

**University of Erfurt:
Examination and
Study Rules
for the Master of
Public Policy Program**

Version dated February 9, 2012

Important Notice

This English translation of the “Prüfungs- und Studienordnung” is only for your information and is not legally binding. Please check the German original version available online via the Brandt School homepage for more detailed – and legally binding – information on the program structure, examination rules, etc.

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SECTION 1: GENERAL REMARKS

§ 1 Scope and terms

(1) These Examination and Study Rules are currently valid for the master program Public Policy (MPP) and provide a detailed description of content, structure, and examination regulations. Appendices 1 through 5 are a component of these bylaws.

§ 2 Study goals, content, and occupations

- (1) The MPP program is a practical-oriented, academically based, interdisciplinary graduate education in the fields of law, economics, and social sciences designed for future decision-makers, especially those in the public and non-profit sector.
- (2) The program provides students with theoretical and practical knowledge as well as the necessary skills and competences, principally in terms of analysis and methods, which will enable MPP graduates to evaluate and make decisions about political issues and problems, to lead and manage organizations, and to represent public and societal interests.
- (3) Key qualifications which are of importance in various professions are being taught. This means professions that are primarily linked to the broad field of politics, be it on local, regional, national, or supranational levels (in a political office, public administration, international organizations, political consulting, trade unions, trade associations, non-governmental organizations, etc.); or in professions without a direct link to politics in which analytical and methodological skills are important (such as consulting, management, or journalism).

SECTION 2: ADMISSIONS

§ 3 Prerequisites

- (1) Admission to the degree program requires fulfillment of the following prerequisites:
 - (a) “Allgemeine” or “Fachgebundene Hochschulreife” or a comparable diploma from abroad entitling the applicant to enter an institution of higher learning,
 - (b) A university diploma awarded for the completion of an academic program with a duration of a minimum of 6 semesters of study or the acquisition of the required qualification through experience (Aptitude Requirement),
 - (c) Above-average grades during one’s studies and/or above-average professional achievements on the job (Quality Requirement),
 - (d) Analytical skills and exceptional interest in political issues as well as in taking on a leading position or having practical experience in the professions described in § 2, paragraph 3 (Compatibility and Prognosis Requirement),
 - (e) A minimum of one year professional experience in a sector relevant to public policy
 - (f) Very good oral and written English skills (Language Requirement).
- (2) The comparability of university diplomas awarded by international universities is determined by the Admissions Committee.
- (3) Applicants can fulfill the Aptitude Requirement by submitting proof of completion of at least 6 semesters of study at a higher education institution in the field of economics, law, or social sciences.

Applicants have fulfilled the Aptitude Requirement if they can submit proof of at least five years of work experience in one of the professions mentioned in § 2, paragraph 3. The applicant must have worked for at least one year in a position of high-level responsibility (such as head of an office or

department) or held a political mandate at the state, national, or European level for at least one whole legislative period.

- (4) An applicant has earned above average grades if he or she (a) received a grade of “good” in their studies according to paragraph 1, letter b, or passed the first or second state exam in law with a score of 7.5 or better or (b) is in the top 25 per cent of their graduating class.
- (5) Fulfillment of the Comparability and Prognosis Requirement is determined using the following documents: (a) Curriculum Vitae, (b) Statement of Purpose, and (c) Letters of Recommendation.
- (6) Proof of the Language Requirement is determined by obtaining at least the following results on internationally recognized tests: TOEFL paper-based test: 577, TOEFL computer-based test: 233, TOEFL internet-based test: 90, IELTS (Academic Module): 6.5, Cambridge Certificate of Proficiency in English level A or b. Test results may not be older than two years. Applicants whose native language is English or who have earned a university diploma at a university where the language of instruction for all courses is English do not need to submit proof of their English language ability.

§ 4 Application procedure

- (1) Applications must be submitted in written form and consist of
 - a completed application form
 - curriculum vitae
 - certified true copies of relevant diplomas, degrees, and certificates,
 - complete academic transcripts
 - a statement of purpose
 - 2 letters of recommendation written by academic instructors or other persons capable of evaluating the applicant.
- (2) Application and admission deadlines are set by the Admissions Committee.
- (3) The Admissions Committee can grant conditional admission or impose additional obligations as it sees fit. Admission can be withdrawn if the applicant has submitted false information or facts that would have led to the denial of admission.
- (4) After admission and acceptance of the place in the program, the participants are registered at the University of Erfurt with all legal rights and obligations of a regular student. Registration may be denied if the participants do not fulfill their obligations arising from requirements in connection to the program (e.g., payment of the semester contribution or tuition fees, signing articles of apprenticeship with a private agent of the degree program).

§ 5 Admissions Committee

- (1) The Admissions Committee appointed by the Examination Committee is responsible for admission to the MPP program. The Admissions Committee is composed of three professors, two research associates, and one student currently registered in the MPP program. The members of the Admissions Committee are appointed for one application and admission round. The admissions committee elects a chairman and a deputy chairman from the group of professors. At request of the chairman further advisory members from the network of the Willy Brandt School of Public Policy can be co-opted.
- (2) The Admissions Committee has a quorum if, apart from the chairman or deputy chairman, two additional members are present. Decisions are made by simple majority. In case of a tie, the chairman decides.

SECTION 3: STUDY PROGRAM

§ 6 Teaching, learning, and working languages

- (1) The languages used for teaching, learning, and working are German and English, and are given equal weight within the program.
- (2) A sufficient number of classes in English will be offered for students whose knowledge of German is not proficient enough according to § 10, paragraph 1 to enable completion of the program within the standard period of study.
- (3) The language of instruction (German or English) for all courses is noted in the course schedule. With the respective instructor's permission examinations and assignments may be done in the other language.

§ 7 Student counseling

- (1) At the beginning of the study program, each student will be assigned, from the pool of professors and university lecturers at the University of Erfurt, an individual academic advisor. This *academic mentor* must be consulted at least once a semester. The selection of advisors may be made by the students. The decision should be made or changed accordingly so that the academic mentor also supervises the student's master's thesis.
- (2) At the beginning of the second academic year, each student will be assigned a second advisor, preferably coming from the public policy institution at which the student completes his or her internship. In the course of the second academic year this *career advisor* will offer important advice in terms of suggesting appropriate career options, developing practice-oriented thesis topics, and promoting relevant contacts in the chosen field of public policy.

§ 8 Standard duration of study, study period, master's thesis

- (1) The program can only be taken up in the winter semester and as a rule only completed at the end of a study year.
- (2) The graduate study program "Public Policy" encompasses two academic years comprising four semesters. Three semesters are dedicated to studies (i.e., coursework), and the fourth and last semester is designated to the completion of the master's thesis.
- (3) In the first three semesters, students will acquire the theoretical knowledge and practical training necessary to reach their academic goals through lectures, seminars, exercises, courses, independent study units, tutorials, project groups and internships. Individual seminars may be offered en bloc in between periods of instruction.
- (4) In the fourth semester, students will write their master's theses, which will entail practical application of the theoretical knowledge acquired during the period of study. Parallel to writing their master's theses, the students will participate in a colloquium.

§ 9 Curriculum

- (1) The curriculum of the masters program "Public Policy" is structured on the principle of modules. The modules are the building blocks of the program, consisting of different but related courses of study. Modules and courses offered in English will be given an English title. In the fourth semester, the master's thesis is to be written (§§ 24 and 25).
- (2) The program is divided into the following modules:
 - Policy Analysis Module (100-PAM)

- Management Module (200-MAM)
 - Leadership Module (300-LEM)
 - Basics and Language Module (400-BLM)
 - Specialization Modules (500-SPM)
 - Practical Training Module (600-PTM)
- (3) The following applies to the Modules in paragraph 2:
- (a) The Policy Analysis Module (100-PAM) is to be completed in the first semester. It is comprised of three required courses: “Introduction to Public Policy”, “Quantitative Analysis and Empirical Methods”, and “Economic Analysis and Modeling”, and one elective course (typically “Comparative Public Policy”). Students earn a total of 24 credits in this module.
 - (b) Courses in the Management Module (200-MAM) are taught during the second semester. Two courses are required: “Strategic Management and Public Administration” and “Financial Management in the Public Sector”. In this module, students earn a total of 12 credits.
 - (c) In the third semester, courses are offered in the Leadership Module (300-LEM). Two courses are required: “Political Advocacy and Leadership” and “Ethical Issues in the Public Sector”. Students earn a total of 12 credits in this module.
 - (d) In the first three semesters of study, students will take basic courses as well as learn a foreign language (Basics and Language Module, 400-BLM). Decisions concerning these choices should be made with help from the student’s academic mentor at the beginning of the first semester. In the Basics and Language Module, students must earn a total of 9 credits.
 - (e) Students pursue in-depth studies in two areas of special interest (Specialization Modules, 500-SPM) as a rule in the second and third semesters. Students must earn 9 credits per Specialization Module for a total of 18 credits.
 - (f) The Practical Training Module (600-PTM) is comprised of an internship and a project seminar.
 - In the break between the second and third semester, the student will undertake an internship of at least 175 hours at an institution with a public policy link. Upon submission of the internship report, 6 credits are earned.
 - In the third semester, all students will participate in a project seminar related to public policy where they earn a total of 9 credits. The project seminar is a group-work project in which each student must contribute two pieces of work: (1) an oral presentation worth 3 credits (with written assessment) which describes their progress; (2) an individually done research report worth 6 credits which includes methods used, sources, results, and questions left open and which is coordinated with the contributions of the other group members.
- (4) The module catalogue for the MPP is available in the university’s academic schedule (list of lectures) and provides detailed information on the modules and courses offered. The list of lectures also indicates the format of the courses, the number of credits to be earned in them, and which exams/assignments are offered.

§ 10 Language courses

- (1) International students whose knowledge of the German language is not proficient are required to take German as a foreign language, according to § 9 par. 3 „d“. Proof of proficiency in German can be made by passing the DSH (Deutsche Sprachprüfung für den Hochschulzugang), or by an examination defined in the guidelines in § 1 par. 4 for the German Language Examination for admittance of international students to study at the University of Erfurt.
- (2) All other students who have to take language courses according to § 9 par. 3 „d“ will take courses in a foreign language other than English. As a rule the language courses will be chosen from those offered by the University of Erfurt’s Language Center. Upon request, the chairperson of the

Examinations Committee may grant students (exceptional) permission to enroll in courses at other acceptable institutions.

SECTION 4: EXAMINATIONS WITHIN THE PERIOD OF STUDY

§ 11 Purpose of the examinations and academic achievements

- (1) Exams are given during the study period (first 3 semesters) and in form of the master's thesis. Successful completion of the required examinations precludes graduation from the program "Public Policy". The exams determine the student's mastery of the academic material and its practical application.
- (2) Students should earn an average of 30 credits per semester. One credit is defined as "one-thirtieth" of a student's study and examination relevant workload per semester. Calculating the average workload in a semester as 900 hours, one credit point comprises on average of 30 hours of work for study/exam preparation. In the three semesters of study, the student must accumulate 90 credits.
- (3) The following types of courses are offered:
 - Lectures (L) offer a coherent presentation of basic and advanced levels of academic material as well as methods.
 - Seminars (S) offer systematic knowledge of themes and problem formulations within the subject. They are based on active oral participation of the students and other forms of participation. In particular, independent methodological-analytical work is practiced.
 - Courses (C) offer advanced knowledge in particular areas of choice and on special topics and issues of the subject. They are based on active oral participation of the participants and other forms of participation. Basic knowledge of issues treated within the subject area is a prerequisite.
 - Exercises (E) teach work techniques, methods, and other practical-oriented skills and proficiencies needed for study and for a future career. They emphasize active, independent involvement of the students relating to material from lectures or independent studies. Through the contributions of the individual students, capabilities are developed to demonstrate and apply acquired knowledge or internalized thought patterns.
 - Project seminars (PS) These seminars / project groups serve the practical application and deepening of subject specific material and methods within the framework of smaller groups.
 - Independent study units (ISU) are primarily a means of allowing students to equalize differing levels of prior knowledge. In the independent study units, the students are self-responsible for acquiring the necessary knowledge and skills by consulting the appropriate textbooks or by making use of multimedia resources. The subject of the independent study unit is agreed to, in written form, by both the student and his/her advisor at the beginning of the semester. To establish greater understanding of the contents treated within the independent study units, tutorials may be offered which are led by a student tutor.. The number of credits that can be earned for the independent study unit corresponds to the course which the independent study has replaced. Each student can undertake a maximum of three independent study units.
 - The internships (I) offer a look at potential career possibilities. With proper guidance, students gain experience in applying the acquired knowledge of the subject and methods, and test their qualifications for certain career fields. Credits are gained after fulfillment of the conditions for the internship outlined in the written agreement and after a written report on the internship has been submitted.
 - The colloquia (C) aid in the supervision of the master's theses. No credits are earned.
- (4) As far as technically and professionally possible, in accordance with §19 ThürHG, all courses can be offered as multimedia long distance learning courses.
- (5) Successful participation in a course can be demonstrated by various types of examinations and/or assignments. Each module has its own arrangement of courses, credits, exams, and assignments.

<i>Modules (§ 9 par. 2) Types of courses possible</i>	<i>LP cre dits</i>	<i>Course exams/assignments allowed</i>
100-PAM Policy Analysis Module	24	
– Lecture (L) – Seminar (S)	6	[a] Test approx. 180 minutes or [b] written assignment or [c] Oral examination, 15 min. or [d] Oral examination, 15 in conjunction (30%) with a written assignment (70%)
200-MAM Management Module	12	
– Lecture (L)	6	[a] Test approx. 180 minutes or [b] written assignment or [c] Oral examination, 15 min. or [d] Oral examination, 15 in conjunction (30%) with a written assignment (70%)
300-LEM Leadership Module	12	
– Seminar (S)	6	[a] Test approx. 180 minutes or [b] written assignment or [c] Oral examination, 15 min. or [d] Oral examination, 15 in conjunction (30%) with a written assignment (70%)
400-BLM Basics and Language Module	9	
– Course (C)	3	[a] Test approx. 180 minutes or
– Language course for 3 credits	3	[b] written assignment or
– Language course for 6 credits	6	[c] Oral examination, 15 min. or
		[d] Oral examination, 15 in conjunction (30%) with a written assignment (70%)
500-SPM Two Specialization Modules Two Specialization Modules must be completed.	9 (2x)	
– Lecture (L) – Seminar (S)	6	[a] Test approx. 180 minutes or [b] written assignment or [c] Oral examination, 15 min. or [d] Oral examination, 15 in conjunction (30%) with a written assignment (70%)
– Lecture (L) – Seminar (S)	3	[a] Test approx. 180 minutes or [b] written assignment or [c] Oral examination, 15 min. or [d] Oral examination, 15 min in conjunction (30%) with a written assignment (70%)
600-PTM Practical Training Module	15	
Internship	6	[a] Internship report
Project seminar	9	[a] Oral examination, 15 min (30%) in conjunction with a written assignment

§ 12 Admittance to the examinations, withdrawal from exam registration

- (1) In order to be admitted to an exam, the student must first confer with his advisor/academic mentor and then inform the appropriate department (“Studium und Lehre”) about the courses in which he or she wishes to be examined until the end of the fourth week of the lecture period at the latest. If only one examination is offered in the course, registration is considered as a petition for admittance. If a course offers exam alternatives (§ 11 par. 5), the student and lecturer (examiner) must agree on the respective exam alternative and the admittance in written form before the end of the second week of the semester. There is no right to getting enrolled in a certain course when similar courses are offered in the same semester.
- (2) For independent study units, the contents (§ 11 par. 3), the type of examination, and the examination date must be agreed upon in written form between the advisor and the student at the beginning of the semester.
- (3) Students may apply for a withdrawal from an exam on the condition that they did not already sit the exam and that the reasons for not writing the exam can be formally presented and are beyond his or her control. The application must be made in advance of the first examination date upon which the chairman of the exam committee will decide. Documents relating to the notice of withdrawal have to be submitted to the department *Studium und Lehre*

§ 13 Examinations

- (1) Notification of the exams must be given by the beginning of the term. There are
 1. oral examinations (§ 14) and
 2. written examinations (§ 15).
- (2) If an examinee shows credible evidence that he or she is unable to take the exam (at all or in part) because of long-term physical disability or sickness, he or she will then be permitted to complete the exam (or an equivalent assignment) within a prolonged period of time or to take an adequate exam at a later point in time. A medical certificate from a doctor may be required.
- (3) The university provides assurance that the exams and assignments may be taken (or presented) within the period of time specified by the Examination and Study Rules. Therefore, the student must be promptly informed of the form, number, and dates of exams that must be taken or assignments that must be presented.

§ 14 Oral examinations

- (1) In the oral exam, the student should exhibit knowledge of connections within the subject and be able to integrate specialized issues into this context.
- (2) Oral exams are as a rule given in the presence of two examiners, or one examiner along with an individual with expertise from the field; the oral exams are given either in groups or individually.
- (3) The oral exams should take a minimum of 15 and a maximum of 30 minutes, per student and course.
- (4) The main items and results from the oral exams are recorded in a report.
- (5) The result of the oral exam is given to the student by the examiner following the exam.
- (6) Students who wish to take the same exam later should be admitted as listeners if the size of the examination room allows and if the examinee does not oppose. The admittance of listeners does not, however, extend to deliberations on and the unveiling of the exam results.

§ 15 Written examinations

- (1) In tests or other written assignments, the student should demonstrate that he or she has an understanding of the facts and is able to analytically penetrate the material using professional methods, within a specified time and with the help of only limited support material.
- (2) Written exams are as a rule graded by the examiner. If a repeated written exam is graded as “failure”, a second examiner will be brought in.
- (3) Written exams/assignments will be kept on file at the University for a minimum of two years after the student has finished the program.
- (4) Results of a written exam are disclosed by the examiner by way of a bulletin on which the grades cannot be connected to the students who received them, or by a personal review of the graded work.

§ 16 Exam grades, verification of course attendance

- (1) The grades for individual exams are determined by the examiners. To evaluate the exams, the following grades are given:

1 = Outstanding	=	For outstanding achievement
2 = Good	=	For achievement significantly above average
3 = Satisfactory	=	For average achievement
4 = Poor	=	A below average performance
5 = Failure	=	A failed performance

For more detailed evaluation, the single grade number can be raised or lowered by 0.3. The grades 0.7, 4.3, 4.7 and 5.3 are excluded.

- (2) If an exam is composed of different parts, a single grade will be given. This grade will be calculated by the proportionally weighted values of the grades of the different parts of the examination. Only the first two decimal points after the period are considered; the following decimal points are disregarded without rounding.
- (3) If the student is proved to have more than two unexcused absences from a course, the exam is graded with „failure“. § 17 par. 2 is applied.
- (4) The course grade, type, weight, and grades of the partial exams/assignments must be certified by the examiner in written form for the student and for documentation in the exam file.

§ 17 Absence, withdrawal, cheating, breach of regulations

- (1) An exam is graded as “failure” when the student is absent at the appointed exam time without a valid reason, or when after the beginning of the exam the student withdraws without a valid reason. The same applies if a written exam is not submitted within the given time period.
- (2) The reasons for the withdrawal or the absence must be credible and submitted in written form to the examiner without delay. In the case of an illness of the student, or for example of a child which must be provided for or a relative in need of care, an official medical certificate may be required. If the reason is accepted, a new examination date will be set.
- (3) If the student attempts to affect exam results by cheating or by use of aids which are not allowed, the particular exam will be graded as “failure”. A student who causes disruption during the examination can be dismissed by the examiner, or by the superintending person; in this case the exam is graded as a “failure”. In more severe cases of disruption or cheating, the examination committee may exclude the student from taking any further examinations.

- (4) Within two days, the student may request that the decisions be reconsidered by the Examinations Committee according to paragraph 3 sentence 1 und 2.
- (5) Incriminating decisions are to be conveyed to the student without delay, including reasons and information on legal remedy.

§ 18 Passing the exams, courses, study period and master's thesis

- (1) A course is successfully passed when the exam is evaluated with a minimum grade of "poor" (4.00) (§ 16 par. 2).
- (2) A segment of an examination or assignment is successfully passed with a minimum grade of "poor" (4.00).
- (3) The study period is passed when the 90 credits according to § 11 paragraph 2 are achieved in courses which are passed, and the conditions of the Examination and Study Rules for courses which the student passed are met..
- (4) The master's thesis is passed when the final grade is a minimum of 4.00, or when two of the three examiners grade the work as "poor" or better, in which case the grade must be a minimum of 4.00. The grade is an average of the grades given. Only the first two decimal points after the period are considered; the following decimal points are disregarded without rounding. The grade of the master's thesis is calculated in the following manner: The grades from the examiners are added and divided by the number of examiners.
- (5) The final examination is successfully passed when the study period following § 11 par. 2 and the master's thesis are passed.
- (6) If the student does not pass a course, the study period or the master's thesis, the student is given notification of failure by the chairman of the examination committee as well as information on legal remedy.

§ 19 Repeating an exam

- (1) Exams that were taken but not passed can be repeated once. The examiner can choose a different type of examination (§ 11 par. 5) for the second exam.
- (2) The date for the repetition of an exam must be offered in such way that the grade for the course can be submitted before the beginning of the lecture period of the semester to follow. The exact timing for the beginning of a repeated exam is determined by the examiner, and notification is given in written form and/or by bulletin.

§ 20 Transfer of examination and academic achievements

- (1) Examinations and/or academic achievements from the same graduate study program offered by another university or equivalent institution of higher learning will be transferred without proof of equivalence. They must be documented in the examination file of the student, corresponding to the exam/credit system of the University of Erfurt. If due to impossible translation to the University of Erfurt's credit system credits are lacking, the transfer of credits may only be possible under certain conditions.
- (2) Examinations and/or academic achievements from other graduate study programs or academic fields will be approved as long as they are equivalent. Equivalence is granted when the subject matter, scope, and requirements substantially correspond to the MPP at the University of Erfurt. Equivalence is not determined by schematic comparison, but by an overall consideration and evaluation. Approval for examinations and/or academic achievements completed outside of Germany will be considered according to the authorized equivalence agreement of the "Kultusministerkonferenz" and the "Hochschulrektorenkonferenz" as well as the agreements framed within partnerships of higher institutions. Once they are determined to be equivalent and

corresponding to the exam and credit system of the University of Erfurt, they must be documented in the examination file of the student. If due to an impossible translation to the University of Erfurt's credit system credits are lacking, the transfer of credits may yet be possible under certain conditions.

- (3) For examinations and/or academic achievements in state recognized long-distance studies and from state recognized career academies, see paragraphs 1 and 2.
- (4) If the examinations and/or academic achievements are transferred, the grades (as far as the grading system is comparable) are accepted and included in the calculation of the final grade.
- (5) If the prerequisites in paragraphs 1 through 4 are fulfilled, the legal claim to transfer the credits exists. Approval of examinations and/or academic achievements follows upon request. For the transfer to occur students must provide the required documents.

§ 21 Examinations Committee

- (1) It is the 'Council of the Department of Law, Economics, and Social Sciences' responsibility to create an Examinations Committee for the organization of the examinations in the MPP program and for the tasks assigned to it by these Examination and Study Rules. The Examinations Committee is composed of the chair, a deputy chair, and three additional members. The chair, the deputy chair, and one additional member are selected among the professors; one member is selected among the academic staff; and one member is selected among the students. Only those who are faculty members in the Department of Law, Economics, and Social Sciences or who instruct courses in the MPP program can be selected for the first two groups. The student representative must be enrolled in the MPP program. For each group one representative is selected. The term shall last two years. The term of the student members of the Examinations Committee shall be one year. Reelection is permitted.
- (2) The professors command the absolute majority. The chair presides over the dealings of the Examinations Committee.
- (3) The Examinations Committee has a quorum (irrespective of paragraph 2 clause 1) when more than half of the members with a right to vote are present and the meeting was summoned according to the rules. Simple majority suffices to constitute a quorum. In the event of a tie, the chair shall decide on the matter. The student member of the Examinations Committee does not participate in the evaluation and transfer of examinations and academic achievements.
- (4) The Examinations Committee ensures that the terms of these Examination and Study Rules are being followed. The Examinations Committee also makes suggestions concerning the reform of the MPP program and these guidelines.
- (5) The members of the Examinations Committee have the right to be present at the time of examinations.
- (6) The meetings of the Examinations Committee are not open to the public. The members of the Examinations Committee, and their deputies, must keep all proceedings secret. If they are not members of the civil service, the chair shall have them swear to secrecy.

§ 22 Examiners and assessors

- (1) The Department Council selects the examiners and assessors. It can also delegate this task to the chair of the Examinations Committee. Examiners and assessors must have an equivalent qualification or higher.
- (2) The chair of the Examinations Committee ensures that the student to be examined is given the names of the examiners as soon as possible if they are not the same as the instructors of the courses in which the exams are to be taken.
- (3) §21 paragraph 6 clauses 2 and 3 apply to examiners and assessors.

§ 23 Responsibilities

The Examinations Committee decides in particular

- about the appointment of the Admissions Committee (§ 5),
- about the consequences of infringements on the examination rules (§ 17),
- on the passing of the study period and the master's thesis (§ 18),
- about the transfer of examinations and academic achievements (§ 20),
- about the fulfillment of obligations put down in writing in these Examination and Study Rules.

SECTION 5: MASTER THESIS

§ 24 Purpose, topic, and composition of the Master's Thesis

- (1) The Master thesis is considered an exam that finalizes the MPP program. The candidate demonstrates that he or she is able to independently use scientific methods, work on a problem within the subject area of the MPP program, and present the results in an appropriate format within a given/specified amount of time.
- (2) The subject and the argumentation of the master's thesis should demonstrate a clear and strong practical orientation. Normally, the work should be a study presenting and explaining a solution to an actual political problem (policy study), preferably from the public/state sectors or non-profit area.
- (3) The topic of the work will be given to the candidate by the chair of the Examinations Committee upon the suggestion of an authorized examiner from a university or another authorized examiner. The topic of the master's thesis must be professionally relevant to the MPP program. If possible, a particular preference by the candidate concerning the topic has to be taken into consideration. The pre-selection of the topic and the preparation for the work should as far as possible take place in accordance with the student's academic mentor during the project group in the third semester. The topic and the date of its announcement must be put on record. It must also be put on record if the work will contain confidential data and information. Upon request of the student the timely issuance of the master's thesis will be arranged. It must be done in such a way that the master's thesis can be handed in, at the latest, two months before the end of the fourth semester. The topic can be changed only once and merely within the first two months after the assignment.
- (4) Five months are allowed for working on the master's thesis. The subject, sub-topic, and length must be limited by the advisor in such a way that the work can be finished within the specified time period. As a rule, the work should not be longer than 25,000 words. The time needed for completion cannot be extended without prejudice to § 17 paragraph 2.
- (5) The master's thesis should be as a rule supervised by the candidate's academic mentor. Any professor who does research and teaches as well as any other examiner authorized according to the ThürHG is entitled to supervise the master's thesis.
- (6) The master's thesis can also be done within a group framework if the topic makes it seem reasonable and if the contribution of the individual student can be clearly defined and be graded on the basis of a declaration of segments, pages or other objective criteria, and if the contribution fulfills the requirements of paragraph 1. A corresponding application has to be filed by all students involved with the Examinations Committee before the issuance of the topic. The application has to include the vote of at least one relevant authorized examiner.
- (7) The work is to be written either in German or English. A short summary in both languages is to be added. The work is to be submitted in three typewritten copies and one electronic version. Format and storage of data of the electronic version is to be coordinated with the University library. As long as the work does not contain confidential data and information, the author of the

work gives the University of Erfurt the right to publish the electronic version in data networks, and to make it generally available for purposes of research and teaching.

§ 25 Submission, grading, and repeating the master's thesis

- (1) The master's thesis must be submitted to the Office of Examinations within the defined period. Time and date of the submission are to be put on record. Upon submission, the student must declare in written form, that his or her work was done single-handed and no other than the given sources and academic aids were used. In case of a group project this applies to his / her part of the work which has to be marked accordingly.
- (2) As a rule, the master's thesis must be graded by two examiners. One should be the supervisor of the master's thesis. The work must be graded by a third examiner if the grades from the first and second examiner deviate from each other by more than 2.0 or if one of the examiners has graded the work with "failure". If the third grade is at least a "poor", the grade of the master's thesis will be calculated according to § 18 par. 4 and will be graded "poor" or better.
- (3) If the master's thesis is graded "failure", it can be repeated once. Changing the topic of the master's thesis, according to § 24 par. 3 sentence 8, is however only possible if the student has not made use of this possibility for the completion of his or her first master's thesis.

SECTION 6: CERTIFICATION/GRADUATION

§ 26 Completion and grade of final exam, study period grades, report card, transcript

- (1) It is determined at the close of the fourth semester whether the final exam has been passed (§ 18 par. 5).
- (2) If passing of the final exam according to paragraph 1 cannot be assessed, the student can take additional modules in two further semesters, or repeat the thesis. If again the final exam is not passed, the right to take the exam is denied. Loss of the right to take the exam is connected to the removal from the register of students.
- (3) The grade for the study period is determined by the grades from the courses taken during the study period. If the student has earned more credits than required during the study period, according to the Examination and Study Rules the courses with the best grades will be included. The grade for the study period will be determined precisely by two decimal points after the period according to § 16 par. 2.
- (4) The grade for the final exam will be taken according to § 16 par. 2 from the weighted grades of the study period and the master's thesis.
- (5) When a student has passed the final exam he receives a report card. The report card shows the grades for the final exam, the grade for the master's thesis and its title as well as the grade for the study period. (Attachment 3).
- (6) The grades of the study period, the master's thesis and the final exam, determined precisely with two decimal points after the period according to the described procedure in § 16 par. 2, are shown in the report card with precisely one decimal point after the period. The second decimal point (after the period) will be deleted without rounding.
- (7) The report card will be signed by the chairman of the Examinations Committee.

§ 27 Certificate / university degree and diploma certificate

- (1) On the basis of passing the final exam, the “Certificate in Public Policy” will be awarded.
- (2) If the graduate has a previous college or university degree according to §3 par. 1, (b) the master’s degree “Master of Public Policy” (abbreviated M.P.P.) will be awarded upon passing the final exam.
- (3) Along with the report card the student will be handed a diploma showing the date of the issuance of the report card. The diploma either certifies the award of the master’s degree or the award of the Certificate in Public Policy.
- (4) The diploma and report card will be issued German and complemented by an English translation.
- (5) The diploma will be signed by the President of the University of Erfurt and will have the seal of the University of Erfurt upon it.

§ 28 Invalidity of the final exam

- (1) If it becomes known that the student had cheated in an exam after the report card has been handed out the grade of the exam in which the student cheated can be adjusted, corresponding to § 17 par. 3. Where necessary the student can receive the grade “failure” and the final exam can be declared as not passed.
- (2) If – without the student’s knowledge – prerequisites allowing for admittance to an exam were not fulfilled and if this becomes known after handing out the report card, this issue will be closed with the passing of the exam. If the student intentionally and improperly influences his or her admission to taking an exam, the courses and the master’s thesis can be declared as “failure” and the final exam as not passed.
- (3) The student in question must be given the opportunity to comment before a decision is made.
- (4) The incorrect report card must be collected and, if necessary, a new one is issued. With the incorrect report card the diploma also has to be collected if the final exam is declared as not passed on the basis of cheating. A decision according to paragraph 1 and par. 2 sentence 2 is not possible after the prescribed time period of five years from the date of the report card.

§ 29 Access examination files

Within a year upon completion of the final exam, the student may – upon request and within the appropriate prescribed time – access his or her examination documents, particularly the exam assessments and the exam protocols.

§ 30 Coming into effect

These Examination and Study rules come into effect on the first day of the month following its publication in the bulletin of the University of Erfurt and will apply for the first time to students commencing their studies in the winter semester of 2011/12.