

**Programme and Examination Regulations<sup>1</sup>**

for the

Master's Programme for Professionals

in

**Civil-Military Interaction**

at the

Helmut-Schmidt-Universität/Universität der Bundeswehr Hamburg

**(SPO MCMI)**

– leading to the degree of Master of Arts (MA) –

(non-official version)

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<sup>1</sup> English translation is for information purposes only. In case of doubt or differences of interpretation, the German version shall prevail over the English text.

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## **Section 1**

### **Scope**

<sup>1</sup>These Programme and Examination Regulations govern the processes and procedures of the courses and examinations of the Master's Programme for Professionals in Civil-Military Interaction (MCMI). <sup>2</sup>The Master's Programme is offered by the Helmut-Schmidt-Universität/Universität der Bundeswehr Hamburg (hereafter referred to as the "University") in cooperation with the Civil-Military Cooperation Centre of Excellence (hereafter CCOE), Brasserskade 227a, 2497 NX The Hague, The Netherlands.

## **Section 2**

### **Programme Objective and Academic Degree**

- (1) <sup>1</sup>The Master's Programme for Professionals in Civil-Military Interaction (hereafter referred to as the "programme") is intended to impart knowledge and skills which will enable students to exercise informed judgement in the area of civil-military cooperation in conflict and crisis regions, to deal with these issues by taking an academic approach and to find methodological solutions to related problems, thus enabling them to perform military and civilian command functions. <sup>2</sup>The aim of the programme is to enable students to apply their skills and acquired knowledge in their specific professional field. <sup>3</sup>This programme prepares students for professional practice and at the same time trains them to think and work in an academic manner.
- (2) Students who pass the Master's degree examination will be awarded the degree of Master of Arts (MA).

## **Section 3**

### **Programme Implementation and Coordination Committee**

- (1) <sup>1</sup>This programme is offered by the University in cooperation with the CCOE. The University's Faculty of Economic and Social Sciences will have academic responsibility for the course. <sup>2</sup>This especially includes responsibility for programme quality assurance.
- (2) <sup>1</sup>The Centre for Postgraduate Education (ZWW) will be responsible for the organisational support of the MCMI programme. <sup>2</sup>This includes assisting with quality assurance and ensuring coordination with other University institutions.
- (3) Course teaching and supervision will be carried out within the scope of teaching assignments in accordance with the relevant regulations governing postgraduate studies at the University.
- (4) <sup>1</sup>A Coordination Committee will be established to implement the programme. <sup>2</sup>It will be responsible for ensuring coordination between the CCOE and the University and for setting admission dates. <sup>3</sup>The Coordination Committee will analyse the evaluations of the curriculum taught by the institutions involved and draw up proposals for further

development of the programme. <sup>4</sup>The Committee will report to the Faculty Council and the CCOE Director on programme development and will propose improvements.

- (5) <sup>1</sup>In the event of any changes to the content of the CCOE curriculum, the Coordination Committee will assess the new educational content in terms of credits in accordance with Section 40 Paragraph 2 of the Hamburg Higher Education Act (HmbHG) and submit its comments to the Faculty Council. <sup>2</sup>The Faculty Council will decide whether the curriculum should be integrated unchanged or requires modification as provided for by Section 4 Paragraph 2 of these regulations.
- (6) <sup>1</sup>The Coordination Committee will consist of six persons who must be members of the Faculty of Economic and Social Sciences or the Faculty of Humanities and Social Sciences, or be CCOE staff. <sup>2</sup>Three members will be elected by the Faculty Council of the Faculty of Economic and Social Sciences and the other three nominated by the CCOE Director. <sup>3</sup>This must be based on mutual agreement between the committee members.
- (7) <sup>1</sup>Committee members will serve for a term of two years and may be re-elected. <sup>2</sup>At least three committee members must be professors.
- (8) The Coordination Committee will elect a chairperson and a vice chairperson from its members.

#### **Section 4**

##### **Programme Content, Duration and Structure**

- (1) <sup>1</sup>The programme will be interdisciplinary and transdisciplinary in nature. <sup>2</sup>It will build on the CCOE curriculum in the area of civil-military cooperation, in particular the NATO CIMIC courses "Staff Worker Course" and "Higher Command Course", and complement the practical and theoretical aspects of these courses through academic content taught by the University. <sup>3</sup>The programme is aimed at future military and civilian executive personnel of the Bundeswehr and NATO. <sup>4</sup>The standard period of study will be two years.
- (2) <sup>1</sup>The programme will be modular in structure. <sup>2</sup>It will combine practical and academic elements and carry a total of 60 credits. <sup>3</sup>It will be divided into a Foundation Stage carrying 20 ECTS credits (modules MCMI-G-01 to -04) as well as a Specialisation and Application Stage carrying 40 ECTS credits (modules MCMI-V-01 to -05 as well as MCMI-S-01 and -02). <sup>4</sup>The Specialisation and Application Stage includes a Compulsory Elective Stage in which two of four modules must be completed (MCMI-V-01, -02, -04 and -05). <sup>5</sup>With regard to the practical elements, the student will be awarded the credits allocated to the MCMI-G-03 and MCMI-V-03 modules upon provision of proof of achievement of the required outcomes in the NATO CIMIC courses "Staff Worker Course" and "Higher Command Course".

- (3) <sup>1</sup>The courses will be taught in either English or German. <sup>2</sup>Details of the modules offered, the language in which they will be taught and the admission criteria as well as the nature, duration and weighting of the module examinations are provided in the Annex to these regulations. <sup>3</sup>Further information on programme content and structure is provided in the module handbook as amended.

## **Section 5**

### **Programme Admission**

- (1) <sup>1</sup>The programme is open to applicants who can demonstrate that they have
1. achieved 240 ECTS credits for completion of a Bachelor's programme at a German or foreign institute of higher education,
  2. completed at least two years of vocational activity, including at least one year with management responsibility, after obtaining a higher-education degree qualifying them to enter a profession and
  3. sufficient knowledge of the English language to successfully complete the programme and the examinations.

<sup>2</sup>In accordance with Sentence 1 No. 3, a Standardised Language Profile (SLP) of 3332 as certified by the Federal Office of Languages (BSprA), or an equivalent document certifying proficiency of a standard corresponding to the Common European Framework of Reference for Languages Level B2 – C1, will be accepted as proof of English language ability. <sup>3</sup>Applicants whose first language is English will be exempted from this obligation. <sup>4</sup>Admission will not be granted in cases where a student, while previously pursuing the same programme, has failed an examination prescribed by the examination regulations at the final attempt or is no longer eligible to sit the examination. <sup>5</sup>The same is true if a student pursuing a different programme fails an examination at the final attempt, the subjects of which are also prescribed by these examination regulations; this does not affect compulsory elective examinations.

- (2) <sup>1</sup>In addition to documents demonstrating that the candidate meets the admission criteria as defined in Sentence 1 of Paragraph 1, the application for admission must be accompanied by a letter of motivation and a declaration of preparedness to pay the fees set for this programme. <sup>2</sup>The University's student secretariat will verify that the applicant meets the admission criteria; in cases of doubt, the Examination Committee will decide.
- (3) <sup>1</sup>Only a limited number of places are available on the programme. <sup>2</sup>If the number of applications which meet the admission criteria as described in Paragraph 1 exceeds the number of places available on the programme a selection procedure will take place. <sup>3</sup>In the selection procedure, the Examination Committee will decide on the candidates' suitability and motivation. <sup>4</sup>Applicants will be selected on the basis of their higher-education entrance qualification grades, the outcome of their first higher-education

degree qualifying them to enter a profession, vocational experience gained and academic work conducted in one of the areas covered by the programme and on the basis of relevant academic achievements.

## **Section 6**

### **Modules and Credits**

- (1) <sup>1</sup>The curriculum will be divided into modules. <sup>2</sup>Modules combine areas of teaching and learning into units which are defined in terms of topic and duration, impart certain skills and, as a general rule, end with an examination (module examination). <sup>3</sup>Modules usually consist of several coordinated courses held over one term or up to three consecutive terms. <sup>4</sup>Students will be required to physically attend part of each course.
- (2) <sup>1</sup>The credits for each module represent the student workload. <sup>2</sup>Credits are calculated on the basis that one credit corresponds to a workload of 25 hours. <sup>3</sup>The number of credits for one module is based on the number of working hours which are required on average for course attendance, preparatory and follow-up work, practical elements and examinations. <sup>4</sup>Only the total number of credits for a module will be awarded and only after successful completion of the module by passing the required examination.

## **Section 7**

### **Examination Committee**

- (1) <sup>1</sup>The University's Faculty of Social and Economic Sciences will establish an Examination Committee for its postgraduate courses for professionals. <sup>2</sup>The Examination Committee will be responsible for deciding on admissions to the programme, for organising the examinations and for ensuring compliance with the provisions of these regulations but not for the assessment of examinations. <sup>3</sup>The Examination Committee will receive administrative support from the University's Examination Office in organising examinations. <sup>4</sup>The examination records will be kept by the University's Examination Office.
- (2) <sup>1</sup>The Examination Committee will consist of:
1. three professors who are members of the University and who teach postgraduate courses for professionals at the Faculty of Economic and Social Sciences,
  2. two students pursuing postgraduate studies for professionals at the Faculty of Economic and Social Sciences.

<sup>2</sup>Committee members as defined in Sentence 1 No. 1 will serve for a term of two years, the members as defined in Sentence 1 No. 2 for one year. <sup>3</sup>The Faculty Council of the Faculty of Economic and Social Sciences will elect the committee members and their deputies. <sup>4</sup>The Faculty Council will elect the chairperson and vice chairperson from the committee members as defined in Sentence 1 No. 1.

- (3) <sup>1</sup>The Examination Committee will report to the Coordination Committee and to the Faculty Council on a regular basis on the development of examinations and periods of study and provide suggestions on further development of the programme and the examination regulations. <sup>2</sup>The Examination Committee may delegate certain tasks and powers to its chairperson. <sup>3</sup>This does not apply to decisions in accordance with Paragraph 7 and Section 17 with the exception of cases in which the allegations have been admitted.
- (4) <sup>1</sup>Meetings of the Examination Committee will be open to members of the University. <sup>2</sup>Matters concerning individual examinations will be dealt with in closed session. <sup>3</sup>The Examination Committee will decide by a simple majority of votes cast at the meeting. <sup>4</sup>Abstention from voting on examination matters is not permitted. <sup>5</sup>In the event of an equal number of votes being cast, the chairperson or his/her deputy will have the casting vote.
- (5) <sup>1</sup>Committee members will be entitled to be present during the examinations that fall within the remit of the Examination Committee. <sup>2</sup>They will be bound to confidentiality with regard to individual examination matters.
- (6) <sup>1</sup>Notification of decisions that may infringe the rights of a student must be made in writing, state the reasons for the decision, and provide information on how to appeal. <sup>2</sup>Before a decision is taken, the student must be given the opportunity to respond.
- (7) <sup>1</sup>In the case of an appeal against a decision by the Examination Committee, it will reconsider the matter. <sup>2</sup>Where the Examination Committee fails to resolve or fully resolve the appeal, the Appeals Committee will decide in accordance with Section 7 Paragraph 10 of the General Examination Regulations for Bachelor's and Master's Programmes at the Helmut-Schmidt-Universität/Universität der Bundeswehr Hamburg.

## **Section 8**

### **Examiners and Assessors**

- (1) <sup>1</sup>Examiners are regular academic staff who teach the examination subject at the University. <sup>2</sup>A teaching assignment will entail authorisation to conduct examinations for the particular module. <sup>3</sup>In cases where examinations cannot be conducted by regular academic staff and no teaching assignment has been allocated, other examiners holding doctoral degrees or comparable qualifications in the examination subject may be appointed. <sup>4</sup>They will be appointed by the Examination Committee. <sup>5</sup>Their nomination will be announced two weeks prior to the relevant examination.
- (2) <sup>1</sup>University professors and lecturers are authorised to conduct all examinations in their discipline. <sup>2</sup>Other regular members of the academic staff and visiting lecturers may only conduct examinations for the module in which they offer courses.
- (3) <sup>1</sup>Assessors for the respective oral examinations will be nominated by the examiners. <sup>2</sup>To be nominated, an assessor must at least possess the qualifications to be determined in the examination or comparable qualifications.

- (4) <sup>1</sup>Examiners are autonomous and are not bound by directives with regard to their examination activities. <sup>2</sup>Section 7 Paragraph 5 Sentence 2 will apply to examiners and assessors.

## **Section 9**

### **Recognition of Prior Learning and Credit Transfer**

- (1) Transfer of the credits obtained by completing a degree programme at another institute of higher education and recognition of prior learning (RPL) will be granted if there are no fundamental differences between the knowledge and skills already acquired and those to be acquired in the relevant programme at the University.
- (2) <sup>1</sup>In the case of a student having previously studied at a foreign institute of higher education that is not covered by the Lisbon Recognition Convention, the recognition of prior learning and transfer of credits will be subject to compliance with the equivalence agreements approved by the Conference of Ministers of Education and Cultural Affairs and the University Rectors' Conference as well as with arrangements made within the scope of cooperation agreements between the University and other institutes of higher education. <sup>2</sup>Where no such agreement has been concluded and where there are doubts about equivalence, the Central Office for Foreign Education should be consulted.
- (3) <sup>1</sup>Provided they are of an equivalent standard and required for the successful completion of the programme, up to 30 ECTS credits will be recognised for knowledge or skills acquired and certified other than through studies at an institute of higher education. <sup>2</sup>Based on the qualifications obtained in the NATO CIMIC courses "Staff Worker" and "Higher Command Course", the student will be awarded the credits allocated for the MCMI-G-03 and MCMI-V-03 modules, which means that it will not be possible to recognise the full 30 ECTS credits for previously acquired knowledge and skills as defined in Sentence 1.
- (4) <sup>1</sup>In cases where credit transfer is granted, grades will be transferred – if the grade systems are comparable – and included in the calculation of the final grade. <sup>2</sup>Where grading systems are not comparable the remark "passed" will be added. Credit transfers and RPL granted will always be indicated.
- (5) <sup>1</sup>At the request of the student and after hearing the responsible subject representative, the Examination Committee will decide whether credit transfers and RPL should be granted. <sup>2</sup>The required documents should be included with the request for credit transfer and RPL. <sup>3</sup>Conditions may apply for credit transfers and RPL. <sup>4</sup>In cases which do not involve transition from another institute of higher education, but where the student has already successfully completed a degree programme, credit transfer as described in the preceding paragraphs will be limited to a maximum of 40 ECTS credits.

## **Section 10**

### **Admission to Module Examinations**

- (1) <sup>1</sup>Only those students will be admitted to module examinations who
1. have enrolled for the programme,
  2. meet the requirements for admission to the particular module (see Annex),
  3. meet the requirements for admission to the module examination (see Annex) and who
  4. have sent the request for module examination admission in writing or any other form determined by the Examination Committee to the Examination Office by the deadline set by the Examination Committee.

<sup>2</sup>In cases where students fail to apply for admission to a module examination in accordance with Sentence 1 No. 4, they will still be admitted to the forthcoming examinations in their chosen module if they meet the criteria specified in Nos. 1 to 3.

<sup>3</sup>Students may withdraw from a module by notifying the Examination Office by letter or e-mail by the first Friday after the start of the module.

- (2) <sup>1</sup>Unless the documents required for admission as specified in Paragraph 1 have been submitted at an earlier stage they must be enclosed with the request or submitted by the deadline set by the Examination Committee. <sup>2</sup>The Examination Office will ensure that students do not exceed the permissible number of resits.
- (3) <sup>1</sup>If the module overview contained in the Annex to these regulations states that a module requires the student's physical attendance, regular attendance of the required classes will be a criterion for admission to the module examination. <sup>2</sup>Regular attendance means that a student has been absent for no more than a third of the period in which physical attendance is required. <sup>3</sup>In the case of a longer absence due to circumstances beyond the student's control, he/she may be admitted to the examination subject to certain conditions. <sup>4</sup>A satisfactory explanation for the absence must be provided to the responsible lecturer and, in the case of absence due to illness, a medical certificate must be submitted as stipulated in Section 16 Paragraph 2 Sentence 2. <sup>5</sup>The conditions will be determined by the lecturer responsible for teaching the course missed and must be reasonable and appropriate to document that the student caught up on the subject material missed.
- (4) <sup>1</sup>The Examination Committee will decide whether the student should be admitted to the examination. <sup>2</sup>The Examination Committee may assign this task to the Examination Office. <sup>3</sup>In cases of doubt, the decision will rest with the Examination Committee.

## **Section 11**

### **Module Examinations**

- (1) Module examinations may take the form of a final examination or consist of several examinations combined into a module examination.
- (2) Where more than one type of examination is stated in the Annex, the intended examination type will be announced no later than the first lecture of the particular course.
- (3) Initial examinations will generally be held during the programme or within eight weeks of completing the module courses, as determined by the examiners.
- (4) Module examinations must be assessed no later than eight weeks after completion of the examination. Section 13 Paragraph 8 will remain unaffected.
- (5) <sup>1</sup>Students who have been admitted to the module examination are obliged to sit this examination. <sup>2</sup>At the written request of the student, the examiner may conduct the examination in a language other than English or German.
- (6) <sup>1</sup>Appropriate notification of the examination must be provided at least two weeks in advance of the examination date unless this date is agreed on an individual basis. <sup>2</sup>In the case of resits, notification of the results of the previous examination must be provided no later than two weeks before the resit date. <sup>3</sup>Before resitting the examination, the student must be allowed sufficient time to view the examination script.

## **Section 12**

### **Examination Types**

- (1) <sup>1</sup>Written, invigilated examinations involve set tasks to be completed by the student independently and only using the aids permitted by the examiner. They may also take the form of multiple choice examinations. <sup>2</sup>In the case of written multiple choice examinations, the University's regulations on multiple choice examinations are to be observed. <sup>3</sup>The length of time allowed in written examinations may range from 30 to 180 minutes; it must be specified in the Annex to these examination regulations and in the module handbook.
- (2) <sup>1</sup>Seminar papers and assignments are written work on an academic problem or subject agreed between lecturers and students which must be completed within a certain time. <sup>2</sup>Essays, annotated bibliographies etc. are special types of assignment. <sup>3</sup>They may be used as course examinations or module examinations. <sup>4</sup>The lecturers will determine the time allowed to complete these assignments.
- (3) <sup>1</sup>Oral examinations will be carried out by two examiners or by one examiner in the presence of one competent assessor. <sup>2</sup>Oral examinations may be conducted individually or in groups of up to four students. <sup>3</sup>Oral examinations will last 15 to 45 minutes per examinee. <sup>4</sup>The assessor's assessment must be heard before grades are awarded. <sup>5</sup>The

main topics and results of the examination must be documented in a record to be signed by examiners and assessors. <sup>6</sup>Where space permits, oral examinations will be open to members of the University. <sup>7</sup>At the request of the examinee, the examination may be held in private.

- (4) <sup>1</sup>The disputation is an academic debate in which the candidate must prove his/her ability to argue a case and to exercise judgement. <sup>2</sup>It starts with a short presentation by the examinee in which he/she describes the thesis and the outcomes of his/her paper. <sup>3</sup>This is followed by a discussion with the examiners in which the examinee "defends" his/her paper or by an oral examination (colloquium). <sup>4</sup>Paragraph 3 will apply accordingly.
- (5) <sup>1</sup>A presentation is a lecture on a topic which has been agreed between lecturers and students and which is part of the course (course examination) or the overall module (module examination). <sup>2</sup>If an extended written version of the presentation is required, the presentation and the written version will form the basis of the overall examination grade.
- (6) <sup>1</sup>A project report comprises the oral and written presentation of a complex assignment involving problem solving. <sup>2</sup>The controlled observation or examination and recording of an academic process forms the basis of a report. <sup>3</sup>The written account must be accompanied by a portfolio. <sup>4</sup>The portfolio is to contain different documents which have been gathered, organised systematically and annotated by the students and which reflect the learning process, learning performance and learning success of the students within the scope of a course or module. <sup>5</sup>The documents could, for example, include descriptions of completed assignments, lecture records, learning or experience journals and presentations etc. <sup>6</sup>The portfolio should comprise 10-20 pages. <sup>7</sup>The lecturers will specify further criteria regarding the layout of the portfolio.
- (7) <sup>1</sup>With the exception of written examinations, all papers must also be submitted in electronic format thus permitting the use of plagiarism detection software. <sup>2</sup>Section 13 Paragraph 6 Sentences 3 to 6 will apply accordingly.
- (8) <sup>1</sup>With the consent of the examiner, examinations, including the final thesis (Section 13), may take the form of group work. <sup>2</sup>In such cases, it must be ensured that each student's contribution to be assessed within the scope of the examination is clearly distinguishable and assessable on the basis of sections, page numbers and other objective criteria that enable individual performance to be attributed to the respective student.
- (9) <sup>1</sup>Where an examinee can satisfactorily demonstrate that due to prolonged or chronic illness or permanent physical disability he/she is unable to complete the examinations in their intended format or within the time allowed, the Examination Committee may, at the examinee's request, allow him/her more time to complete the examinations or to sit examinations of an equivalent standard in an appropriate format. <sup>2</sup>The same applies to study credits. <sup>3</sup>The examinee may be asked to provide appropriate evidence as outlined in Section 16 Paragraph 2.

## **Section 13**

### **Master's Thesis**

- (1) <sup>1</sup>By successfully tackling an extensive academic problem (Master's thesis), the students will demonstrate their technical and methodological skills, their power of judgment as well as their ability to independently plan and conduct an academic project using academic methods within a specified timeframe.
- (2) <sup>1</sup>The Master's thesis module comprises the final thesis (completion time: four months) including the disputation and carries 15 credits. <sup>2</sup>To be admitted to the Master's thesis module, students are required to have successfully completed the other modules as demonstrated by the achievement of the MCMi-S-01 module.
- (3) <sup>1</sup>The final thesis will be supervised by a professor or lecturer who has been approved as an examiner in accordance with Section 8 Paragraph 1. <sup>2</sup>The student may propose a supervisor. <sup>3</sup>Wherever possible and reasonable, the student's proposals must be accepted.
- (4) <sup>1</sup>The supervisor will assign the topic of the final thesis. <sup>2</sup>The student may propose the topic. <sup>3</sup>The Examination Office will record the date of assignment and the topic. <sup>4</sup>With the consent of the supervisor, the student may reject the topic once during the first third of the completion time where completion of the thesis is not possible for reasons beyond the student's control. <sup>5</sup>In this case, a new topic will be assigned without delay. <sup>6</sup>In cases of doubt, the chairperson of the responsible Examination Committee will decide. <sup>7</sup>At the student's request, the chairperson of the Examination Committee will ensure that the student is assigned a supervisor and a topic for the final thesis in good time.
- (5) Final theses may be submitted in German, English or, following approval by the Examination Committee, in another language.
- (6) <sup>1</sup>Three typed and bound copies of the final thesis must be submitted to the Examination Office by the deadline. <sup>2</sup>In addition to the printed copies, an identical, electronic version of the thesis is to be submitted to permit the use of plagiarism detection software. <sup>3</sup>In the case of empirical theses, this also includes the data material and an electronic copy of the material obtained from the Internet. <sup>4</sup>The time of submission will be recorded. <sup>5</sup>At the time of submission, the student must confirm in writing that the thesis (in the case of a group thesis, the appropriately indicated section of the thesis) is his/her own work, that only the aids stated in the bibliography were used and that all passages taken either verbatim or in adapted form from sources or literature are indicated as such and references provided in each case. <sup>6</sup>In addition, he/she must confirm that the electronic version submitted is identical to the printed copies.
- (7) <sup>1</sup>Where the student can provide justifiable reasons for his/her request, the chairperson of the Examination Committee may extend the deadline for the final thesis by a further four weeks in agreement with the supervisor. <sup>2</sup>In cases where work on the thesis is interrupted

by illness or other important reasons beyond the examinee's control, this period of interruption will not count towards thesis completion time. <sup>3</sup>The examinee will submit appropriate proof to the chairperson of the Examination Committee without delay. <sup>4</sup>Section 16 Paragraph 2 will apply accordingly.

- (8) <sup>1</sup>Final theses must be assessed by the supervisor and an additional examiner. <sup>2</sup>The examiners' written reports should be forwarded no later than 12 weeks after submission of the thesis. <sup>3</sup>If the grades differ by more than 1.0 or if the thesis is deemed "unsatisfactory" by only one examiner, the chairperson of the Examination Committee will call for a report from an additional examiner. <sup>4</sup>If the third examiner awards the grade of "sufficient" (4.0), the overall grade for the thesis will be calculated as the arithmetic mean of the grades awarded by the individual examiners, but will be no lower than "sufficient" (4.0).
- (9) <sup>1</sup>Where students have not accepted the topic of the final thesis within five years of commencing the course, they will no longer be eligible to sit the programme's examinations. <sup>2</sup>In cases of exceptional personal hardship and where the student can provide justifiable reasons for his/her request, the Examination Committee will extend this deadline accordingly; Section 16 Paragraph 2 will apply correspondingly.

## **Section 14**

### **Assessment of Examinations and Grading**

- (1) <sup>1</sup>The grades for individual examinations will be specified by the responsible examiner. <sup>2</sup>Examinations will be assessed using the following grades:
- 1 = very good (outstanding performance),
  - 2 = good (performance which considerably exceeds the average requirements),
  - 3 = satisfactory (performance which meets the average requirements),
  - 4 = sufficient (performance which still meets the requirements in spite of its deficiencies),
  - 5 = unsatisfactory (performance which fails to meet the requirements due to considerable deficiencies).
- (2) <sup>1</sup>Intermediate grading may be used to permit differentiated assessment of examinations. <sup>2</sup>To this end, the grades will be increased or lowered by a value of 0.3; grades 0.7, 4.3, 4.7 and 5.3 will not be used.
- (3) For examinations described in the Annex as "non-graded", the student will only be awarded the grade "pass" or "fail".
- (4) <sup>1</sup>A student will only be deemed to have passed a module examination which comprises several course examinations if he/she has passed all of the course examinations. <sup>2</sup>The grade awarded for a module is the arithmetic mean of the individual grades in accordance with the weighting of the various course examinations; "non-graded"

examinations as specified in Paragraph 3 will not be included in the grade for the module. <sup>3</sup>The value obtained will be truncated to one decimal place without rounding. <sup>4</sup>The same will apply in cases where an examination is assessed by several examiners. <sup>5</sup>Accordingly, the following grades will apply:

up to 1.5 = very good  
above 1.5 to 2.5 = good  
above 2.5 to 3.5 = satisfactory  
above 3.5 to 4.0 = sufficient  
above 4.0 = unsatisfactory

- (5) <sup>1</sup>The grades achieved in the module examinations will be weighted by the number of credits allocated to the respective module. <sup>2</sup>The overall grade awarded for the Master's programme is the credit-weighted arithmetic mean of the grades for all modules and the credit-weighted grade for the final thesis, provided this has not been included in an overall grade for the module; Paragraph 4 Sentence 3 will apply accordingly. <sup>3</sup>Non-graded examinations as specified in Paragraph 3 will not be included in the calculation of the overall grade. <sup>4</sup>Where an overall grade of 1.3 or higher is awarded, the grade "passed with distinction" will be awarded.

## **Section 15**

### **Resitting Examinations**

- (1) Examinees may not resit an examination for which they have been awarded a grade of "sufficient" (4.0) or higher.
- (2) <sup>1</sup>Examinees who have been awarded a grade lower than "sufficient" (4.0) for an examination are deemed to have failed and may resit the exam twice. <sup>2</sup>The resit date will be the examination date fixed for the appropriate module in the following academic year.
- (3) In cases where a module examination consists of several course examinations, Paragraphs 1 and 2 will apply to the resitting of the respective course examinations.
- (4) <sup>1</sup>If a Master's thesis is deemed "unsatisfactory", it may be resubmitted only once and must be based on a different topic. <sup>2</sup>In justified exceptional cases, a Master's thesis can be resubmitted twice following a decision by the Examination Committee. <sup>3</sup>The topic of the Master's thesis to be resubmitted must be accepted without delay. <sup>4</sup>In the case of resubmission, the topic may not be rejected.

## **Section 16**

### **Failure to Attend or Withdrawal from Examinations**

- (1) In cases where a student fails to attend an examination or fails to observe an examination deadline as defined in these regulations or withdraws from an examination or fails to complete a written examination within the specified completion time, he/she will be awarded the grade "unsatisfactory" (5.0) for that examination.

- (2) <sup>1</sup>The student must notify the Examination Committee in writing without delay, providing a satisfactory explanation of the reasons for his/her non-attendance of or withdrawal from the examination. <sup>2</sup>In the case of illness, the student is required to submit a medical certificate issued by a unit physician or public health physician, which must describe how the illness impairs the student's ability to perform but which does not disclose the actual illness. <sup>3</sup>The examiner or examination supervisor must be informed without delay if an examinee becomes incapable of completing an examination while the examination is still in progress. <sup>4</sup>The obligation to provide notification as laid down in Sentences 1 and 2 will remain unaffected. <sup>5</sup>After completion of an examination, reasons for withdrawal can no longer be invoked.
- (3) <sup>1</sup>If the Examination Committee accepts the reasons it will set a new date for the examination. <sup>2</sup>At the request of the examiner, the Examination Committee may determine that a written examination be resat as an oral examination.
- (4) <sup>1</sup>At the request of the candidate, provisions protecting working mothers (Maternity Protection Act) must be taken into account. <sup>2</sup>The same applies to requests submitted by the candidate regarding periods of parental leave in accordance with the Federal Parental Allowance and Parental Leave Act.

## **Section 17**

### **Cheating**

- (1) <sup>1</sup>In cases where a student attempts to influence the outcome of an examination by cheating, the examiner or examination supervisor will make a note of the incident and forward it to the chairperson of the Examination Committee immediately after the examination. <sup>2</sup>If this behaviour comes to light during an examination, the student concerned will be permitted to continue the examination.
- (2) Cheating in accordance with Paragraph 1 will include in particular the use of unauthorised examination aids, unauthorised collusion with other examinees or third parties during the examination, and plagiarism.
- (3) <sup>1</sup>The Examination Committee will decide whether an action constitutes an attempt at cheating as defined in Paragraph 1. <sup>2</sup>The examiner and the student concerned must be given an opportunity to respond to the allegations.
- (4) <sup>1</sup>If the Examination Committee determines that an attempt at cheating as defined in Paragraph 1 has occurred, the examinee will be awarded the grade "unsatisfactory" (5.0) or "fail" for that examination. <sup>2</sup>Where cheating only becomes known after assessment of the examination, the grade awarded will be changed accordingly. <sup>3</sup>In particularly serious cases, the Examination Committee may exclude the examinee from sitting further examinations.

- (5) In cases where the Examination Committee determines that plagiarism has been committed and where the student has previously been guilty of cheating, it will exclude him/her from further examinations in the absence of compelling circumstances to the contrary.
- (6) <sup>1</sup>If the Examination Committee takes a different view from the examiner concerned, it may consult the University's ombudsperson for safeguarding good academic practice and dealing with academic misconduct prior to making a decision. <sup>2</sup>Where the Examination Committee determines that no attempt at cheating as defined in Paragraph 1 has occurred, it will return the paper to the examiner for assessment, unless it considers him/her to be biased. <sup>3</sup>In this case, or if the examiner himself/herself does not wish to assess the paper for reasons of bias, the Examination Committee will appoint another examiner to whom it will forward the paper for assessment.

### **Section 18**

#### **Violation of Examination Regulations and Procedural Shortcomings**

- (1) <sup>1</sup>The examiner or the examination supervisor may exclude examinees who wilfully disrupt the proper conduct of a written or oral examination from continuing with the examination. <sup>2</sup>Section 17 Paragraph 1 Sentence 1, Section 17 Paragraph 3 and Section 17 Paragraph 4 Sentence 1, will apply accordingly. <sup>3</sup>If the Examination Committee fails to find any violation that justifies exclusion from the examination, the student concerned must be given the opportunity to resit the examination without delay; Section 17 Paragraph 6 Sentence 3, will apply accordingly.
- (2) <sup>1</sup>The responsible examiner or the Examination Committee must be notified without delay of any shortcomings in the examination procedure. <sup>2</sup>At the request of the student concerned, the Examination Committee will decide whether an examination involving procedural shortcomings must be repeated.

### **Section 19**

#### **Transcript of Records**

If, at the end of a term, all the data pertaining to the outcomes for that term has been recorded, the student, at his/her request, will be provided with a transcript of records documenting the courses and examinations he/she has completed.

### **Section 20**

#### **Pass or Failure**

- (1) <sup>1</sup>A student is deemed to have passed the Master's degree examination if he/she has successfully completed all module examinations and the final thesis and has earned the 60 credits required. <sup>2</sup>A student is deemed to have failed the Master's programme, if he/she

- has permanently forfeited his/her right to sit examinations in accordance with Section 17 Paragraph 4 or Section 17 Paragraph 5,
  - has been awarded the grade "unsatisfactory" or "fail" for a module examination at the final attempt or
  - has again been awarded the grade "unsatisfactory" for the final thesis after resubmission.
- (2) Failing a compulsory elective module may be compensated for by passing alternative compulsory elective modules carrying at least the required number of credits.
- (3) Where a student has failed the Master's degree examination at the final attempt, the chairperson of the Examination Committee will notify the student in writing, also providing information on how to appeal.
- (4) At his/her request, and upon presentation of appropriate proof, the Examination Office will provide the student with a certificate indicating the examinations completed and the grades awarded and which clearly states that he/she failed the Master's degree examination at the final attempt.

## **Section 21**

### **Certificate, Diploma and Diploma Supplement**

- (1) <sup>1</sup>Students will receive a certificate upon passing the Master's degree examination. <sup>2</sup>In addition to the overall grade, the certificate will also include the grades and credits for the individual module examinations and state the topic of and grade awarded for the final thesis. <sup>3</sup>The certificate will also show the date on which the last examination was completed. <sup>4</sup>It must be signed by the chairperson of the Examination Committee and bear the University's seal.
- (2) <sup>1</sup>In addition to the certificate, the graduate will receive a diploma confirming the award of the final degree and stating the date of the certificate. <sup>2</sup>The diploma will be signed by the chairperson of the Examination Committee and the Dean and will bear the University's seal.
- (3) <sup>1</sup>Together with the certificate, the graduate will receive a diploma supplement in accordance with the regulations, as amended, that have been agreed between the Conference of Ministers of Education and Cultural Affairs and the University Rectors' Conference. <sup>2</sup>The diploma supplement will include in particular information on the University, the type of degree, the programme syllabus, the admission requirements, the programme requirements, the programme structure and the German higher-education system. <sup>3</sup>To illustrate the graduate's relative performance, the diploma supplement will also contain information on the distribution of grades over the last three academic years.
- (4) The certificate, diploma and diploma supplement will be in German and in English.

## **Section 22**

### **Invalidity of Final Examinations**

- (1) Where an examinee has cheated in an examination and where this is not discovered until after the certificate has been issued, the Examination Committee may retroactively declare that he/she has failed this examination and, if appropriate, the Master's degree examination.
- (2) <sup>1</sup>In cases where the admission requirements for an examination were not fulfilled, but where there has been no intent to deceive on the part of the examinee and where this is not discovered until after the certificate has been issued, this shortcoming is remedied by awarding the student a pass in the examination. <sup>2</sup>If the examinee has intentionally and wrongfully obtained admission, the Examination Committee will declare that he/she has failed the Master's degree examination.
- (3) Section 7 Paragraph 6 will apply correspondingly to decisions made in accordance with Paragraph 1 and Paragraph 2 Sentence 2.
- (4) <sup>1</sup>The incorrect certificate and the diploma supplement or the corresponding certification will be withdrawn and, where appropriate, a new corrected certificate issued. <sup>2</sup>In cases where Paragraph 1 and Paragraph 2 Sentence 2 apply, the diploma confirming the final degree award will also be withdrawn if it has been declared that the examinee has failed the Master's degree examination.

## **Section 23**

### **Viewing Records and Examination Scripts**

- (1) <sup>1</sup>On completion of each module examination, a student will upon request be allowed to view his/her examination scripts and any related reports. <sup>2</sup>The request must be submitted to the Examination Office no later than one month after the announcement of the examination results. <sup>3</sup>The Examination Office will decide on the place and date of viewing.
- (2) Notwithstanding Paragraph 1, the examiners may allow students to view their examination scripts before the papers are sent to the Examination Office, especially by specifying particular dates when students may view their examination scripts without prior request.

## **Section 24**

### **Entry into Force**

These regulations will enter into force on the day after their publication in the University Gazette.

## Annex: Module Overview

Module no.	Module title	Compulsory/ compulsory elective	ECTS credits	Term (standard)	Examination <sup>1</sup> )	Attendance required	Admission requirement
<b>Foundation Stage:</b>							
MCFI-G-01	Leadership and management <sup>3)</sup>	C	5	AT 01	S or P	no	-
MCFI-G-02	Empirical social research/research methods <sup>2)</sup>	C	5	WT 01	S or P	no	-
MCFI-G-03	Principles of civil-military cooperation <sup>2)</sup>	C	5	WT 01	S or P non-graded	yes	-
MCFI-G-04	Cross-cultural awareness and conflict mediation <sup>2)</sup>	C	5	ST 01	S or P	no	-
<b>Specialisation and Application Stage:</b> Modules amounting to a total of 40 ECTS credits must be completed							
MCFI-V-01	International policy analysis <sup>3)</sup>	CE	5	AT 02	S or P	no	-
MCFI-V-02	Diversity and cross-cultural operational advice <sup>2)</sup>	CE	5	WT 02	S or P	no	-
MCFI-V-03	Planning module of civil-military cooperation <sup>2)</sup>	C	5	AT 02	S or P non-graded	yes	-
MCFI-V-04	Strategy from an academic perspective <sup>3)</sup>	CE	5	WT 02	S or P	no	-
MCFI-V-05	International human rights from an academic perspective <sup>3)</sup>	CE	5	AT 02	S or P	no	-
MCFI-S-01	Inter- and transdisciplinary project seminar in preparation for the Master's thesis <sup>2)</sup>	C	10	WT 02	(S or P) + D D non-graded	no	Successful completion of Foundation Stage and of modules of Specialisation Stage carrying 10 ECTS credits
MCFI-S-02	Master's thesis preparation and defence	C	15	ST 02	T + D D non-graded	no	Successful completion of module MCFI-S-01

<sup>1)</sup> The lecturers will recommend an academic method from those covered in the module that is appropriate for the problem-based learning topic chosen by the student. They will decide on the examination type suitable for this method – the examination may consist of either a project report (particularly in the case of empirical methods) or a seminar paper.

<sup>2)</sup> English

<sup>3)</sup> English or German

Abbreviations:

- T final thesis in accordance with Section 13 (workload 375 hours)
- D Disputation (Oral Defense) lasting 15-45 minutes
- S Seminar paper comprising 15 to 25 pages to be discussed orally
- P Project report comprising 10 to 20 pages accompanied by a portfolio
- AT Autumn Term
- WT Winter Term
- ST Spring Term