

UNIVERSITY OF KONSTANZ Study Requirements and Examination Regulations of the University of Konstanz for the Master's Programme “European Master in Government”	Index number B 17.0
---	-----------------------------------

(version released on 22 June, 2011 with amendments from 8 February, 2012, 9 April, 2013 and 6 August 2013.)

The German version of this document is the only legally binding version. This English translation is for your convenience only.

Contents

I. General Provisions

- § 1 Objective of the Master's Programme**
- § 2 Graduation**
- § 3 Standard Period of Study**
- § 4 Structure**
- § 5 Required ECTS Credits**
- § 6 Examination Board**
- § 7 Examiners**
- § 8 Credit for Previous Studies, Coursework and Examination Results**
- § 8a Credit for Extra-Curricular Achievements**
- § 9 Absence, Withdrawal, Fraud, Breach of Regulations, Parental Leave**

II. Course Examinations

- § 10 Types of Course Examinations**
- § 11 Registration for and Admission to Course Examinations; Examination Administration**
- § 12 Course Examination Scheduling**
- § 13 Marking Course Examinations**
- § 14 ECTS Credits**
- § 15 Course and Examination Languages**

III. Examinations and Deadlines

- § 16 Content, Type and Scope of the Master's Examination**
- § 17 Part I of the Final Examination (Course Examinations)**
- § 18 Registration for and Permission to Submit Part II of the Final Exam (Master's Thesis)**
- § 19 Part II of the Final Exam (Master's Thesis)**
- § 20 Assessment of Master's Examination; Determination of Marks**
- § 21 Diploma and Certificate**

IV. Passing and Failing Examinations

- § 22 Re-sitting Examinations; Failing the Overall Examination**
- § 23 Certificate of Failed Overall Examination**

V. Final Provisions

- § 24 Invalid Results**
- § 25 Legal Recourse**
- § 26 Inspection of Records**
- § 27 Effective Date and Interim Regulations**

UNIVERSITY OF KONSTANZ Study Requirements and Examination Regulations of the University of Konstanz for the Master's Programme “European Master in Government”	Index number B 17.0
--	-----------------------------------

- 2 -

I. General Provisions

§ 1 Objective of the Master's Programme

(1) The master's examination provides the advanced professional qualification in the field of political science and public administration within a system of consecutive degrees as defined in the structural specifications of the German länder pursuant to §9 Sec. 3 of Germany's Higher Education Act ("Hochschulrahmengesetz," or HRG) 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. To pass the master's examination, the candidate^{*1} must show that he or she has extensive and scientifically founded knowledge in the chosen field, and is able to work independently according to scientific principles and apply scientific methods and insights. The goal of this education is to transfer extensive knowledge of political-science issues in one of the three areas of specialisation offered: Political Behaviour (PB), International Relations and European Integration (IREI), Public Policy and Comparative Politics (PPCP). The student shall be familiarised with the basic principles of these areas and gain qualification for employment in academic, political and commercial organisations.

(2) The Master of Arts degree (M.A.) termed "European Master in Government" from the University of Konstanz qualifies the holder, as stipulated by the doctoral regulations of the University of Konstanz, to begin a doctoral programme in political science or public administration with a view to attaining the degree of "Doctor rer. soc." (doctor of social sciences).

§ 2 Graduation

Once the candidate has passed the master's examination, the University of Konstanz awards the academic degree "Master of Arts (M.A.), European Master in Government".

§ 3 Standard Period of Study

The standard period of study for achieving this master's degree, including preparation of the master's thesis, is four semesters.

The maximum time permitted for completion of the consecutive study programme (bachelor's and subsequent master's degree) is five years. Including the credits required in the scope of the bachelor's programme, a total of 300 ECTS credits must be achieved by the time of the first degree qualifying the holder for a profession (master's degree).

¹

UNIVERSITY OF KONSTANZ Study Requirements and Examination Regulations of the University of Konstanz for the Master's Programme “European Master in Government”	Index number B 17.0
---	-----------------------------------

- 3 -

§ 4 Structure

(1) The "European Master in Government" master's programme is a double degree programme in which you study for one year in the Department of Politics and Public Administration at the University of Konstanz and one year in the Department of Political and Social Sciences at Universitat Pompeu Fabra Barcelona (UPF) and shall receive one master's degree from each of these universities. The programme offers three areas of specialisation: Political Behaviour (PB), International Relations and European Integration (IREI), and Public Policy and Comparative Politics (PPCP). You can start at either one of the above-named universities, regardless of which specialisation is chosen. This course has a strong emphasis on research as defined in the structural specifications of the German Länder pursuant to § 9 Sec. 2 HRG (see above) for the accreditation of bachelor's and master's degree programmes as enacted by the Standing Conference of the Ministers of Education and Cultural Affairs on 10 October 2003.

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

§ 5 Required ECTS Credits

As a rule, a total of 120 ECTS credits are required within the master's programme.

§ 6 Examination Board

(1) At the University of Konstanz, the Examination Board of the Master's Programme Politics and Public Administration organises and executes the master's examination. At UPF, the examination committee of the master's programme at that university organises and executes the master's examination. A joint examination board shall render decisions in the event of controversial and specific questions, problems, applications and objections, as well as in questions relating to the processing of the master's thesis and in cases in which the examination board of one university cannot come to a decision.

(2) Each university (Konstanz and UPF) sends the following persons to the joint examination board: two professors, one academic employee, one student (advisory vote) and the course coordinator (advisory vote).

(3) The examination committee and the joint examination board are supported in the organisation of examinations by the central examination office. These committees are responsible for decisions required within the scope of the examination procedures as defined by these examination regulations, except where otherwise stipulated in these examination regulations or in other statutory provisions.

(4) The examination committee and the joint examination board are responsible for ensuring that the provisions stipulated in the examination regulations are observed.

UNIVERSITY OF KONSTANZ Study Requirements and Examination Regulations of the University of Konstanz for the Master's Programme “European Master in Government”	Index number B 17.0
---	-----------------------------------

- 4 -

They can also make suggestions for reforms in the curriculum and in the examination regulations.

(5) Members on the joint examination board serve a term of two years on that committee; students serve one year. Appointment to the committee is made by the student affairs committee following a recommendation from the department council.

(6) The joint examination board selects a chairperson from among the professors and other academic staff at one of the two universities, and a vice-chairperson from the other university. The joint examination board can revocably assign certain tasks to the chair and vice-chair.

(7) The members of the examination committee and of the joint examination board have the right to attend examinations.

(8) The members of the examination committee and of the joint examination board, as well as the examiners, are legally bound to maintain confidentiality. Those who are not in civil service shall be sworn by the committee chair to maintain confidentiality.

(9) The joint examination board can render its decision through written consent conveyed electronically, or within the scope of a video conference.

§ 7 Examiners

(1) The examination committee shall appoint the examiners and the members of the examination board. The examination committee can task the committee chair with these appointments.

(2) As a rule, the University of Konstanz permits only professors and private lecturers to conduct those exams which are not part of the coursework (i.e., given in conjunction with particular courses). Academic employees and assistant lecturers (who are not professors) are not authorized to conduct such exams unless there is no professor or private lecturer available. The first sentence in this section applies mutatis mutandis for academic employees who have many years of teaching experience and who have been authorized by the University Executive to conduct examinations. The persons authorized to conduct examinations at UPF are those persons who have been authorized to do so by the UPF within the scope of that university's provisions.

(3) Course exams are conducted by the course instructors.

(4) Only professors, private lecturers and academic employees who have been authorized by the University Executive to conduct exams, as well as professors, private lecturers and academic employees who have been authorized by the UPF to conduct exams, may be tasked with the assignment of topics for master's theses and the supervision and assessment of master's theses. Decisions regarding the assignment of topics for master's theses and the examiners for master's examinations shall be rendered by the joint examination board.

UNIVERSITY OF KONSTANZ Study Requirements and Examination Regulations of the University of Konstanz for the Master's Programme “European Master in Government”	Index number B 17.0
--	-----------------------------------

- 5 -

§ 8 Credit for Previous Studies, Coursework and Examination Results

(1) Credits for studies, coursework and examination results (commensurate to the credits given for comparable achievements within the "European Master in Government" programme at the University of Konstanz) achieved at another German university, or equivalent German or foreign college or university, can be given upon application by the student, provided that the knowledge or skills thus acquired do not differ significantly from those for which the credits at the University of Konstanz are given. There is no significant difference if the content, educational objective and exams correspond to those in this degree programme to a large degree. The student must submit the required documents when applying for credit. The application for credit must be filed no later than 12 months after beginning the European Master of Business programme. Applications filed later will not be considered.

(2) When applying for credit for studies, coursework and examination results achieved outside of Germany, the recommendations of the Standing Conference of the Ministers of Education and Cultural Affairs (Central Office for Foreign Education) and the equivalency agreement between the Federal Republic of Germany and the relevant foreign country, and agreements between the relevant educational institutions, must be observed.

(3) If course work and exam results are recognized, the marks earned - insofar as the marking systems are comparable - shall be transferred and shall be included in the calculations made, as described in these regulations, when determining the overall mark. If the marking systems are not comparable, the mark "passed" (4.0) shall be applied.

(4) Decisions pursuant to Sections 1 through 4 shall be made by the examination committee in cooperation with representatives from the relevant department.

(5) Recognition of parts of the master's examination may be denied if an exam result from the final exams is to be recognized. An application for recognition of an exam must be endorsed by a faculty member from the relevant department or the participating departments who is responsible for the relevant subject, to be appointed by the examination committee.

(6) Credits toward this master's examination cannot be granted for previous studies and exam results that were part of the completed bachelor's examination which is a prerequisite for this master's programme.

UNIVERSITY OF KONSTANZ Study Requirements and Examination Regulations of the University of Konstanz for the Master's Programme “European Master in Government”	Index number B 17.0
---	-----------------------------------

- 6 -

§ 8a Credit for Extra-Curricular Achievements

(1) Non-university or non-college achievements can be assessed as course work and exam results on request if the following apply:

- The knowledge or skills thus acquired are equivalent to the course work and exam results they are to replace, and
- The institution at which the knowledge or skills were acquired has implemented a quality assurance system, and
- The prerequisites for acceptance at a college or university are met at the time credit is granted for such achievements.

(2) When assessing equivalency of knowledge or skills, an overall view must be taken and an overall appraisal made. Equivalency is given if there is no significant difference between the knowledge or skills imparted in the "European Master in Business" programme and those for which credit is sought. No significant difference exists if the content, educational objective of and requirements for the knowledge or skills achieved outside of any college or university correspond to those in this degree programme to a large degree. The student must submit the required documents when applying for credit.

(3) If the equivalency of the non-university/non-college achievements cannot be determined, a placement test may be administered.

(4) The maximum total number of ECTS credits that can be granted for non-university/non-college achievements is 60.

(5) Decisions on whether to recognize the achievements and on the necessity and form of placement tests shall be made by the examination committee in cooperation with the appropriate representatives of the subject or department.

(6) The regulations regarding recognition are not applicable until after the criteria for recognition within the scope of accreditation have been verified.

§ 9 Absence, Withdrawal, Fraud, Breach of Regulations, Parental Leave

(1) Results of a test shall be deemed "not adequate" (mark: 5.0) if the candidate misses a scheduled exam or withdraws from an exam after it has begun, without sufficient cause. The same applies if an exam is not turned in within the allotted time, unless the lateness of the submission is due to circumstances beyond the candidate's control.

(2) The explanation for withdrawing or missing the exam must be submitted to the examination committee in writing, and successfully defended, without delay.

UNIVERSITY OF KONSTANZ Study Requirements and Examination Regulations of the University of Konstanz for the Master's Programme “European Master in Government”	Index number B 17.0
---	-----------------------------------

- 7 -

(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 doctor's testimonial (using the required form, available from the Central Examination Office) and, in case of doubt, a testimonial from a doctor specified by the university as well. If the cause is deemed legitimate, a new exam date shall be set. In this case, exam results acquired up to that point shall be credited to the candidate.

(4) The master's examination should be completed by the end of the fourth semester. If the candidate has not completed the master's examination by the end of the seventh semester, permission to sit the exam is revoked unless the reasons for not completing the exam are beyond the candidate's control.

(5) If the candidate attempts to influence the result of his or her exam through fraud, plagiarism, or the use of aids that are not permitted, the exam shall be marked "not adequate" (5.0).

(6) Decisions regarding the consequences of a breach of these regulations, i.e. fraud or plagiarism, shall be made by the examination committee. Taking the seriousness of the breach into account, the committee may come to any one of the following conclusions:

1. The candidate may re-sit the exam(s)
2. The candidate has failed the exam or relevant part of the exam.
3. For repeat offences or otherwise serious cases, the examination committee may decide to deny the candidate permission to take any further exams.

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

(8) A candidate who disrupts the orderly execution of an exam can be excluded from completing the exam by the examiner or invigilator; in consequence, the candidate's mark for this exam shall be "not adequate" (5.0). In serious cases, the examination committee may decide to deny the candidate permission to take any further exams.

(9) The candidate can, within a period of four weeks, demand that decisions pursuant to Section 3 (above) be checked by the examination committee.

(10) On application, the right to parental leave as defined by the applicable federal law in Germany shall be recognized and the leave granted. The required documentation must be submitted with the application. Parental leave interrupts all other periods defined in these examination regulations; in other words, the duration of parental leave is not counted as elapsed time within these periods. Similarly, parental leave as defined in the law on the parental leave allowance and parental leave ("Bundeselterngeld- und Elternzeitgesetz," or BEEG) shall be recognized on application. The candidate must inform the examination committee of the period(s) of parental leave to be taken no later than four weeks before the first day of planned parental leave. This must be done in writing and include the necessary documentation. The examination committee will assess whether the legal prerequisites are met under which employees have the right to parental leave in accordance with the BEEG, and shall

UNIVERSITY OF KONSTANZ Study Requirements and Examination Regulations of the University of Konstanz for the Master's Programme “European Master in Government”	Index number B 17.0
---	-----------------------------------

- 8 -

inform the candidate of their decision and, if applicable, of the new schedule for exam dates, without delay. The period allowed for completion of the master's thesis may not be interrupted by parental leave. If the candidate had already been assigned a thesis topic when the application for parental leave is made, the topic shall be re-voked. After the parental leave period has ended, the candidate will be assigned a new topic.

(11) Students who have familial obligations beyond those described in Section 10 (above) can apply for an extension of the deadlines set down in these examination regulations. The required documentation must be submitted with the application. The seventh through ninth sentences of Section 10 apply mutatis mutandis.

(12) If students are employed in the university's internal administration offices or the Studentenwerk (student services), exam deadlines may be extended on application by a total of up to two semesters to compensate for time spent working.

II. Course Examinations

§ 10 Types of Course Examinations

(1) Course examinations are written tests, either in the form of a paper written on the student's own time or a two to three hour exam in the classroom. The time allowed for writing papers shall not exceed four weeks. An exam may consist of several separate parts. For example, it might be comprised of a written test or a paper plus other types of tests, e.g. mini-tests, presentations, or other forms. The course instructor shall provide information at the beginning of the course detailing the type(s) of exam(s) to be given and the method for calculating the overall mark. An exam is considered passed if the weighted average of all parts of the exam is at least "adequate" (4.0). Individual parts of a multi-part exam cannot be repeated, but the entire exam has to be repeated as described in § 22 below.

(2) Written exams in the form of multiple-choice tests are not permitted. The Examination Board shall decide about exceptions. Application for such an exception must be made by the course instructor before the beginning of the course. The rules for marking 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 exam 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 maximum possible score for the particular test. The relative pass threshold is the average of scores achieved by those taking the test 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 people taking the exam 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. Otherwise, the exam is passed if at least a mark of 4.0 ("adequate") is attained.

UNIVERSITY OF KONSTANZ Study Requirements and Examination Regulations of the University of Konstanz for the Master's Programme “European Master in Government”	Index number B 17.0
---	-----------------------------------

- 9 -

Multiple-choice exams in which at least the minimum number of points (i.e., the relative or absolute pass threshold, whichever is lower) has been attained are marked as follows, based on the number of points that the student achieves over and above the minimum requirement:

1.0: at least 90% of the possible points above the min. req.1.3: at least 80% but less than 90% of points over min. req.1.7: at least 70% but less than 80% of points over min. req.2.0: at least 60% but less than 70% of points over min. req.2.3: at least 50% but less than 60% of points over min. req.2.7: at least 40% but less than 50% of points over min. req.3.0: at least 30% but less than 40% of points over min. req.3.3: at least 20% but less than 30% of points over min. req.3.7: at least 10% but less than 20% of points over min. req.4.0: less than 10% of points over min. req.

If the calculated pass threshold is not a whole number, the value shall be rounded to the student's advantage.

If the pass threshold is not attained, the exam result is 5.0.

If only one part of the exam is multiple choice, marks are calculated for each part separately. The details above apply to the multiple-choice part of the exam.

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

If you satisfactorily show, by presenting a medical certificate, that you cannot complete examinations entirely or partially due to prolonged or permanent health problems, the chairperson of the Examination Board permits the completion of the examination within an extended period of time or in another, equivalent form. The same applies to coursework.

§ 11 Registration for and Admission to Course Examinations; Exam Administration

(1) You must register in advance for admission to course examinations. The examination office announces the procedure for this registration. The Examination Board determines the registration dates and posts this information along with the deadlines for registration.

(2) If an exam is taken without prior registration, it shall be deemed invalid regardless of the exam result.

(3) When you register for the first course exam you automatically apply for admission to all exams in that course.

(4) You can only be admitted to course examinations

if you are enrolled in the "European Master in Government" programme at the University of Konstanz, and
have permission to sit exams in this master's programme (i.e., permission has not been revoked)

UNIVERSITY OF KONSTANZ Study Requirements and Examination Regulations of the University of Konstanz for the Master's Programme “ European Master in Government ”	Index number B 17.0
---	-----------------------------------

- 10 -

- (5) You must submit proof of enrolment with the application for admission to exams.
- (6) The Examination Board is responsible for decisions regarding admission to exams. The Examination Board can assign this decision to the chairperson. If the student is not admitted to the exams, he or she shall be informed of this fact in writing by the examination office. The rejection must be accompanied by an explanation.
- (7) Admission may be denied only if one or both of the prerequisites listed in Section 4 are not met.
- (8) If you cannot submit one of the documents listed in Section 5 (above) in the manner described, the Examination Board may permit that you provide proof in a different form.
- (9) Registration for the course exams to be taken at the UPF must be carried out in accordance with the rules of that university.
- (10) A computer system may be used for administrative aspects of exam organisation. In such cases, the students are required to check this system, at regular intervals and on specific occasions as needed, for information on the examinations. The consequences, including any legal consequences, of absence from an examination shall be borne by the student.

§ 12 Course Examination Scheduling

You have to take the course exams at the University of Konstanz at the end of the semester, no later than 15 September or 15 April, unless this is prevented by circumstances beyond your control. Deadlines for course exams taken at the UPF are stipulated by that university.

UNIVERSITY OF KONSTANZ Study Requirements and Examination Regulations of the University of Konstanz for the Master's Programme “European Master in Government”	Index number B 17.0
---	-----------------------------------

- 11 -

§ 13 Marks for Course Examinations

(1) Marks for individual exams are defined by the instructor giving the exam. Exams taken at the University of Konstanz are marked using the following scale:

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

(2) For more precisely differentiated marks, the values awarded 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 an exam is evaluated by multiple examiners, the mark for that exam shall be calculated from the average of the marks awarded by all examiners. The marks for individual exams shall be calculated to only one decimal place. Additional decimal places shall be discarded without rounding.

The possible marks 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 = adequate
- an average above 4.0 = not adequate

(4) An overall mark is calculated for each module. The mark for a module is calculated from the average of the marks for the individual exams, weighted in accordance with ECTS credits. The marks shall be calculated to only one decimal place. Additional decimal places shall be discarded without rounding.

(5) For calculation of the overall mark, the first through third sentences of Section 3 (above) apply, likewise in conjunction with §20 Section 4. For determining the mark to be awarded, the scale described in Section 3 (above) applies mutatis mutandis. The overall mark shall be calculated to one decimal place.

(6) Marks for course exams taken at the UPF are given in accordance with the procedures used at that university. Conversion of the marks from one university to values that correspond to the system used at the other is described in the annex to the cooperation contract concluded between the two universities.

UNIVERSITY OF KONSTANZ Study Requirements and Examination Regulations of the University of Konstanz for the Master's Programme “ European Master in Government ”	Index number B 17.0
---	-----------------------------------

- 12 -

§ 14 ECTS Credits

- (1) ECTS credits (cr) are given for course exams only if the exams (or other requirements) relevant to the courses are passed (or met).
- (2) The master's thesis as described in § 19 (below) is worth 30 ECTS credits.

§ 15 Course and Examination Languages

- (1) Courses are in English.
- (2) Exams are given in English, as a rule. They can instead be given in German or another language, if the person giving the exam agrees to permit this.

III. Examinations and Deadlines

§ 16 Content, Type and Scope of the Master's Examination

- (1) The master's examination consists of two parts: Part I has three modules worth a total of 90 ECTS credits; Part II, the fourth module, is the master's thesis as described in § 19 (below).
- (2) Studies and exam results achieved as part of a completed bachelor's programme in political science or public administration at the University of Konstanz or a bachelor's programme at the UPF cannot be recognised as fulfilling any requirements for the master's examination.

§ 17 Part I of the Final Examination (Course Examinations)

- (1) Part I of the final exam consists of written exams worth a total of 90 ECTS credits; these are to be completed during the master's programme in the form of three "master's modules." The exam results achieved pursuant to Section 3 at the UPF shall be recognized within the scope of these examination regulations.

UNIVERSITY OF KONSTANZ Study Requirements and Examination Regulations of the University of Konstanz for the Master's Programme “European Master in Government”	Index number B 17.0
---	-----------------------------------

- 13 -

(2) Modules

Module 1: Courses in Methods/Research Design (24/28 ECTS credits)

This module entails courses with written exams in Methods or Research Design and is worth at least 24 or 28 ECTS credits, depending on the student's area of specialisation.

Module 2: Courses or seminars in the field of specialisation (36 ECTS credits)

The programme offers three areas of specialisation. Students are admitted to one area of specialisation upon beginning the master's programme. The three specialisation areas are as follows:

- Political Behaviour (PB)
- International Relations and European Integration (IREI)
- Public Policy and Comparative Politics (PPCP)

This module entails courses with written exams in the area of specialisation and is worth at least 36 ECTS credits.

Module 3: Optional courses in political science or related disciplines (26 to 30 ECTS credits)

This module entails courses with written exams and is worth at least 26 or 30 ECTS credits, depending on the student's area of specialisation. The required courses must be chosen from the range of courses offered in the "European Master in Government" master's programme. Students who spend the first year of their master's programme at the University of Konstanz can choose one or two seminars from the master's programmes (or equivalent) in any of the following subjects: politics and public administration, political science, economics, law, sociology, history, philosophy or psychology. Details on the exams given in elective courses (including details on registration for and admission to exams, as well as the procedure, form, content and evaluation of exams) are governed by the examination regulations which apply to the curriculum for the programme to which the course belongs. The written report on the results of the exam must include the mark and the number of ECTS credits awarded.

(3) Specification of Module Content

The module requirements and corresponding ECTS credits are specified as follows, by area of specialisation:

UNIVERSITY OF KONSTANZ Study Requirements and Examination Regulations of the University of Konstanz for the Master's Programme “European Master in Government”	Index number B 17.0
---	-----------------------------------

- 14 -

	Option 1	Option 2
Modules	1st year: Konstanz 2nd year: UPF	1st year: UPF 2nd year: Konstanz
Module 1: Methods/Research Design	28	24
Module 2: Specialisation (PB, PPCP, IREI)	36	36
Module 3: Electives	26	30
Module 4: Master's Thesis	30	30
Total	120	120

The modules are scheduled within the academic year as follows at the University of Konstanz and at UPF:

PPCP/PB/IREI	
1st year: Konstanz	
Winter semester	1 x Methods, 9 ECTS 1 x PPCP/PB/IREI, 7 ECTS 1 x elective course out of offer political science, 7 ECTS 1 x elective course (pol. science or related disciplines), 7 ECTS
Summer semester	1 x Methods, 9 ECTS 2 x PPCP/PB/IREI, 14 ECTS 1 x elective course (pol. science or related disciplines), 7 ECTS

UNIVERSITY OF KONSTANZ Study Requirements and Examination Regulations of the University of Konstanz for the Master's Programme “European Master in Government”	Index number B 17.0
---	-----------------------------------

- 15 -

2nd year: Barcelona	
1st trimester	1 x Methods, 5 ECTS 2 x PPCP/PB/IREI, 10 ECTS 1 x elective course (pol. science or related disciplines), 5 ECTS
2nd trimester	1 x Methods, 5 ECTS 1 x PPCP/PB/IREI, 5 ECTS
3rd trimester	MA thesis. 30 ECTS

PPCP/PB/IREI	
1st year: Barcelona	
	Total of twelve seminars, to be completed within three trimesters
1st trimester	3 x Methods, 15 ECTS
2nd trimester	3 x PPCP/PB/IREI, 15 ECTS
3rd trimester	6 x elective course (pol. science or related disciplines), 30 ECTS
2nd year: Konstanz	
Winter semester	1 x Methods, 9 ECTS 3 x PPCP/PB/IREI, 21 ECTS
Summer semester	MA thesis, 30 ECTS

UNIVERSITY OF KONSTANZ Study Requirements and Examination Regulations of the University of Konstanz for the Master's Programme “European Master in Government”	Index number B 17.0
---	-----------------------------------

- 16 -

§ 18 Registration for and Permission to Submit Part II of the Final Exam (Master's Thesis)

(1) Prerequisites for admission to the final examination (master's thesis):

1. Enrolment in the University of Konstanz "European Master in Government" programme
2. Permission to sit exams (i.e., permission has not been revoked)
3. Successful completion of all required exams pursuant to § 18.

(2) You should file the application for permission to submit a master's thesis immediately after completing the last course exam. If you do not apply for permission to submit a master's thesis after passing the last course exam, the joint examination board shall assign a topic and the examiners for you; one of these examiners shall also be the supervisor of your thesis. Exceptions to these regulations may be permitted by the joint examination board upon written request.

(3) The registration that is part of the application for permission to submit a master's thesis must be submitted in writing to the joint examination board. The application must include:

- proof that the admission requirements listed above in Section 1 are met, and
- a declaration regarding whether or not the candidate:
 - a) has previously failed a "Magister", Master's, or "Diplom" exam in political science or public administration, or the scientific exam as part of the graduation requirements for "Gymnasium" teachers;
 - b) has had examination privileges within this programme revoked by the University of Konstanz or other scientific college or university, or
 - c) is currently involved in any such examination procedures.

(4) The joint examination board decides on whether you shall be permitted to submit a master's thesis on the basis of the documents submitted. Permission to submit a master's thesis may be denied only if:

1. the prerequisites listed above in Section 1 are not met, or
2. the documents listed in Section 3 are not complete and, even upon request, are not completed within the time allowed, or
3. the candidate:
 - a) has previously failed a "Magister", Master's, or "Diplom" exam in political science or public administration, or the scientific exam as part of the graduation requirements for "Gymnasium" teachers;
 - b) has had examination privileges within this programme revoked by the University of Konstanz or other scientific college or university, or
 - c) is currently involved in any such examination procedures.

(5) When permission is granted, then only with the understanding that you shall remain enrolled at the University of Konstanz until all required exams have been completed, including any repeated exams. Proof of enrolment must be submitted in the

UNIVERSITY OF KONSTANZ Study Requirements and Examination Regulations of the University of Konstanz for the Master's Programme “European Master in Government”	Index number B 17.0
---	-----------------------------------

- 17 -

form of a certificate of enrolment on request. The same applies mutatis mutandis if the second year of the programme is completed at UPF.

§ 19 Part II of the Final Exam (Master's Thesis)

(1) The master's thesis is an examination paper in which the candidate should demonstrate an ability to address a political-scientific topic using scientific methods and complete the work within a specified time limit. The candidate shall be given an opportunity to suggest both a topic and a supervisor for the thesis. When the topic has been assigned, the examiner named pursuant to § 7 takes on the duties of thesis supervisor.

(2) The joint examination board shall make the final decision on the topic and the examiners. The master's thesis must be written on a topic that is relevant to the area of specialisation.

(3) The Central Examination Office shall inform you of the appointed time for assigning the topic, the topic and the examiners, and shall keep this information on file.

(4) The time period allotted for completion of the thesis begins when the topic is assigned.

The time period allotted for the master's thesis is six months. The topic and the supervision must be adjusted to this period. If you cannot complete the work within the prescribed time due to circumstances beyond your control, you can apply to the joint examination board for an extension of the deadline. In individual cases, when sufficient grounds are shown, the joint examination board may agree to extend the deadline by the amount of time during which you were prevented from working on the thesis; this extension, however, must not exceed one month. The application must be filed with the Central Examination Office no later than two weeks before the original deadline is reached, except in duly substantiated and exceptional cases; furthermore, the supervisor of the master's thesis must approve this application. If the delay is longer, you can relinquish the topic. The topic is then considered unassigned. In this case, an application for a new topic must be filed immediately once the cause of the delay has been eliminated. If no application for a new topic is made within one month after the cause of the delay has been eliminated, you shall be assigned a new topic by the joint examination board.

(5) The topic can be given back only once and only within the first two weeks following the beginning of the time allotted for preparing the master's thesis. A new topic must be determined and assigned within four weeks.

(6) The master's thesis must be submitted to the Central Examination Office in three bound, typewritten copies (DIN A4 format) and one digital copy; one of the submitted copies shall remain with the Central Examination Office until the conclusion of the examination procedures. The submission date shall be kept on record. If the thesis is not turned in on time it shall be given the mark "not adequate" (5.0), unless the delay

UNIVERSITY OF KONSTANZ Study Requirements and Examination Regulations of the University of Konstanz for the Master's Programme “European Master in Government”	Index number B 17.0
---	-----------------------------------

- 18 -

is caused by circumstances beyond the candidate's control. If the master's thesis is submitted at UPF, the administrative regulations of UPF shall apply.

(7) When submitting the thesis you must affirm in writing that you have completed the thesis alone, with no aids or sources other than those explicitly stated, and that the thesis was not submitted elsewhere as the final paper for a "Magister" or master's examination or comparable examination. You shall keep materials which can prove your sole responsibility in preparing the thesis available until the completion of the examination procedures.

(8) The thesis shall be assessed within six weeks by two examiners pursuant to § 21 (below). One of the examiners is generally the person who proposed the topic. The second examiner shall be determined by the joint examination board in consultation with the first examiner. The mark shall be calculated in accordance with §13 Section 3 (above).

(9) If one examiner marks the thesis with "adequate" (4.0) or better, and the other examiner marks it "not adequate" (5.0), the joint examination board shall name a third examiner. If the third examiner marks the thesis with "adequate" (4.0) or better, the candidate passes the examination. In this case, the overall mark shall be 4.0 or, if the mark from the third examiner is higher, the mark shall be calculated from the arithmetic mean of the three marks. The marks shall be calculated to only one decimal place. Additional decimal places shall be discarded without rounding. If the third examiner marks the thesis "not adequate" (5.0), you have failed the examination.

(10) If the second year of your master's programme is spent at UPF, the administrative regulations of UPF shall apply for all examination procedures.

§ 20 Assessment of Master's Examination; Determination of Marks

(1) The master's examination is passed if all exams are marked "adequate" (4.0) or better.

(2) Module marks are given for each module pursuant to § 13 Section 4 (above). The overall mark for a module is yielded by the average of the individual marks after weighting for ECTS credits. The marks shall be calculated to only one decimal place. Additional decimal places shall be discarded without rounding.

(3) The mark for Part I of the final examination is yielded from the module marks (according to § 20 para. 2). The modules are weighted as follows:

- Module 1: 30 %
- Module 2: 40 %
- Module 3: 30 %

The marks shall be calculated to only one decimal place. Additional decimal places shall be discarded without rounding.

UNIVERSITY OF KONSTANZ Study Requirements and Examination Regulations of the University of Konstanz for the Master's Programme “European Master in Government”	Index number B 17.0
---	-----------------------------------

- 19 -

(4) The following individual marks, with the weighting indicated, make up part of the overall mark calculated in accordance with § 13 (above):

- Part I of the final examination pursuant to § 20 Section 3 (above): 60 %
- Module 4, master's thesis (Part II) pursuant to § 19 (above): 40 %

(5) If the candidate achieves an overall mark between 1.0 and 1.3, the mark "excellent" shall be conferred.

§ 21 Diploma; Certificate

(1) The candidate shall be given a diploma of the successful master's examination. This diploma shows all exam results achieved as part of the master's examination with the relevant individual marks (including any decimal places), coursework, the overall mark (with one decimal place), the programme selected, the candidate's participation in a double-degree programme in cooperation with the UPF Barcelona, and the topic of the master's thesis. On application, a certificate indicating the candidate's position on the ranking list shall also be issued.

(2) A certificate shall be awarded together with the diploma, certifying that the candidate has earned an academic master's degree. The academic degree cannot be appended to the candidate's name until after the certificate has been issued.

(3) Translations of the diploma and the certificate into English shall be issued. The term used in the English translation is "Master of Arts, European Master in Government".

(4) The diploma and the certificate shall be signed by the chairperson of the Examination Board. The date on these documents shall be the date on which the last examination was completed.

(5) Every diploma issued shall be accompanied by a diploma supplement in German and English, in accordance with the European Diploma Supplement model. Your specialisation is confirmed in the diploma supplement. The diploma supplement describes the master's programme as having a research oriented profile, as defined in the structural guidelines of the German länder pursuant to § 9 Sec. 2 of Germany's Higher Education Act ("Hochschulrahmengesetz," or HRG) for the accreditation of bachelor's and master's degree programmes in accordance with the Resolution of the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany of Oct. 10, 2003.

UNIVERSITY OF KONSTANZ Study Requirements and Examination Regulations of the University of Konstanz for the Master's Programme “European Master in Government”	Index number B 17.0
---	-----------------------------------

- 20 -

IV. Passing and Failing Examinations

§ 22 Resitting Examinations; Failing the Overall Examination

(1) If a course examination is marked "not adequate" (5.0) or considered not to have been passed, you may resit the exam once. Resitting exams that have been passed is not permitted.

(2) The re-sit shall be held on the earliest possible examination date, in any case during the semester immediately following the one in which the exam was failed; if the student misses the re-sit, permission to sit the exam is revoked unless the exam was missed due to circumstances beyond the student's control. A period of at least four weeks must elapse between the announcement of exam results and the date of the re-sit.

(3) If the result of the exam repeated pursuant to Section 2 above is not adequate, the examination committee may permit the student to sit the exam a third and last time, if this is deemed justifiable in view of the student's overall performance. The Examination Board shall determine the time limit for scheduling the second repetition.

(4) A master's thesis marked "not adequate" (5.0) or considered not to have been passed, can be repeated once. You have to apply for repetition no later than two months after the announced result has been made final; if you miss that deadline, examination privileges will be revoked unless the circumstances were beyond your control. The topic can be relinquished only if you did not avail yourself of any of these options while preparing your first master's thesis.

(5) The overall master's examination is irrevocably failed if at least one course exam or the master's thesis is irrevocably failed.

§ 23 Certificate of Failed Overall Examination

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

(2) On request, the Central Examination Office shall issue a written certificate listing the exams 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.

UNIVERSITY OF KONSTANZ Study Requirements and Examination Regulations of the University of Konstanz for the Master's Programme “European Master in Government”	Index number B 17.0
---	-----------------------------------

- 21 -

V. Final Provisions

§ 24 Invalid Results

(1) If the candidate cheats on an exam and this fact is discovered after the diploma has been issued, the marks for the exam on which the candidate cheated may be corrected. In certain cases the exam in question may be marked "not adequate" (5.0) whereupon the Examination Board may declare that the master's examination was failed.

(2) If the prerequisites for an exam taken were not met, and this fact is discovered after the diploma has been issued, the deficit shall be deemed to have been rectified by the passing of the exam, provided the candidate had no intent to deceive. If the candidate intentionally practised deceit to obtain admission to the exam, the exam in question may be marked "not adequate" (5.0) whereupon the Examination Board may declare that the master's examination was failed.

(3) In any of the above cases, the candidate shall be given a hearing before the Examination Board makes its decision.

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

(5) Rescission of the academic degree shall be handled in accordance with statutory provisions.

§ 25 Legal Recourse

You can object to decisions in the examination procedure that constitute an administrative act (§§ 68 et. seq. VwGO). The Vice Rector of Study Programmes shall issue a ruling on the matter, after having heard the examination committee (see § 6 herein).

§ 26 Inspection of Records

You are permitted to inspect records including your written examinations, the evaluations by the examiners, and the minutes of the examinations on request any time within one year of the conclusion of the master's examination. The Central Examination Office shall appoint the time and place for such inspections.

§ 27 Effective Date and Interim Regulations

(1) The examination regulations go into effect on 01 October 2011. The hitherto effective regulations, in the version of 22 September 2008 (Bulletin 50/2008) as amended on 31 March 2010 (Official Bulletin 24/2010) shall expire at the same time.

UNIVERSITY OF KONSTANZ Study Requirements and Examination Regulations of the University of Konstanz for the Master's Programme “ European Master in Government ”	Index number B 17.0
---	-----------------------------------

- 22 -

Students who have begun their studies before this version goes into effect shall continue their studies subject to the regulations hitherto effective as described above.

(2) The amendment from 6 August 2013 shall likewise go into effect as of 1 October 2013 and shall apply to students who begin their studies in the 2013/14 winter semester or later. Students who began their studies before this amendment had gone into effect shall continue their studies subject to the regulations hitherto effective as described above.

Note:

These examination regulations were published in the Official Bulletin of the University of Konstanz No. 50/2011 of 22 June 2011.

The first amendment to these regulations was published in the Official Bulletin of the University of Konstanz No. 4/2012 of 8 February 2012.

The second amendment to these regulations was published in the Official Bulletin of the University of Konstanz No. 37/2013 of 9 April 2013.

The third amendment to these regulations was published in the Official Bulletin of the University of Konstanz No. 73/2013 from 6 August 2013.