

**Examination and Study Regulations  
for the International Elite Graduate Programme  
Global Change Ecology (M.Sc.)  
Elite Network Bavaria (ENB)  
at the University of Bayreuth**

**Dated 20 December 2012**

**The second amended version dated**

*Article 13 para 1 sentence 2 in conjunction with Article 58 para 1 sentence 1 and Article 61 para 2 sentence 1 of the Bavarian Higher Education Act (BayHSchG) forms the framework for the following Examination Regulations issued by the University of Bayreuth. \*)*

\*)

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

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## § 1

- (1) Aim of the Graduate Programme and the Purpose of the Master's Examination <sup>1</sup>  
The International Elite Graduate Programme Global Change Ecology in the Elite Network Bavaria is designed for particularly qualified, motivated and hard-working graduate students with previous degrees in science from Germany and abroad.<sup>2</sup>The teaching language in English reflects the internationalisation of the programme as well as the discussion of current research projects and results.<sup>3</sup>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 and social consequences concerning global environmental change will be taught.<sup>4</sup> The students are mentored by highly motivated instructors; they receive individual counselling in an excellent academic framework.<sup>5</sup> The elite graduate programme offers students the chance to position themselves advantageously on an international level while simultaneously studying for their degree.<sup>6</sup> Practical training positions establish contacts between business, public administration, well-known research institutes as well as international organisations.<sup>7</sup> 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) <sup>1</sup> The scientific Elite Graduate Programme Global Change Ecology in the Elite Network Bavaria ends with completion of the Master's Examination as stipulated in the present Examination 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.<sup>2</sup> The Master's Examination determines if the candidate has acquired the specialised knowledge and a wide enough grasp of the interdisciplinary relationships to be able to carry out further scientific work independently.<sup>3</sup> After successful completion of the Master's Examination, The University of Bayreuth Faculty of Biology, Chemistry & Earth 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 the Bachelor's programmes Biology, Geography or Geo-Ecology & Environmental Studies, International Economics & Development, Philosophy & Economics, Physics, a degree for teaching at public schools (Bachelor, first state examinations, Magister) or a law degree (Bachelor, Diplom, first law examination) at the University of Bayreuth or an equal degree.
  2. The evidence as described in Annex 2.
  3. Evidence of a strong command of English. Applicants who did not gain their higher education entrance qualification or initial degree in the English language can demonstrate their English language skills by way of a thesis in a university programme taught in English at a higher education institution, or by way of a B2-level language certificate according to the Common European Framework. By way of derogation from § 6 para 1 number 15 of the Enrolment Regulations (Immatrikulationsatzung), basic German language skills are recommended.
- (2) <sup>1</sup> If the bachelor's 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. <sup>2</sup> This study and academic work must have a total of at least 135 ECTS points. <sup>3</sup> Applicants who fulfill the requirements according to sentence 2 and who have successfully passed the aptitude assessment will be enrolled with the condition that they submit a relevant diploma or final grade certificate by the end of the second semester.
- (3) The language of instruction is English.

## **§ 2a**

### **Early Qualification to Doctoral Studies <sup>1</sup>**

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.<sup>2</sup> Details are set out in the doctoral regulations (*Promotionsordnung*) of the doctoral programme in the Bayreuth Graduate School of Mathematical and Natural Sciences (BayNAT), dated 15 October 2009 as amended.

### § 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 (graded)
  - (B) Ecological Change (graded)
  - (C) Societal Change (graded)
  - (M) Methods (not graded)
  - (F) Free Choice Module (individual module option, not graded)
  - (I) Internship (Practicum, not graded)
  - (S) Science Schools (Summer-/Winter School, not graded)
  - (T) Master's Thesis (graded)
- (2) <sup>1</sup> The course of study is full time. <sup>2</sup> The duration of study is four semesters (standard period of study) and includes the Master's Thesis and examinations.
- (3) <sup>1</sup> The number of credit points is 120 according to the European Credit Transfer System (ECTS). <sup>2</sup> The 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.
- (4) The programme can be started each Winter Semester.
- (5) <sup>1</sup> The Master's Programme is normally organized into three semesters in which students attend class.<sup>2</sup> This is followed by one semester to complete the Master's Thesis.

### § 4

#### Board of Examiners

- (1) <sup>1</sup> An Board of Examiners 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.<sup>2</sup> In accordance with these rules, the Board of Examiners carries out the examination procedure and, except for each members' own respective examinations and assessment thereof, makes all necessary decisions. <sup>3</sup> The committee consists of a Chairperson and two further members; the Chairperson and the other members each have a substitute representative. <sup>4</sup> 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 Board of Examiners and their substitute representatives who are involved in teaching the programme of study for a five year term. <sup>5</sup> 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. <sup>6</sup> The Board of Examiners elects its own Chair and a Deputy Chair from among its members.

- (2) <sup>1</sup>The Board of Examiners 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. <sup>2</sup> The Committee shall decide with the majority of votes cast in meetings. <sup>3</sup> Abstentions, secret ballots and transfer of voting rights are not allowed.<sup>4</sup> In the event that a vote is tied, the Chair shall have the casting vote.
- (3) <sup>1</sup>The Chair of of Examiners ensures that the provisions of the present regulations are adhered to. <sup>2</sup> The Chair sends out invitations to the meetings of the Board of Examiners and chairs all discussions and resolutions of the Board of Examiners. <sup>3</sup> Instead of the Board of Examiners, the Chair has the power to make urgent decisions alone. <sup>4</sup> The Chair must immediately inform the other members of the Board of Examiners hereof, at the latest, by the next meeting. <sup>5</sup>In addition, unless specified to the contrary in these statutes, the Chair can transfer the execution of incumbent revocable tasks to members of the Board of Examiners. <sup>6</sup> The Chair can delegate tasks.
- (4) The Board of Examiners 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 Examination and Study Regulations.
- (5) <sup>1</sup>The Board of Examiners records in writing all necessary measures in accordance with these statutes, including explanatory statements and applicable legal background. <sup>2</sup> The President enacts appeal notification after having heard the Board of Examiners.

## **§ 5**

### **Examiners and Observers**

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

## **§ 6**

### **Disqualification due to Personal Involvement, Duty of Confidentiality**

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

## **§ 7**

### **Admission to Examinations**

Enrolment in the International Elite Graduate Programme Global Change Ecology in the Elite Network Bavaria allows students to take examinations.

## § 8

### Crediting of Competencies

- (1) The crediting of competences (learning outcome) is stipulated according to Art. 63 Paragraphs 1 and 2 *BayHSchG*.
- (2) <sup>1</sup> 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. <sup>2</sup> If the grading system for the competencies to be transferred does not correspond to the grading system given in § 16, the grades from the other higher education institution are to be converted using the Modified Bavarian Formula:  
$$x = 1 + 3 \cdot (N_{\max} - N_d) / (N_{\max} - N_{\min})$$
where  $x$  is the grade to be calculated,  $N_{\max}$  is the highest possible grade,  $N_{\min}$  is the highest passing grade, and  $N_d$  is the actual grade; in this calculation, the grade to be calculated is only given to one decimal place and is not adjusted to fit the grading scale given in § 16. <sup>3</sup> Evidence of calculation is permitted in the certificate. <sup>4</sup> The Board of Examiners makes all decisions concerning the conditions for giving credit in agreement with the subject representative for the relevant subject. <sup>5</sup> 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. <sup>6</sup> The university governance makes a recommendation to the Board of Examiners on which future action to take regarding the request.
- (3) Credit transfer requests are to be submitted to the board of examiners as soon as possible following enrolment and in any event prior to registering for the relevant module.

## § 9

### Examination Dates, Announcement of Examination Dates and of Examiners

- (1) <sup>1</sup> The module examinations take place at the end of each respective module. <sup>2</sup> A further examination date can be set at the beginning of the following semester.
- (2) <sup>1</sup> 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. <sup>2</sup> 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 Board of Examiners.

## **§ 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) <sup>1</sup>Examinations can take place as written or oral examinations, as seminar lectures, papers, or written works. <sup>2</sup> They relate to the learning goals of each respective course or courses. <sup>3</sup>In individual cases, the record of achievement can be done as teamwork.
- (2) <sup>1</sup> Examination results will be announced according to the proceedings as determined by the Board of Examiners. <sup>2</sup>There is no notification of individual results. <sup>3</sup> Students are solely responsible for informing themselves in a timely manner of 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) <sup>1</sup>Examinations are at least one hour long – and at the maximum, they can last two hours. <sup>2</sup>Each respective examiner authorises which tools and aids will be allowed during the examination. <sup>3</sup>Minutes are to be kept about the examination. <sup>4</sup>The exam proctor must confirm the correctness of the exam by signing the minutes. <sup>5</sup>The minutes must contain all incidents that occurred during the examination that might be relevant in determining the results.
- (5) <sup>1</sup> If a candidate arrives late for an examination, that individual cannot be given extra time to make up for lost time. <sup>2</sup>Leaving the examination room is allowed with the proctor's permission. <sup>3</sup>Time and length of absence are to be noted on the examination paper.
- (6) <sup>1</sup>Each respective examiner normally corrects the examinations. <sup>2</sup>A second examiner must assess an exam if it has been marked "insufficient". <sup>3</sup> Each respective examiner sets the grades for individual tests of performance according to § 16. <sup>4</sup>Examination results

must be made available at the latest four weeks after completion of each respective exam. <sup>5</sup>The corrected copy of written examination work remains in the examination files.

- (7) <sup>1</sup>In cases of oral examinations, the length of the exam is between 20 and 30 minutes, depending on the requirements of the relevant course. <sup>2</sup>The oral examination is carried out in English by two examiners or one examiner and one observer. <sup>3</sup>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. <sup>4</sup>The examiners or the examiner and the observer must sign the minutes. <sup>5</sup>The final grades for the oral examinations are set by the examiners or by the examiner according to § 16.
- (8) <sup>1</sup>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. <sup>2</sup>A candidate may request that listeners not be allowed. <sup>3</sup>Discussion and notification of examination results do not take place publicly.
- (9) <sup>1</sup>Written works are to be completed as part of the course on which they were based. <sup>2</sup>The responsible examiner determines the topic in agreement with the candidate. <sup>3</sup>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. <sup>4</sup>The topic of the work must be such that it can be completed within the deadline. <sup>5</sup>In duly substantiated exceptional cases, the Chair of Examiners can extend the deadline at least two weeks if so requested by the candidate after consulting the examiner. <sup>6</sup>The deadline is postponed if the candidate presents medical proof that due to illness he or she is unable to complete the work. <sup>7</sup>Work that is not submitted within the deadline is to be assessed as “not sufficient.” <sup>8</sup>The examiner determines the grade according to § 16. <sup>9</sup>Paragraph 6, Articles 2 and 4 are valid for work that has been determined to be “not sufficient”. <sup>10</sup>Graded copies of respective work remain in the examination files. <sup>11</sup>Written work can be supplemented by a seminar lecture in which the written work is presented.
- (10) <sup>1</sup>For seminar presentations with no written assignment, the topic, duration, and scope are to be clarified with the examiner. <sup>2</sup>The duration of a seminar presentation may be from 15 to 45 minutes, depending on the workload. <sup>3</sup>For graded seminar presentations, the examiner is to determine the grade as given in § 16.
- (11) <sup>1</sup>Examinations 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”. <sup>2</sup>These marks are not taken into consideration in the overall grade according to § 17.

## § 12 Master's Thesis

- (1) <sup>1</sup>With 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. <sup>2</sup>Interdisciplinary questions can be included in the topic.
- (2) <sup>1</sup>Chair of Examiners shall determine the examiners as advisor and assessor, if possible in agreement with the candidate. <sup>2</sup>The examiner (§ 5 Abs. 1) normally assigns the topic of the Master's thesis at the end of the third semester of the programme. <sup>3</sup>The assignment date is to be recorded in the files.
- (3) <sup>1</sup>Work on the Master's Thesis normally takes place in the fourth semester and, at the most, should encompass 900 working hours. <sup>2</sup>The period of time from topic assignment to submission of the Master's Thesis may not exceed six months. <sup>3</sup>The chair of examiners is to keep a record of the date on which the topic was assigned. <sup>4</sup>The time limit remains dormant if the candidate submits medical proof that he or she is unable to carry out the work. <sup>5</sup>Work that is not submitted on time is to be assessed as "not sufficient".
- (4) <sup>1</sup>The Master's Thesis is to be submitted in English. <sup>2</sup>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.
- (5) <sup>1</sup>Four copies of the work must be submitted within the deadline at the Examinations Office. <sup>2</sup>Submission must be recorded in writing.
- (6) <sup>1</sup>Three copies of the Master's Thesis are to be submitted in typewritten, paginated and bound form. <sup>2</sup>The work must have a table of contents and a list of references. <sup>3</sup>One copy is to be submitted electronically.
- (7) <sup>1</sup>The candidate can return the topic to the board of examiners once within the first two weeks. <sup>2</sup> Paragraphs 1 to 6 are valid for assignment of, and work on, a new topic.
- (8) <sup>1</sup>Chair of Examiners hands the work on to the relevant assessors (supervisors). <sup>2</sup>The expert reports must be handed in at the latest two months after the work was submitted. <sup>3</sup>Each expert makes a recommendation to the Board of Examiners on acceptance or rejection of the work and at the same time determines a grade according to the assessment system listed in § 16. <sup>4</sup>The Board of Examiners can bring in another expert in special cases, particularly when different assessments vary more than one grade from one another.

- (9) <sup>1</sup>The final grade for the Master's Thesis is determined arithmetically when different grades have been given to it. <sup>2</sup>In averaging grades, only the first decimal digit after the comma is kept; all further digits are dropped without rounding.
- (10) In cases of an assessment of "not sufficient" of the Master's Thesis, the Chair or his or her representative on the Board of Examiners informs the candidate.
- (11) One copy of the Master's Thesis remains with the examination files.

### **§ 13 Credit Point System**

- (1) <sup>1</sup>Each student enrolled in the program is given a credit point account at the Examinations Office for his or her successful module work. <sup>2</sup>The particular credit points are identical with the credit points according to the European Credit Transfer System (see Appendix). <sup>3</sup>One credit point corresponds to 30 hours of work.
- (2) The credit points of each module can be found in the Appendix.

### **§ 14 Allowance for Special Life Situations**

- (1) <sup>1</sup>It 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 (*Bundeseltern- und Elternzeitgesetz – BEEG*) dated on 5 December 2006 (*BGBl I p. 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 p. 874, 896*) in the respective valid version. <sup>2</sup>Relevant pieces of evidence must be produced; changes in conditions must be promptly communicated.
- (2) <sup>1</sup>Upon 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. <sup>2</sup>Relevant pieces of evidence must be produced; in case of illness, medical evidence must be submitted. <sup>3</sup> Changes in conditions must be promptly communicated.

## § 15

### Allowance for the Concerns of Persons with Disabilities

<sup>1</sup>In order to guarantee equal opportunity, the situation of examination candidates with disabilities must be taken into consideration in an appropriate manner. <sup>2</sup> Upon the examinee's written request, the board of examiners shall determine on the basis of the degree of disability in what form a disabled examinee is to take the examination; alternatively, an extension or other compensation for disadvantages may be granted. <sup>3</sup>The 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. <sup>4</sup>The request must be submitted along with exam registration. <sup>5</sup>If 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) <sup>1</sup>When a module examination is based on several exam results, the module note is calculated arithmetically from all of the grades weighted with credit points. <sup>2</sup>In averaging grades, only the first decimal digit after the comma is kept; all further digits are dropped without rounding. <sup>3</sup>The module grades are as follows:

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

## § 17

### Final Grade/Mark

(1) <sup>1</sup>The final grade for 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. <sup>2</sup>In 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) The Chair of Examiners calculates the total exam grade; calculation for this must be clearly visible in the diploma or in the report attached to the diploma.
- (4) <sup>1</sup>In addition to the degree certificate, an ECTS grading table will be issued as stipulated in the ECTS guidelines in the version dated 6 February 2009. <sup>2</sup>This table displays what percentage of programme graduates in a given time frame received the same final grade as described in para 2. <sup>3</sup>Those programme graduates who were awarded their diplomas in the previous eight semesters shall serve as the reference group as long as it includes at least 30 persons. <sup>4</sup>The date of the last examination shall be decisive in assigning graduates to a particular semester. <sup>5</sup>If the minimum number of graduates is not reached, the number of previous semesters is to be extended until the minimum number is reached. <sup>6</sup>If the programme of study does not yet have as many graduates as the minimum number required of the reference group, an ECTS grading table will be issued as soon as the minimum number is reached. <sup>7</sup>For degrees awarded before the minimum number is reached, an ECTS grading table will be issued at a later date upon request once the minimum number has been reached. <sup>8</sup>The graduate's own graduating class is also to be included in the reference group. <sup>9</sup>The size of the reference group and the time frame is to be included.

## **§ 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 the required 120 credit points.
- (2) <sup>1</sup>A 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. <sup>2</sup>Examinations that have already been passed within the deadline do not have to be repeated.
- (3) <sup>1</sup>The 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. <sup>2</sup>The deadline is not extended due to withdrawal or a leave of absence. <sup>3</sup>Notices of failing on the final attempt are sent under the terms of § 4 para 5 in conjunction with Article 41 Bay VwVfG as amended. <sup>4</sup>Students may be granted an extension by the Board of Examiners on written request submitted prior to the deadline given in sentence 1 for exceptional reasons beyond their control.

- (4) <sup>1</sup>In 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 para 2 sentence 1 BayHSchG*. <sup>2</sup> The 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. <sup>3</sup> Regardless of exmatriculation, the student must be notified of having definitely failed. <sup>4</sup> Paragraphs 3, sentences 3 and 4 apply *mutatis mutandis*.

## § 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) <sup>1</sup>To improve a grade, up to two passed examinations maybe retaken on a voluntary basis. <sup>2</sup>Beyond this, voluntary repetition of an already passed examination or redoing the Master's Thesis is not permissible.
- (3) <sup>1</sup>It is permissible to retake an exam a second time in only three examinations. <sup>2</sup>When examinations have been failed after the second attempt, the Master's Examination is considered as definitely failed. <sup>3</sup>The second attempt can take place orally, even when the first two examinations took place in written form; this is determined by the examiner.
- (4) <sup>1</sup> When the Master's Thesis has not passed, it can be redone with a new topic. <sup>2</sup>A second repetition of the Master's Thesis is not possible.
- (5) The 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 examination results that are still missing.

## **§ 21**

### **Viewing of Examination Files**

- (1) Upon request, 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) <sup>1</sup>Request must be made at the latest one month after certification has been issued. <sup>2</sup>If the candidate was prevented from meeting the deadline in sentence 1 due to reasons beyond his or her control, Article 32 of the Bavarian Administrative Process Act (*Bayerisches Verwaltungsverfahrensgesetz*) shall apply.

## **§ 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 Chair of Examiners or made known to the examiner; this must generally 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) <sup>1</sup>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 Board of Examiners. <sup>2</sup>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) <sup>1</sup> 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 Board of Examiners. <sup>2</sup>The same applies for an inability to take the examination that occurs before or during an examination. <sup>3</sup> Medical evidence due to illness must be submitted. <sup>4</sup>When the Board of Examiners 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) <sup>1</sup>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 "unsatisfactory" <sup>2</sup>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 "unsatisfactory"

## **§ 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 Board of Examiners can retroactively correct the relevant grade and can declare the examination either completely or partially as failed.
- (2) <sup>1</sup>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. <sup>2</sup>Where the candidate has attained admission intentionally deceitfully, the Board of Examiners 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) <sup>1</sup> 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. <sup>2</sup> The official diploma contains the title of the programme. <sup>3</sup> The Dean of the Faculty of Biology, Chemistry & Earth Sciences signs the certificate that also shows the official University seal. <sup>4</sup> Upon issuance of the official diploma, the graduate is allowed to use the academic title "Master of Science". <sup>5</sup> This title is placed after the family name with the abbreviation "M.Sc."
- (2) <sup>1</sup> The 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. <sup>2</sup> The Chair of Examiners signs the certificate. <sup>3</sup> The date on the certificate is the date on which the last requirement for the final grade was accomplished. <sup>4</sup> In addition, an English translation of the diploma and a Diploma Supplement are to be issued; the translation of the diploma is to be signed by the dean, and the Diploma Supplement is to be signed by the Chair of Examiners. The legal provisions determine withdrawal of the Degree "Master of Science". (*Art. 69 BayHSchG*).
- (3) The legal provisions determine withdrawal of the Degree "Master of Science". (*Art. 69 BayHSchG*).

## **§ 26**

### **Academic advising**

- (1) General student advising is offered by the University of Bayreuth's Student Advising Office.
- (2) The programme advisor for the master's programme Philosophy & Economics is to be responsible for questions relating to the master's programme (i.e. structure of the programme, organization of studies, course selection, and questions concerning examinations).

- (3) <sup>1</sup>In the course of the semester, the programme advisor shall offer advising for all students enrolled in the master's programme. <sup>2</sup>Programme-specific advising is recommended especially for the following:
1. new students,
  2. students who recently failed an examination,
  3. students who have considerably less than 30 credit points per semester,
  4. students transferring from a different degree programme or university,
  5. prior to selecting specializations (if needed),
  6. prior to going abroad for study or an internship.

## **§ 27**

### **Starting Date of Validity and Transitional Arrangements**

- (1) <sup>1</sup>These regulations become valid on the date of their notification. <sup>2</sup>They are valid for all students enrolling for the first time in this program starting in Winter Semester 2012/2013. <sup>3</sup>The other students organise their program according to the previous Examination 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 2010/43*) cease to be in force, subject to the provisions in Paragraph 1 sentence 3.

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<sup>\*)</sup>

## Annex 1: Modules, Credit Points and Examinations

<b>Areas Modules</b>	<b>ECTS Points</b>	<b>Examinations</b>
<b>O Global Change Ecology Overview</b>	<b>5</b>	Seminar Presentation + Written Elaboration
<b>A Environmental Change</b>	<b>At least 15</b>	
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 + Seminar Presentation
A5 Changes in Terrestrial Ecosystems	5	Written Examination + Seminar Lecture
A6 Biogeochemical Fluxes	5	Written Work + Oral Presentation
A7 Soil Erosion and Conservation	5	Seminar Lecture + Written Elaboration
<b>B Ecological Change</b>	<b>At least 15</b>	
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
<b>C Societal Change</b>	<b>At least 15</b>	
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 and Political Dimensions of 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
<b>Total Sum of Areas A, B, C (including 2 specialization</b>	<b>55</b>	

**The University of Bayreuth is not liable for inaccuracies or mistakes in this English translation.  
In case of doubt, the German originals are to be used in a court of law.**

<b>Areas Modules</b>	<b>ECTS Points</b>	<b>Examinations</b>
modules from A, B, or C)		

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.

<b>Area Modules</b>	<b>ECTS Points</b>	<b>Examinations</b>
<b>M Methods</b>	<b>10</b>	
M Methods	10	Written Examination / Oral Examination / Term Paper / Written Elaboration
<b>F Free Choice</b>	<b>5</b>	
F Free Choice	5	Written Examination / Oral Examination / Term Paper / Written Elaboration
<b>I Internships (Practica)</b>	<b>At least 5</b>	
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
<b>S International Science Schools</b>	<b>At least 5</b>	
S1 Science School	5	Written Elaboration
S2 Science School	5	Written Elaboration
<b>Total Sum of Areas I, S</b>	<b>15</b>	
<b>T Master's Thesis</b>	<b>30</b>	Master's Thesis
<b>Total Sum</b>	<b>120</b>	

## **Annex 2: Aptitude Assessment Process**

In accordance with Article 43 para 5 sentence 2 BayHSchG, the applicant's aptitude for enrolment in the international degree programme (part of the Elite Network of Bavaria) Global Change Ecology (M.Sc.) at the University of Bayreuth is determined as described in § 2 para 1 number 2 of the present regulations.

### **1. Purpose of the Aptitude Assessment Process**

<sup>1</sup>The objective of the programme of study Global Change Ecology is to educate graduates up to the degree Master of Science (M.Sc.), putting them in a position to develop strategies of dealing with predicted global changes. <sup>2</sup>The programme is geared solely towards students who have a thorough understanding of the causes and processes of global changes (climate, material cycles, etc.), the resulting ecological effects (loss of biodiversity, limited ecosystem functions, etc.), the social and political changes and mitigation necessary in this context (international agreements, laws, etc.); students must also have a strong educational background in the field, a strong command of English, and the required ability to reflect and argue.

### **2. Selection Committee**

<sup>1</sup>A committee is responsible for preparing and conducting the aptitude assessment process. <sup>2</sup>The committee is made up of at least three instructors involved in the degree programme who are appointed by the faculty council of the Faculty of Biology, Chemistry & Earth Sciences for a period of five years. <sup>3</sup>At least one additional instructor is appointed as a substitute member. <sup>4</sup>Additional persons who are principally employed as members of the academic staff and are authorized to administer examinations can also be on the committee. <sup>5</sup>However, the majority of the members must be university instructors. <sup>6</sup>The committee elects a chair from among its members.

### 3. Process for Assessing Aptitude

3.1 <sup>1</sup>The aptitude assessment process is offered once a year in the summer semester. <sup>2</sup>Application for admission are to be submitted to the Dean of the Faculty of Biology, Chemistry & Earth Sciences by 15 June (application deadline).

3.2 <sup>1</sup>The complete application as described in number 3.1 sentence 2 is to be submitted together with the following:

- a) a detailed overview (up to two pages) of your specific knowledge, skills, and aptitude for the programme of study (letter of motivation) written in English
- b) a bachelor's certificate and transcript of records listing previous examinations and coursework; if the bachelor's certificate is not yet available, confirmation of all examinations and coursework completed up to the time of application (totalling at least 135 ECTS points) is to be submitted
- c) if applicable, evidence of any visits, internships, or foreign language courses abroad
- d) the names and addresses of two professors in the field who can serve as references
- e) a copy of the applicant's higher education entrance qualification
- f) a CV to serve as a basis for the interview (number 5.2)
- g) if applicable, a request for consideration for allowances described in § 15 of the present regulations.

<sup>2</sup>The documents given in sentence 1 items b and c can be submitted up to 15 July.

#### 4. Admission to the Aptitude Assessment Process

- 4.1 Admission to the assessment process requires that the documents listed in number 3.2 be submitted on time, in full, and in the required form.
- 4.2 The aptitude assessment process is carried out with the applicants who meet the requirements.
- 4.3 Applicants who are not admitted will receive a notice including the rationale and information on how to appeal the decision; number 6.3 applies *mutatis mutandis*.

#### 5. Conducting the Aptitude Assessment Process

##### 5.1. Preselection (the first stage of the aptitude assessment process)

<sup>1</sup>On the basis of the documents submitted and specific skills and knowledge outlined, the committee decides whether the applicant is qualified and suited for the degree programme Global Change Ecology (M.Sc.) (part of the Elite Network of Bavaria). <sup>2</sup>The committee's assessment is based on the following criteria:

5.1.1.<sup>1</sup>The grade for the bachelor's examination or for an equivalent final examination or the average grade of all assessment components completed up to that time if the bachelor's degree is not yet available (weighting: 1:1) <sup>2</sup>Specific conversion factors may be applied in the case of international applicants.

5.1.2. The written overview described in number 3.2 item a and any evidence described in number 3.2 item c are graded on a scale of 1 to 5 (1 = very good, 2 = good, 3 = satisfactory, 4 = sufficient, 5 = unsatisfactory; weighting: 1:1); In accordance with number 1 sentence 2, the assessment is based on the skills and abilities relating to ecological and social issues as outlined in the written overview and on excellent verbal abilities.

5.1.3 A value to one decimal place (truncated, not rounded) is calculated by taking the sum of previous grades (weighting 1:1) and the written overview (weighting: 1:1).

5.1.4 <sup>1</sup>Applicants with 4.0 points or more or with a letter of motivation that receives a grade of worse than 2 (good) will not be involved in the further course of the assessment process. <sup>2</sup> They will receive a notice including the rationale and information on how to appeal the decision; number 6.3 applies *mutatis mutandis*.

## 5.2 Interview (the second stage of the aptitude assessment process)

5.2.1 <sup>1</sup>The remaining applicants will be invited to an interview. <sup>2</sup>The date and time of this interview will be announced at least one week in advance. <sup>3</sup>Applicants who fail to appear at this time will be denied admission. <sup>4</sup>If the applicant is not able to attend the interview for reasons beyond his or her control, another appointment will be scheduled at least two weeks prior to the start of lectures.

5.2.2 <sup>1</sup>The interview is conducted by two members of the committee or by one member of the committee and a co-assessor (research associate) with one applicant at a time. <sup>2</sup>The interview is held in English and lasts between 15 and 30 minutes; it should demonstrate whether the applicant can be expected to reach the objective of the degree programme. <sup>3</sup>In this interview, it should be ascertained whether the applicant has a solid understanding of – and skills in – ecological and social issues as described in number 1 sentence 2 as well as the ability to argue and reflect as is required in the degree programme (part of the Elite Network of Bavaria). <sup>4</sup>The applicant's verbal skills in the English language are also to be considered. <sup>5</sup>The interview is graded on a scale of 1 to 5 (1 = very good, 2 = good, 3 = satisfactory, 4 = sufficient, 5 = unsatisfactory) by each assessor. <sup>6</sup>If the grades diverge, the average is to be taken to one decimal place. A written record of the interview is to be made for the interview including details about the participants, time, location, duration, and evaluation as described in number 5.2.3. <sup>8</sup>The written record must also include the topics discussed with the applicant and the rationale for the assessment. <sup>9</sup>The topics and rationale can be recorded as bullet points. <sup>10</sup>The record is to be signed by each assessor.

5.2.3 A value (to one decimal place; truncated, not rounded) is calculated by taking the sum of the grades for previous examinations and coursework (weighting: 1:1) as described in number 5.1.1 and the assessment of the interview as described in 5.2.2 sentences 5 and 6.

5.2.4 The aptitude assessment test is passed if the points described in number 5.2.3 amount to less than 4.0 and the letter of motivation received a grade of 2 (good) or better.

## 6. Determining and Announcing the Results

6.1 <sup>1</sup>A record sheet of the course of the process is to be completed and must include the date and location, the names of the committee members, the names of the

applicants, and the committee's decision as given in number 5.2.4. <sup>2</sup>The record sheet is to be signed by the chair of the committee.

- 6.2. The decision of whether the applicant is suited for the programme is made by the committee on the basis of the results as described in number 5.1.4 and number 5.2.4.
- 6.3 <sup>1</sup>Applicants are informed of the outcome of the aptitude assessment process in writing. <sup>2</sup>The notice is signed by the chair of the committee. <sup>3</sup>Letters of denial include information on how to appeal the decision and are signed by the chair of the committee. <sup>4</sup>In the scope of the supervisory obligations detailed in Article 20 para 3 sentence 1 BayHSchG, the University Governing Board will inspect a random sample of 10% of denials; the chair of the committee will provide the University Governing Board with the corresponding number for the process.
- 6.4 Admission granted in the scope of the aptitude assessment process for the master's programme Global Change Ecology (M.Sc.), part of the Elite Network of Bavaria (ENB), applies to all following applications to the programme as long as no considerable changes are made to the content and objectives of the programme such that the earlier aptitude assessment process can no longer be considered as demonstrating suitability.

## **7. Repetition and Conditional Enrolment**

- 7.1 Applicants who do not demonstrate their eligibility for the master's programme Global Change Ecology (M.Sc.), part of the Elite Network of Bavaria (ENB), can register for the aptitude assessment process again.
- 7.2. Applicants who cannot yet submit a bachelor's certificate or final certificate that is recognized as equivalent can be enrolled for two semesters if it is possible for them to earn 4.0 points or less as given in number 5.2.4 once they submit their degree certificates by the end of the second semester.