



**Friedensau Adventist University
School of Social Sciences**

Examination regulations for

Master of Arts

International Social Sciences

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I In General

§ 1 Course aim, academic degree

- (1) The course, Master of Arts International Social Sciences, abbreviated MA IS aims to impart professional knowledge, methods and skills enabling students towards scientific analysis, critical coordination of scientific insights and responsible professional services.
- (2) The course is guided by theory and is research oriented corresponding to the academic structure of a university. The service aspect of professional life is included and essential competencies are accounted for.
- (3) Examinations during and at the end of the course will ascertain, whether students acquired the necessary know-how, skills and abilities in the field of international social science to qualify them for professional services in the following fields of concentration: International social management; planning, implementation and evaluation of development projects; humanitarian aid and disaster response; international peace and conflict resolution; working with the rights-based approach, human rights.
- (4) After passing required examinations and with the successful completion of the course, the School of Social Sciences (SSS) of Friedensau Adventist University (FAU) will award the academic degree “Master of Arts (M.A.)“. The graduate is entitled to affix the university degree to his or her name.

§ 2 Course schedule, admission requirements

- (1) The course can be started in the winter semester of an academic year
- (2) The course is organized in a non-consecutive structure
- (3) For admission, the completion of a professional course at a university or an academically recognized college or university of applied sciences or an equivalent degree in social work, social education, law, political science, ethnology, geography, economics, education and sociology is required and has to be verified by a state examination, a Masters degree, a Bachelors degree, Diploma or a Magister degree or a Doctorate. A final grade (certificate grade) of 2.5 or better is required. Upon application the Examination Committee can recognize other courses of study for admission as well.
- (4) Applicants holding certificates outside the mentioned subject areas may be required to provide evidence of basic knowledge in the human- and social sciences or register for additional modules in the Bachelor course of Social Work at FAU. The Examination

Committee decides on the recognition of related course work and expertise and the amount and selection of additional modules to be registered for within a time frame.

- (5) All applicants must demonstrate proficiency in the English language by the Test of English as a Foreign Language (TOEFL) with a result of at least 550 (PBT = paper-based test) or 213 (CBT = computer-based test) or 79 (iBT = internet-based test) points or another comparable performance, such as the IELTS (6.0) or the Cambridge Certificate of Proficiency in English (Grade B). Applicants who received their B.A. degree in an English-language study program are exempt.

§ 3 Examination Committee

- (1) An Examination Committee is constituted to monitor the course content. The Examination Committee is composed of the following members who are entitled to vote: The Dean of the SSS (Chairperson), a minimum of five full-time lecturers as well as one student representative. The Chairperson can assign a member with voting rights as his or her deputy. The Examination Committee may include other members of FAU or external professionals from related fields to participate in a decision-making-process.
- (2) The vote of the Chairperson or respectively of his or her deputy is decisive in the event of a tie vote.
- (3) The Examination Committee has a quorum when apart from the Chairperson or his or her deputy a minimum of 50 percent of the total committee members entitled to vote are present. The Examination Committee decides with a simple majority.
- (4) The Examination Committee takes care that examination regulations are observed and that examinations are conducted in an orderly fashion. In particular, the Examination Committee is responsible for making decisions concerning objections to decisions made in examination procedures.
- (5) The student representative does not participate in decisions related to following issues: pedagogy and academics, in particular evaluation of course performances or recognition of academic credit; the appointment of evaluators and assessors; consultation and decision making on issues concerned with formulating examination questions.
- (6) All members of the Examination Committee are liable to confidentiality and to the stipulations of the Federal Data Protection Act (Bundesdatenschutzgesetz). They are initiated into a confidentiality agreement by the Chairperson.
- (7) Any decision of the Examination Committee or its Chairperson that affects a student negatively is to be communicated with immediate effect. The respective candidate is

to be heard in case he or she enters an objection.

- (8) The communication of decisions made by the Examination Committee is to be complemented with instructions to the student about his or her right to appeal.
- (9) The Examination Committee sets up an Examination Office. It consists of the Chairperson of the Examination Committee and the Registrar. The function of the Examination Office is to notify all concerned parties of the decisions of the Examination Committee, the receipt of notifications for examinations and the Master thesis as well as the safe-keeping of examination papers and results.

§ 4 Recognition of study periods, course achievements and academic credit

- (1) Study periods, course achievements and academic credits in related Master courses such as international social management, international conflict management, development economics, development sociology, humanitarian aid and international human rights at a university or academically recognized colleges or universities of applied sciences are recognized without any examination of equivalence under the condition that the subject matter of course achievements tallies with academic credit.
- (2) Study periods, course achievements and academic credits of other courses of study are recognized when equivalence is ascertained. Equivalence is to be ascertained, when study periods, course achievements and academic credits in subject matter, scope and requirements correspond by and large with those of the MA IS at FAU. In this case no schematic comparison but a comprehensive survey and a holistic evaluation is to be undertaken. Recognition procedures of study periods, course achievements and academic credits completed outside of Germany have to adhere to the equivalence contracts of the Standing Conference of the Ministers of Education and Cultural Affairs (Kultusministerkonferenz) and the Association of Universities and Other Higher Education Institutions in Germany as well as contractual agreements in the framework of university partnerships. In addition, when doubts about equivalence arise, the Examination Committee may call upon the Central Office for Foreign Education Systems or corresponding qualified experts of foreign universities.
- (3) When course achievements and academic credits are recognized - under the condition that grading systems are comparable - grades are to be transferred and included in the calculation of the cumulative grade. When grading systems are not comparable a "pass" grade will be endorsed. A notification of the recognition of academic credits in the grade sheet is permitted.
- (4) The application for recognizing course achievements and academic credit is to be submitted to the Examination Office in time. All documents that are relevant for making decisions on recognition are to be presented. The applications are passed on by the Examination Office to persons responsible for respective modules.
- (5) In cases of doubt the Examination Committee decides.

II Organisation and structure of study

§ 5 Credit point system, standard period of study, unitised structure of study, dead lines

- (1) The standard period of study including the time for writing the Master thesis adds up to two years (4 semesters). Upon application it can be extended by two additional semesters.
- (2) The courses and practical training of the MA IS are offered in a unitised mode. The term “module” stands for thematically and chronologically coordinated and self-contained teaching units that are assessed with credit points (CR) according to the European Credit Transfer System (ECTS). Modules are usually completed within a semester. Modules are to be studied and registered for as a unit, i. e. singular teaching units detached from modules cannot be taken. The course consists of modules as they are presented in the module handbook. There are compulsory modules, required electives and electives.
- (3) The work load of students is reflected in CR. The total load for achieving the learning objectives of an academic year is 60 CR, accordingly per semester 30 CR.
- (4) A module usually contains 5 or respectively 10 CR and includes examinations.
- (5) A CR is usually based on 30 hours (60 min).
- (6) The course is organized in a rigid time frame in accordance with the decision that it has to be completed within the standard period of study. Specified standards of performance within given dead lines are the preconditions for continuing course work. As a rule 30 CR are to be achieved per semester in order to be permitted to continue with the study programme.
- (7) Upon application, the Examination Committee can extend or discontinue all prescribed time limits based on the following reasons:
 - a) Participation in a legal or statutory committee of the university, in a student body or in a student union.
 - b) Sickness or other reasons for which the student cannot be made accountable
 - c) Pregnancy or caring for a young child
 - d) A relevant study in a foreign country of up to 2 semesters complying with the regulations
 - e) A case of hardship

- (8) For full time employed students individual agreements are made.

§ 6 Examinable course components, records of completed courses

- (1) The course components prescribed in § 5 and listed in the module handbook are completed with an examination. They are to be evaluated according to the instruction of § 14. The evaluations are integrated proportionately into the final grade as instructed in § 14 Para. 3.
- (2) The regular and successful participation in teaching units, fulfilling all requirements including relevant passing of examinations are prerequisites for earning CR. A successful participation is granted, when in addition to the fulfilment of prerequisites as mentioned in the module handbook, a cumulative grade of “sufficient” (4,0) is achieved in performance records. Evidence for performance records is produced amongst others in colloquiums, assignments, term papers and oral/written examinations.
- (3) A course performance or an examination which is evaluated lower than „sufficient” (4,0) can be repeated once. If the repetition is evaluated lower than “sufficient” (4,0) the course performance is a fail and CR are not awarded. The time for the repetition is appointed by the evaluator. The repetition has to be carried out within the following semester at the latest.
- (4) For recording evidence of a successfully completed course performance, a transcript (qualified evidence of study) is endorsed by the Registrar’s Office. It contains at least the name of the student, the exact description of the module and teaching units, the indication of the semester in which the module was offered as well as the evaluation of the rendered course achievement. The lecturers of the respective teaching units are to provide an endorsed evidence for the evaluated course achievement to the Registrar’s Office.
- (5) The repetition of a successfully completed course achievement is not possible.

§ 7 Extent of study, fields of study

- (1) The total amount of semester periods per week (Semesterwochenstunden = SWS) in a semester as required for the modules and the successful completion of the course including teaching units for practical training and Master thesis amounts to 40 SWS.
- (2) In addition, interdisciplinary teaching units to the extent of about 3 SWS are to be taken
- (3) For the successful completion of a course, evidence of a total of 120 CR has to be provided. These include 20 CR for the Master thesis as well as 10 CR for the required

practical training.

(4) The department as well as cooperating institutions guarantee that there is an adequate supply of lecturers for the required modules to be taught.

(5) During the course of study a practical training of 300 hours has to be made related to the professional field. The office established for supervising practical training is committed to assist students in choosing and finding a placement for practical training and will provide guidance during the practical training.

§ 8 Course participation, restrictions to participation

(1) A timely and binding registration is required for participation in modules in which examinable course components are to be rendered and CR are intended to be earned. The registration is to take place during the first enrolment and the respective confirmations at the beginning of each semester.

(2) Admission is to be denied, when conditions for participation are not fulfilled or when one of the time limits are exceeded as mentioned in § 5; in this case § 5 Para. 7 is to be applied.

(3) When a student withdraws from his or her admission after the given dead line for changing ones registration or he or she discontinues participation in a module, a renewed admission to the same module is only possible one more time.

III. Final examination

§ 9 Aim and mode of Master examination

Through the Master examination it is to be ascertained whether a candidate has acquired the necessary theoretical, practical and methodological knowledge, skills and competencies in the field of international social science enabling him or her to provide professional services. The Master examination consists of a written Master thesis.

§ 10 Evaluator

Evaluators for the Master thesis are usually lecturers of FAU. In addition, the Examination Committee can appoint evaluators who are experienced in the related professional fields. The candidate can recommend evaluators. The recommendation does not constitute a right. The Examination Office takes care that the names of the evaluators are communicated to the candidate in due time. The evaluators are to comply with confidentiality standards.

§ 11 Notification of and admission to Master thesis

- (1) A student can be admitted to writing his or her Master thesis when he or she:
 - (a) is regularly registered in the MA IS at the FAU,
 - (b) has earned a minimum of 60 Cr,
 - (c) has not lost his or her entitlement to examinations.
- (2) As a rule the notification for the Master thesis is served in the middle of the third semester. The date for application is announced by the Examination Office in due time. The application for admission is to be addressed to the Examination Committee in written form.
- (3) Following items are to be supplied with an application:
 - i. Evidence for course achievements on the basis of a transcript,
 - ii. the proposal for the topic of the Master thesis and the declaration of the language in which the thesis is written along with the written consent of the recommended first evaluator,
 - iii. a declaration whether the candidate has definitely failed a Master examination in a similar Master course of study at a university or college or whether she or he has been enrolled in an uncompleted examination procedure at a university or college,
 - iv. a declaration whether and if applicable how often the candidate has previously failed examinations and examinable course components in similar organized courses of study at a university or college.
- (4) The Examination Committee decides about the admission to the Master thesis and the evaluators. It schedules the beginning of the Master thesis and puts the same on record.
- (5) In case it is not possible for the candidate to submit the required documents in the prescribed mode according to Para 3, the Chairperson of the Examination Committee may allow to the evidence to be provided in an alternate fashion.

(6) Admission is denied, when:

- i. Conditions are not fulfilled as mention in Para 1, or
- ii. when documents handed in are incomplete and after a reminder and a postponed date of submission are still not submitted completely, or
- iii. no entitlement to an examination exists according to § 5 Para. 1, or
- iv. the candidate has finally failed a Masters examination in similar Master course of study at a university or college, or
- v. the candidate has no possibility of accomplishing examination performances or examinable course components that are required for the successful completion of the study due to previous failed attempts according to § 13 Para 2, or
- vi. Candidate has missed the notification period because of a reason he or she is accountable for, or
- vii. Admission can be refused, when the candidate is enrolled in an uncompleted examination procedure at another university or college.

§ 12 Master thesis

- (1) The Master thesis is a scientific study of approximately 80 pages that is to provide evidence that proves that the candidate is able to make a contribution to the current state of research, to scientifically reflect a problem related to the subject matter of the course and to handle it with required methods in a given time frame. The evaluators monitor the processing of the Master thesis. The candidate informs the evaluators regularly about progress in writing the thesis.
- (2) The confirmation for admission from the Examination Office is decisive for the beginning of the Master thesis.
- (3) The Master thesis can be written in German or English.
- (4) The Master thesis including the colloquium comprises a volume of work of 600 hours that is to be submitted to the Examination Office within 6 months from the notice of admission. Upon application by the candidate, the Examination Committee may extend the processing time in agreement with the first evaluator by a maximum of 4 weeks. The standard period of study has to be followed.

- (5) The topic, conceptual formulation and volume of the Master theses are to be limited so that the time frame for processing the Master thesis can be maintained. The topic can be changed only once and only within the first two weeks after admission. A new topic is to be agreed upon without delay, at the latest within four weeks. The processing time is not affected by this procedure and is not extendable.
- (6) The candidate submits the Master thesis bound and in duplicate in due time to the Examination Office. At the submission of the thesis he or she has to certify in writing that the thesis has been independently authored and that no additional sources and means have been used than those indicated.
- (7) The date of submission is to be recorded. If the Master thesis is not submitted within the stipulated time, it is will be evaluated as „insufficient“
- (8) The submitted Master thesis is passed on to evaluators by the Examination Office.
- (9) As a rule the final grade is calculated as an arithmetic mean of the grades given by the two evaluators. The Chairperson of the Examination Committee appoints a third evaluator in case the grades diverge by more than two full point in the grading scale (> 2 .0) The Chairperson of the Examination Committee ascertains the final grade on the basis of three evaluations. The evaluation process must not exceed four weeks.
- (10) The Master thesis is considered a fail when the final grade is lower than „sufficient“ (4,0). It can be repeated once. In this case the Examination Committee is instrumental for deciding on a new topic for a Master thesis within 6 weeks after the candidate was informed about his or her failure. A change of the topic in accordance with the time limit mentioned in Para 5 Sentence 2 is only valid, when the candidate did not avail of this possibility in the first attempt of writing his or her Master thesis. The Master thesis cannot be repeated after a second failed attempt.

§ 13 Passing and failing, repetition of Master examination

- (1) A student passes a Master examination with a grade not lower than „sufficient“ (4,0) and when in addition all examinable course requirements are fulfilled according to § 6 Para 1.
- (2) Failed examinations and failed examinable course components in a content wise similarly organized Master course of study at another university, college or university of applied science in Germany or abroad are considered to be failed attempts and are calculated as such to the admissible number of repetitions for an examination. Furthermore, failed examinations and failed examinable course components in the same subjects of another course of study at a university, college or university of applied science in Germany or abroad are also considered failed attempts, if equal or minor requirements were to be fulfilled to obtain a pass.

- (3) A successfully completed examination cannot be repeated.
- (4) The Master examination is finally considered as failed and a continuation of the course MA IS is not possible in case an examination or an examinable course component cannot be accomplished or repeated.
- (5) In case a candidate fails the Master thesis or the Master thesis is declared as a fail , the Examination Committee informs the candidate by a written notice that also provides information about the conditions and time limit within which the examination can be repeated. The written notice about the failed Master examination is to include a legal instruction about remedial action.

§ 14 Evaluation of examinable course components, calculation of final grade

- (1) For the evaluation of examinations and examinable course components following grades are to be used:

1	=	very good	=	excellent performance
2	=	good	=	performance that is above average requirements;
3	=	satisfactory	=	performance that meets average requirements;
4	=	sufficient	=	performance that meets requirements despite certain short comings;
4,3	=	insufficient	=	performance that does not meet requirements due to considerable short comings

- (2) In order to obtain a differentiated evaluation of course requirements and academic credits each grade can be increased or decreased to interim values by 0,3; the grade 0,7 is excluded.
- (3) For calculating the final grade of the Master examination, the various grades of the course requirements of individual modules and the grade of the Master thesis are multiplied with respective Cr according to § 5, added up and divided by the total number of included examinable Cr. The final grade calculated in the above mentioned process reads within the given grading system as follows:

1,5 and better	=	very good
1,6 to 2,5	=	good
2,6 to 3,5	=	satisfactory
3,6 to 4,0	=	sufficient
4,1 and lower	=	insufficient

- (4) When calculating the final grade only the first decimal position is considered; all further positions are invalid and will not be rounded up.

§ 15 Grade sheet, Degree certificate, Diploma Supplement

- (1) After passing the master examination, the candidate immediately receives, at the latest after four weeks, a grade sheet that contains the grades of the Master thesis and the final grade. The report also includes the topic of the Master thesis. Upon application by the candidate, the final grade in the grade sheet corresponding to the ECTS-grade as well as the related ECTS-Definition will be documented according to the currently valid evaluation system of the European Credit Transfer-System.
- (2) The date of the last examination performance is recorded in the grade sheet. It is to be signed by the Chairperson of the Examination Committee.
- (3) Along with the grade sheet, the candidate receives a certificate that authenticates the awarding of the degree „Master of Arts (M.A.)”. The certificate records the date of grade sheet. It is signed by the Dean of the School of Social Science, the Rector and the Chairperson of the Board.
- (4) In addition, the graduate receives a Diploma Supplement (DS) according to the „Diploma Supplement Model" of the European Union/ Council of Europe/UNESCO. For documenting the national education system (DS - Section 8) a text agreed upon by both the Standing Conference of the Ministers of Education and Cultural Affairs and the Association of Universities and Other Higher Educational Institutions in Germany is to be used in the currently valid version. The DS reflects in particular the objectives of the successfully completed course of study with special reference to its content or subject matter, its part in relation to the total volume of study as well as the accomplished performances. It is to be signed by the Chairperson of the Examination Committee.
- (5) Students that leave FAU without completing their studies or continue their study at the FAU doing another course, receive upon application and on the basis of the provision of relevant evidence a conclusive written confirmation of accomplished course performances and academic credit. The application is to be submitted with the required documents and to be addressed to the Dean of the School of Social Sciences.

IV Final clauses

§ 16 Default, withdrawal, fraud, violation of regulation

- (1) An examination performance is evaluated as „insufficient“ in case a candidate does not appear to an appointed examination date without providing a good reason or when the candidate withdraws from an examination without any good reasons. The same is valid for examinable course performances.
- (2) The good reasons claimed for justifying withdrawal from an examination procedure or any default connected to it, have to be convincingly presented to the Examination Committee in a written form. In case of sickness, the candidate may be required to submit a medical certificate and if applicable an official medical certificate. The sickness of a child mainly cared for by a single parent is considered on par with the sickness of the candidate. In case reasons are valid and recognized, a new examination date is agreed upon.
- (3) In case the candidate attempts to influence the examination results through cheating or unauthorized auxiliary means, the respective examination is evaluated as „insufficient“. The Examination Committee may exclude this candidate from further participation in the examination.
- (4) If a candidate disturbs the regular procedure of an examination, the responsible evaluator may exclude him or her from further participation. In this case the respective examination is evaluated as “insufficient”. Furthermore, the Examination Committee may exclude the candidate from participating in other examination performances.
- (5) Any decisions placing hardship on the candidate are to be communicated in writing without delay along with an appropriate explanatory statement; legal instruction for remedial action is to be enclosed. Before a decision is made, the concerned candidate is to be given an opportunity to comment on the issue according to Para 4 Sentence 2.
- (6) The conditions of the Para -5 are also valid for the course performances

§ 17 Invalidity of Master examination

- (1) In case a candidate cheated in an examination and this fact comes to light only after the grade sheet was handed out, the Examination Committee is authorized to retroactively correct any examination performances or declare an examination partly failed or as a complete fail for those examination components for which cheating was proved. The evaluator is heard in this procedure. The evaluator is heard in this procedure.

- (2) In case the conditions for the admission to an examination were not fulfilled without the intention of the candidate to cheat, and this fact is made known only after the grade sheet was handed out, then this deficit will be corrected by a successful completion of the examination. In case the candidate intentionally secured admission by illegal means, the Examination Committee makes decisions on the issue following the State Administrative Procedure Act (Landesverwaltungsverfahrensgesetz).
- (3) The candidate is to be given an opportunity to comment on the issue before a decision is made.
- (4) The invalid examination report and the DS are to be retracted and if applicable reissued. Furthermore the certificate is to be retracted according to § 15 Para. 3 in case the Master examination was declared “failed” on the basis of cheating. A decision related to Para 1 and 2 is excluded after a period of five years from the date of issue of the examination report.

§ 18 Access to examination files

- (1) Upon application, the examination candidate is conceded access to his or her examination files including to the Master thesis and related evaluations.
- (2) The application is to be made to the Chairperson of the Examination Committee within a year after having notified the written confirmation of the examination results. § 60 of the rule of the administrative courts applies correspondingly. The Examination Office decides on the place and time for access to the examination files.

§ 19 Coming into effect

This regulation comes into effect at the day of its publication in the Ministerial Gazette of the State of Saxony Anhalt.

Friedensau,
Dean of the School of Social Science
Friedensau Adventist University
Prof. Dr. habil. Horst Friedrich Rolly