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**Examination Regulations  
of Faculty 09 – Chemistry, Pharmaceutical Sciences, Geography and Geosciences  
at Johannes Gutenberg University Mainz  
for the Examination in the Master’s Programme  
“Human Geography: Globalisation, Media, and Culture”**

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Based on section 7 para. 2 no 2. and section 86 para. 2 clause 1 no. 3 of the Act on Higher Education (*Hochschulgesetz – HochSchG*) in the version as of November 19, 2010 (GVBl. p. 463), as most recently amended by the Act of March 2, 2017 (GVBl. p. 17), BS 223-41, the Council of Faculty 09 at Johannes Gutenberg University Mainz agreed on these regulations for the examination in the Master’s programme “Human Geography: Globalisation, Media, and Culture” on June 23, 2010. The President of Johannes Gutenberg University approved these regulations in writing on August 19, 2013, Ref. No.: 03/02/09/01/00-044. They are as follows.

Table of Contents

I. General	3	
Section 1	Scope, Objectives of Programme, Purpose of the Master’s Examination, Academic Degree	3
Section 2	Admission Requirements	3
Section 3	Scope and Type of the Master’s Examination	4
Section 4	Standard Period of Study, Academic Advising, Deadlines	5
Section 5	Modularised Programme Structure, Credit System, Active Participation, Coursework, Attendance	5

Section 6	Required Coursework and Examinations, Modules .....	7
Section 7	Examination Committee .....	8
Section 8	Examiners, Observers .....	9
Section 9	Recognition of Coursework and Examinations .....	9
II. Examinations.....		9
Section 10	Application and Admission to the Master's Examination.....	9
Section 11	Practical Module Examinations .....	10
Section 12	Oral Module Examinations .....	11
Section 13	Written Module Examinations, Portfolio Examinations .....	12
Section 14	Master's Thesis.....	14
Section 14a	Final Oral Examination.....	15
Section 15	Assessment of Examinations and Graded Coursework, Determination of Overall Grade.....	16
Section 16	Passing and Failing, Retaking Examinations.....	17
Section 17	Absence, Withdrawal, Cheating, Breach of Regulations.....	18
Section 18	Diploma, Diploma Certificate, Diploma Supplement .....	19
III. Final Provisions .....		20
Section 19	Invalidity of the Master's Examination .....	20
Section 20	Appeal .....	20
Section 21	Candidates' Rights of Information .....	20
Section 22	Examination Management System.....	21
Section 23	Entry into Force .....	21
Attachment (see study programme).....		22

## **I. General**

### **Section 1**

#### **Scope, Objectives of Programme, Purpose of the Master's Examination, Academic Degree**

(1) These examination regulations govern the examinations for the master's programme "Human Geography: Globalisation, Media, and Culture" of Faculty 09 at Johannes Gutenberg University Mainz.

(2) The consecutive master's programme is an academic course building on a successfully completed first higher education degree which qualifies the graduate for a profession. The programme's objective is to provide students with scientific specialist knowledge in the fields of Human Geography.

(3) The purpose of the master's examination is to determine whether or not the candidate has acquired the specialist knowledge required to transition into higher professional practice in the fields of Human Geography. Furthermore, the candidate must prove that he or she understands the subject-related contexts and knows how to apply scientific methods and knowledge.

(4) The Master of Arts programme "Human Geography: Globalisation, Media, and Culture" is a course basically taught in English. Written and oral examinations have to be performed in the English language. In elective modules and/or elective module components, students can attend modules and/or module components of related disciplines. In that case, written and oral examinations are to be delivered in the language stipulated for the relevant module examination and/or partial module examination.

(5) After successfully completing the degree and passing the examination, the responsible faculty will award the graduate the academic degree of "Master of Arts (M.A.)". The graduate may then add the academic title to his or her name.

### **Section 2**

#### **Admission Requirements**

(1) Admission requirements for the Master's programme "Human Geography: Globalisation, Media, and Culture" include:

1. Proof of a bachelor's or similar degree from a German or foreign higher education institution

aa) with at least 130 credits obtained in modules of Geography/Human Geography or

bb) in Geography with a physical-geographical focus, or, if the student has obtained less than 130 credits, in Geography modules or in Geography-relevant Social or Cultural Sciences.

In the case described in bb) the examination committee will decide on whether the relevance to Geography is given or not. If the student has gained a degree within the meaning of bb), he or she will be admitted to the master's programme on condition that he or she obtains additional study and examination achievements or reads English literature from the bachelor's programme in Geography amounting to a maximum of 30 credits. The examination committee will decide in which modules the credits are to be obtained; the respective examination achievements are not part of the master's examination. If the above-mentioned condition is not fulfilled within the first year, the continuation of studies is, as a rule, no longer possible. The re-registration for the following semester shall be refused.

2. Proof of required language proficiency in English.

- aa. Completion of the course of study pursuant to No. 1 in an English-instructed study programme or
- bb. TOEFL (Test of English as a Foreign Language) with at least 213 (computer-based test, CBT), 79 (internet-based test, IBT), or 550 points (paper-based test, PBT) or
- cc. IELTS (International English Language Testing System) with at least 5.5 points or
- dd. First Certificate in English (University of Cambridge ESOL Examinations) or a higher level (Advanced (CAE) or Proficiency (CPE)) or
- ee. TELC (The European Language Certificates) English B2

The testing date must not date back more than three years at the time of the application deadline. If the applicant is unable to provide such proof at the time of application, the applicant may be admitted on the condition that he or she will submit the certificate with the required results by the end of the first semester. If proof is not provided on time or if the score does not meet the requirements, admission will be rescinded.]

(2) If, for the proof of a bachelor's degree according to para. 2, a degree certificate is not available by the end of the application deadline, the applicant can apply by providing Johannes Gutenberg University with a certificate issued by the current higher education institution stating that he or she has earned at least 135 credits. Applicants with foreign certificates and diplomas have to apply for a temporary Certificate of Recognition at Johannes Gutenberg University. If there is only a limited number of places available for the master's programme, the university's selection and placement regulations (*Hochschulauswahlsatzung*) in their relevant versions are to be complied with; the final grade on the bachelor's degree will not be taken into consideration in the selection procedure. Applicants accepted into the master's programme on the basis of the requirements stated under (1) have to submit a document proving the successful completion of their bachelor's degree by the end of the first semester of the master's programme. If proof is not provided on time, admission to the master's programme will be rescinded.

(3) A further requirement for admission to the Master of Arts programme "Human Geography: Globalisation, Media, and Culture" is that the student's eligibility to take examinations in this study programme has not yet lapsed. To verify this, a declaration to this effect has to be submitted.

(4) For the Master of Arts programme "Human Geography: Globalisation, Media, and Culture" no knowledge of the German language is required.

(5) The programme starts in winter semesters only.

### **Section 3**

#### **Scope and Type of the Master's Examination**

(1) The master's examination consists of the following examinations:

1. The module examinations taken over the course of the degree programme
2. The written master's thesis
3. The final oral exam.

(2) The special requirements of disabled students are to be taken into account in correspondence with the principle of equal opportunity. If a candidate provides evidence that he or she is not able to take an examination completely or in part due to a prolonged or permanent disability, the chair of the examination committee will allow him or her to extend the preparation period or to compensate for said examination in some equivalent way. The

examination committee may demand a medical certificate, in some cases issued by a public health officer (*Amtsarzt*). The same applies to coursework.

(3) Only students who are duly enrolled in the master's programme "Human Geography: Globalisation, Media, and Culture" at Johannes Gutenberg University Mainz at the time of the examination or coursework are eligible to complete it for credit. Students who are on an academic leave of absence or who have lost their eligibility to take examinations may not participate. This does not affect section 2 para. 7 of the Regulations for Admission and Enrollment (*Ordnung für die Zulassung und Einschreibung von Studienbewerberinnen und Studienbewerbern*) at Johannes Gutenberg University Mainz.

#### **Section 4**

##### **Standard Period of Study, Academic Advising, Deadlines**

(1) The standard period of study, including the period spent writing the master's thesis and the final examination of the master's programme, is two years (four semesters). In the master's programme, 120 credits are to be earned (according to section 5 para. 2).

(2) If the registration for the master's thesis pursuant to section 14 para. 4 is not made on completion of the fourth year of studies at the latest, the master's thesis is considered not to have been passed for the first time; section 14 para. 12 applies to deadlines for retaking examinations. Also in this case, the student is to be invited in writing, whether on paper or electronically, to a consultation interview.

(3) In order to determine the periods of study that are relevant for the deadlines outlined in para. 2 as well as further deadlines laid down in these examination regulations, extensions and interruptions shall not be counted if:

1. They come as a result of being involved as an elected member in one of the statutory bodies of a higher education institution or the *Studierendenwerk*.
2. They are due to illness, disability or other reasons out of the student's control.
3. They are due to pregnancy or parental leave; in such cases legal deadlines of maternity or parental leave according to the Federal Act on Parental Allowance and Parental Leave (*Bundeselterngehd- und Elternzeitgesetz – BEEG*) are to be taken into account.
4. They come as a result of the student tending to a relative in need of care.
5. The student has spent relevant extra semesters abroad (max. two); this does not apply to semesters that have been spent abroad in accordance with the examination regulations for the degree programme.

The student shall be obliged to provide evidence pursuant to clause 1.

#### **Section 5**

##### **Modularised Programme Structure, Credit System, Active Participation, Coursework, Attendance**

(1) Courses and internships in the master's programme are offered as part of modules. A "module" is a topical, organisational and coherent teaching unit. Every module is usually completed with a module examination according to section 11. In individual justified cases, a module examination may consist of partial examinations. In justified cases, several modules may be completed with one single examination.

(2) The number of credits (*Leistungspunkte = LP*) to be earned in a module corresponds to the approximate workload; the workload refers to the hours spent in the module's mandatory courses, the hours spent preparing and studying the course content, the hours spent on

coursework and examinations (if applicable) and the hours spent studying for the module examination and then taking the examination itself. The same applies to the master's thesis and the final oral examination. Credits are awarded after successful completion of the module pursuant to para. 1 and including all coursework required for the module courses (para. 4), or after successful completion of the master's thesis and the final oral examination. The standards for the allocation of credit points correspond to the European Credit Transfer and Accumulation System (ECTS).

(3) To receive credit points for a module, the module examination needs to be completed according to section 11 after regularly and actively participating in the module's courses. The conditions that need to be met in order for a student's attendance to be classed as "active" will be announced at the start of the course at the latest; active attendance may require students to read certain literature, give short presentations, write short reports, complete specific tasks, etc. Active participation requirements are to be kept to appropriate levels. In individual justified cases, the regular attendance requirement according to clause 1 may be waived. Students must promptly submit a request to the course lecturer responsible for the class, usually before the first course of the module starts. The examination committee will come to an agreement upon this matter with the respective subject representatives.

(4) In addition to passing the module examination, the proper completion of a module may, insofar as it is regulated in the respective attachment, depend on the successful completion of coursework. The primary purpose of coursework is to assess the student's individual performance; coursework grading does not influence the module grade. Coursework can only be certified if the student has proof of having regularly attended courses; para. 3, clauses 3 to 5 remain unaffected. Coursework is considered completed if it is graded with at least "passed" (*bestanden*) or "sufficient" (4.0) (*ausreichend*) according to section 15 para. 1. The assessment of coursework may comprise several parts and consists mainly of presentations, talks, project designs and term papers. Details are specified in the attachment. If the attachment lists several types of assessment, the lecturer of the respective course will inform students of the type and duration of the assessment by the start of classes at the latest. If coursework is graded, it is graded according to section 15.

(5) Attendance is considered regular if the student was present in all class periods scheduled by the course teacher during the semester. A student's attendance can also be classed as regular if the student was absent in up to two single class periods or a maximum of four course hours (see para. 6 clause 3). In individual justified cases, exceptions can be made.

(6) The course lecturer will inform the chair of the examination committee (according to section 7 para. 2 clause 2) of the course participants immediately after the course has ended; the names of the students who did not attend the course on a regular basis will also be passed on to the chair. If examinations and coursework are to be completed, the examination committee is to be immediately informed of the students' results as well as the students who did not take the examinations or complete their coursework. For lectures, successful completion of the module examination serves as proof of regular attendance; clause 1 does not apply.

(7) To attend a course, a binding registration is usually required before the deadline. In agreement with the course lecturer, the chair of the examination committee sets the respective dates and procedures for registration. If the number of registrations exceeds the number of available places, the allocation of places is governed by the valid version of the Senate's directive on admission to courses with limited places.

(8) If students fail to attend courses on a regular basis (the exception being lectures) and fail to receive the approval of the course lecturer, the course can be repeated twice. Under no

circumstances may a course in which coursework has already been completed be repeated in order to obtain more credits or a better grade.

(9) Failed coursework should be redone at the next possible date. In some cases, repetition of failed coursework is only allowed twice. Details are specified in the attachment. Under no circumstances may coursework be redone in order to obtain more credits or a better grade.

(10) Credits for individual courses will only be confirmed upon written request and for transfer purposes only. If, in individual cases, documentation for single coursework or examinations is needed, a proof of study will be issued. The proof of study contains, at the minimum, the name of the student, the name of the course and the module, the semester in which the course was attended, the number of credits, and, if coursework was completed, the type and result.

(11) Proof of active participation is required in order to award credits for industry/career internships in Module 7 (M7 MA). The institution where the internship takes place is responsible for providing a letter confirming active participation. The letter must include the name of the institution, identifying information about the intern (full name, birth date, student ID number), and the type and length of the internship. The student must also write a report about the internship experience.

## **Section 6**

### **Required Coursework and Examinations, Modules**

(1) The coursework and examinations required in order to successfully complete all courses (mandatory and elective courses) in the degree programme of study corresponds to 31 (+x) semester hours (*Semesterwochenstunden* = *SWS*) per week in the mandatory courses and 4 (+x) semester hours in the elective courses.

(2) In order to successfully complete the degree programme, the student has to provide proof of at least 120 credits; in detail:

1. Mandatory modules: 60 credits
2. Elective modules: 30 credits
3. Master's thesis: 30 credits.

(3) The mandatory and elective courses and their respective modules are listed in the attachment. The faculty and the cooperating institutes are responsible for ensuring that the required courses for each module take place.

(4) In addition to the elective courses mentioned in para. 1, all students can complete a four-month practical internship in Module 7. Students are responsible for securing their own internships; the faculty is responsible for helping students make decisions and organise the internship period.

(5) As part of the elective courses mentioned in para. 1, students can pursue their studies in other European and non-European countries in Module 7. During their studies abroad the students must successfully participate in courses of usually up to 20 credits. Details are specified in the attachment.

(6) Courses or modules identical to those already completed during the prerequisite bachelor's programme cannot be taken again as part of the master's programme. Coursework and examinations completed in these courses and modules will not be recognised. Instead, students are to complete either a different module or a different set of courses within the module. If a mandatory module or course must be replaced, the examination committee shall determine which modules or courses are equivalent. Exceptions to clause 2 will be made for

coursework and examinations that were completed in addition to the coursework and examinations required for the bachelor's degree.

## **Section 7 Examination Committee**

(1) The faculty council appoints an examination committee to organise the examinations and undertake specific tasks as laid out in these regulations.

(2) The examination committee is made up of four professors, one student, one academic staff member and one non-academic staff member. The chair and the deputy chair must be professors. The examination committee's decisions are based on simple majority of members present; in the event of a tie, the vote of the chair will decide the matter. Votes on examination results are to be made according to section 25 para. 5 of the HochSchG. The student member's term of office is one year, the term of office of the other members is three years. A member may be re-elected. If a member resigns from their position before his or her term of office has come to an end, a successor will be elected to take over for the rest of the term.

(3) Unless otherwise decided, the examination committee is responsible for all decisions that have to be made on the basis of these examination regulations; the examination committee may assign tasks to the chair of the examination committee. The examination committee enforces the examination regulations. The examination committee periodically informs the faculty about the development of study and examination periods including the period of time to complete the master's thesis as well as module grades and total grades. The report is to be published in an appropriate manner by the university. The examination committee makes suggestions to the respective committee regarding learning and teaching and to the faculty regarding reforms of the degree plan and examination regulations.

(4) In cooperation with the faculty, the examination committee ensures that it is possible to complete coursework and examinations in the periods determined in these examination regulations. For this purpose, the candidate is to be informed in a timely manner about the type and amount of coursework and examinations required in the module as well as about the dates and deadlines. Candidates must be informed in a timely manner about the repeat dates for all coursework and examinations.

(5) The members of the examination committee have the right to be present during all course and module examinations. They do not have the right to attend meetings where grades are discussed and announced.

(6) The meetings of the examination committee are not public. The members of the examination committee are obliged to maintain confidentiality. If they are not employed in the public service, they shall be ordered to maintain confidentiality by the chair of the examination committee.

(7) Unfavorable decisions by the examination committee shall be communicated to the student immediately in writing, whether on paper or electronically. If the notification concerns failing an examination for the final time and/or losing eligibility to take a master's examination, it may not be communicated solely electronically. Information on the rights to appeal are to be included in the notification. See section 22.

(8) The examination committee has the right to check scientific papers for plagiarism or cheating and may also make use of electronic means to do so. For this purpose, the examination committee may request a corresponding digital copy of the paper from the author with adequate notice. If this request is not met, the work may be graded "failed".



## **Section 8 Examiners, Observers**

(1) The master's examination including module examinations are carried out by examiners. The examination committee appoints the examiners. The committee may ask the chair to carry out the appointment.

(2) Examiners include professors, academic staff members who have a habilitation and academic staff members with a doctorate with duties according to section 56 para. 1 clause 2 HochSchG. Retired professors, honorary professors, academic staff without a doctorate with duties according to section 56 para. 1 clause 2 HochSchG, adjunct lecturers according to section 63 HochSchG, lecturers for special assignments according to section 58 HochSchG and experienced professionals in their respective fields according to section 25 para. 4 clause 2 HochSchG can be appointed as examiners based on a decision of the examination committee and recommendations of the faculty council. The right of professors to be examiners will not be infringed by retirement or by becoming a professor emeritus. Only an individual who teaches classes at a higher education institution in the same field as the examination or who did so during the past four semesters or who has proof of relevant practical experience in that field can be appointed as examiner.

(3) The chair of the examination committee makes sure that the names of the examiners are announced on time, usually at least four weeks prior to the examination date. The candidate for examination may suggest an examiner. No legal right arises from their suggestion. If an examiner no longer works for the university and is still willing to carry out the examination for a module but not the courses for the module, the student may suggest either this examiner for the repeat examination for the module or the examiner who also offers the courses in addition to the examination for the module.

(4) The examiners appoint the observers. Observers must at least have the same qualification as certified by the examination or an equivalent qualification. They note down the minutes in oral and practical examinations and may also have the task of pre-evaluating written examinations. They have the right to remove candidates from the examination should they create disturbances.

(5) For examiners and observers, section 7 para. 6 clause 2-3 applies.

(6) In programmes of study where cooperation agreements exist with foreign higher education institutions, potential examiners of the foreign higher education institution can be appointed as examiners and observers. Para. 2, 5 and 6 apply in this case.

## **Section 9 Recognition of Coursework and Examinations**

The recognition of coursework and examinations, as well as of qualifications acquired outside of higher education institutions is subject to the regulations in the current version of the Recognition Regulations (*Anerkennungssatzung*) of Johannes Gutenberg University.

## **II. Examinations**

### **Section 10 Application and Admission to the Master's Examination**

(1) The application for admission to the master's examination is done by registering for the first module examination or partial module examination within the deadline announced by the examination committee.

(2) The following documents must be submitted with the application for admission to the master's examination, if they were not already submitted with the application for admission to the degree programme:

1. a declaration as to whether or not the candidate has already failed a master's examination in the master's programme Human Geography at a German higher education institution with no option to repeat or if he or she is currently involved in an examination process at another higher education institution in Germany or abroad,
2. a declaration as to whether or not and, if applicable, how often the candidate has failed examinations and coursework relevant to examinations in the master's programme Human Geography or in the same subjects or modules of another degree programme at a higher education institution in Germany or abroad.

In the declaration according to no. 2., the candidate, if also enrolled in another degree programme, must affirm that he or she will immediately inform the examination committee in writing on the start and end of the examination process as well as the failing of examinations and coursework in the other degree programme. The examination committee has the right to request documentation from the other higher education institution affirming that the student has not lost eligibility to take exams in an identical or similar programme (*Unbedenklichkeitsbescheinigung*).

(3) Students are not eligible to take the master's examination, if

1. the application for admission to the master's examination is not submitted prior to the deadline,
2. the documents according to para. 2 are incomplete,
3. the candidate is not enrolled in the master's programme "Human Geography: Globalisation, Media, and Culture" at Johannes Gutenberg University Mainz,
4. the candidate has failed the master's examination in the master's programme Human Geography with no option to re-sit at a higher education institution in Germany, or
5. if, due to unsuccessful attempts in the past, it is impossible according to section 16 para. 3 for the candidate to repeat examinations and complete coursework necessary to take the master's examination.

(4) If the candidate is denied admission to the master's examination, he or she shall be informed of the reason in writing (this includes electronic messages). The official notification will include information on rights to appeal.

## **Section 11 Practical Module Examinations**

(1) The module examinations are taken during the course; they complete the respective module. Module examinations serve to prove that the candidate understands the underlying interdependencies of the content and methods of the module and that he or she knows how to apply any newly acquired skills and qualifications. The subject of the module examinations is the content of the courses of the respective module.

(2) A module is generally completed by means of an examination. If coursework has to be completed in a module according to the attachment, the successful completion of this coursework is required to be admitted to the module examination. An admission that is subject to a condition according to para. 5 remains unaffected. The attachment may define partial module examinations, which are only allowed in individual justified cases. For partial module examinations, the regulations set in para. 3 to 5 and sections 12 and 13 apply. The grading of

examinations and coursework and the calculation of the module grade of the modules defined in the attachment, with the exception of Modules 5 and 7, are to be carried out according to section 15.

(3) Module examinations take place in oral or written, form according to sections 12 and 13. Examination types different from the ones stated in sections 12 and 13 are permitted according to the attachment; the regulations specified in sections 12 and 13 shall be applied accordingly. It is possible to link individual examination types. The type and duration of module examinations in the individual modules are listed in the attachment. If the attachment lists several types of examination, the head of the examination committee will announce the type and duration of the assessment by the start of classes at the latest.

(4) To take module examinations, a binding registration with the chair of the examination committee is required before the deadline. As a rule, students must register for module examinations in the semester in which they completed their last coursework for the respective module. Section 10 para. 3 applies. In agreement with the examiners, the chair of the examination committee sets the respective examination and registration dates according to section 8. Examination and registration dates are announced at the beginning of the semester. After the registration period has ended, withdrawal is only possible in exceptional and justified cases; in particular, these cases include cases of proven illness, subject changes, exmatriculation or a transferal between universities (proof required). Clause 1 also applies to coursework.

(5) Generally, module examinations may only be taken once the coursework required for the module according to the attachment (section 5 para. 4) has been completed. If admission to a module examination depends on coursework being completed and this coursework has so far only been partially completed, admission to the module examination is possible but subject to specific conditions. The module examination can only be passed if all coursework and the module examination are passed. The examination committee decides about exceptions.

## **Section 12**

### **Oral Module Examinations**

(1) Oral examinations are held in front of at least two examiners, or one examiner in the presence of an observer familiar with the subject field according to section 8 para. 4. Presentations and oral examinations similar to presentations are usually only conducted by one examiner.

(2) An oral examination can be done either alone or in a group (with a maximum of four candidates) and, according to the details specified in the attachment, will last at least 15 minutes and no longer than 30 minutes per candidate. In exceptional and justified cases, the attachment may specify different times. If images or mathematical descriptions are needed in order to solve examination questions, they will be included in the oral examination. Before determining the grade, the examiner will listen to what the other participating examiners and observers have to say. If multiple examiners are present, the examiners should agree on a single grade. If the examiners cannot reach a consensus, the mathematical mean of their individual grades will be recorded. Section 16 para. 2 applies. The candidates are informed of their result immediately after the oral examination. If they fail, the candidate will be informed of the reasons.

(3) Minutes are to be taken about the course of the oral examination. The minutes must include the names of the examiners, the observers, the person who produced the minutes and the candidate. They must also include the start and end times of the oral examination, the essential content of the oral examination, the candidate's responses and the grades. The minutes are

not to be produced electronically. The minutes are to be handed into the responsible registrar's office immediately after the examination.

(4) Other students of the respective faculty may be present for oral examinations, provided that none of the candidates objects when registering for the exam. The examiner or examiners will then decide about these requests, which have to be submitted to the examination committee three weeks before the oral examination. The decision shall be based on the number of available audience spaces. Candidates who share the same examination date are not allowed to watch. Should the proper course of the examination be jeopardized, students may be excluded during the examination. The audience is not allowed to attend the consultation of the examiners or the announcement of the results.

(5) Upon request of the candidate, the central or the faculty's equal opportunities officer may be present during oral examinations.

### **Section 13**

#### **Written Module Examinations, Portfolio Examinations**

(1) In a written examination in the form of a supervised sit-down examination, the candidate tackles one or several questions posed by the examiner applying the common methods of the field in a limited period of time and usually with limited authorized resources. The examination lasts at least one hour and no longer than two hours and is specified in the attachment. In exceptional and justified cases, the attachment may specify different times. Sit-down examinations can be supported by other forms of media, provided the requirements in para. 6 are met.

(2) In a written examination in the form of a term paper, the candidate tackles a topic set by the examiner applying the common methods of the field in a limited period of time. The written examination must be part of a module. The topic should be chosen in such a way that the student workload (as defined in section 5 para. 2 ) corresponds to a total of four weeks (full-time); exceptions may be specified in the attachment. The examination committee may set deadlines for submitting term papers. A term paper may be done as groupwork with the written consent of the examiner; section 14 para. 8 applies. If a term paper is done as groupwork, the individually and, where applicable, the jointly written parts of the term paper are to be identified.

(3) In a written examination in the form of a portfolio, the candidate independently writes, chooses and compiles a limited number of documents on topics of a module and the outcome of the courses. A portfolio includes an introduction, a collection of documents and an academic reflection. It is possible to submit the portfolio digitally (presentation, blog) with the consent of the examiner.

(4) Written examinations are generally graded by a single examiner. In case of a final attempt, a second examiner will assess the written examination. If an examination is assessed by two examiners, the grade is determined by the mathematical mean of the two grades. Section 15 para. 2 applies. The assessment procedure is not to exceed four weeks. If the repeat examination takes place in the same examination period, the examination results will be announced no later than two weeks, otherwise four weeks, before the repeat examination date.

(5) If a candidate fails the second repeat of a written examination, a supplementary oral examination shall take place, as long as this is specified in the attachment. This supplementary examination is to be conducted as an individual examination lasting between 15 and 45 minutes; it is to be conducted in a timely manner. The supplementary oral examination only determines if the candidate should receive a grade of 4.0 (sufficient, "ausreichend") or worse. A supplementary oral examination is not possible if the candidate failed to take one of the

examinations or if the examination is graded as a fail (“nicht ausreichend”) according to section 17 para. 3.

(6) Examinations supported by multimedia (“e-exams”) are permitted provided they are suitable for completing an assessment or contribute to this end according to section 11 para. 1 clause 2; if necessary they may be supplemented with other forms of examinations. Multimedia examination tasks are usually designed by two examiners. They consist in particular of open questions, gap texts, and matching tasks. Multiple choice questions are permitted provided that the requirements according to para. 7 are met. Prior to examinations that make use of multimedia support, it must be ensured that the electronic data can be identified and permanently and clearly assigned to one candidate. The examination must be conducted in the presence of a person familiar with the field of study (minute-taker). Minutes on the course of the examination are to be produced. The minutes must include the name of the minute-taker and the candidate(s), the start and end times of the examination, and any special incidents. According to the provisions specified in section 21, candidates will be granted access to the examination with multimedia support and to their results. The questions, a sample answer sheet, the grading scheme, the individual examination results and the minutes are to be archived according to legal regulations.

(7) The examination is considered a multiple-choice examination when the minimum passing score can only be reached by marking the right or wrong answers. The minimum passing score is set by the examiner, depending on the difficulty of the examination, to between 50 and 60 percent. Multiple-choice examinations shall be permitted provided that they are suitable for completing an assessment or contribute to this end according to section 11 para. 1 clause 2. A multiple-choice examination is to be prepared by two examiners. The examiners choose the topic of the examination, draft the questions, determine possible answers and the weighting of the individual questions. In doing this, they must ensure that the points available for the individual questions in relation to the total score reflect the difficulty of the individual questions. They prepare the grading scheme and apply it after the examination. The examination questions must be unambiguous, clearly answerable and suitable as a way of precisely testing the candidate’s level of skills and knowledge. The requirements for passing the examination are to be determined prior to the examination. Before conducting a multiple-choice examination for the first time, the examiners must submit a description of the examination to the examination committee stating its suitability according to clause 3. Moreover, for every examination the

- chosen questions,
- the sample solutions,
- and the grading scheme

are to be archived by the examination committee. The examination is considered passed if the candidate scores at least the minimum percentage of the total points. This minimum percentage is always the minimum passing score, if the average examination result of all candidates (in percent) does not fall below the minimum passing score. If, however, the average examination result falls below this score, the minimum passing score will be the sum of the examination specific bonus and the multiplication result of the examination specific factor with the average examination result (as a percentage) of all candidates.

The examination specific bonus is the statistically expected examination result (in percent) should the candidate use an optimal strategy to randomly answer the multiple-choice questions of the examination. The examination specific factor is equal to the difference between one and the relation between the examination specific bonus and the minimum passing score. If the candidate achieves the minimum passing score, they will receive a grade of

very good ("sehr gut")	if at least 75 per cent,
good ("gut")	if at least 50, but less than 75 per cent
satisfactory ("befriedigend")	if at least 25, but less than 50 per cent
sufficient ("ausreichend")	if 0 or less than 25 per cent

of the points above the minimum score have been achieved. Multiple-choice examinations are only recommended if the number of candidates and the number of examination questions is not below 30. It is recommended that the questions are designed in a way that ensures that the examination specific bonus does not exceed 20 per cent. This also applies to repeat examinations. If a candidate fails the second repeat of a multiple-choice examination, a supplementary oral examination shall take place according to para. 5; by way of derogation from para. 5 clause 1, the oral examination shall be mandatory. Para. 5 clause 4 applies. See section 13 para. 5.

(8) The examiner decides on the resources that can be used during the sit-down examination. Any acceptable resources are to be made known to the students in advance of the examination.

#### **Section 14 Master's Thesis**

(1) The master's thesis is a written examination that serves to prove that the candidate is capable of working on a problem of a special subject area of the master's programme within a set period of time applying the standard methods of the respective subject field. The supervisor is obliged to give advice and to oversee the progress of the candidate's master's thesis on a regular basis.

(2) The supervisor of the master's thesis is one of the persons appointed as examiners according to section 8 para 2. If the master's thesis is to be completed at an institution not belonging to the faculty that offers the degree programme, approval from the chair of the examination board is necessary.

(3) The provisional topic of the master's thesis is to be agreed upon with the supervisor and then submitted to the examination committee immediately after receiving the approval of the supervisor as part of registration for the master's thesis according to para. 4. If the candidate is not able to find a supervisor, the chair of the examination committee shall make sure that the candidate receives a topic and a supervisor for the master's thesis in time.

(4) Generally, registration for the master's thesis takes place in the middle of the third semester, provided that Modules M1 MA, M2 MA, M3 MA and M4 MA have been successfully completed.

(5) The master's thesis is to be completed within six months. In special cases and upon written request, the examination committee in agreement with the supervisor may grant an extension of up to eight weeks. If the deadline is extended, the standard period of study is not to be exceeded.

(6) The topic, assignment, and scope of the master's thesis shall be specified by the supervisor so that the student is able to complete it within the given period of time. The supervisor assigns the topic of the master's thesis to the candidate via the examination committee; section 10 para 3 applies. The date of the assignment is to be entered into the records by the responsible examination committee. The topic of the master's thesis shall only be assigned if the candidate has successfully completed Modules M1 MA, M2 MA, M3 MA and M4 MA. The topic can only

be changed once and only within a month of registration. A new topic is to be agreed upon immediately, at the latest within four weeks; clause 1 and para. 5 clause 1 apply.

(7) The master's thesis may be written in English, German or another language. Whether or not the examination committee approves that the master's thesis may be written in a foreign language depends on whether the following requirements are met:

1. The candidate is sufficiently proficient in the chosen foreign language;
2. The supervisor is sufficiently proficient in the chosen foreign language;
3. The possibility exists of appointing a second evaluator according to para. 10 clause 2 with sufficient proficiency in the chosen foreign language.

The request to complete the master's thesis in a foreign language must be submitted with the declaration of consent of the supervisor when registering for the master's examination

(8) If agreed upon in writing by the supervisor, the master's thesis may be completed as a group project. The work of the individual candidates must be made clearly identifiable by using sections, page numbers or other objective criteria so that the work can be individually and independently graded, and meet the requirements according to para. 1.

(9) The candidate submits two bound copies and a digital copy of the master's thesis to the responsible examination committee before the deadline. He or she must also submit a written declaration according to section 17 para. 5. The date of submission must be entered into the records. If the master's thesis is not submitted on time according to para. 5, it will be graded as "failed" (5.0, "nicht ausreichend"). If the master's thesis is not submitted in the proper form according to clause 1, it can be graded as "failed" (5.0).

(10) The responsible examination committee forwards the master's thesis to the supervisor as its first evaluator. At the same time, the examination committee appoints one of the examiners as a second evaluator for the second evaluation according to section 8 para. 2 and forwards the thesis to him or her. At least one of the evaluators must be a professor at the responsible faculty of the University of Mainz.

(11) The submitted master's thesis will be assessed by the evaluators according to the provisions specified in section 15, and they will include a written evaluation. If the evaluators' assessments differ by up to one full grade ( $\leq 1.0$ ) the evaluators shall agree upon one grade. If they fail to come to such an agreement, the grade for the master's thesis will be made up of the average grade. If the evaluators' assessments differ by more than one full grade ( $> 1.0$ ), the chair of the examination committee will appoint a third examiner. On the basis of the three assessments, the chair of the examination committee derives the grade from the mathematical mean. The grading procedure is not to exceed six weeks.

(12) The master's thesis has been passed if the total grade is at least "sufficient" (4.0, "ausreichend"). A thesis that receives a grade of "failed" (5.0) or is otherwise considered to have been failed may be repeated once. The examination committee makes sure that the candidate receives a new topic for their master's thesis within six weeks. The topic may only be changed prior to the deadline specified in para. 6 clause 4 if the candidate did not change the topic during their first attempt. The master's thesis may not be repeated twice.

#### **Section 14a** **Final Oral Examination**

(1) If the master's thesis receives a grade of at least "sufficient" (4.0), the candidate shall be admitted to the final oral examination. Section 10 para. 3 remains unaffected. This examination shall take place within four weeks of the end of the grading process, according to section 14

para. 11. The date of the final oral examination is determined by the examination committee and the candidate is then immediately informed of this in writing.

(2) The examination lasts 45 minutes per candidate. It is conducted either by two examiners or by one examiner in the presence of an observer familiar with the subject field. As a rule, one of the examiners should be the supervisor of the master's thesis.

(3) The subject of the final oral examination is the contents of the master's thesis, as well as questions and exercises in the context of the thesis topic. The candidate will have the chance to present his or her work during the examination; the presentation should not last longer than ten minutes. The examination is usually conducted in German or English; in individual cases, the examination can be conducted in a different language; the regulations in section 14 para. 7 are to be met.

(4) Following the examination and after having heard from the observer, the examiners or the examiner shall determine the grade for the examination. Section 12 para. 2, clauses 5 to 7 apply. The final oral examination is considered to have been failed if the grade is worse than "sufficient" (4.0). Section 12 para. 2 clauses 5 and 6 apply to the announcement of the grade; section 12 para. 3 applies to the required minutes; sections 12 para. 4 and 5 apply to the possible presence of the equal opportunities officer or another person.

(5) If the final oral examination contains tasks that have to be prepared for, these must be worked out independently. Examination tasks that have to be prepared for must be submitted completely and in writing by the examiner to the respective chair of the examination committee. The chair of the examination committee assigns the task to the student. The dates of the assignments shall be put on record.

## Section 15

### Assessment of Examinations and Graded Coursework, Determination of Overall Grade

(1) The following grades are to be used when evaluating examinations and grading coursework:

1.0; 1.3	=	very good ("sehr gut")	=	an excellent performance
1.7; 2.0; 2.3	=	good ("gut")	=	a performance which substantially exceeds the average requirements
2.7; 3.0; 3.3	=	satisfactory ("befriedigend")	=	a performance corresponding to the average requirements
3.7; 4.0	=	sufficient ("ausreichend")	=	a performance which, in spite of its flaws, suffices to meet the requirements
5.0	=	failed ("nicht ausreichend")	=	a performance which does not meet the requirements due to considerable flaws.

(2) A module examination is considered as passed if the coursework and examinations meet the requirements set out in the attachment and the final module examination has been graded "passed" or "sufficient" (4.0, "ausreichend"). If the module examination consists of one examination, the grade of the module is the grade of the module examination. If the module examination consists of multiple graded exams (partial module examinations), every examination must be passed. The module grade is an average of all partial examinations weighted according to the number of credits each examination is worth. The grades for each



partial module examination are to be multiplied by the number of credits each one is worth, the results are to be added together, and the total is to be divided by the total number of credits. The attachment may also specify a grading system that uses the mathematical mean of the individual examinations and coursework or, in individual cases, provide another form of calculating the grade.

(3) The grade of the module examination is as follows:

"very good" ("sehr gut") for an average of up to and including 1.5;

"good" ("gut") for an average above 1.5 and up to/including 2.5;

"satisfactory" ("befriedigend") for an average above 2.5 and up to/including 3.5;

"sufficient" ("ausreichend") for an average above 3.5 and up to/including 4.0.

"failed" ("nicht ausreichend") for an average above 4.0 or more.

When calculating the module grade, only the first decimal place is taken into consideration; all other decimal places are eliminated without rounding.

(4) The overall grade of the master's examination is composed of 100 parts, with 15/100 in Modules 1, 2 and 3, 20/100 in Module 6 and 35/100 in Module 8 (master's thesis and final oral examination) are taken into account for the calculation of the overall grade. Modules 4, 5, and 7 are ungraded and do not affect the overall grade. In all other respects, para. 2 clauses 7 and 8 apply.

## **Section 16**

### **Passing and Failing, Retaking Examinations**

(1) The master's examination has been passed once the module examinations (as specified in section 11) for the modules (as specified in section 6 para. 2 clause 1 no. 1 and 2) have been passed, and the master's thesis and final oral examination have both received a grade of at least "sufficient" (4.0).

(2) Failed mandatory module examinations and elective module examinations can be repeated no more than twice. A failed mandatory module examination cannot be replaced with another examination. For partial module examinations, only the partial examinations which were failed are to be repeated. Students can change elective modules twice during their entire course of studies after failing the elective module examination for the first, second, or final time. The student receives another three attempts to pass the new elective module examination. It is not possible to switch back. If the student changes modules and then passes the examination, the failed module examination will not be included on the diploma certificate. All other regulations according to section 16 about passing, failing, and retaking examinations remain unaffected.

(3) Failed examinations or coursework in the same master's programme at another higher education institution in Germany are to be deducted from the number of attempts students have left to complete the new module. The same applies to failed examinations and coursework in modules of another degree program at a higher education institution in Germany that are essentially comparable to those of the master's programme "Human Geography: Globalisation, Media, and Culture, if the requirements for passing are equal or lower. It is not possible to retake an examination or coursework that has already been passed.

(4) The registration for retaking a module examination or partial module examination for the first time should be submitted within six months of the failed examination; registration for a second retake should be done within six months of the first re-examination. In justified individual cases, extensions may be granted; the first and second retake, however, may not

exceed one year and nine months in total. If a re-examination is not registered in time that examination is graded as failed. Section 4 para. 3 applies.

(5) For retaking the final oral examination, para. 2 to 4 apply; for retaking the master's thesis, section 14 para. 12 applies.

(6) If the student has no option to repeat an examination or a course, the master's examination is failed with no option to repeat and it is not permitted to continue studying in the same master's programme.

(7) If the master's examination or the final attempt of the master's examination is failed, the examination committee will inform the student in writing (this may be done electronically), and this letter shall also include whether and, if so, to what extent and within what period of time the examination may be repeated. The letter informing of a failed master's examination or the final attempt of the master's examination shall contain a notice about the student's rights of appeal. Section 7 para. 7 clause 2 applies.

## **Section 17**

### **Absence, Withdrawal, Cheating, Breach of Regulations**

(1) If the candidate misses a registered examination without valid reasons or if he or she withdraws after the beginning of the examination without valid reasons, the examination is graded as "failed" (5.0). Examinations are also considered failed if the candidate has failed to complete them before the deadline passes. The same applies to written examinations that are not completed within the given period of time.

(2) The responsible examination committee shall be informed immediately in writing about the reasons brought forward for the withdrawal or absence according to para. 1. If the examination committee accepts the reasons, a new examination date will be scheduled. Examination results that are already available will be recognized. If the absence or withdrawal is due to illness, a doctor's note must be submitted. The candidate must submit the doctor's note to the responsible examination committee without delay – by the third workday after the examination date at the latest. A regular medical certificate confirming that the student is not able to take the examination is sufficient if the student misses the examination due to illness for the first time. If this happens a second time, the university may ask for a medical certificate which indicates the time of the medical treatment, type, extent and duration of the illness as well as its consequences on the ability to take examinations; alternatively, the university may ask for a medical certificate without these details issued by a public health officer ('*Amtsarzt*'). There is no obligation to state the medical diagnosis. The illness of a child that the candidate has custody of or the illness of a relative that requires special care is treated the same as the illness of the candidate. If the reasons are accepted, the examination will be scheduled for the next possible examination date.

(3) If the candidate tries to manipulate the result of his or her examination by cheating or using unauthorized resources or if his or her declaration according to para. 5 turns out to be false, the respective examination is considered "failed" (5.0). If a candidate disturbs the proper course of an examination, he or she can be excluded from continuing the examination – usually after being warned – by the respective examiner or supervisor. In such a case, the respective examination will be graded as "failed" (5.0). See section 7 para. 8.

(4) The candidate has a month's time in which he or she is able to request that the decisions according to para. 3 clause 1 and 2 be reviewed by the examination committee. The student will be informed immediately in writing about decisions with negative implications and will be provided with a reason as well as a legal basis and information on rights to appeal. The

candidate in question shall be granted the chance to comment on the issue prior to the decision.

(5) In the case of written examinations according to section 13 (with the exception of written sit-down examinations) and in the case of the master's thesis according to section 15, the student must submit a declaration stating that it is their own work and that no other sources or means except the ones listed have been employed and that the regulations for ensuring good scientific practice in research and teaching and procedures for dealing with research misconduct (*Ordnung zur Sicherung guter wissenschaftlicher Praxis in Forschung und Lehre und zum Verfahren zum Umgang mit wissenschaftlichem Fehlverhalten*) were read and understood.

(6) The provisions specified in para. 1 to 5 also apply to coursework.

### **Section 18** **Diploma, Diploma Certificate, Diploma Supplement**

(1) If the candidate passes the master's examination, he or she will promptly receive a diploma (*Zeugnis*) with the results, usually within six weeks of receiving confirmation that the last examination has been passed. The diploma contains the grades of the module examinations, the master's thesis, the final oral examination and the overall grade (section 16 para. 4). The credits obtained are to be listed. Moreover, the diploma states the topic of the master's thesis and – upon the candidate's request – the number of relevant semesters studied until completion of the master's examination. If module examinations are completed at another higher education institution and recognized by Johannes Gutenberg University, the name of the higher education institution where the module examinations were completed is stated in the diploma. In addition to the overall grade, grading tables according to the ECTS guidelines (European Credit Transfer and Accumulation System) will be handed out, insofar as the necessary data is available. Additional completed non-mandatory coursework and examinations will be displayed; this coursework and these examinations will not be included in the final grade.

(2) The diploma shall display the date on which the last examination necessary for the completion of the degree was completed. The diploma will be signed by the chair of the examination committee and will bear the seal of the state Rhineland-Palatine.

(3) The candidate receives a certificate (*Urkunde*) at the same time as the diploma, declaring that he or she has been awarded the title of Master of Arts (M.A.). The certificate bears the date of the diploma. The certificate will be signed by the chair of the examination committee or the dean of the faculty and will bear the stamp of the faculty or the seal of the state Rhineland-Palatine.

(4) Along with the certificate, the graduate shall also receive a Diploma Supplement (DS) according to the European Diploma Supplement model, which was developed by the European Commission, the Council of Europe, and UNESCO. The supplement will be signed by the chair of the examination committee. To describe the national education system (diploma supplement para. 8), the text recommended by the Standing Conference of the Ministers of Education and Cultural Affairs in coordination with the German Rectors' Conference in its respective valid version will be used. The Diploma Supplement contains details on the higher education institution, the type of degree, the degree programme, the admission requirements, the study requirements, and the structure of the degree programme as well as the German study system.

(5) The diploma, diploma certificate, and diploma supplement will be issued both in German and in English. Upon request, the documents may be issued in another foreign language; if necessary, the graduate shall cover the expenses. The use of electronic signatures or facsimile

stamps on diplomas, diploma certificates and diploma supplements in a language other than German is possible.

(6) Students who leave the university without a degree or who continue their studies at a university in another degree programme will, upon request or upon submission of respective proof, receive a transcript of the completed coursework and examinations. The request is to be sent in writing to the examination committee and must include the necessary documents.

### **III. Final Provisions**

#### **Section 19**

##### **Invalidity of the Master's Examination**

(1) If the candidate has manipulated an examination or coursework by cheating and this fact is revealed after the candidate has received his or her master's diploma, the responsible examination committee may revise the result and the respective grade retroactively and declare the examination or coursework completely or partially failed. The examiners are to be consulted beforehand.

(2) If the requirements for admission to the examination were not fulfilled without any intent to deceive on the candidate's part, and this is only discovered after the diploma has been issued, the passed examination is considered to compensate for this shortcoming. If the candidate intentionally gained admission to the examination through deceit, the examination committee will come to a decision according to the Administrative Procedure Act of Rhineland-Palatinate (*Verwaltungsverfahrensgesetz Rheinland-Pfalz*).

(3) The candidate in question shall be granted the chance to comment on the issue prior to the decision.

(4) The inaccurate diploma, the diploma supplement and, if applicable, the respective proof of study are then to be recalled and if necessary newly issued. Along with these documents, the diploma certificate will be recalled if the examination is considered "failed" due to cheating. After a period of two years starting from the issuance date of the original master's diploma, a decision in accordance with para. 1 and para. 2 clause 2 is no longer applicable.

#### **Section 20**

##### **Appeal**

Objections to examination decisions are to be stated in writing and submitted to the chair of the responsible examination committee within a month after being announced. The responsible examination committee decides about the appeal.

#### **Section 21**

##### **Candidates' Rights of Information**

(1) The candidates have the right to know their coursework and examination grades before completing the master's examination.

(2) Upon written request, the candidate will be granted access to his or her examination records, including the master's thesis and the evaluations made on them and examination minutes. Access may also be granted before the completion of the master's examination.

(3) The request must be submitted to the chair of the responsible examination committee within one year of completing an examination. The chair of the examination committee decides on the time and place for accessing the examination records.

**Section 22**  
**Examination Management System**

(1) Examination management is generally done through an electronic management system. This includes registration for and de-registration from courses and examinations, the transfer of documents, and the notification of results.

(2) Students are required to regularly use the integrated study and examination management system and their personal email account made available by Johannes Gutenberg University.

**Section 23**  
**Entry into Force**

These examination regulations come into effect the day after they have been published in the official gazette of Johannes Gutenberg University (*Veröffentlichungsblatt*).

Mainz, August 22, 2013

The Dean  
of Faculty 09  
at Johannes Gutenberg University Mainz  
Univ.-Prof. Dr. Dirk Schneider

## **Attachment to the Sections 5, 6, 11-13: Modules**

See study programme for Master of Arts in Human Geography: Globalisation, Media and Culture