

**Examination Regulations for the Single-Subject Master Degree Programs  
at the Faculty of Mathematics and Science,  
Carl von Ossietzky University Oldenburg**

**from 18.08.2017  
- Unofficial Version –**

On 24.05.2017 the Carl von Ossietzky University Oldenburg agreed on the following eleventh amendment of the examination regulations, version dated 21.09.2016 (Official Notices 5/2016, p. 724 ff.), for the single-subject Master degree courses at the School of Mathematics and Science, Carl von Ossietzky University Oldenburg, and in accordance with § 44, paragraph 1, sentence 2 of the NHG (Lower Saxony Higher Education Act). They were approved by the presidium on 15.08.2017 in accordance with § 37, paragraph 1, sentence 3, no. 5 b) of the NHG.

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## **§ 1 Scope of Application**

These Master's examination regulations apply to the single-subject Master programs of the Faculty of Mathematics and Science at the Carl von Ossietzky University of Oldenburg.

## **§ 2 Study Objectives**

As a rule, single-subject master's degree programs are research-oriented and impart comprehensive and in-depth knowledge of the academic subjects involved. The aim of a master's study is to prepare for qualified professional employment and to lay the basis for doctoral study. Students are enabled to perform interdisciplinary and problem-oriented scientific work responsibly and to present the results in a coherent way. Creativity, originality and the ability to perform interdisciplinary work are developed through the ability to solve complex scientific problems. Additionally, graduates are in a position to communicate their knowledge, conclusions and rationally-based theories to experts and laypersons accordingly.

## **§ 3 University Degree**

After successful completion of all examinations, the Faculty of Mathematics and Sciences of the Carl von Ossietzky University of Oldenburg will award the degree of Master of Science (M.Sc.). A degree certificate with date of issue will be awarded in both German and English (appendices 1 a, b) by the Faculty of Mathematics and Science.

## **§ 4 Purpose of Examinations**

By way of the module examinations and final master's dissertation it should be determined whether the student has acquired the essential knowledge required for a move into the professional practice, understands the theoretical associations of the subject, and possesses the ability to successfully apply scientific knowledge in practice in an academic way. The examinations for Master of Science or Master of Engineering constitute the final qualifications for the master's degree course. Requirements for the examinations assure the standards of education reflecting a full-time period of university study as well as the current state of science and the requirements of professional practice.

## **§ 5 Duration, Scope and Structure of the Studies, Part-time Studies**

(1) In general, the master's studies should be completed in four semesters or two years (full-time student). The study consists of 120 credit points (CP). Exceptions are clarified in the program-specific appendices.

(2) The student may apply to complete the degree course on a part-time basis, as defined by the Lower Saxony Higher Education Act, unless this is otherwise excluded in the appendices for that particular course of studies.

(3) The curriculum is to be organised, so that the student can

(a) successfully complete the course-related examinations,

(b) complete parts of the studies at another university, domestic and abroad, and

(c) prepare and defend the master's dissertation by the end of the full-time period of study

(4) The Master degree courses are structured by subject modules, modules outside of the subject area, as necessary, and the master's dissertation module of 30 credits. As a rule, interdisciplinary and extra-departmental professional qualifying sections are included in the modules. Modules can also be studied at different universities at home and abroad. Before choosing these modules, the examination committee needs to determine the equivalent value. The organisation of each Master degree course is described in the respective appendices.

## **§ 6**

### **Examination Committee, Examination Office**

(1) An examination committee is to be set up for every degree program, they organise examinations and perform all tasks assigned to them by these examination regulations. Members of the examination committee and their deputies are elected by the Faculty Council. The examination committee is made up of five voting members; three members from the academic teaching staff, a member of staff who also teaches and a student from the respective degree course. The student member only has an advisory position in the evaluation and consideration of examination results. The members of the examination committee choose a chairperson and deputy chair. The chairperson will be one of the academic teaching staff members. The position of deputy chair may be performed by a member of the academic teaching staff or member of staff. In cases of cooperative degree courses, the appendices for the specific course of study determine the participation of the partner university.

(2) The examination committee ensures compliance of the legal provisions of the Lower Saxony Higher Education Act and these examination regulations. The examination office maintains the examination files.

(3) The examination committee passes its resolutions by majority of the validly cast votes; abstentions are considered uncast votes. In the case of a tie, the vote of the chairperson is decisive. The examination committee is quorate if the majority of its members, including the chairperson or deputy chair and one other member of the academic teaching staff are present.

(4) The tenure of the examination committee members is two years and that of the student member one year.

(5) The examination committee may adopt its own rules of procedure. Minutes of the examination committee meetings are to be made. These should record the key topics of discussion and the decisions of the examination committee.

(6) The examination committee can transfer authority to the chair or deputy chair, these authorities are revocable. The chair shall be supported by the examination office in charge regarding all administrative procedures resulting from these examination regulations.

(7) Members of the examination committee have the right to observe examinations.

(8) Meetings of the examination committee are not public. Members of the examination committee and their deputies are sworn to secrecy. If they are not public servants, they are to be bound to confidentiality by the chairperson.

(9) The examination committee appropriately informs students of essential points of the examination regulations which are applicable.

(10) The examination committee can determine that decisions and other measures that have been met in accordance with these examination regulations, especially registration deadlines, examination dates, examination deadlines as well as examination results, are to be made public within the university. Data protection regulations are to be observed.

## **§ 7**

### **Examiners**

(1) Module examinations are conducted by those who are academically responsible for this module and who are members engaged in teaching and are affiliated to this or another institution of higher education. Professors who are retired or released from duties have the right to conduct examinations. Also, those with professional experience and training can be made examiners with the consent of the relevant examination committee.

(2) The authorisation to conduct examinations for modules or subjects is granted by the Faculty Council in charge. The responsible Faculty Council maintains the up-to-date list of examiners. The students are informed about the examiners through the module descriptions.

(3) Examiners must at least hold the qualification, or an equivalent, which is to be acquired in the examination.

(4) Module examinations are usually evaluated by one examiner. In a module with several instructors, a panel of examiners may be present.

## **§ 8**

### **Accreditation of Examinations**

(1) Periods of study including professional placement and examination results, from the same or a related degree course at a university in the Federal Republic of Germany or a European institution of higher education, are to be credited without any special assessment of equivalency. Here, only module examination results which correspond in basic content and scope of the modules, according to the relevant examination regulations, may be credited. The student shall provide the necessary documents in German or English language.

(2) Periods of study including professional placement and examination results from another degree course will be credited upon application by the student, as long as there are no basic differences in the knowledge and skills acquired. In this case, an overall view of the purpose for

credit transfer is to be made. The transfer of credits includes the assessment of the level, scope, quality, profiles and examination results. If there is an essential difference, the university is to decide. The student shall provide the necessary documents in German or English. In order to clarify the factual and legal position a qualified opinion from the Central Office for Foreign Education may be sought (an information portal about the recognition of foreign educational qualifications-‘anabin’). Different credit transfer regulations based on agreements with foreign universities remain unaffected.

(3) Proven knowledge, skills and competences (e.g. practical training, subject-related examinations from schooling and further education) acquired outside the university may be credited until a maximum of 50% of the attainable credit points of the study program, provided these correspond with the content and standard of the course’s module examinations and equivalence exists. If there is a lack of proof, a test of knowledge may be required.

(4) When crediting examination results, grades and credit points will be carried over. In the case of a deviation in scope or grading scale, the Examination Committee determines the conversion. In the case of an incomparable grading system, an equivalency test is given by the representative of the respective subject. Credited examination results are shown on the final certificate.

## **§ 9**

### **Admission to Modules and Module Examinations**

(1) A module can be taken in the respective Master course by all students enrolled at the Carl von Ossietzky University of Oldenburg, as long as the reasons for exclusion given in § 20 (3) 3 do not apply. Those students taking a module are also permitted to take all examinations related to this module.

In consecutive degree courses, students of the corresponding Bachelor degree courses may, upon justified request, enrol in Master modules ahead of schedule and may take module examinations up to a number of 30 credit points, if they have achieved at least 120 credit points in the Bachelor degree course. The respective Examination Committee decides on the request in accordance with clause 3. There is no double counting of modules. Students of the University of Bremen are entitled to enrol in modules and participate in module examinations if these are included in the respective course of the University of Bremen.

(2) Registration to the module examination takes place subject to the manner found in the module description. It is possible to submit a written withdrawal from an examination at the examination office up to one week before the examination date, without need to give reason. Partial examinations are excluded. Withdrawal from an examination within two weeks before the date of examination is only possible with valid justification.

(3) Every module is concluded with a module examination. Types and number of examinations to be performed are stated in the course-specific appendices.

(4) Examinations are module and course-related and should usually be completed at the end of the semester in which the last lecture of the module was held.

(5) A module can stipulate the completion of another module as prerequisite.

(6) The course-specific appendices may determine an active participation of practice oriented modules as a prerequisite for admission to a module examination. More details will be defined by the course-specific appendices.

## **§ 10**

### **Structure and Content of the Modules**

(1) Program-specific appendices of these examination regulations set the scope and examination requirements for the corresponding modules in the Master's degree course.

(2) Module descriptions are made public with the announcement of courses offered. Module descriptions state the formalities and contents of modules and examinations, as well as the module coordinator. If several possibilities for type and number of examinations are listed, the examiner will announce the examinations required at the beginning of the course. The module coordinator is responsible for the content and organization of the lectures within a module, and for specifications according to clauses 2 and 3. A module coordinator is usually any full-time lecturer with a doctorate degree who works at the University of Oldenburg or someone from a cooperating university.

(3) In exceptional cases, and with the consent of the examination committee, specifications of the type and number of lectures as well as the type and number of module examinations can differ from those announced.

## **§ 11**

### **Types of Module Examinations**

(1) Type and number of module examinations are provided in the Program-specific appendices.

Module examinations may be:

1. Written examination (paragraph 5)
2. Oral examination (paragraph 6)
3. Presentation of a paper (paragraph 7)
4. Assignment (paragraph 8)
5. Practical exercise (paragraph 9)
6. Term paper (paragraph 10)
7. Internship report (paragraph 11)
8. Portfolio (paragraph 12)
9. Presentation (paragraph 13)
10. Report (paragraph 14)
11. Other type of examination (paragraph 15)

(2) Module examinations in the form of a group examination are permitted. The contribution of each examinee which is to be evaluated as an examination must fulfil the examination requirements, as well as make the individual examination performance clearly distinguishable and assessable, e.g. based on the specification of sections, page numbers or other objective criteria.

(3) The type of examination should be appropriate to the skills conveyed by the module. On request, the evaluation of the performance must be justified through the main considerations supporting the assessment.

(4) A module examination may consist of several assessment areas which are performed during the corresponding module lectures.

(5) In a written examination, the examinee must prove that he or she can complete an exercise under supervision, with limited time, with limited aids and using the usual methods for that subject. As a general rule, written examinations for modules of 6 credit points shall not exceed two hours, and for modules of 12 credit points shall not exceed four hours. The course-specific appendices may allow for an improvement of the module marks due to active participation in the module.

(6) The length of an oral examination is usually set in the subject-specific appendices. The key points of the examination and the assessment of the performance are to be recorded in writing.

(7) A presentation of a paper consists of:

1. An independent and written analysis of a problem in the context of the coursework which includes and evaluates relevant literature and
2. A representation of the work and the communication of the results in a presentation with subsequent discussion.

(8) An assignment is an independent and in-depth written piece of work on a subject-specific or interdisciplinary task.

(9) A practical exercise consists of a number of practical trials, exercises or programming tasks with written work (i.e. experiment protocols).

(10) A term paper is an experimental, documentary, descriptive scientific or practical scientific achievement (e.g. project), in accordance with detailed provisions found in the module description. The amount of time allowed is stated in the module description.

(11) An internship report is a written documentation of tasks dealt with during the internship within or outside of the university, and includes a critical evaluation, which makes clear how the work was carried out. If necessary, a final oral presentation may be required.

(12) A portfolio consists of a certain number of achievements (e.g. written record, research paper, review, study journal, abstract, exercises). Examinations in accordance with paragraph 1, no. 1 to 7 are not permitted within a portfolio. The portfolio is evaluated in its entirety.

(13) A presentation is an oral speech which conveys a topic representing the state of science and using appropriate methods and media.

(14) The report is the test performance of an independent, written or drawn documentation of the content of a course, usually a practical training.

(15) Other types of examinations, for example internet projects, learning journals, learning assessments, are possible in addition to the aforementioned module examinations.

(16) module coordinators determine which type of examination is appropriate for the module. The module description documents details of examination arrangement.

(17) Should the student prove that due to prolonged illness, permanent physical discomfort or disability, maternity protection recommendation or personal childcare, he or she is unable to take part or all of the module examinations as specified; the Examination Committee shall make it possible for him or her to take an equivalent module examination in another form.

## **§ 12 Credit Points**

(1) Credit points are awarded on the basis of passed module examinations. They reflect the average workload, including attendance of lectures, which is required in order to pass the module examination. One credit point equals 30 hours of work, provided this is not contradicted by international stipulations. The allocation of credit points to the module examinations and the Master's dissertation is determined by the course-specific appendices.

(2) Generally, 30 credits are awarded per semester. The size of a module should not be lower than 6 credits points or higher than 15 credits points.

(3) The examination office holds a credit point account for each student. Students are allowed to see the status of their account, in accordance with organisation and data protection.

## **§ 13 Assessment of Module Examinations and the Master's Dissertation**

(1) Each module examination and Master's dissertation is evaluated and, in general, graded in accordance with paragraphs 2 and 3. If a module or partial examination does not provide for a grade, then the examination has to be assessed with "passed" or "failed". A module examination is passed if at least the grade "adequate" is attained. The assessment is to be made by the examiner within five weeks and passed on to the relevant examination office. Module examinations up to a maximum of 15 credit points as well as partial module examinations within a module can remain ungraded if the course-specific appendices provide for this.

(2) The following grading scale is to be used:

1 = Excellent	an outstanding performance,
2 = Good	a remarkable performance surpassing average requirements,
3 = Satisfactory	a satisfactory performance that meets average requirements in every way,
4 = Adequate	a adequate performance that meets minimum requirements despite its shortcomings,
5 = Fail	a performance not meeting the requirements due to considerable inadequacies

For a differentiated evaluation the grades can be increased or decreased by 0.3; the grades 0.7, 4.3, 4.7 and 5.3 are to be excluded.

(3) If the module examination consists of several parts then the grade of the module examination is calculated as a weighted arithmetic mean of the grades from the parts associated with this examination, as defined in the module description. If the course-specific appendices do not specify any weighting, then the parts shall be weighted equally. All examinations without a grade must be 'passed'.



The grade is:

With an average up to 1.50	Excellent
With an average above 1.50 up to 2.50	Good
With an average above 2.50 up to 3.50	Satisfactory
With an average above 3.50 up to 4.00	Adequate
With an average above 4.00	Fail

In calculating the grade according to sentence 1, only the first two digits after the decimal point will be considered; all other digits will be deleted without rounding.

(4) The cumulative grade is supplemented by a European Credit Transfer System (ECTS) grade, which represents a relative evaluation in comparison to the absolute grade. The ECTS grade compares the individual performance of the student to other students in the degree course. Successful students receive the following grades:

- A for the best 10%
- B for the next 25%
- C for the next 30%
- D for the next 25%
- E for the next 10%

(5) The cumulative grades of the last six semesters (cohort) before graduation are generally the basis for determining the ECTS grade. An ECTS grade is calculated if the cohort includes at least 20 graduates.

## § 14

### Default, Withdrawal, Deception

(1) An examination result is graded "Fail", if for no valid reason the student

1. does not appear to an examination appointment
2. resigns from the examination after having already started
3. does not repeat an examination within the specified period

(2) The reason for withdrawal or default must be given in writing to the examination committee promptly and must include satisfactory evidence otherwise the examination will be graded as "Fail". In the case of illness, a doctor's note is required. If the reasons are acknowledged, then a new date is appointed, usually the next scheduled examination date. In this case, partial examination results already existing are counted.

(3) Any student attempting to influence the result of a module examination, either through deception or use of unauthorized aids, receives the grade "Fail" for that specific examination. Those guilty of breaching examination regulations may be excluded from the continuation of that examination; in this case the examination will be graded as "Fail". The student will be given an opportunity to explain before the examination committee makes a decision in accordance with sentences 1 and 2. Until the examination committee makes a decision, the student carries on taking the examination, unless the person supervising the examination decides that temporary exclusion of the student is essential for the correct continuation of the examination. In extremely difficult or repeated cases of cheating, the examination committee can exclude the

student from continuing the Master's study. The student has then failed the Master's study irrevocably.

(4) If an examination deadline is not met without substantial reason, then the examination is graded "Fail". Paragraph 2 sentences 1 to 4 apply accordingly. In cases where the deadline cannot be met due to valid reasons, the examination committee decides whether the deadline for the examination should be postponed or a new task should be provided. This decision of the examination committee is in accordance with the principles of equal opportunity and academic performance as a priority before considering adherence to rules of procedure.

## **§ 15**

### **Repetition of Module Examinations, Free-Trial Examinations**

(1) Failed module examinations may be repeated twice. Should the module examination of a compulsory module be evaluated with "Fail" or is considered "Fail" after the second repetition then the student has failed the examination for this module irrevocably. The repetition of a module examination may also be made in a different form from that originally intended, after consultation with the module coordinator.

(2) Should the module examination of a compulsory module be evaluated with "Fail" or is considered "Fail" after the second repetition then the student has failed the Master's course irrevocably. The student has also failed the Master's course irrevocably after failing three elective module examinations upon exhaustion of all repetition attempts.

(3) First repeat examinations should be taken during the following semester at the latest. Further repeat examinations should be taken during the next academic year at the latest.

(4) Unsuccessful examination attempts, in the same or a related course of study or in one of the elected subjects at another university or equivalent institution in the Federal Republic of Germany or institutes of higher education within Europe, will be counted towards the repetition options under paragraph 1.

(5) If not contradicted by the program-specific appendices, passed examinations can at request be repeated once - at the earliest possible date and within one year - to improve the grade (free trial to improve grade) within the regular study period. If no date is offered in that year, then the next possible date is to be taken. In every case the better result counts. Likewise, within the regular study period, failed examinations can at request – at the earliest possible date - count as not taken (free trial), as long as the course-specific appendices do not exclude this. A free trial and a free trial to improve the grade are excluded in repeat written examinations. Limitation on free trials is possible and is specified in the course-specific appendices. In the case of §14(3) a free trial does not apply.

## **§ 16**

### **Certificates**

(1) Upon graduation from the Master's course, certificates in English and German are issued (appendix 2 a, b). The date on the certificate is to be the date on which the last examination was passed. The certificate includes a transcript of records of passed modules and a diploma supplement (appendix 3).

(2) If the student has failed the Master's course irrevocably, a written notification thereof shall be sent from the chairperson of the examination committee.

(3) When leaving the university or when changing the course of study a certificate is issued with the examination results and their evaluations as well as the relevant credit points. In the case of paragraph 2, the certificate discloses incomplete examination requirement results; moreover, that the student has failed the Master's course irrevocably.

## **§ 17**

### **Invalidity of Examination**

(1) If there is deception during an examination and this fact only becomes known after the issuing of the certificate, the examination committee can amend the marks for the examination in which a student has been deceitful and additionally, the examination can be totally or in parts declared as "Fail", if the date of the graduation certificate is no more than five years old.

(2) The student is to be given the opportunity to explain the matter to the examination committee before a decision is made.

(3) The incorrect exam certificate shall be withdrawn and replaced by a correct certificate. The Master's degree certificate is also withdrawn together with the incorrect exam certificate, if a student's examination is declared "Fail" due to deception.

## **§ 18**

### **Access to Examination Records**

After completion of a module examination the student is granted, on request, access to the written examination or Master's dissertation, the examiners comments and the records of the examination. The request must be made to the examination committee no later than one year after disclosure of the grades or the notification of an irrevocably failed examination. The examination committee determines the time and place of access.

## **§ 19**

### **Individual Case Decisions, Appeal Procedure**

(1) Rejection notices and other negative administrative files which are made following these regulations are to be published in accordance with § 41 Administrative Procedures Law (Verwaltungsverfahrensgesetz). An appeal against the grading decision of an examination can be made to the examination committee in accordance with §§ 68 ff. Rules of the Administrative Courts (Verwaltungsgerichtsordnung).

(2) The examination committee shall decide on the appeal.

(3) Before making a decision, the examination committee sends the case to the examiner for review. If the examiner amends the assessment as applied for, then the examination committee approves the appeal. Otherwise the examination committee reviews the decision based on the examiner's opinion, in particular whether

1. the examination procedure was properly conducted

2. incorrect facts were assumed at the time of evaluation
3. generally accepted assessment principles were not followed
4. an acceptable, well-argued, logically reasoned solution was evaluated as incorrect, or whether
5. irrelevant reasons allowed the examiner to be misled

The same shall apply if the appeal is directed against an assessment made by several examiners.

(4) Upon student request, the examination committee appoints a Reviewer for the appeal proceedings. The Reviewer is to be qualified according to §5 (1). Before a decision is made according to paragraphs 2 and 6, the student and the Reviewer are given the opportunity to make a statement.

(5) In terms of an infringement under paragraph 3, section 3, nos.1-5, where the examination committee has not yet resolved the appeal at this stage of the procedure, or where concrete and substantial objections to examination marks and course-specific assessments have been made and the examiners have not changed their decision as a result, the relevant coursework and papers will be reassessed by other examiners, who have not previously been involved in the assessment, or oral exams will be retaken.

(6) A decision on the appeal should be met within one month. If the examination committee does not remedy the appeal or there are no grounds for a reassessment or repetition of the examination, then the faculty council of the Faculty of Mathematics and Science decide on the appeal. The appeal procedure may not lead to a worsening of the examination grade.

## **§ 20**

### **Registration for Master's Dissertation**

1) Admission to the Master's dissertation requires student registration to the Master's programme at the Carl von Ossietzky University of Oldenburg, and proof of successful completion of modules to the extent of at least 60 credits. The program-specific appendices may provide for variations to these regulations.

(2) The following documents are to be included with the application for registering for the Master's dissertation:

- a) a proposal as to the two examiners,
- b) a proposed dissertation topic from the first examiner,
- c) a declaration as to whether the student has irrevocably failed a Master's dissertation examination or part of such an examination or another examination in the same subject, taken at a university or an equivalent institute of higher education in the Federal Republic of Germany or within Europe, or whether the student is currently involved in an examination procedure

(3) The examination committee decides on registration. Registration will be refused, if:

1. registration requirements are not fulfilled or
2. documents are incomplete or

3. the student has already irrevocably failed another examination in the chosen subject from the same degree course at a university or an equivalent institute of higher education in the Federal Republic of Germany or within Europe

## **§ 21**

### **Master Dissertation**

(1) The dissertation should demonstrate that the student is able to deal independently and according to scientific methods with a problem from one of the selected fields of study within a specified period of time. The topic and the task of the dissertation must comply with the examination purpose (§ 4 (1)) and the completion time as in paragraph 5. The nature and description of the task are set at the time of dissertation topic assignment. The topic can only be returned once within the first two months of completion period.

(2) The topic of the dissertation can be set by any member of the academic teaching staff of the Faculty of Mathematics and Science at the Carl von Ossietzky University of Oldenburg participating in the respective Master's study. Upon approval of the Examination Committee, the topic may also be set by another examiner, which is stipulated in § 7(1) of these regulations. In this case, the second examiner must be a member of the faculty of Mathematics and Science at the Carl von Ossietzky University of Oldenburg involved in teaching in the respective Master's study.

(3) The topic is set by the first examiner after consultation with the student. On request, the examination committee assures the timely assignment of a topic. Assignment of the topic is carried out by the examination committee chairperson; the assignment is to be recorded in the files. Upon assignment of the topic the first examiner (the person who has set the topic) and second examiner are appointed. During the completion of the dissertation the student is guided by the first examiner. Should the dissertation be carried out at an institution extern to the university and supervised or appraised by an external examiner from that institution, it is necessary to have the consent of the examination committee.

(4) On request, the Master's dissertation can be written in English. A version in another foreign language is also possible on request, upon approval of both examiners.

(5) The time required for completion of the Master's dissertation correlates to the number of credit points (30 credit points). 27 credit points are apportioned to the Master's dissertation and three credit points are apportioned to the final dissertation defence/colloquium, unless the course-specific appendices state otherwise. The Master's dissertation may take up to a maximum of six months from the assignment of the topic to submission of the dissertation. In particular cases, the examination committee may extend the time required for completion for two months.

(6) With the submission of the Master's dissertation the student must give a written confirmation that the dissertation was written independently, only the named sources and aids were used and the general principles of scientific work and publications were followed, as laid down in the guidelines of good scientific practice at the Carl von Ossietzky University of Oldenburg.

(7) The Master's dissertation must be submitted to the examination office within the specified time; the submission is to be recorded in the files.

(8) As a rule, the dissertation is to be evaluated by both examiners within eight weeks after submission.

(9) In the public university-wide oral defence of the dissertation, or final colloquium, the student presents the Master's dissertation, and proves that he or she is able to independently and comprehensibly respond to interdisciplinary and problem-oriented questions from the respective field of study on a scientific basis, based on his or her acquired knowledge.

(10) As a rule, the final colloquium is to be held upon completion of the Master's dissertation under supervision of the examiners and should not be longer than 60 minutes.

(11) The overall grade for the Master's dissertation module is comprised of both parts of the module and is weighted according to the credit points (as a rule, 90% Master's dissertation and 10% final colloquium).

## **§ 22**

### **Repetition of the Dissertation**

(1) If the Master's dissertation is evaluated with or is to be considered as "Fail" then it may be repeated once. A second repeat is not allowed. The option of returning the topic is only permitted for the repeat if this was not made use of for the first dissertation.

(2) The new dissertation topic will be assigned within a reasonable time which, as a rule, is within three months after the evaluation of the first dissertation.

## **§ 23**

### **Overall Result**

(1) The Master's study has been successfully completed when 120 credits have been obtained according to the course-specific appendices of these examination regulations, and all module examinations, including the Master's dissertation, have been passed.

(2) For the evaluation of the overall grade according to §13(3), a weighted grade average is calculated for the Master's study. For this, the grades for specific module examinations according to §13(2) are multiplied with the credits received for the module. Then, the sum of the weighted grades is divided by the total number of credits achieved.

(3) Unless otherwise stated in the course-specific appendices, the calculation of the overall grade may neglect module grades from up to 15 credit points of elective or optional subjects, on request of the student. The Master's dissertation module is excluded from this rule.

(4) The overall grade is to be provided with the title "passed with distinction" if the grade is 1.0 to 1.1 according to §13(3).

**Anlage 1 b**  
**Urkunde über die bestandene Master-Prüfung (M.Sc.) in englischer Sprache**

Carl von Ossietzky Universität Oldenburg  
The Faculty of Mathematics and Science

**Certificate**

Ms./Mr.\* .....  
Place of birth: ..... date of birth: .....

has passed the examination for the Master of Science in .....

An was admitted to the degree of

**Master of Science (M.Sc.)**

The overall grade achieved is .....

Seal date .....

\_\_\_\_\_  
The Dean of the Faculty

\_\_\_\_\_  
The Chairman of the Board of Examiners

\_\_\_\_\_  
Grades: very good, good, satisfactory, sufficient

\*Zutreffendes einfügen

**Anlage 2 b**  
**Zeugnis zur Master-Prüfung (M.Sc.) in englischer Sprache**

Carl von Ossietzky Universität Oldenburg  
The Faculty of Mathematics and Science

**Examination Transcript**

**for the Master of Science (M.Sc.) in .....**

Ms./Mr.\* .....

Place of birth: ..... date of birth: .....

has passed the examination for the Master of Science in ..... with the overall grade  
.....

Thesis Title: .....

Modules passed:

Subject	Grade	Credits
.....	.....	.....

Seal date .....

\_\_\_\_\_  
The Chairman of the Board of Examiners

\_\_\_\_\_  
Grades: very good, good, satisfactory, sufficient

\*Zutreffendes einfügen





## Diploma Supplement

This Diploma Supplement model was developed by the European Commission, Council of Europe and UNESCO/CEPES. The purpose of the supplement is to provide sufficient independent data to improve the international 'transparency' and fair academic and professional recognition of qualifications (diplomas, degrees, certificates, etc.). It is designed to provide a description of the nature, level, context, content and status of the studies that were pursued and successfully completed by the individual named on the original qualification to which this supplement is appended. It should be free from any value judgements, equivalence statements or suggestions about recognition. Information in all eight sections should be provided. Where information is not provided, an explanation should give the reason why.

### 1. HOLDER OF THE QUALIFICATION

#### 1.1 Family Name/1.2 First Name

to be filled in for each student

#### 1.3 Date, Place, Country of Birth

to be filled in for each student

#### 1.4 Student ID Number or Code

to be filled in for each student

### 2. QUALIFICATION

#### 2.1 Name of Qualification (full, abbreviated; in original language)

Master of Science in ..... (M.Sc. ....)

#### 2.2 Main Field(s) of Study

Science: .....

#### 2.3 Institution Awarding the Qualification (in original language)

Carl von Ossietzky Universität Oldenburg (UO)  
Fakultät für Mathematik und Naturwissenschaften

#### Status (Type / Control)

University / State Institution

#### 2.4 Institution Administering Studies (in original language)

[same 2.3]

#### Status (Type / Control)

[same/same 2.3]

#### 2.5 Language(s) of Instruction/Examination

German; in parts English

### 3. LEVEL OF THE QUALIFICATION

#### 3.1 Level

Graduate/second degree (two years), by research with thesis

#### 3.2 Official Length of Program

Two years/one and a half years

#### 3.3 Access Requirements

Bakkalaureus/Bachelor degree (three or four years), in the same or appropriate related field; or foreign equivalent

## **4. CONTENTS AND RESULTS GAINED**

### **4.1 Mode of Study**

Full-time; part-time possible

### **4.2 Programme Requirements**

*To be filled in for each programme*

### **4.3 Programme Details**

See Transcript for list of courses and grades and topic of thesis, including evaluations.

### **4.4 Grading Scheme**

General grading scheme cf. See. 8.6 - Grade Distribution (Award year) "Sehr gut" (10 %) - "Gut" (25 %) - "Befriedigend" (30 %) - "Ausreichend" (25 %) - "Nicht ausreichend" (10 %)

### **4.5 Overall Classification (in original language)**

*To be filled in for each student*

Based on averaged module examinations weighted by credit points; cf. Zeugnis (Final Examination Certificate) and Transcript.

## **5. FUNCTION OF THE QUALIFICATION**

### **5.1 Access to Further Study**

Qualifies to apply for admission for doctoral work (thesis research) or a PhD-study programme - Prerequisite: Overall grade of at least "gut" in general as well as acceptance of doctoral thesis research project or application to PhD-study programme.

### **5.2 Professional Status**

The Master title certified by the "Master-Urkunde" entitles the holder to the legally protected professional title "Master of Science" (male) or "Master of Science" (female).

## **6. ADDITIONAL INFORMATION**

### **6.1 Additional Information**

*to be filled in for each student* (Any other information on relevant activities of the holder, e.g. work as tutor)

### **6.2 Further Information Sources**

On the Institution: [www.uni-oldenburg.de](http://www.uni-oldenburg.de). For national Information sources cf. Sect. 8.8

## **7. CERTIFICATION**

This Diploma Supplement refers to the following original documents:

*to be filled in for each student*

Certification Date: XX.XX.20XX

Prof. Dr. ....

Chairman Examination Committee

(Official Stamp/Seal)

**8. NATIONAL HIGHER EDUCATION SYSTEM**

The Information on the national higher education System on the following pages provides a context for the qualification and the type of higher education that awarded it (DSDoc 01/03.00).

**8. INFORMATION ON THE GERMAN HIGHER EDUCATION SYSTEM<sup>1</sup>**

**8.1. Types of Institutions and Institutional Control**

Higher education (HE) studies in Germany are offered at three types of *Hochschulen*<sup>2</sup>

- *Universitäten* (Universities), including various specialized institutions, comprise the whole range of academic disciplines. In the German tradition, universities are also institutional foci of, in particular, basic research, so that advanced stages of study have strong theoretical orientations and research-oriented components.
- *Fachhochschulen* (Universities of Applied Sciences): Programs concentrate in engineering and other technical disciplines, business-related studies, social work, and design areas. The common mission of applied research and development implies a distinct application-oriented focus and professional character of studies, which include one or two semesters of integrated and supervised work assignments in industry, enterprises or other relevant institutions.
- *Kunst- and Musikhochschulen* (Colleges of Art/Music, etc.) offer graduate studies for artistic careers in fine arts, performing arts and music; in such fields as directing, production, writing in theatre, film, and other media; and in a variety of design areas, architecture, media and communication.

<sup>1</sup> The information covers only aspects directly relevant to purposes of the Diploma Supplement. All Information as of 1 Jan 2000.

<sup>2</sup> Hochschule is the generic term for higher education institutions.

HE institutions are either state or state-recognized institutions. In their operations, including the organization of studies and the designation and award of degrees, they are both subject to HE legislation.

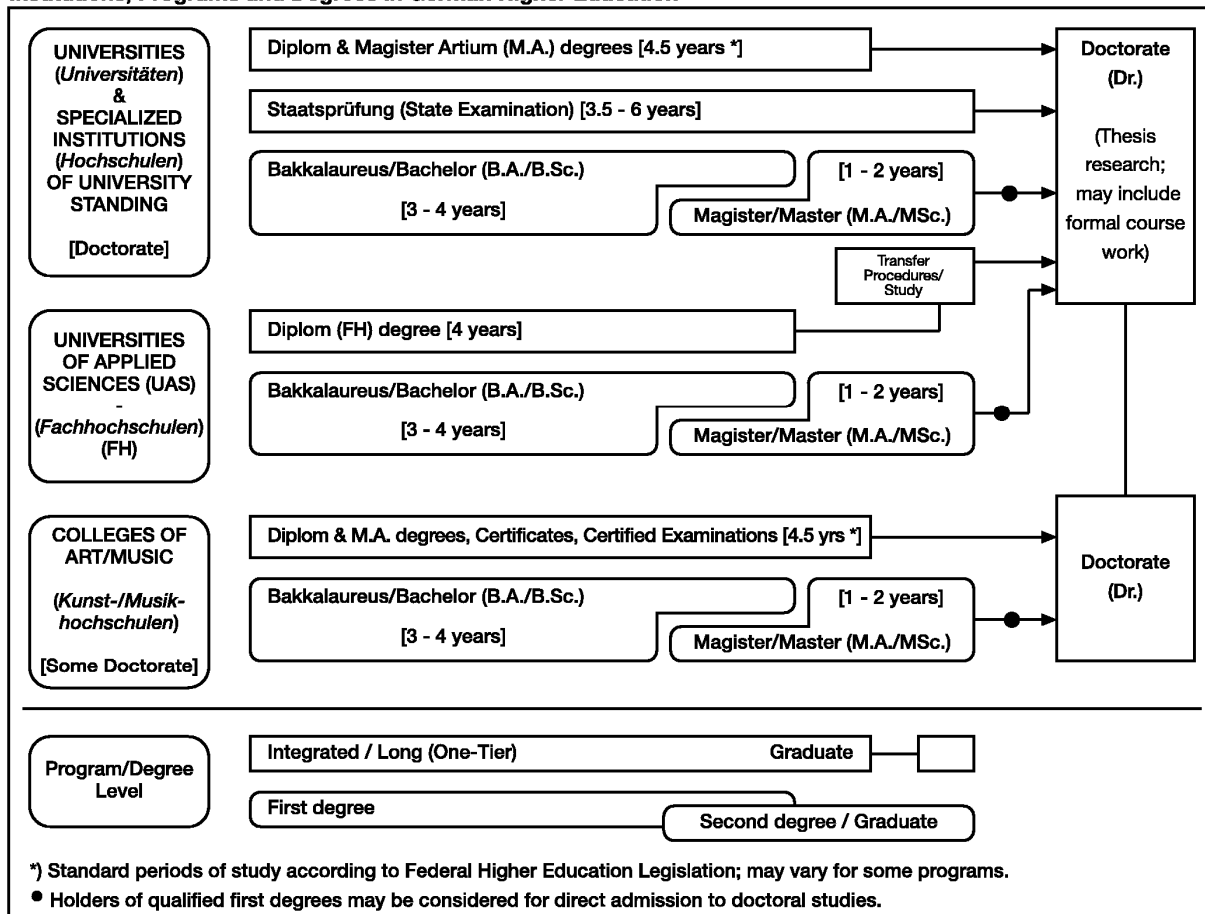
**8.2 Types of programs and degrees awarded**

- Studies in all three types of institutions are traditionally offered in integrated "long" (one-tier) programs leading to *Diplom-* or *Magister Artium* degrees or completion by a *Staatsprüfung* (State Examination).
- In 1998, a new scheme of first- and second-level degree programs (*Bakkalaureus/Bachelor* and *Magister/Master*) was introduced to be offered parallel to or *in lieu* of established integrated "long" programs. While these programs are designed to provide enlarged variety and flexibility to students in planning and pursuing educational objectives, they enhance also international compatibility of studies.
- For details cf. Sec. 8.41 and Sec. 8.42, respectively. Table 1 provides a synoptic summary.

**8.3 Approval/Accreditation of Programs and Degrees**

To ensure quality and comparability of qualifications, the organization of studies and general degree requirements have to conform to principles and regulations jointly established by the Standing Conference of Ministers of

**Institutions, Programs and Degrees in German Higher Education**



Education and Cultural Affairs of the *Länder* in the Federal Republic of Germany (KMK) and the Association of German Universities and other Higher Education Institutions (HRK). In 1999, a system of accreditation for programs of study has become operational under the control of an Accreditation Council at national level. Programs and qualifications accredited under this scheme are designated accordingly in the Diploma Supplement.

## 8.4 Organization of Studies

### 8.41 Integrated "Long" Programs (One-Tier):

#### *Diplom degrees, Magister Artium, Staatsprüfung*

Studies are either mono-disciplinary (single subject, *Diplom* degrees, most programs completed by a *Staatsprüfung*) or comprise a combination of either two major or one major and two minor fields (*Magister Artium*). As common characteristics, in the absence of intermediate (first-level) degrees, studies are divided into two stages. The first stage (1.5 to 2 years) focuses - without any components of general education - on broad orientations and foundations of the field(s) of study including propaedeutical subjects. An Intermediate Examination (*Diplom-Vorprüfung* for *Diplom* degrees; *Zwischenprüfung* or credit requirements for the M.A.) is prerequisite to enter the second stage of advanced studies and specializations. Degree requirements always include submission of a thesis (up to 6 months duration) and comprehensive final written and oral examinations. Similar regulations apply to studies leading to a *Staatsprüfung*.

- Studies at *Universities* last usually 4.5 years (*Diplom* degree, *Magister Artium*) or 3.5 to 6 years (*Staatsprüfung*). The *Diplom* degree is awarded in engineering disciplines, the exact/natural and economic sciences. In the humanities, the corresponding degree is usually the *Magister Artium* (M.A.). In the social sciences, the practice varies as a matter of institutional traditions. Studies preparing for the legal, medical, pharmaceutical and teaching professions are completed by a *Staatsprüfung*. The three qualifications are academically equivalent. As the final (and only) degrees offered in these programs at graduate-level, they qualify to apply for admission to doctoral studies, cf. Sec. 8.5.
- Studies at *Fachhochschulen (FH)* /Universities of Applied Sciences (UAS) last 4 years and lead to a *Diplom (FH)* degree. While the *FH/UAS* are non-doctorate granting institutions, qualified graduates may pursue doctoral work at doctorate-granting institutions, cf. Sec. 8.5.
- Studies at *Kunst- and Musikhochschulen* (Colleges of Art/Music, etc.) are more flexible in their organization, depending on the field and individual objectives. In addition to *Diplom/Magister* degrees, awards include Certificates and Certified Examinations for specialized areas and professional purposes.

### 8.42 First/Second Degree Programs (Two-tier):

#### *Bakkalaureus/Bachelor, Magister/Master degrees*

These programs apply to all three types of institutions. Their organization makes use of credit point systems and modular components. First degree programs (3 to 4 years) lead to *Bakkalaureus/Bachelor* degrees (B.A., B.Sc.). Graduate second degree programs (1 to 2 years) lead to *Magister/Master* degrees (M.A., M.Sc.). Both may be awarded in dedicated form to indicate particular

specializations or applied/professional orientations (B./M. of ... ; B.A., B.Sc. or M.A., M.Sc. in ... ). All degrees include a thesis requirement.

## 8.5 Doctorate

Universities, most specialized institutions and some Colleges of Art/Music are doctorate-granting institutions. Formal prerequisite for admission to doctoral work is a qualified *Diplom* or *Magister/Master* degree, a *Staatsprüfung*, or a foreign equivalent. Admission further requires the acceptance of the Dissertation research project by a supervisor. Holders of a qualified *Diplom (FH)* degree or other first degrees may be admitted for doctoral studies with specified additional requirements.

## 8.6 Grading Scheme

The grading scheme usually comprises five levels (with numerical equivalents; intermediate grades may be given): "*Sehr Gut*" (1) = Very Good; "*Gut*" (2) = Good; "*Befriedigend*" (3) = Satisfactory; "*Ausreichend*" (4) = Sufficient; "*Nicht ausreichend*" (5) = Non-Sufficient/Fail. The minimum passing grade is "*Ausreichend*" (4). Verbal designations of grades may vary in some cases and for doctoral degrees. Some institutions may also use the ECTS grading scheme.

## 8.7 Access to Higher Education

The General Higher Education Entrance Qualification (*Allgemeine Hochschulreife, Abitur*) after 12 to 13 years of schooling gives access to all higher education studies. Specialized variants (*Fachgebundene Hochschulreife*) allow for admission to particular disciplines. Access to *Fachhochschulen/(UAS)* is also possible after 12 years (*Fachhochschulreife*). Admission to Colleges of Art/Music may be based on other or require additional evidence demonstrating individual aptitude.

## 8.8 National Sources of Information

- *Kultusministerkonferenz (KMK)* [Standing Conference of Ministers of Education and Cultural Affairs of the *Länder* in the Federal Republic of Germany] - Lennéstrasse 6, D-53113 Bonn; Fax: +49/[0]228/501-229; with
  - Central Office for Foreign Education (ZaB) as German NARIC and ENIC; www.kmk.org; E-Mail: zab@kmk.org
  - "Documentation and Educational Information Service" as German EURYDICE-Unit, providing the national dossier on the education system (EURYBASE, annual update, www.eurydice.org; E-Mail eurydice@kmk.org).
- *Hochschulrektorenkonferenz (HRK)* [Association of German Universities and other Higher Education Institutions]. Its "Higher Education Compass" (www.higher-education-compass.hrk.de) features comprehensive information on institutions, programs of study, etc. Ahrstrasse 39, D-53175 Bonn; Fax: +49/[0]228 / 887-210; E-Mail: sekr@hrk.de