

Study and Examination Regulations
For the International Elite Graduate Programme
Global Change Ecology (M.Sc.)
Elite Network Bavaria (ENB)
University of Bayreuth
(New version)

Dated on 20th of December 2012

Based on *Art. 13 Abs. 1 Satz 2* together with *Art. 58 Abs. 1 Satz 1* and *Art. 61 Abs. 2 Satz 1* of The Bavarian State Laws on Higher Education (Bayerischen Hochschulgesetzes, **BayHSchG**, as used below in these rules and regulations) the University of Bayreuth stipulates the following Study and Examination Regulations: *)

In cases of legal dispute, only the German version is valid and legally binding.

*) Mit allen Personen- und Funktionsbezeichnungen sind Frauen und Männer in gleicher Weise gemeint. Eine sprachliche Differenzierung im Wortlaut der einzelnen Regelungen wird nicht vorgenommen.

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Appendix Modules, Credits Points and Exams

§ 1

(1) Aim of the Graduate Programme and the Purpose of the Master's Examination

¹ The International Elite Graduate Programme Global Change Ecology in the Elite Network Bavaria is designed for particularly highly-qualified, motivated and hard-working graduate students with previous degrees in science from Germany and abroad.² The teaching language in English reflects the internationalisation of the programme as well as the discussion of current research projects and results.³ The variety of educational background and prior knowledge of the students is taken into consideration in the interdisciplinary programme, individual knowledge will be deepened and a profound scientific understanding of environmental relationships concerning global environmental change will be taught.⁴ The students are mentored by highly motivated faculty; they receive individual counselling in an excellent academic framework.⁵ The elite graduate programme offers students the chance to position themselves advantageously on an international level while simultaneously studying for their degree.⁶ Practical training positions establish contacts between business, public administration, well-known research institutes as well as international organisations.⁷ The international elite graduate programme offers an excellent choice of courses that encourages the students' willingness to perform in a productive, useful and creative manner.

(2) ¹ The scientific Elite Graduate Programme Global Change Ecology in the Elite Network Bavaria ends with completion of the Master's Examination as stipulated in these Rules and Regulations after finishing the university programme to determine if the candidate has fulfilled the particularly rigorous demands and is a highly-qualified, motivated, extremely able student of natural science.² The Master's Examination determines if the candidate has acquired the specialised knowledge and a wide enough grasp of the inter-disciplinary relationships to be able to carry out further scientific work independently.³ After successful completion of the Master's Examination, The University of Bayreuth Faculty of Biology, Chemistry and Geo-Sciences grants the candidate the academic degree Master of Science (abbreviated: M.Sc.)

§ 2

(1) Admission to the Course of Studies, Qualifications

Requirements for Admission to the Master's Programme are:

1. A university degree (or completed course of studies) in a Bachelor's Programme of Biology, Geography or Geo-Ecology-Environmental Studies at the University of Bayreuth or an equal degree; in particularly, the following are considered as equal degrees:
 - a) Successful completion of a Bachelor's Programme at another institution of higher learning in the Federal Republic of Germany with equal course and examination requirements;
 - b) Successful completion of a programme granting the title of "*Magister*", the first State Examination for Teachers at State Schools or a comparable degree, the first State Law Examination or a *Diplom*;
 - c) Successful completion of a programme at a foreign institution of higher learning with comparable course and examination requirements or a comparable foreign degree.

The Examination Committee makes all decisions concerning recognition of equivalent degree programmes and admission according to Paragraph 2. In case of doubt about the equivalence of foreign achievements, the Examination Committee may consult with the Central Office for Foreign Education.

2. The evidence of eligibility is according to the paragraph about eligibility for the International Elite Graduate Programme Global Change Ecology in the Elite Network Bavaria at the University of Bayreuth (Eligibility Regulations GCE) in the respective valid version.² In doing so, the Faculty of Biology, Chemistry and Geo-Sciences at the University of Bayreuth carries out a selection procedure in the Summer Semester to determine particular suitability for the program (aptitude test) beginning in the following Winter Semester.³ Specific details about suitability are stipulated in the paragraph about aptitude in the International Elite Graduate Programme Global Change Ecology in the Elite Network Bavaria at the University of Bayreuth (Aptitude Statutes GCE) in in the respective valid version.
- (2) Good knowledge of English. Applicants whose native language is not English can submit proof of their ability with the Certificate (Level C1 or higher) of the Common European Framework of Reference for Languages or an equal certificate (e.g.

UNlcert Level III). This proof can be waived in agreement with the Chairperson of the Examination Committee if language qualification can be documented by another type of equal performance (e.g. written work).¹ If the Bachelor Diploma (or a certificate of at least an equal University degree) is not yet available, confirmation of this, along with individual grades about all previous study and academic work done up to that period of time, must be submitted by the application deadline.² This study and academic work must have a total extent of at least 150 ECTS-points.³ Applicants who fulfill the requirements according to Paragraph 2 and who have successfully passed the Aptitude Test will be enrolled with the condition that they submit a relevant diploma or final grade certificate by the end of the second semester.

- (3) Teaching language is in English.

§ 2a Early Qualification to Doctoral Studies¹

Students can be accepted into the Bayreuth Graduate School of Mathematical and Natural Sciences (BayNAT) who have completed a university course with above average marks that relates to the doctoral programme and have completed at least one semester in a Master's programme relating to the doctoral programme.² Details are set out in the examination regulations (*Promotionsordnung*) of the doctoral programme in the Bayreuth Graduate School of Mathematical and Natural Sciences (BayNAT), dated 15 October 2009 in the valid version.

§ 3 Organisation of Course of Studies and Master's Examination, Standard Period of Study

- (1) The International Elite Graduate Programme, Global Change Ecology part of the Elite Network Bavaria is organised into modules in the following areas:
- (O) Overview Global Change Ecology (not graded)
 - (A) Environmental Change
 - (B) Ecological Change
 - (C) Societal Change
 - (M) Methods (not graded)

- (F) Free Choice Module (individual module option, not graded)
- (I) Internship (Practicum, not graded)
- (S) Schools (Summer-/Winter School, not graded)
- (2) ¹The course of study is full time. ²The duration of study is four semesters (standard period of study) and includes the Master's Thesis and examinations.¹The number of credit points is 120 according to the European Credit Transfer System (ECTS). ²The credit points are divided between the classes in the module areas listed in Paragraph 1: (O), (A), (B), (C), (M) and (F) with a total of 75 ECTS, as well as Practica (I) and Schools (S) (15 ECTS) and work on the Master's Thesis (30 ECTS) for a period of six months.
- (3) The programme can be started each Winter Semester.
- (4) ¹The Master Programme is normally organized into three semesters in which students attend class.² This is followed by one semester to finish the Master's Thesis.

§ 4

Examination Committee

- (1) ¹An Examination Committee is designated for the necessary decisions concerning admission to the Master's programme as well as for the organisation and carrying out of the Master's Examination.² In accordance with these rules, the Examination Committee carries out the examination procedure and, except for each members' own respective examinations and assessment thereof, makes all necessary decisions. ³The committee consists of a Chairperson and two further members; the Chairperson and the other members each have a substitute representative. ⁴ The Faculty Committee of the Faculty for Biology, Chemistry and Geosciences from the circle of professors (*Art. 2 Abs. 1 Satz 1 Nr. 1 Bayerisches Hochschulpersonalgesetz*) elects the members of the Examination Committee and their substitute representatives for a three-year period. ⁵ One acting representative each can be named as an external member from the Faculty of Applied Computer Science at the University of Augsburg and from the Faculty of Geosciences at the University of Würzburg. ⁶ The Examination Committee elects its own Chairperson and a Substitute Chairperson from its members. ⁷ If the Chairperson retires on grounds of age during that period of duty, the Examination Committee can decide that the office of Chairperson be transferred to another member of the Examination Committee.

- (2) ¹The Examination Committee has a quorum when a majority of members who are entitled to vote are present after all members have received an invitation at least three days ahead of that date. ² The Committee shall decide with the majority of votes cast in meetings. ³ Abstentions, secret ballots and transfer of voting rights are not allowed.⁴ In the event that a vote is tied, the Chairperson shall have the casting vote.
- (3) ¹The Chairperson of the Examination Committee ensures that the rules in these statutes are adhered to. ² The Chairperson sends out invitations to the meetings of the Examination Committee and chairs all discussions and resolutions of the Examination Committee. ³ Instead of the Examination Committee, the Chairperson has the power to make urgent decisions alone. ⁴ Hereof, the Chairperson must immediately inform the other members of the Examination Committee, at the latest, by the next meeting. ⁵In addition, unless specified to the contrary in these statutes, the Chairperson can transfer the execution of incumbent revocable tasks to other members of the Examination Committee. ⁶ The Chairperson can delegate tasks.
- (4) The Examination Committee reports regularly to the Faculty Committee about the development of examinations and the duration of the programme and makes suggestions concerning reforms and changes in the Study and Examination Regulations.
- (5) ¹The Examination Committee records in writing all necessary measures in accordance with these statutes, including explanatory statements and applicable legal background. ² The President enacts appeal notification in agreement with the Examination Committee.

§ 5

Examiners and Observers

- (1) ¹ Examiners can be authorised to carry out examinations according to the Bavarian State Laws on Higher Education as well as the University Examination Regulations in the relevant and valid versions (please refer to *HSchPrüferV*). ² All members of the University of Bayreuth can be enlisted who have successfully completed a relevant or comparable scientific course of studies.
- (2) ¹ If a University member who is authorised to hold examinations withdraws from the University of Bayreuth, the Examination Committee can decide, upon being officially requested to do so by that member, that the individual remain as examiner for a reasonable period of time. ² Normally, examination entitlement remains for up to three years.
- (3) ¹ As long as the Chairperson of the Examination Committee has made no other decision, the responsible instructor is also the examiner. ² If the instructor is not a member of those entitled to administer examinations according to Paragraph 1, the Chairperson designates an examiner at the beginning of the relevant semester.

§ 6

Disqualification due to Personal Participation, Duty of Confidentiality

- (1) Art. 41 Paragraph 2 in the Bavarian Law concerning Higher Education (see *Art. 41 Abs. 2 BayHSchG*) determines exclusion from deliberation and voting in the Examination Committee as well as examination activity due to personal participation.
- (2) Art. 18 Paragraph 3 in the Bavarian Law concerning Higher Education (see *Art. 18 Abs. 3 BayHSchG*) stipulates the duty of confidentiality for the members of the Examination Committee, the Examiner, Committee members and other individuals involved in all examination matters.

§ 7

Admission to Examinations

¹ Enrolment in the International Elite Graduate Programme Global Change Ecology in the Elite Network Bavaria allows students to take examinations ² Requests according to § 8 are to be submitted to the Examination Committee, as long as reasons are given, as soon as possible after enrolment.

§ 8

Crediting of Competencies

- (1) The crediting of competences (learning outcome) is stipulated according to Art. 63 Paragraph 1 and 3 *BayHSchG*.
- (2) Upon request by students, the Examination Committee can give credit for non-university work that meets the requirements of Art. 63 Paragraph 2 *BayHSchG*, to the amount of 20 ECTS points, at the most.
- (3) ¹ The grades of competencies that are accepted (as long as the grades are comparable) are to be taken over and included in the calculation of the total grade. ² In cases where the grading system is not comparable, the entry "passed" will be recorded; this grade weighting will not be included in composition of the final grade. ³ Evidence of calculation is permitted in the certificate. ⁴ The Examination Committee makes all decisions concerning the conditions for giving credit in agreement with the subject representative for the relevant subject. ⁵ If the application for recognizing credit points is rejected, the person affected can request from the university governance a revision of the decision within a deadline of four weeks after notification of refusal. ⁶ The university governance makes a recommendation to the Examination Committee on which future action to take regarding the request.

§ 9

Examination Dates, Announcement of Examination Dates and of Examiners

- (1) ¹ The module examinations take place at the end of each respective module. ² A further examination date can be set at the beginning of the following semester.
- (2) ¹ Each respective examiner determines the examination date and the deadline in which written work that will be graded must be submitted. Normally, these dates are made

public at the beginning of each respective semester.² A change in examiners at short notice is only permitted for very compelling reasons.

- (3) Registration for individual examinations takes place within each deadline that has been publicly announced according to the process determined by the Examination Committee.

§ 10

Examination Components

- (1) The Master's Examination consists of module examinations as stated in the Appendix of Modules, along with the Master's Thesis.
- (2) The examinations are to prove that the examinee has achieved the respective competency goals.

§ 11

Examination Forms

- (1) ¹Examinations can take place as written or oral examinations, as seminar lectures, papers, written work (e.g. as semester or term papers, projects, transcripts or journals, extended abstracts, manuscripts, position papers).² They relate to the learning goals of each respective course or courses.³ In individual cases (e.g. Summer/Winter Schools), the record of achievement can be done as teamwork.
- (2) ¹ Examination results will be announced according to the proceedings as determined by the Examination Committee.² There is no notification of individual results.³ Students are solely responsible to inform themselves in a timely manner about their results as well as the rules concerning re-taking examinations.
- (3) Where a graded piece of work is assessed by more than one examiner, the grade is determined by forming the average of the grades awarded; In averaging grades, only the first decimal digit after the comma is kept; all further digits are dropped.
- (4) ¹Examinations are at least one hour long – and at the maximum, they can last two hours.² Each respective examiner authorises which tools and aids will be allowed during the examination.³ Minutes are to be kept about the examination.⁴ The exam proctor must confirm the correctness of the exam by signing the minutes.⁵ The

minutes must contain all incidents that occurred during the examination that might be relevant in determining the results.

- (5) ¹ If a candidate arrives late for an examination, that individual cannot be given extra time to make up for lost time. ² Leaving the examination room is allowed with the proctor's permission. ³ Time and length of absence are to be noted on the examination paper.
- (6) ¹ Each respective examiner normally corrects the examinations. ² A second examiner must assess an exam if it has been marked "insufficient". ³ Each respective examiner sets the grades for individual tests of performance according to § 16. ⁴ Examination results must be made available at the latest four weeks after completion of each respective exam. ⁵ A further examiner can be consulted after the Examination Committee has made a decision. ⁶ The corrected copy of written examination work remains in the examination files.
- (7) ¹ In cases of oral examinations, the length of the exam is between 20 and 30 minutes, depending on the requirements of the relevant course. ² The oral examination is carried out in English by two examiners or one examiner and one observer. ³ Depending on the subject, the oral examination can be carried out in German if the candidate expresses this wish in agreement with the respective examiner. ⁴ An examiner or observer shall draw up minutes of the oral examination which contains the following information: Place and time as well as length of the examination, subject matter and results of the examination, names of the examiners or of the examiner and the observer, the name of the candidate as well as any special incidents. ⁵ The examiners or the examiner and the observer must sign the minutes. ⁶ The final grades for the oral examinations are set by the examiners or by the examiner according to § 16.
- (8) ¹ Students who would like to take the same examination within the next two semesters are given preference in being allowed to be present during an examination, subject to the availability of the premises. ² A candidate may request that listeners not be allowed. ³ Discussion and notification of examination results do not take place publicly.
- (9) ¹ Work in written form (e.g. seminar papers, project work, term papers, minutes, extended abstracts, manuscripts, thesis papers) is to be done after the relevant course has ended. ² The responsible examiner determines the topic in agreement with the candidate. ³ The time limit for written work is normally between two and eight weeks; the deadline is set at the same time as the topic is determined. ⁴ The topic of the work must be such that it can be completed within the deadline. ⁵ In duly substantiated

exceptional cases, the Chairperson of the Examination Committee can extend the deadline at least one week if so requested by the candidate after consulting the examiner.⁶ The deadline is postponed if the candidate presents medical proof that due to illness he or she is unable to complete the work.⁷ Work that is not submitted within the deadline is to be assessed as “not sufficient.”⁸ The examiner determines the grade according to § 16.⁹ Paragraph 6, Articles 2 and 4 are valid for work that has been determined to be “not sufficient”.¹⁰ Graded copies of respective work remain in the examination files.¹¹ Written work can be supplemented by a seminar lecture in which the written work is presented.

- (10) ¹Examinations in the Modules O (Global Change Ecology Overview), M (Methods), F (Free Choice), I (Internships) and S (International Science Schools) are to be graded with “pass” or “no pass”.² These marks are not taken into consideration in the overall grade according to § 17.

§ 12

Master's Thesis

- (1) ¹With the Master's Thesis the candidate shows that he or she is able to do independent scientific research on a particular topic with suitable aids and tools and to present it in appropriate written form.² Interdisciplinary questions can be included in the topic.
- (2) ¹Chairperson of the Examination Committee shall determine an examiner as advisor and assessor, if possible in agreement with the candidate.² The examiner (§ 5 Abs. 1) normally assigns the topic of the Master's thesis at the end of the third semester of the programme in accordance with the Chairperson of the Examination Committee.³ Assignment date is to be recorded in the files.
- (3) ¹Work on the Master's Thesis normally takes place in the fourth semester and, at the most, should encompass 900 working hours.² The period of time from topic assignment to submission of the Master's Thesis may not exceed six months.³ In cases when the candidate cannot be held accountable for not being able to meet the deadline, the candidate can request that the Chairperson of the Examination Committee extend the deadline by twelve weeks at the most after consultation with the examiner.⁴ The time limit remains dormant if the candidate submits medical proof that he or she is unable to carry out the work.⁵ Work that is not submitted on time is to be assessed as “not sufficient”.

- (4) ¹ Normally, the Master's Thesis is to be submitted in English. ² The Master's Thesis contains a statement by the author at the end of the thesis that he or she did the work entirely on his or her own and did not use any other sources, aids or tools than those given in the work and that the work has not already been submitted to achieve another academic degree. ³ Additionally, a summary in English must be added to the thesis if the Master's Thesis itself was not written in English.
- (5) ¹ Four copies of the work must be submitted within the deadline at the Examinations Office. ² Submission must be recorded in writing.
- (6) ¹ Three copies of the Master's Thesis are to be submitted in typewritten, paginated and bound form. ² The work must have a table of contents and a list of references. ³ One copy is to be submitted electronically.
- (7) ¹ Within the first two weeks after being given the topic, the candidate has the right to return the topic in agreement with the Examination Committee. ² The thesis advisor must hand in a written statement. ³ Paragraphs 1 to 6 are valid for assignment of, and work on, a new topic.
- (8) ¹ Chairperson of the Examination Committee hands the work on to the relevant experts (advisors) and designates a further expert from among the circle of examiners according to § 5. ² The expert reports must be handed in at the latest two months after the work was submitted. ³ Each expert makes a recommendation to the Examination Committee on acceptance or rejection of the work and at the same time determines a grade according to the assessment system listed in § 16. ⁴ The Examination Committee can bring in another expert in special cases, particularly when different assessments vary more than one grade from one another.
- (9) ¹ The final grade for the Master's Thesis is determined arithmetically when different grades have been given to it. ² In averaging grades, only the first decimal digit after the comma is kept; all further digits are dropped without rounding.
- (10) ¹ In cases of an assessment of "not sufficient" of the Master's Thesis, the Chairperson or his or her representative on the Examination Committee informs the candidate. ² A Masters Thesis with the same topic cannot be submitted again.
- (11) One copy of the Master's Thesis remains with the examination files.

Credit Point System

- (1) ¹Each student enrolled in the program is given a credit point account at the Examinations Office for his or her successful module work. ²The particular credit points are identical with the credit points according to the European Credit Transfer System (see Appendix).
- (2) ¹The credit points of each module can be found in the Appendix. ² Subject to what is organisationally possible, a candidate is allowed to see his or her account at any time.

§ 14

Allowance for Special Life Situations

- (1) ¹It must be ensured that the following laws are guaranteed when requests are made for deadlines and conditions concerning protection under §§ 3, 4, 6 und 8 of the Law to Protect Working Mothers (*Mutterschutzgesetz - MuSchG*) dated on 20 June 2002 (*BGBl I S. 2318*) in the respective valid version, the deadline of the Law concerning Parental Allowance (*Elterngeld*) and Parental Leave (*Bundeselterngeld- und Elternzeitgesetz – BEEG*) dated on 5 December 2006 (*BGBl I S. 2748*) in the respective valid version, as well as for time off for nursing care of a close relative according to § 7 Abs. 3 des Gesetzes über die Pflegezeit (*Pflegezeitgesetz – PflegeZG*) dated on 28 May 2008 (*BGBl I S. 874, 896*) in the respective valid version. ²Relevant pieces of evidence must be produced; changes in conditions must be promptly communicated.
- (2) ¹Upon request, duration of study time will not be counted towards examination deadlines during periods in which it was not possible to study, or when it was only possible to study in a very limited way. ²Relevant pieces of evidence must be produced; in particular, medical evidence must be submitted. ³ Changes in conditions must be promptly communicated.

§ 15

Allowance for the Concerns of Persons with Disabilities

¹In order to guarantee equal opportunity, the situation of examination candidates with disabilities must be taken into consideration in an appropriate manner. ²Upon written request by an examination candidate, the Examination Committee determines the severity of the examination impediment; the Committee also decides ³ in what form an exam candidate

can take the examination or how much extra time, up to half of the normal length of time, can be granted. ³The candidate must produce medical evidence to prove the examination impediment, which shows that the candidate is not able to take the exam in the prescribed form due to a long term or permanent disability. ⁴The request must be submitted along with exam registration. ⁵If the request is submitted later, it is only valid for future examinations.

§ 16

Examination Grades/Marks

(1) The following grading scale is used to assess individual examination results. The interim values make a differentiated assessment of exam results possible:

"Very good" (excellent)	= 1,0 or 1,3
"Good" (substantially above average)	= 1,7 or 2,0 or 2,3
"Satisfactory" (average)	= 2,7 or 3,0 or 3,3
"Sufficient" (despite deficiencies still meets requirements)	= 3,7 or 4,0
"Not sufficient" (due to substantial deficiencies does not meet requirements)	= 5,0

(2) ¹When a module examination is based on several exam results, the module note is calculated arithmetically from all of the grades weighted with credit points. ²In averaging grades, only the first decimal digit after the comma is kept; all further digits are dropped without rounding. ³The module grades are as follows:

with an average including 1,5	= very good
with an average from 1,6 until including 2,5	= good
with an average from 2,6 until including 3,5	= satisfactory
with an average from 3,6 until including 4,0	= sufficient.

§ 17

Final Grade/Mark

(1) ¹The total final grade of the Master`s Examination is calculated from the average module grades from the Modules A (Environmental Change), B (Ecological Change) and C (Societal Change) and the grade of the Master`s Thesis that have all been weighted with the relevant credit points. ²In averaging grades, only the first decimal digit after the comma is kept; all further digits are dropped without rounding.

- (2) The candidates receive a total exam grade for having successfully completed the Master's Examination with a grade average up to 1,2 as "excellent", up to 1,5 as "very good", up to 2,5 as "good", up to 3,5 as "satisfactory", up to 4,0 as "sufficient".
- (3) Chairperson of the Examination Committee calculates the total exam grade; calculation for this must be clearly visible in the diploma or in the minutes attached to the diploma.

§ 18

Passing the Master's Examination

- (1) The Master's Examination is passed only when the grade for the Master's Thesis and for each Module area is at least, "Satisfactory" and the candidate has achieved all necessary 120 credit points.
- (2) ¹A candidate fails the Master's Examination when, due to reasons for which they are themselves responsible, he or she has not sufficiently achieved all requirements specified in Paragraph 1 by the end of the sixth semester. ²It is allowed to exceed the stated time limit of the examination procedure by a small amount. ³Examinations that have already been passed within the deadline do not have to be repeated.
- (3) ¹The Master's Examination is considered as definitely failed in cases when the candidate has not retaken missing exams for reasons for which he or she is responsible within one year according to Paragraph 2, Article 2 of the specified deadline or when the possibility to retake examinations has been exhausted.
- (4) ²Exmatriculation and leaves of absence do not interrupt the deadline. ³Notification will be made on a decision on failing according to § 4 Abs. 5 in connection with Art. 41 of the *Bayerischen Verwaltungsverfahrensgesetzes (BayVwVfG⁴)* in the respective valid version. The Examination Committee may grant an extension for students who have made a request before expiry of the deadline specified in Paragraph 1 for particular reasons for which the student is not responsible.
- (5) ¹In cases where exmatriculation occurs before expiry of the deadline specified in Paragraph 2, Article 2, failed examinations must be retaken within one year of the point of time of exmatriculation; for this, renewed enrolment is necessary according to Art. 42 Abs. Satz 1 BayHSchG. ²The Master's Examination is considered as definitely failed when the examinations specified in Paragraph 1 are not retaken within the stated deadline, have been failed or when all possibilities to retaken examinations have been

used up. ³ Regardless of exmatriculation, the student must be notified of having definitely failed. ⁴ Paragraphs 3, Articles 3 and 4 are valid respectively .

§ 19

Repeating an Examination in Individual Areas

- (1) Each examination that has not been passed the first time may be retaken one more time.
- (2) ¹To improve a grade, up to two passed examinations maybe retaken on a voluntary basis. ²Beyond this, voluntary repetition of an already passed examination or redoing the Master's Thesis is not permissible.
- (3) ¹ It is permissible to retake an exam a second time in only three examinations. ²When examinations have been failed after the second attempt, the Master's Examination is considered as definitely failed. ³The second attempt can take place orally, even when the first two examinations took place in written form; this is determined by the examiner.
- (4) ¹ When the Master's Thesis has not passed, it can be redone with a new topic. ²A second repetition of the Master's Thesis is not possible.
- (5) Organisation of the study programme must take measures to ensure that in normal cases, repetition of a failed examination or a failed Master's Thesis is possible within a deadline of six months

§ 20

Notification of the Failed Master's Examination

When a candidate has definitely failed the Master's Examination, he or she will be given written notification upon request within two weeks. Notification contains the grades achieved in the examination areas and any still missing examination results.

§ 21

Viewing of Examination Files

- (1) Upon request, subject to the organisational possibilities, after ending an examination, candidates are allowed to view their examination files, the relevant expert assessment of the examination and the minutes of the examination.
- (2) ¹ Request must be made at the latest one month after certification has been issued.
² *Art. 32 Bayerisches Verwaltungsverfahrensgesetz* is valid.

§ 22

Deficiencies/Flaws in the Examination Procedure

- (1) Should it be known that the examination procedure was deficient or flawed in ways that influenced examination results, it can be prescribed that the candidate upon request, or officially, be able to retake the respective examination.
- (2) Deficiencies or flaws in the examination procedure or the inability of a candidate to take an exam that arises before or during an examination must be communicated immediately to the Chairperson of the Examination Committee or made known to the examiner; in any case, this must occur before disclosure of the examination results.
- (3) Injunctions cannot be made six months after the end of an examination as specified in Paragraph 1.

§ 23

Unexcused Absence, Withdrawal, Deception, Breach of Regulation

- (1) ¹ Candidates who have registered for an examination may, upon written request without giving specific reasons, withdraw from the examination at the latest by the deadline made public by the Examination Committee. ² A candidate fails an examination when he or she has registered for that examination and does not show up for the exam or does not withdraw from an examination after expiry of the deadline specified in (1) due to reasons for which he or she is responsible.
- (2) ¹ Reasons for non-compliance or withdrawal, as far as Paragraph 1, Article 1 do not apply, must be immediately notified and made evident to the Examination Committee. ² The same applies for an inability to take the examination that occurs before or during an examination. ³ Medical evidence due to illness must be submitted. ⁴ When the

Examination Committee accepts the reasons, a new examination date within six months according to § 9 must be set.

- (3) In cases of non-compliance or withdrawal due to reasons for which the candidate is responsible, already passed examinations are to be accepted.
- (4) ¹ Where a student attempts to influence the result of an exam through deception or the use of non-admissible aides, such an examination will be graded as "not adequate" ² A candidate who considerably disrupts the proper functioning of an examination can be excluded from continuing to complete the examination by the respective examiner or by the proctor or invigilator; in this case the respective grade will be given as "not satisfactory"

§ 24

Invalidity of the Master's Examination

- (1) Where a candidate has cheated during an examination and this fact has only been made known after issuing of the diploma, the Examination Committee can retroactively correct the relevant grade and can declare the examination either completely or partially as failed.
- (2) ¹ Where the requirements for admission to the examination were not fulfilled without the candidate having wanted to deceive and where this fact has only become known after issuing the certificate, this flaw is considered as compensated when the examination has been passed. ² Where the candidate has attained admission intentionally deceitfully, the Examination Committee makes a decision taking into consideration general principles of administrative law on revoking illegal administrative acts.
- (3) The candidate is given an opportunity to submit a statement before a decision is made.
- (4) The incorrect Examination Certificate is to be returned and, depending on the circumstances, to be replaced by a new one.

§ 25

Awarding the Master's Degree, Official Diploma

- (1) ¹ An official diploma and a certificate showing completion of the Master's Examination are to be issued within four weeks after submission of grades for all the Module Areas.

²The official diploma contains the title of the programme. ³The Dean of the Faculty of Biology, Chemistry and Geo-Sciences signs the certificate that also shows the official University seal. ⁴Upon issuance of the official diploma, the examination graduate is allowed to use the academic title “Master of Science. ⁵This title is placed after the family name with the abbreviation „M.Sc.“

- (2) ¹The certificate contains the name of the programme, the final grade, the module examinations with each respective grade and credit points, topic and grade of the Master’s Thesis. ²The Chairperson of the Examination Committee signs the certificate. ³The date on the certificate is the date on which the last requirement for the final grade was accomplished. ⁴A Diploma Supplement will be issued and signed by the Chairperson of the Examination Committee.
- (3) The legal provisions determine withdrawal of the Degree “Master of Science”. (*Art. 69 BayHSchG*).

§ 26 Student Counselling

- (1) The Central Office for Student Counselling at the University of Bayreuth is responsible for general student counselling and guidance.
- (2) ¹The responsible specific study advisor in the International Elite Graduate Programme Global Change Ecology in the Elite Network Bavaria helps with questions dealing with the International Elite Graduate Programme Global Change Ecology in the Elite Network Bavaria, e.g. layout of the programme, organisation of the course of studies, selection of courses and questions concerning examinations. ² The advisor’s name can be found in the lecture timetable. ¹ During the semester the study advisor carries out counselling for all students in the Master Programme. ² Student Counselling should be taken advantage of in particular:
1. By beginning students
 2. After failing examinations
 3. In cases when during the course of studies, many more than 30 credit points are not being achieved
 4. In cases where students change their course of study, the programme or when transferring from a different university
 5. Before choosing their focus areas of study
 6. Before taking up a foreign internship or studying abroad.

§ 27

Starting Date of Validity and Transitional Arrangements

- (1) ¹ These rules and regulations become valid on the date of their notification. ² They are valid for all students enrolling for the first time in this program starting in Winter Semester 2012/2013. ³ The other students organise their program according to the previous Examination Rules and Regulations for the International Elite Graduate Programme Global Change Ecology (M.Sc.) within framework of the Elite Network Bavaria (ENB) at the University of Bayreuth date on 30 July 2010 (*AB UBT 2010/47*); upon request they may organize their programme according to these Rules and Regulations.
- (2) The Examination Rules and Regulations for the International Elite Graduate Programme Global Change Ecology (M.Sc.) within framework of the Elite Network Bavaria (ENB) at the University of Bayreuth dated 30 July 2010 (*AB UBT 2010/47*) cease to be in force, subject to the provisions in Paragraph 1 Article 3.

Appendix: Modules, Credit Points and Examinations

Areas Modules	Credit Points	Examination
O Global Change Ecology Overview	5	Term Paper/ Written Elaboration
A Environmental Change	At least 15	
A1 Climate Change	5	Oral Examination
A2 Ecological Climatology	5	Oral Examination
A3 Extreme Events and Natural Hazards	5	Seminar Lecture / Written Elaboration
A4 Changes in Aquatic Ecosystems	5	Written Examination / Term Paper
A5 Changes in Terrestrial Ecosystems	5	Written Examination / Seminar Lecture
A6 Biogeochemical Fluxes	5	Written Elaboration
A7 Soil Erosion and Conservation	5	Seminar Lecture / Written Elaboration
B Ecological Change	At least 15	
B1 Biogeography and Macroecology	5	Seminar Lecture / Written Elaboration
B2 Biodiversity and Ecosystem Functioning	5	Written Elaboration
B3 Disturbance Ecology	5	Written Examination
B4 Spatial Ecology	5	Seminar Lecture / Written Elaboration
B5 Global Change Impacts on Species Distributions	5	Seminar Lecture / Written Elaboration
B6 Soil Carbon and Global Change	5	Oral Examination
B7 Remote Sensing in Biodiversity Research	5	Seminar Lecture / Written Elaboration
C Societal Change	At least 15	
C1 Drivers and Consequences of Land Use and Land Cover Change	5	Seminar Lecture / Written Elaboration
C2 Ecosystem Services and Biodiversity	5	Written Examination / Oral Examination
C3 Global Economy	5	Seminar Lecture / Written Elaboration
C4 Global Policy and Governance	5	Seminar Lecture / Written Elaboration
C5 Socio-Economic Responses to Global Change	5	Seminar Lecture / Written Elaboration
C6 Inter- and Transdisciplinary Concepts of Change	5	Seminar Lecture / Written Elaboration
C7 Patterns of Land Use and Ecosystem Dynamics	5	Seminar Lecture / Written Elaboration
Total Sum of Areas A, B, C	55	

Where more than 11 modules were achieved in the Areas A, B, C, the respective modules with the best grades are used to calculate the final grade. In the Areas A, B, C, at least 3 modules must be included.

Area Modules	Credit Points	Examination
M Methods	10	
M Methods	10	Written Examination / Oral Examination / Seminar Lecture / Term Paper / Written Elaboration
F Free Choice	5	
F Free Choice (free choice according to the list of possible classes or in agreement with the Examination Committee)	5	Written Examination / Oral Examination / Seminar Lecture / Term Paper / Written Elaboration
I Internships (Practica)	At least 5	
I1 Internship in Economy	5	Written Elaboration
I2 Internship in Science	5	Written Elaboration
I3 Internship in Administration	5	Written Elaboration
I4 Internship in International Organization	5	Written Elaboration
S International Science Schools	At least 5	
S1 Summer or Winter School	5	Written Elaboration
S2 Summer or Winter School	5	Written Elaboration
Total Sum of Areas I, S	15	
Master's Thesis	30	Master's Thesis
Total Sum	120	