not** an option.

Charles University Prague:

Available fields of specialization:

“International Relations”

“International Security Studies”

- 5 cr in the area of methods (Module Information Literacy)
- 7 cr basic seminar in another field of specialization than the chosen one (Module 2b)
- 14 cr in the chosen field of specialization (Module Seminars)
- 28 cr in the elective area (Module Elective Courses in social sciences)

The University of Nottingham:

Available field of specialization:

“Political Development and Democratization”

- 5 cr in the area of methods (module Information Literacy)
- 7 cr basic seminar in another field of specialization than the chosen one (Module 2b)
- 14 cr in the chosen field of specialization (Module Seminars)
- 28 cr in the elective area (Module Elective Courses in social sciences)

Utrecht University:

- Spending the first academic year at Utrecht University is **not** an option.

University of Warwick:

Available fields of specialization:

“International Politics & Europe”

“International Politics & East Asia”

“International Security”

“International Political Economy”

“International Relations”

“Public Policy”

- 5 cr in the area of methods
- 7 cr basic seminar in another field of specialization than the chosen one (Module 2b)
- 14 cr in the chosen field of specialization (Module Seminars)
- 28 cr in the elective area (Module Elective Courses in social sciences)

UNIVERSITY OF KONSTANZ Study and examination regulations for the Master's Programme in POLITICS AND PUBLIC ADMINISTRATION	B 22.0
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- 30 -

Second academic year: University of Konstanz

Semester Credits	Study Area 1 Methods	Study Area 2 Theoretical and Empirical Foundations	Study Area 3 Applied Methods and Theories	Study Area 4 Elective Courses
3. 30cr	Research Design I 9cr	Basic Seminar I 7cr	Seminar I 7cr Seminar II 7cr	
4. 43cr	Research Design II 9cr Colloquium 4cr		Master's thesis (4 months) 30 cr	

Attachment 4:

Conversion of grades achieved at partner universities outside of Germany

Grades Konstanz	1.0	1.3	1.7	2.0	2.3	2.7	3.0	3.3	3.7	4.0
IEP Grenoble	20-15	14.5	14	13.5	13	12	11.5	11	10.5	10
Warwick, Essex, Nottingham	100-70	69-65	64-62	61-60	59-58	57-56	55-54	53-52	51	50
Utrecht	10-8.5	8.5-8.2	8.1-7.9	7.8-7.4	7.3-7.1	7.0-6.8	6.7-6.3	6.2-6.0	5.9-5.7	5.6-5.0
Gothenburg 1	VG	VG	VG	G	G	G	G	G	G	G
Gothenburg 2	A		B		C			D		E
UPF Barcelona	10-9.5	9.49-9.0	8.99-8.34	7.67-8.33	7.66-7.0	6-6.99	6.59-6.1	6.09-5.7	5.69-5.3	5.29-5.0
Prague 1	A+	A	B+	B	C+	C	D+	D	E+	E
Prague 2	1				2					3