

# Official Notices

## Contents:

Examination regulations

for the advanced master's course "European  
Studies – Governance and Regulation" of the  
Faculty of Philosophy of the University of Bonn

August 10, 2015

**Examination regulations for the advanced master's program**

***European Studies – Governance and Regulation***  
**of the Faculty of Philosophy**

**of the University of Bonn**

**August 10, 2015**

In accordance with sections 2 para. 4 and 64, para. 1 in conjunction with 62 of the Higher Education Act of the state of North Rhine-Westphalia – Higher Education Act (HG) – in the version of the Future Higher Education Act (HZG NRW) dated September 16, 2014 (Gazette of Laws and Ordinances of North Rhine-Westphalia, page 547), the Faculty of Philosophy of the University of Bonn has issued the following examination regulations:

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## **Preliminary remark on the use of language**

All references to persons or positions in these regulations apply equally to women and men.

### Section 1 Scope

#### **Section 1 Scope**

(1) These examination regulations apply to program participants who enroll in the advanced master's program *European Studies – Governance and Regulation* of the Faculty of Philosophy of the University of Bonn after these regulations come into effect.

(2) The examination regulations of the Faculty of Philosophy of the University of Bonn for the advanced master's program *European Studies – Governance and Regulation* dated December 16, 2014 (Official Announcements of the University of Bonn, vol. 44, no. 41, dated December 19, 2014), hereinafter referred to as "MES Examination Regulations," expire on March 31, 2017. Examinations in accordance with the

MES Examination Regulations may be taken for the last time in the 2016 summer semester by September 30, 2016. The examination committee can extend this deadline by six months upon a substantiated request.

(3) Students who began their studies in accordance with the MES Examination Regulations before the date on which these examination regulations took effect and who have not yet taken all examinations may

- a. continue their studies in accordance with the MES Examination Regulations as amended, or
- b. switch to these examination regulations, upon written request which is irrevocable. Work already performed will be credited in accordance with section 7.

### Article 2 Educational objective, degree and degree completion time

#### **Section 2 Objective of the course of study and purpose of the examination**

(1) The advanced master's program *European Studies – Governance and Regulation* is offered by the Faculty of Philosophy of the University of Bonn in cooperation with the Center for European Integration Studies (ZEI). The course of study has an interdisciplinary design and is based on the pillars of "governance" and "regulation." These reflect the political science and jurisprudential significance of issues in European integration. The program is application-oriented.

(2) The course of studies in this advanced master's program is intended to provide the program participants with the specialized knowledge, abilities and methods needed to be able to undertake scientifically established work, critically assess and apply scientific findings and methods in professional practice, as well as take professionally responsible actions. The educational objectives primarily focus on

- specialist knowledge geared to current practice-oriented research questions on the basis of thorough fundamental knowledge,
- methodological and analytical skills which enable independent development

of scientific knowledge in which research methods and strategies as well as their transfer to the professional field in accordance with appendix 2 are of key importance,

- the broadening of existing professional key skills.

(3) The program participants will learn to address complex problems and solve them with scientific methods, including beyond the current limits of knowledge. The interdisciplinary orientation of the advanced master's program will enable participants to have an overview of interdisciplinary connections and independently apply scientific methods and knowledge in practice.

(4) To appropriately structure the course of study, a study plan is created as a recommendation for the program participant which can be modified, as needed, taking individual circumstances into account.

(5) The master's examination forms an additional professional qualification to expanded scientific training in the field of government and regulation in the European Union.

### **Section 3 Academic degree**

(0) If the master's examination is passed, the Faculty of Philosophy of the University of Bonn confers the academic degree "Master of European Studies" in the program *European Studies – Governance and Regulation*.

(1) The academic degree "Master of European Studies" is awarded by the faculty only if a total of at least 30 of the credit points to be achieved according to section 4 para. 1 as well as the 16 CP of the master's thesis were earned at the University of Bonn.

### **Section 4 Degree completion time, range of courses offered, credit point system and teaching/examination language**

(1) The degree completion time, including the master's thesis, is two semesters

(60 credit points).

(2) The program content is selected and limited such that the program can be completed in the respective degree completion time. The content is taught in the form of modules which generally consist of teaching units related to each other thematically, methodologically or systematically.

(3) Each module is generally completed with a module examination and assessed with credit points (CP) according to the *European Credit Transfer and Accumulation System* (ECTS). A credit point corresponds to a calculated workload of 30 hours.

(4) The course of study includes modules in the compulsory subject area which earn 44 CP. The master's thesis earns 16 CP. The details about the modules, their admission prerequisites and the number of credit points per module are

given in the module plan (appendix 1).

- (5) The teaching and examination language is English. The module plan can provide for variances for individual modules.
- (6) The course of studies can only be started in the winter semester.

Article 3  
Admission prerequisites, fees and credits

**Section 5**  
**Prerequisites for admission to the course of studies**

(1) The advanced master's program *European Studies – Governance and Regulation* is geared towards candidates who have and demonstrate the following admission prerequisites:

- a. a relevant, professional undergraduate degree within the area of application of German Basic Law which was earned in a program of studies comprising at least 240 CP,
- b. a relevant, professional undergraduate degree within the EU which was earned in a program of studies comprising at least 240 CP,
- c. a relevant, professional undergraduate degree which was earned in a program of studies comprising at least 240 CP, awarded at a university outside of the EU following evaluation of the scope of the program of studies, or
- d. a relevant university degree recognized by the examination committee as being equivalent.

In addition, a very good command of English at the C1 level of the Common European Framework of Reference for Languages (CEFR) must be demonstrated by means of a recognized language test (e.g. TOEFL, IELTS) or an equivalent document.

Applicants who have a professional undergraduate degree through which they earned fewer than 240 credit points may be admitted to the program if they can provide corresponding evidence that they have acquired the missing skills elsewhere on a scale equivalent to the missing credit points. It is possible to provide evidence of relevant additional academic work in a course of studies at a university in accordance with section 6 para. 1 and/or evidence of relevant skills acquired in a non-university setting.

- (2) The university degree in accordance with para. 1 clause 1 must have been completed with a grade of at least “satisfactory.”
- (3) Native speakers of English are considered to have provided evidence of the necessary English skills in accordance with para. 1 clause 2. Evidence of the required English skills is also considered to be provided if the applicant demonstrates participation in a regular course of studies lasting at least two semesters in an English-language program or has completed a course of studies of at least two semesters at a higher-education institution in an English-speaking country, provided the course of studies was completed primarily or exclusively in English.
- (4) At the start of the course of studies, all candidates must demonstrate at least one year of relevant professional experience according to appendix 2. The examination committee stipulates which qualified professional activities are recognized as relevant professional experience.

(5) The application for admission to the advanced master's program must be submitted in writing and via email to the examination committee, who will make a decision regarding admission.

(6) The annual number of participants is determined by the Faculty of Philosophy according to the available resources.

(7) Conducting the advanced master's program *European Studies – Governance and Regulation* depends on having a sufficient number of participants. Applicants must preregister for the master's program; this preregistration is binding. The tuition fees must be paid in advance in accordance with section 6. Final approval as a continuing education student is granted

- when the number of applicants needed to be able to conduct the program with coverage of costs has been reached and

- according to the available places in the program.

If a participant cohort does not materialize due to a lack of demand, the applicants will be informed in due time prior to the start of the program and any tuition fees already paid will be reimbursed. The application, enrollment and notification deadlines are provided on the program website at [www.zei.de](http://www.zei.de).

(8) The examination committee examines the application for admission. If the number of applicants who meet the admission requirements according to article 1 exceeds the number of available places in the program, the places are awarded

and the decision on admission is made according to the "Regulation on the selection of participants for the advanced master's program *European Studies – Governance and Regulation*" as amended.

(9) After admission by the examination committee and payment of the specified semester fees, the student is enrolled by the registrar's office.

(10) Admission to the master's program must be rejected if

- a. the prerequisites listed in paragraphs 1 to 4 have not been met, or
- b. the supporting documents are incomplete, or
- c. a corresponding examination procedure in a degree program, the content of which is significantly similar to that of this master's program, was ultimately not passed, or
- d. the admission prerequisites have been met but during the selection procedure, no place in the program could be granted according to paragraph 8.

(11) The applicant is to be notified in writing and electronically of the decision on the application for admission to the master's program or to postgraduate study. The letter must include an explanation of the appeal procedure.

## **Section 6 Tuition fees**

Tuition fees are to be paid for participation in the master's program according to the statute of fees of the University of Bonn. The amount of fees which cover costs is specified by the Faculty of Philosophy according to section 62, para. 5 Higher Education Act (HG) and published in the Official Notifications of the University of Bonn – Gazette.

## **Section 7**

### **Crediting coursework and examinations**

- (1) Academic work performed in programs at other state or state-recognized institutions of higher education as well as at state or state-recognized vocational colleges or in programs at foreign state or state-recognized universities is to be credited upon request if, with regard to the skills acquired, there are no significant differences from the academic work which will be replaced. The same applies to achievements in other courses of study at the University of Bonn.
- (2) Upon request, other knowledge and qualifications can be credited towards this program based on documents submitted, if this knowledge and these qualifications are equivalent in content and level to the graded work which it is intended to replace. Credit in accordance with clause 1 is possible for up to half of the credit points provided for in accordance with section 4, para 1 for the entire course of studies.
- (3) The significance of the differences is used as the standard for making decisions regarding credits. The standard for determining whether or not significant differences exist is a comparison of the contents, scope and requirements as stipulated for the academic work performed with those which apply to the work which is to be recognized. A schematic comparison is not to be performed, but rather an overall consideration and general evaluation. A difference with regard to the number of credit points to be earned alone does not represent a significant difference. For academic work performed in an advanced course of studies, the above provisions apply accordingly. If there are no significant differences, full credit is given for the academic work performed. If a review according to the guidelines described above reveals that only partial credit can be given for an academic accomplishment, partial credit is given within the corresponding module. The corresponding module is only passed if the missing work has been performed according to these regulations; only then are credit points awarded according to these regulations. When determining equivalence, the equivalence agreements approved by the Conference of Ministers of Education and the University Rectors' Conference as well as agreements within the framework of university partnerships are to be observed.
- (4) The examination committee is responsible for the credit procedure in accordance with section 9, para. 4, clause 2. The committee specifies which programs are largely close in content to that of the advanced master's program *European Studies – Governance and Regulation*. When reviewing the significance of differences, representatives of the relevant subjects are to be consulted. In addition, if there are doubts regarding the creditability of work performed abroad, the Central Office of International Education can be consulted. The decision regarding the awarding or denial of credit is to be communicated to the student within twelve weeks and an explanation of the appeal procedure is to be provided. If academic work cannot be credited or can only be partially credited, this is to be justified by the examination committee, who bears the burden of proof. If the examination committee refuses the crediting requested, the student may apply for a review by the rectorate.
- (5) If examination work is credited, the grades – provided the grading system is comparable – are to be transferred and incorporated in the calculation of the cumulative grade, weighted with the credit points of the module on which the work is to be credited. If academic work is credited, it is recorded without any grading and with the comment "passed." In the case of non-comparable grading systems, the comment "passed" is recorded. The crediting is marked in the

transcript as such. Work performed in programs without a credit point system is converted into credit points by the examination committee, provided the examination in question corresponds to the module examinations of these examination regulations. In this case, the standards approved by the Conference of the Ministers of Education and Cultural Affairs for comparison with the ECTS are to be used as a basis. Accordingly, work is to be credited, provided that there are no significant differences with regard to the skills acquired.

(6) In the case of prerequisites according to para. 1, there is a legal entitlement to credit. The student is to provide the information on the work to be credited which is required for credit to be given. The student may be asked to provide a statement that all work for which credit has been applied for up to this point in time has been finally communicated.

## **Section 8 Access to individual courses**

If in an individual case, the number of program participants in a course must be limited due to the nature or purpose of the course or due to other reasons related to research and teaching and if the number of applicants exceeds the capacity, the dean of the Faculty of Philosophy will specify arrangements regarding participation, at the request of the professor, and will take section 59 of the Higher Education Act (HG) into account.

### Article 4 Examination committee and examiners

## **Section 9 Examination committee and office**

(1) The faculty council of the Faculty of Philosophy forms an examination committee to organize examinations as well as to complete the tasks allocated by these examination regulations. The dean of the faculty ensures that the examination committee meets and can meet its tasks properly. The dean provides the instructions needed for this purpose.

(2) The examination committee consists of a chairperson, the deputy chairperson and three other members selected from the faculty council of the Faculty of Philosophy. The two directors of the ZEI, by virtue of their position, belong to the examination committee as members from the group of university professors of the University of Bonn. The respective executive director of the ZEI chairs the examination committee. Another member is a university professor who teaches in the course of study. Another member is chosen in each case from the group of academic staff and from the group of participants in the master's program. University professors who are working in the master's program based on a teaching appointment for the respective academic year are eligible. Persons may be selected from the group of academic staff who teach or have already taught in the advanced master's program *European Studies – Governance and Regulation* or who are involved in the organization this program. One person is chosen from among the program participants who is enrolled as a student in the advanced master's program

*European Studies – Governance and Regulation*. A deputy is selected for each member. If necessary, the selection is made at the suggestion of the ZEI. The term for the lecturers or members from the group of academic staff appointed for the examination committee is two years; the term for the program participants is one year. Re-election is permitted. The office of the dean and the office

of the vice dean of the faculty are compatible with membership in the examination committee as well as with its chair or deputy chair, provided the faculty regulations do not exclude this.

(3) The examination committee is an authority as defined by administrative procedural law. For administrative support of the examination committee, the faculty and the ZEI establish an office (ZEI master's office).

(4) The examination committee ensures that the provisions of the examination regulations are adhered to and also ensures that examinations are conducted properly. In particular, it is responsible for the decision regarding credits as well as appeals against the decisions made in examination procedures. It regularly reports, at least once annually, to the faculty council on the development of the examination and study periods, including the duration of the master's theses as well as on the distribution of cumulative grades. Once per semester, the examination committee informs the registrar's office of which program participants have ultimately not passed, according to a final decision by the examination committee as per to section 25, para. 8. The examination committee makes suggestions regarding improvements to the examination regulations and the course plan. The committee may adopt a decision to delegate duties to be performed to the chairperson. Delegation of the decision on objections and the report to the faculty council is excluded.

(5) The meetings of the examination committee are not open to the public. The members of the examination committee and their deputies are sworn to official secrecy. Provided they are not members of the civil service, they are to give a commitment of confidentiality to the chairperson. Minutes which record discussions and decisions made by the examination committee are drawn up.

(6) The examination committee has a quorum when, in addition to the chairperson or deputy chairperson, at least two other members or their deputies, at least one of whom is a university professor, are present. The examination committee makes decisions based on a simple majority vote. If votes are tied, the chairperson shall cast the deciding vote. The member from among the program participants does not take part in the evaluation and crediting of study periods as well as academic and examination work, the establishment of examination tasks and the appointment of examiners and observers. The members of the examination committee have the right to attend the examinations.

(7) Regulations, setting of deadlines and other communications by the examination committee which do not affect only individual persons are announced by means of a poster or electronically, taking into account data privacy with binding effect. Other additional announcements are permitted but are not legally binding.

## **Section 10**

### **Examiners and observers**

(1) The examination committee appoints the examiners and observers for the individual examinations. Academic staff in the advanced master's program *European Studies – Governance and Regulation* at the University of Bonn and, if necessary or appropriate to achieve the purpose of the examination, people with practical experience in their profession and training are eligible to conduct university examinations. Examinations may only be evaluated by persons who themselves have at least a qualification the same as or equivalent to that which forms the basis of the examination. Only persons who

have taken at least the corresponding master's examination or an equivalent examination may be appointed as observers.

(2) Module examinations are given in each case by the professors teaching in the module. If a professor is prevented from given module examinations in a timely manner due to illness or other important reasons, the examination committee will ensure that another examiner is designated to hold the module examination.

(3) The examiners are independent of any outside instruction in their examination activities.

(4) The candidate may recommend examiners for the master's thesis. Consideration must be given to the recommendation, if possible, however it does not represent an entitlement.

(5) The examination committee ensures that the candidate is given the name of the examiner in a timely fashion, at least two weeks before the date of the respective examination.

#### Article 5

Scope and implementation of examinations,  
types of examinations and examination deadlines

#### Section 11

##### Scope of the master's examination

(1) The master's examination in this program is intended to provide proof of further professional, in-depth and application-oriented scientific qualification.

(2) The master's examination consists of

1. the module examinations during the course of study which relate to the course content of the modules specified in the module plan (appendix 1),
2. the master's thesis.

All examination work is to be performed within the degree completion time specified in section 4, para. 1.

(3) The examinations are taken during the course of studies. A module examination is assigned to each module, even if it consists of several sessions, and the results of this examination are included in the final degree certificate. The awarding of credit points requires the successful completion of the respective module. A module is considered to have been successfully completed when the associated module examination received a grade of at least "sufficient."

(4) As a basic rule, the examinations are taken in the teaching language.

#### Section 12

##### Admission to the master's examination and module examinations

(1) The program participant must apply for admission to the master's examination. The application must be submitted in writing to the examination committee, together with the registration for the first module examination. The following must be enclosed with the application:

1. supporting documents regarding the general prerequisites listed in section 5;

2. proof of enrollment as a continuing education student in the advanced master's program *European Studies – Governance and Regulation* at the University of Bonn;
  3. a statement regarding whether the program participant has not or has definitively not passed an examination or master's examination in this program or is, at the time of registration for a module examination, in another examination procedure whose result would have to be credited to the module examination being applied for. This accordingly applies to examination procedures in a course of study which is largely close in content.
- (2) The examination committee can only admit those to the module examinations who
    1. meet the admission prerequisites according to para. 1 and can demonstrate that these prerequisites are met, and
    2. who meet the special admission prerequisites specified for the module and the module examination, also in regard to restrictions on the number of participants.
  - (3) If the program participant cannot provide the document needed according to para. 1, clause 3 as stipulated, the examination committee can allow him to provide proof in a different way.
  - (4) The examination committee decides on admission to the master's examination and the module examinations.
  - (5) The examination committee may reject the respective admission if
    - a. the documents according to para. 1 are incomplete and/or not submitted by a specified deadline, despite requests to do so,
    - b. the prerequisites listed in para. 2 are not met,
    - c. the study participant has ultimately not passed an examination or the master's examination in this program or in another program which is largely close in content to this program and the results of this examination would have to be credited to the module examination being applied for, or
    - d. the study participant is in another examination procedure in this program or in another program which is largely close in content to the selected program, provided the results of the examination procedure would have to be credited to the module examination being applied for.

### **Section 13** **Module examinations - Registration and deregistration**

- (1) The program participant must register in a timely fashion with the examination committee, electronically or in writing, for each module examination. Registration may only take place provided that the study participant meets the admission prerequisites.
- (2) The examination committee announces the examination dates as well as the registration dates by posting this information or electronically; these dates represent closing dates.
- (3) The program participant may deregister from the examination, without stating any reasons, no later than one week before the respective examination date, in writing or electronically. Paragraph 5 remains unaffected. In the case of term papers, the deregistration must take place no later than one week before the topic is assigned. The date of receipt by the examination committee is the decisive date. For examinations which are spread over the semester and are associated with a course, deregistration after topics or places have been assigned is not possible.

- (4) The registration for the master's thesis is governed separately in section 20, para. 2.
- (5) The registration for a module examination is automatically considered to be a registration for the next scheduled examination date in the event of failure; a deregistration is then not possible.

#### **Section 14**

##### **Examination modalities and compulsory attendance**

- (1) Module examinations are based on the content and qualification objectives of the modules listed in appendix 1.
- (2) During the module examinations, the program participant must be enrolled at the University of Bonn in this program.
- (3) The knowledge and ability to understand comprehensive interrelations, acquired within the framework of the respective module, is verified in the module examinations.

The module examinations take place in the form of

- written examinations,
- oral examinations and
- term papers.

The respective examination form and the admission prerequisites are specified in the module plan.

- (4) The module plan can specify that preliminary work (coursework) must be performed in order to participate in a module examination. If this work is not performed, admission to the module examination cannot be granted. The examination committee announces the specific requirements regarding preliminary work (coursework) at the request of the professor in each case before the start of the semester, in accordance with section 9, para. 7.
- (5) For all module examinations which are to be taken in the form of written or oral examinations, two examination dates are scheduled. In general, the first examination date is after the lecture period of the semester in which the module or the associated courses have been completed. The second examination date is scheduled such that the proper continuation and completion of the course of study within the degree completion time are possible. The examination dates are announced in due time prior to the start of the semester by the examination committee, in accordance with section 9, para. 7.
- (6) Courses in which the qualification objective cannot be achieved without the active participation of the student can be identified in the module plan as courses in which mandatory regular participation (compulsory attendance) is a prerequisite to take part in the examination. Before the start of the semester, the examination committee specifies, with corresponding justification, the courses for which attendance is compulsory. In these cases, the examination committee must define what constitutes regular, active and successful participation. Depending on the qualification objective of a course with mandatory attendance, absence rates of up to 30% are permitted; this also includes absences excused with a medical certificate. The decisions in accordance with clauses 2 to 4 are to be announced by the examination committee prior to the start of the semester, in accordance with section 9, para. 7.
- (7) Examinations are to be evaluated as follows:
  1. Written examinations are to be evaluated by at least one examiner. The candidate is to be informed of the evaluation of written examinations within four weeks and of the evaluation of the master's thesis within six weeks.

2. Oral examinations are to always performed by at least two examiners or one examiner in the presence of a qualified observer. The main content and the result of the individual examinations are to be recorded in the form of minutes. If the examination takes place before an examiner in the presence of an observer, the examiner shall hear the observer, without the student, prior to finalizing the grade. The result is to be announced to the candidate following the oral examination.

If two examiners are involved in the evaluation of an examination, the grade is composed of the arithmetic average of the individual evaluations; if the evaluation of only one of the examiners results in the examination being considered as not having passed, a third examiner is to be consulted. The grade then results from the arithmetic average of the two best individual evaluations. Performance on written or oral examinations with which a course of studies is completed and on repeat examinations for which there is no opportunity for compensation provided for in the event of an ultimate failure must be evaluated by at least two examiners.

### **Section 15 Disadvantage compensation**

If a program participant can credibly demonstrate to the examination committee by means of suitable proof that he, due to a disability that is continuous or lasting more than one semester or due to a chronic illness, is not able to use his intellectual abilities within the scope of academic performance and therefore cannot take an examination in whole or in part in the form and duration provided for, the examination committee allows the program participant to take an equivalent examination in a needs-based form, also within a correspondingly extended amount of time, if necessary. The same applies to coursework. When establishing mandatory internships or compulsory stays abroad, a substitution is to be permitted if, due to the burden, these cannot be evidenced, even with support from the university. The examination committee correspondingly implements the regulation in accordance with section 13, para. 5.

### **Section 16 Repeating examinations**

(1) Each examination which is not passed or considered to not be passed may be repeated no more than once. The repeat must take place in accordance with section 13, para. 5. Repeating the master's thesis is governed in section 21, para. 7.

(2) The evaluation of a mandatory module twice with "unsatisfactory" (5.0)

results in the loss of the right to examination and leads to exmatriculation by the registrar's office after the corresponding decision of the examination committee becomes legally valid.

(3) A module examination evaluated with a grade of at least "sufficient" cannot be repeated.

(4) If a candidate does not appear for a repeat examination without a valid excuse, the examination will be graded as "unsatisfactory" (5.0).

### **Section 17 Written examinations**

(1) In written examinations, the program participants are to demonstrate,

in a limited time period and with limited resources, that they can identify a problem from the subject area of the module using methods common in this field and can find a solution to the problem. The examiners give due notice of the resources permitted.

- (2) Written examinations are held in the form of handwritten, proctored examinations.
- (3) Each written examination lasts at least 90 minutes and no more than 180 minutes. Section 14, para. 7 correspondingly applies. The specific date is announced by the examination committee prior to the start of the semester.
- (4) The candidate is to be allowed to inspect his graded written examinations, upon request; the request must be made no later than three months after the announcement of the examination results. The examination committee gives the candidate due notice of the time period when inspection is permitted. Section 29 of the Administrative Procedure Act remains unaffected by this.

### **Section 18 Oral examinations**

(0) Through oral examinations, the candidate is to provide proof that he has broad knowledge in the examination subject whose interrelations he can recognize, and that he can categorize special issues in these interrelations and demonstrate possible solutions.

(1) Oral examinations are taken either in front of several examiners (collegial examination) or in front of one examiner with an observer who is knowledgeable in the field, individually or in a group. If the examination takes place before several examiners, the candidate is tested in an examination subject area by only one examiner. The regulations in section 14, para. 7 remain unaffected. The examination lasts at least 30 and no more than 60 minutes per candidate and module examination. In the case of group examinations, it should be ensured that all candidates within a group are allocated the same amount of examination time.

(2) Program participants who want to take the same oral examination at a later date will be allowed to attend as a listener, as space permits and if the candidate does not object. The decision is made by the examiner; in the case of an examination by a committee, the decision is made by its chairperson. The approval does not extend to the discussion and notification of the examination results. Listeners are not permitted to record the examination.

### **Section 19 Term papers, presentations and oral reports**

(1) In term papers, the candidate is to demonstrate that he can independently address, in writing, a topic of limited scope in a subject area of the module, using methods standard in this area, and in a manner consistent with the requirements of science. Each term paper is at least seven and no more than twelve DIN-A4 pages long. The candidates are given four weeks to work on a term paper. The term paper may be submitted before the end of the allotted time. The term paper is submitted electronically (pdf file) to the examiner and the examination committee.

(2) Presentations are lectures lasting at least five and no more than ten minutes, through which the candidate documents the ability to comprehensibly present his own results gathered using scientific methods and explain them in the discussion. Candidates are given two weeks after assignment of the topic to prepare the presentation.

(3) Oral reports are presentations lasting a minimum of five and a maximum of ten minutes and are based on original scientific literature and the candidate's own research. With an oral report, the candidate documents his ability to comprehensibly present scientific results and explain them in a discussion. In general, oral reports are supplemented with a written draft up to three DIN-A4 pages long. Candidates are given two weeks after assignment of the topic to prepare the oral presentation and the written draft.

(4) In addition, the regulations on the evaluation of written and oral examinations according to section 14, para. 7 apply.

Article 6  
Master's thesis

**Section 20**  
**Registration, topic and scope of the master's thesis**

(1) The master's thesis is a written examination paper which is intended to show that the candidate is able, within a specified time period and in accordance with scientific methods, to independently address a problem from the field of the advanced master's program *European Studies – Governance and Regulation*, provide a solution and adequately describe this solution.

(2) The program participant must register the master's thesis with the examination committee in writing. The option for registration by electronic means is reserved in justified cases. The examination committee announces the deadlines by which a master's thesis must be registered so that the master's program can be completed within the general degree completion time.

(3) When registering for the master's thesis, the program participant must indicate the topic he will explore in the master's thesis and with which examiners he wishes to draft the thesis.

(4) The topic of the examination paper can be set by any examiner who was appointed by the examination committee according to section 10, para. 1, clause 1 for the supervision of master's theses. In general, the person who sets the topic also supervises this master's thesis. If, in an individual case, the master's thesis is set and supervised by another university professor who works in research and teaching or if it is to be conducted at an institution outside of the university, the approval of the examination committee is required; this approval may only be granted if appropriate supervision by an examiner is ensured.

(5) The topic of the master's thesis cannot be issued until the program participant has earned at least 16 CP. The module plan may stipulate additional prerequisites, for example, the existence of specific modules. The examination committee assigns the topic of the master's thesis. The topic of the thesis and time of assignment are to be put on record. Prior to registering for the master's thesis, the program participant is to have the opportunity to provide suggestions for the field from which the topic of the master's thesis is selected, however the examination committee is not bound to this. Upon request by the program participant, the examination committee ensures that the program participant receives a topic for the master's thesis in a timely manner.

- (6) The topic of the master's thesis may be given back by the candidate only once and only within the first month after assignment. Giving back the topic does not count as a failed attempt. The topic of the second master's thesis must differ significantly from the topic of the first thesis with regard to content.
- (7) The master's thesis in the form of group work cannot be approved.
- (8) The text portion of the master's thesis must be at least 40 and no more than 60 DIN-A4 pages long.
- (9) Sixteen CP will be granted for the master's thesis, corresponding to a student workload of up to 480 hours. The candidates are given a maximum of three months to complete the master's thesis. The examination committee establishes the latest submission date for the master's thesis and informs the program participant of this date. The topic, definition of the task and scope of the master's thesis are to be limited such that the master's thesis can be completed under reasonable conditions within the specified time period. Upon a substantiated request, the examination committee, in agreement with the supervisor, can grant an extension of up to two weeks. The master's thesis is generally assigned in the middle of the second semester.

## **Section 21**

### **Submission, evaluation and repetition of the master's thesis**

- (1) The master's thesis is to be submitted in due time to the examination committee in duplicate printed copies and in a suitable electronic identical version; the time of submission will go on record. The candidate cannot withdraw a submitted master's thesis. If the master's thesis is not submitted in time, it is given a grade of "unsatisfactory" (5.0).
- (2) Upon submission of the master's thesis, the candidate must affirm in writing that he wrote the thesis himself, did not use sources and supporting material apart from those indicated, and identified all citations. In particular, a master's thesis is considered to not be written by the candidate himself if its contents or the structure and development of the examination of the topic of the thesis are given by third parties. The examination committee can demand an affidavit from the candidate in this regard.
- (3) The master's thesis is to be assessed and evaluated by two examiners. One of the examiners is the person who set the topic of the master's thesis; the second examiner is nominated by the examination committee from the group of examiners listed according to section 10, para. 1. The candidate has a right of nomination, but is not entitled to the assignment of a specific examiner.
- (4) The individual evaluation is to be conducted according to section 25, para. 1 and justified in writing. The grade for the master's thesis is formed from the arithmetic average of the individual evaluations if the difference is less than 1.5. If the difference is 1.5 or more, a third examiner is nominated by the examination committee to evaluate the master's thesis. In this case, the grade results from the arithmetic average of the two best individual evaluations. The average is calculated in accordance with section 25, paras. 5 and 6. However, the master's thesis can be evaluated as "sufficient" or better only if at least two grades are "sufficient" or better.
- (5) The evaluation of the master's thesis is communicated to the candidate no later than six weeks after the date of submission.

(6) For a master's thesis evaluated as "sufficient" or better, the candidate is awarded 16 CP.

(7) If the master's thesis is evaluated as "unsatisfactory" (5.0) or if it is considered to not have passed, the candidate may repeat it once. The topic of the second master's thesis does not need to be selected from the same field as that of the first master's thesis but its contents must differ significantly from the topic of the first master's thesis. However, it is only permissible to give back the topic, as defined in section 20, para. 6, if this option was not used

during the preparation of the first master's thesis. If the second master's thesis is also evaluated as "unsatisfactory" (5.0), the master's examination is ultimately not passed; this results in the loss of the right to examination and this leads to exmatriculation by the registrar's office after the corresponding decision of the examination committee becomes legally valid.

## Article 7

### Procedural irregularities and protection provisions

#### **Section 22**

#### **Deregistration, withdrawal, absence and objections**

(1) The candidate may deregister from module examinations no later than one week prior to the respective examination date, either electronically or in writing to the examination committee; if this is not possible, a deregistration may also be made in writing. The date of receipt by the examination committee is decisive. An examination is evaluated as "unsatisfactory" (5.0) if the candidate withdraws from the examination without valid reasons after the deregistration period has passed or if he does not provide written examination work within the specified time period.

(2) After the end of the deregistration period, a candidate who has registered for an examination may withdraw for valid reasons, particularly due to an inability to take the examination because of illness. The examination committee is to be notified at once in writing of the withdrawal. The reasons stated for the withdrawal or an absence must be plausible and be submitted in writing without delay. A doctor's certificate indicating that the candidate is unable to take the examination is to be submitted as proof of inability to take an examination because of illness. If a candidate withdraws from a written examination for health-related reasons after starting the examination and after assignment of the task, a doctor is to be consulted on the same day to ascertain the inability to take an examination. The examination committee may in individual cases request the presentation of a note from a university medical doctor appointed by the examination committee if there is sufficient actual evidence of the inability to take an examination is likely or other evidence which appears to be appropriate. Withdrawal after starting the examination is generally excluded if the candidate was already able to inspect the result of the examination or obtained knowledge of the result in another way. If the examination committee recognizes the proof of a health-related withdrawal or other valid reasons, the examination attempt is considered to be invalid.

(3) The candidate must immediately notify the respective examiner or supervisor of any deficiencies in an examination. The objection must be logged and validated by the examination committee. If the examination committee recognizes the objection, the examination attempt is considered to be invalid.

### **Section 23 Cheating and infringement of regulations**

- (1) If the candidate attempts to influence the result of the examination through fraud or the use of non-permitted aids, the examination in question is evaluated as "unsatisfactory" (5.0); the determination is made by the respective examiner or supervisor, put on record, and forwarded to the examination committee. A candidate who interferes with the proper procedure of the examination can be excluded by the respective examiner or supervisor from continuing the examination after being cautioned; in this case, the examination in question is declared to have not been passed and graded as "unsatisfactory" (5.0). The reasons for the exclusion must be put on record.
- (2) Candidates have a period of two weeks during which they may request that decisions by the examination committee according to para. 1, clause 1 and 2 be reviewed.
- (3) In the event of multiple or otherwise serious attempts at cheating, the candidate can be exmatriculated. The examination committee assesses the degree to which multiple or otherwise serious attempts at cheating exist. The rector makes a decision as to which cases an attempt at cheating leads to exmatriculation. Exmatriculation is performed by the registrar's office.
- (4) Any person who intentionally violates a rule in these examination regulations concerning cheating on examinations is committing an offense. This offense may be penalized with a fine of up to 50,000 Euros. The administrative authority responsible for prosecuting and punishing an offense according to clause 1 is the President of the University of Bonn.

### **Section 24 Protection provisions**

- (1) Upon notification by the candidate, maternity protection periods, as specified in the Maternity Protection Act (MuSchG) as amended, are to be accordingly taken into account; the necessary supporting documents are to be attached. The maternity protection periods suspend any deadlines according to these examination regulations; the duration of the maternity protection is not included in the deadline.
- (2) Likewise the parental leave periods according to the law on parental allowance and parental leave (BEEG) as amended must be taken into consideration. The candidate must notify the examination committee in writing no later than four weeks before the time after which he wishes to go on parental leave of the time period(s) during which he wishes to take parental leave and must enclose the required supporting documents. The examination committee must check whether the legal requirements which would lead to an employee being entitled to parental leave according to the law on parental allowance and parental leave (BEEG) are satisfied and the committee will inform the candidate without delay about the results and the resultant revised examination deadlines. The time allotted to draft a master's thesis cannot be interrupted by parental leave. The work placed is considered to not have been assigned. After the end of the parental leave, the candidate receives a new topic.
- (3) Leaves of absence due to the need to provide care to spouses, registered partners, first-degree relatives by blood or marriage, if these persons require dependent care, must be taken into account. The examination committee must check whether the prerequisites of clause 1 have been met. The application is to be made without delay after the prerequisites have been met.. Relevant evidence is to

be included with the application. The examination committee promptly informs the candidate of the result as well as the revised examination deadlines, if applicable. The time allotted to draft a master's thesis cannot be extended by such periods of unavailability. The work placed is considered to not have been assigned. After the end of the leave of absence, the candidate receives a new topic.

Article 8  
Evaluation and final documents

**Section 25**  
**Evaluating examinations, calculating grades and passing the master's examination**

(1) The grades for the individual examinations are determined by the respective examiners. If several examiners are involved in an examination, the grade is calculated from the arithmetic average of the individual evaluations. Otherwise section 14, para. 7 correspondingly applies. The following grades are to be used for the evaluation:

1 very good	outstanding work
2 good	work which is significantly above the average requirements
3 satisfactory	work which meets the average requirements
4 sufficient	work which still meets the requirements, despite its deficiencies
5 unsatisfactory	work which no longer meets the requirements, due to significant deficiencies

For a more differentiated evaluation of examinations, individual grades may be increased or decreased by 0.3 to interim values. The grades 0.7 and 4.3, as well as 4.7 and 5.3 are hereby excluded.

(2) The examination in a module is passed if the module grade is at least "sufficient." The module grade is:

with an average up to and including	1.5 = very good
with an average of 1.6 up to and including	2.5 = good
with an average of 2.6 up to and including	3.5 = satisfactory
with an average of 3.6 up to and including	4.0 = sufficient
with an average of	4.1 and above = unsatisfactory.

(3) The candidate must be notified of the evaluation of written examinations within four weeks and the evaluation of the master's thesis within six weeks after the date of submission. Notification of the evaluations is made by posting on the notice board or in electronic form in accordance with data privacy regulations; notification will take place before the end of the degree completion time.

(4) The master's examination is passed if, in accordance with section 4, para. 4, all module examinations as well as the master's thesis have been passed with a grade of at least "sufficient" and 60 CP have been earned.

(5) The graded modules are used to calculate the cumulative grade. Each individual module grade is weighted by multiplying with the number of credit points of the corresponding module. The sum of all module grades weighted in this way is divided by the total number of credit points of all graded modules (weighted arithmetic average). Para. 2, clause 2 correspondingly applies. Deviating from this, the overall grade is "excellent" if the calculated average grade is not less than 1.0

and the master's thesis has received a grade of "very good" (1.0). Modules which were recognized as "passed" due to a lack of comparability are not included in the calculation of the overall grade.

(6) When calculating the module grades and the overall grade, only the first digit after the decimal point will be taken into consideration; all other digits will be truncated without rounding.

(7) To facilitate international comparability, the corresponding evaluation according to the evaluation scale of the *European Credit Transfer and Accumulation System* (ECTS) should be allocated to the overall grade.

(8) The master's examination is ultimately not passed if

- the candidate twice did not successfully complete a module in the compulsory subject area according to section 16, para. 2, or
- the repeated master's thesis has received a grade of "unsatisfactory" (5.0).

### **Section 26 Transcript**

(1) A preliminary certificate of the results of the passed master's examination will be issued to the candidate as soon as all final grades are available. Thereafter a transcript in German will be promptly issued. At the candidate's request, an English translation of the transcript can also be issued. The transcript contains

- all modules from which credit points were earned, - the semester in which the credit points were earned,
- the grades received for the individual module examinations, - the topic and grade of the master's thesis,
- the date of the last examination as well as - the overall grade of the master's examination.

(2) The transcript bears the date of issue. It is stamped with the examination committee seal and signed by the dean as well as by the chairperson of the examination committee.

(3) If the master's examination was ultimately not passed or if it is ultimately considered to not be passed, the examination committee issues a written notification to the candidate in this regard, with an explanation of the appeal procedure.

(4) If a program participant leaves the university without a final degree, a transcript of achievements indicating all of the coursework completed and examinations taken is issued to him upon request. This transcript of achievements is limited to the successfully completed parts of the course of studies. In addition, at the request of the program participant, a certificate indicating which examinations were not passed or which are still missing in order to pass the master's examination can be issued.

(5) Achievement transcripts bear the date of issue and are signed by the chairperson of the examination committee.

### **Section 27 Master's diploma**

Along with the transcript of the master's examination, the candidate is given a master's diploma on the conferral of the academic degree in accordance with section 3; the diploma is in German and bears the date of the transcript. An English translation is enclosed with the master's diploma. The diploma is signed by the dean of the Faculty of Philosophy and stamped with the seal of the Faculty.

### **Section 28 Diploma supplement**

A diploma supplement is added to the master's diploma. The diploma supplement is a standardized document in English and German which contains the following information:

- the main course contents on which the degree is based,
- the program of studies,
- skills acquired upon completion of the program, as well as
- information about the university conferring the degree.

The diploma supplement indicates the relative classification of the overall grade of the master's examination in an evaluation scale according to the most current ECTS guidelines.

### **Section 29 Inspection of examination files**

(1) The candidate is to be allowed to inspect his written work, upon request; the request must be made no later than three months after the announcement of the examination results. The examination committee gives the candidate due notice of the time period when inspection is permitted. Section 29 of the Administrative Procedure Act remains unaffected by this.

(2) Within three months after the transcript is given out in accordance with section 26, the candidate, upon written request, is granted access by the examination committee to inspect his examination files. Section 29 of the Administrative Procedure Act remains unaffected by this.

(3) The examination committee determines the place and time of the inspection.

### **Section 30 Invalidity of the master's examination, revocation of master's degree**

(1) If a candidate has cheated in an examination and this cheating only becomes known after issuing the transcript, the examination committee can retroactively adjust the grades accordingly for those examinations in which the candidate cheated as well as the overall grade and declare the examination, in whole or in part, to be "not passed."

(2) If the prerequisites for admission to an examination were not fulfilled without any intent to deceive on the part of the candidate and this fact was not discovered until after the transcript was issued, this deficiency will be ignored if the examination is passed. If a candidate gained admission through intentionally deceitful means, the examination committee shall decide on the legal consequences, in accordance with the Administrative Procedure Act.

- (3) The person affected is to be given an opportunity to submit a statement before a decision is made.
- (4) The incorrect examination transcript shall be retracted and, if necessary, a new examination transcript is issued. If one of the examinations is declared to be "not passed" due to cheating, the master's diploma as well as all other documents attesting to the degree along with the incorrect examination transcript are to be retracted. A decision in accordance with para. 1 and para. 2, clause 2, is excluded after a period of five years following issuance of the examination transcript.
- (5) If the master's examination is declared as a whole to be "not passed," the master's degree is to be withdrawn and the master's transcript, master's diploma as well as all other documents attesting to the degree are to be withdrawn.

Article 9  
Date of validity

**Section 31**  
**Date of validity and publication**

These examination regulations become valid on the day following their publication in the Official Notifications of the University of Bonn – Gazette.

A. Bartels

The Dean  
of the Faculty of Philosophy  
of the University of Bonn University Professor Dr. Andreas Bartels

Issued based on the decision of the Faculty Council of the Faculty of Philosophy dated June 24, 2015 as well as on the resolution of the Rectorate dated July 14, 2015.

Bonn, August 10, 2015

M. Hoch

The Rector  
of the University of Bonn University Professor Dr. Michael Hoch

**Appendix 1: Module plan for the advanced master's program *European Studies – Governance and Regulation***

- Course type abbreviations: L = Lecture, S = Seminar, F = Field trip
- Marked with an asterisk (\*): Courses for which the examination committee can specify mandatory participation in accordance with section 14 para. 6 as a prerequisite for participation in module examinations (field trips, language courses, internships and practical training and comparable courses). The obligation to participate exists in addition to any other coursework listed.
- In the column "Duration/semester," the duration of the module (in semesters) and the location in a semester are listed.
- The column "Coursework" lists only coursework as a prerequisite for examination participation or criteria for awarding of credit points for modules without an examination.
- CP = Credit points, Sem. = Semester

**1. 1st Semester – Compulsory modules**

Module number/ abbreviation	Module name and course types	Participation prerequisites	Duration (D)/ Semester (S)	Examination subject (contents) and qualification objective	Coursework	Type of examination	CP
Basic 1	<b>Governance in the EU: Historic evolution and political system</b>  S*, E*	None	D: 1 sem. S: 1st	Interrelationship of political, economic and legal factors, dialectic composition of participants and factors in the development of the institutional structure and the policy fields up to the EU of the present day, turning points in European integration, causes, connections and consequences	None	Term paper	4

Module number/ abbreviation	Module name and course types	Participation prerequisites	Duration (D)/ Semester (S)	Examination subject (contents and) qualification objective	Course-work	Type of examination	CP
Basic 2	<b>Law of the EU: Institutions and Procedures</b>  S*, E*	None	D: 1 sem. S: 1st	Legal foundations in European integration, legislation, associations with national judicial cultures, connection between regulation and decision-making in the EU, tension between national legal tradition and European judicial dismissal of objection	None	Written examination	4
Basic 3	<b>Political Economy of European Integration</b>  S*	None	D: 1 sem. S: 1.	Systematic approach to theoretical models, methods and issues in connection with European integration, economic theory knowledge based on economic policy needs, European economic policy and harmonization	None	Written examination	4

Module number/ abbreviation	Module name and course types	Participation prerequisites	Duration (D)/ Semester (S)	Examination subject (contents and) qualification objective	Course-work	Type of examination	CP
Specialized 1	<p><b>Multi-level decision-making in the EU – between national and EU interests</b></p> <p><b>1) Inter-institutional bargaining and multi-level decision-making in the EU</b></p> <p><b>2) Legitimacy, democracy and public opinion in the EU</b></p> <p><b>3) Conflict of aims between national and EU interests</b></p> <p><b>S*, E*</b></p>	None	D: 1 sem. S: 1st	Communicating the logic of political processes and its tense relationship between national and European political structures, governing in the European multi-level system, horizontal and vertical political processes, political exploratory discussion processes between national emotions and identifications and EU-wide decision-making and mediation processes, conflicts of objectives in proportion to national interests, and formation of European interests, question of finality of the EU	None	Term paper	4

Module number/ abbreviation	Module name and course types	Participation prerequisites	Duration (D)/ Semester (S)	Examination subject (contents) and qualification objective	Course-work	Type of examination	CP
Specialized 2	<b>The European Single Market</b>  <b>1) Economics of the Internal Market</b>  <b>2) Law of the Internal Market</b>  <b>3) Policies for Coherence and Structural Change</b>  <b>S*</b>	None	D: 1 sem. S: 1st	Expansion of economic and jurisprudential knowledge regarding questions of the European internal market, emergence, structure and details of the European internal market, perspectives of the Lisbon process (Europe 2020), knowledge of the four fundamental freedoms, relevant jurisprudence of the ECJ, legislative approximation, mode of operation and procedural method of the cohesion and structural policy	None	Written examination	4
Specialized 3	<b>Governance and regulatory issues of the EU's external relations</b>  <b>1) EU and the transformation of its neighbourhood</b>  <b>2) EU and the global powers</b>  <b>3) EU governance – regulatory aspects of the global economy</b>  <b>S*</b>	None	D: 1 sem. S: 1st	Questions regarding the political mechanisms of the European Neighborhood Policy, question of the relationship of diplomatic-political governance points of view and the economic-regulatory aspects in the projection of European culture of stability, reflection of Europe's global role in the mirror of internal divergences in interests between the governance of a common and secure foreign policy of the EU and the traditions, interests and characters of its member states, perception of the EU by the USA, Russia, China and other aspiring world powers, interplay of commercial interests, often nationally linked, and empirical regulation standardization, tense relationship between regulation and deregulation in world trade	None	Term paper	4

**2nd semester – Compulsory modules**

Module number/ abbreviation	Module name and course types	Participation prerequisites	Duration/ Semester	Examination subject (contents) and qualification objective	Course-work	Type of examination	CP
Basic 4	<b>EU competition law and the EU law of sector-specific regulation</b>  S*, E*	None	D: 1 sem. S: 2.	Overview of European competition law (antitrust law ban, control of abusive practices and state aid control), overlap and differentiations between competition law and sector-specific regulation.	None	Written examination	4
Basic 5	<b>EU fiscal federalism</b>  S*, E*	None	D: 1 sem. S: 2.	Differing logic in European politics and the economic analyses with regard to the creation of public assets, financing of the EU, role of the ECB and the ESM[s1], economic, monetary and fiscal policy.	None	Written examination	4
Basic 6	<b>Agenda setting, decision-making and implementation</b>  S*, E*	None	D: 1 sem. S: 2.	Overview of political and economic considerations which are the area of focus for negotiation processes in the EU and Eurozone, European budgetary control procedures, negotiation strategies and lobbying methods, decision-making processes.	None	Term paper	4

Module number/ abbreviation	Module name and course types	Participation prerequisites sites	Duration/ Semester	Examination subject (contents) and qualification objective	Course-work	Type of examination	CP
Specialized 4	<b>Sector-specific regulation in electronic communications and logistics</b>  <b>1) Electronic communications</b>  <b>2) Transportation</b>  <b>3) Logistics</b>  <b>S*, E*</b>	None	D: 1 sem. S: 2.	Special features of TC markets, selected sector-specific provisions as well as main features of the technical realization of TC services, logistics markets, overview of the special economic features and the most important relevant standards, significance of these markets for developed economies and the European integration process	None	Written examination	4 and above
Specialized 5	<b>Sector-specific Regulation in Energy and Water</b>  <b>1) Gas</b>  <b>2) Electricity</b>  <b>3) Water</b>  <b>S*</b>	None	D: 1 sem. S: 2.	Liberalization process in the energy and water markets, special economic features of the electricity and gas markets, European and national energy law, security of supply, privatization, overview of basic guidelines and regulations on a European and national level.	None	Written examination	4

Module number/ abbreviation	Module name and course types	Participation prerequisites	Duration/ Semester	Examination subject (contents) and qualification objective	Course-work	Type of examination	CP
Basic 7	<b>Master's thesis</b>	Acquisition of 16 CP in the course of studies	3 months S: 2.	<p>With the master's thesis, the students are to independently work on a scientific topic whose subject matter</p> <p>is close to that of the course of studies and thus document that they are able to also develop complex scientific topics independently. In this process, independent work is as important as the handling of issues in a scientific manner with secondary literature and sophisticated and logical reasoning.</p>	None	Master's thesis	16 and above

**Appendix 2: Relevant professional or occupational activities in accordance with section 5, para. 4**

Qualified employment involving independent work on scientific and practical issues in conjunction with the requirements and consequences of European Integration are considered to be relevant professional or occupational activities. The work is performed in international organizations, national top-level administration, a non-governmental organization, in science or in a global commercial enterprise.