

Examination regulations
of the Faculty of Biological Sciences
for the study programme Master of Science (MSc) Evolution, Ecology and Systematics

Non-official version

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Content

- § 1 Master's examinations
- § 2 Degree
- § 3 Standard duration of study
- § 4 Structure of the study programme
- § 5 Study plan
- § 6 Examinations committee
- § 7 Module coordinator, examiners, and assessors
- § 8 Recognition of times of study, assessed and non-assessed coursework, examinations
- § 9 Module examinations
- § 10 Additional modules
- § 11 Master's thesis
- § 12 Registration for the master's thesis
- § 13 Examination dates and deadlines for examinations; viewing completed module examination documents
- § 14 Grading of module examinations, generating grades
- § 15 Re-taking a module examination
- § 16 Non-appearance, withdrawal, deception, infringements of regulations
- § 16a Deception and violation of the principles of academic probity
- § 17 Performance review
- § 18 Academic degree and degree certificate
- § 19 Invalid examinations
- § 20 Viewing examination files
- § 21 Appeal procedure
- § 22 Equal opportunity clause

§ 1

Master's examinations

(1) With the examinations in the master's programme 'Evolution, Ecology and Systematics', students prove to have acquired a deeper knowledge of the subject matters, and to be able to apply and implement their new knowledge. They thus prove to have the necessary expertise and skills to work in their profession.

(2) The examinations consist of

1. examinations as part of compulsory as well as required elective modules (module examinations),
2. the master's thesis.

§ 2

Degree

In the consecutive study programme 'Evolution, Ecology and Systematics', the academic degree Master of Science (abbreviation: MSc) is awarded. In the examinations, students demonstrate their ability to undertake scientific work in the field of evolution, ecology, and systematics independently.

§ 3

Standard duration of study

(1) The standard duration of study is two academic years, during which a total of 120 credit points (ECTS) has to be earned. Per year of study, a total of 60 ECTS has to be achieved. For every credit point, a workload of a total of 30 hours of in-class and independent studying is assumed. The overall workload for all assessed and non-assessed coursework, including examinations, shall not exceed 1,800 hours per year of study, including times spent studying during lecture-free periods.

(2) The range of courses offered and the study plan are organized in a way that students are able to attend all compulsory courses and write their master's thesis within the standard duration of study.

(3) The following times are not counted as part of the standard duration of study as specified in (1) above if a duly justified request for leave of absence has been submitted and granted:

- maternity and parental leave;
- military and alternative service;
- times when a student was unable to continue his or her studies due to serious illness if a medical certificate is provided;
- a study-related stay abroad;
- times during which a student was an elected member of a body prescribed by law or a statutory body of the university.

Detailed stipulations can be found in the Matriculation Regulations (*Immatrikulationsordnung*) of the Friedrich Schiller University Jena. Requests for leave of

absence must be addressed to the Student Service Centre (*Studierenden-Service-Zentrum*). The Examinations Committee is competent to decide on matters of recognition and in cases of special hardship.

(4) Principally, part-time studies are possible. For detailed regulations, please refer to the Matriculation Regulations (*Immatrikulationsordnung*) of the Friedrich Schiller University Jena.

§ 4

Structure of the study programme

(1) The study programme is composed of modules. Each module may comprise different forms of instruction and learning, including but not limited to lectures, seminars, practical exercises, independent study periods, project work, excursions, and examinations. Each module is a learning and examination unit, the results (grades) of which will be documented on the Grade Certificate. One single module normally takes one or two semesters.

(2) The study programme is concluded with submitting a master's thesis. Once the master's thesis is submitted and successfully passed, 30 ECTS are awarded.

(3) More detailed information on the objectives of the study programme, the division of the master's programme 'Evolution, Ecology and Systematics' into modules, and the credit points for each module can be found in the Study Regulations and the module descriptions.

§ 5

Study plan

(1) The study plan which comprises the module descriptions and a module plan may be adapted to current needs. The current module descriptions are announced to the students electronically and in good time before the beginning of a new academic year.

(2) Module descriptions provide information about the content and the qualification objectives of the respective module, the prerequisites for participation, the requirements for earning credit points, the different forms of learning and working, as well as the type of performance assessment and their respective weight for the final grade of the module. In addition, the module descriptions provide information on how often the module is offered, about the required amount of work, and about the duration.

§ 6

Examinations committee

(1) To perform the tasks stipulated in these Examination Regulations, an Examinations Committee is set up from among the lecturers of the study programme. The Committee comprises four representatives from among the professors, two representatives from among other academic staff, and one student enrolled in the study programme in question. The

Chairperson of the Examinations Committee, the Vice Chairperson as well as the other members of the committee and their proxies are appointed by the Faculty Council. Normally, the term of office of the members of the Examinations Committee is three years, that of the student member normally one year. -

(2) The Examinations Committee has a quorum when the majority of its members, including the chairperson or his/her deputy, are present. Decisions of the Examinations Committee are taken with the majority of the votes cast. In the event of a tie, the chairperson has the deciding vote. The student member does not participate in the assessment or recognition process of coursework and/or examinations.

(3) Meetings of the Examinations Committee are not public.

(4) The members of the Examinations Committee are subject to official secrecy. If a member is not a public employee, he/she is sworn to secrecy by the chairperson of the Examinations Committee.

(5) The Examinations Committee ensures the respect of all stipulations of these Examination Regulations as well as the proper execution of examinations. In particular, it is competent to decide upon objections filed against decisions having been taken in the examination process. In addition, it is competent regarding the admissions procedures of students of the master's programme Evolution, Ecology and Systematics.

(6) The Examinations Committee reports to the Faculty Council regarding the development of examination results and the duration of study, and proposes modifications to the Study and Examination Regulations. Once a year, it evaluates the study plan and proposes modifications where appropriate to adapt it to new requirements from academic life and professional experience.

(7) The members of the Examinations Committee have the right to attend examinations and to inspect the examination files.

§ 7

Module coordinator, examiners, and assessors

(1) The module coordinator and autonomously teaching staff are examiners in the respective module examination without special appointment. Assessors are appointed by the module coordinator. In cases of doubt, the Examinations Committee has the decision-making authority. Other examiners are appointed by the Examinations Committee. Only members and staff of the Friedrich Schiller University Jena or—in exceptional cases—another university who are or have been authorized to teach independently in the respective study programme as professor, lecturer, or *Privatdozent* (s.o. who has attained his or her *Habilitation*, the German post-doctoral degree/qualification making an individual eligible to take up a professorship, and who has obtained the formal permission to teach independently), or who have a temporary teaching appointment can be appointed as module coordinator. Insofar as the objective and nature of the examination require, persons may be appointed as examiner who have professional experience in the respective field or experience with the training of new professionals, and who have a degree at least one level above the one to be established with the examination. Examinations are normally held by at least one examiner and one assessor. As examiner or assessor can only be appointed a

person who has at least a qualification equal to that which is to be established with the examination.

(2) Module examinations are held by the module coordinator or autonomously teaching staff. Exceptions are decided upon by the Examinations Committee.

(3) Examiners and assessors are subject to official secrecy.

§ 8

Recognition of times of study, assessed and non-assessed coursework, examinations

(1) Times of study, assessed and non-assessed coursework as well as examinations produced or achieved at other institution of higher education in an equivalent study programme are recognized and credited for the master's programme 'Evolution, Ecology and Systematics' at the Friedrich Schiller University Jena. Before the recognition, the equivalence with basic modules of the master's programme is examined by the Examinations Committee and the subject-specific representatives (module coordinators).

(2) Times of study, assessed and non-assessed coursework as well as examinations produced or achieved in another study programmes are recognized and credited for the master's programme 'Evolution, Ecology and Systematics' if equivalence, i.e. content, volume, and requirements of the master's programmes, is ascertained. When times of study, assessed and non-assessed coursework, and examinations which were produced or achieved outside the scope of application of the German Basic Law are to be recognized, stipulations of the equivalence agreements (*Äquivalenzvereinbarungen*) approved by the Conference of Ministers for Cultural Affairs (*Kultusministerkonferenz*) and the German Rectors' Conference (*Hochschulrektorenkonferenz*, HRK) as well as agreements within the framework of university partnerships are to be respected. If assessed and non assessed coursework is produced in the context of an exchange programme, they are to be recognized and credited based on a previously signed Learning Agreement.

(3) Section (2) above applies analogically for the recognition of times of study, assessed and non-assessed coursework and examinations achieved in a state-approved distance learning course, vocational academies (*Berufsakademie*) or predecessors of today's technical universities.

(4) Professional experience in a relevant field may be recognized and credited by the Examinations Committee.

(5) If equivalence pursuant to (1) and (2) above is ascertained, assessed and non-assessed coursework and examinations achieved abroad are also to be recognized and credited if they were achieved during an approved leave of absence and if the reason for this leave of absence was a study-related stay abroad according to § 17 (2), n° 2 and 3 Matriculation Regulations (*Immatrikulationsordnung*) of the Friedrich Schiller University Jena.

(6) If assessed and non-assessed coursework and examinations are recognized and credited, grades are to be carried over if the grading systems are comparable, and must be included in the calculation of the final overall grade. If the grading systems are not comparable, the grade 'passed' is recorded. It is authorized to mark the recognition of coursework or examinations on the Grade Certificate.

(7) If the conditions stipulated in (1) to (5) above are met, the concerned student has the legal right to have his or her coursework or examination recognized. Students must provide the necessary documentation and proof.

§ 9

Module examinations

(1) Each module is completed with an examination (hereinafter: module examination) on the subject matter of the respective module, including the basic skills required for dealing with the subject matter. If a student passes the examination, he/she is awarded the credit points specified in the module description.

(1) Candidates shall register for the module examination not later than six weeks after the beginning of the lecture period, and before the first assessed course work and examinations of a specific module. Principally, they shall register for module examinations via the online course and examination management Friedolin. Before the end of the six weeks, students may cancel their registration without giving reasons. After the end of these ten weeks, registration is binding.

(3) Subject to the stipulations of (5) below, after binding registration for the module examination shall be admitted to take the examinations students who

1. are enrolled for the master's programme 'Evolution, Ecology and Systematics' at the Friedrich Schiller University;
2. can prove to meet the admission requirements for the module according to the module descriptions;
3. have not definitely failed the examination in question or a comparable examination in the same study programme.

(4) The person responsible for the respective module decides on the admission to a module examination. Students are informed by customary means (via *Friedolin*) at least two weeks before the set date for the examination if they are not admitted.

(5) If admission to a module examination is subject to certain prerequisites, students are admitted to the module examination if the prerequisites are met. Prerequisites are specified in the module descriptions.

(6) Module examinations may be written tests, a paper to be written at home, an oral or graphic presentation, an oral examination, experimental work, or a combination thereof. Multiple choice questions are permitted for written examinations. Where appropriate, it may also be permitted to do assessed coursework as a group if the contribution of each member of the group is clearly identifiable as individual work and must be assessable. A group must generally not comprise more than three students.

(7) The type of examination or the combination of examinations for each module is specified in the module descriptions and made public at the same time as the announcement of the module. A module examination may consist of several components. During oral examinations, minutes are to be taken; a written evaluation is produced for papers written at home.

(8) In written tests (normally not longer than 120 minutes) and other written examination components, the candidate proves his/her ability to answer subject-specific questions within a given time frame and with limited resources and tools available.

(9) Written examination components may be papers to be written at home, a record of a practical training and/or project reports, and may also comprise an oral and/or graphic report (presentation, defence of a thesis, poster).

(10) In oral examinations (normally not longer than 60 minutes), a candidate proves that he/she understands the correlations in the respective field and that he/she can explain specific questions in the context of these correlations. Oral examinations are individual examinations and must be held by a panel of at least two examiners (*Kollegialprüfung*) or one examiner together with one assessor who is also an expert in the respective field. The main topics and results of the oral examination are recorded in minutes. The result of the examination is to be announced and explained to the candidate at the end of the oral examination.

(11) All basic and advanced modules are graded.

(12) If a student credibly shows before the examination that he/she is unable to take the examination in its stipulated form due to prolonged or chronic physical or psychological illness, the student will be permitted to do the work in a longer time frame or to do comparable examination work in another form. A medical certificate from a public health officer (*Amtsarzt*) may be demanded. The Examinations Committee is competent to decide on the request and on provisions for the continuation of the studies.

§ 10

Additional modules

Students may—as far as the studies allow—take additional modules. Upon formal request of the student, the results of these modules are included in the Grade Certificate, but not in the calculation of the overall grade. Students must provide the information that they would like to participate in a module as an additional module when registering for the module.

§ 11

Master's thesis

(1) By writing a master's thesis, the candidate proves that he/she is able to independently work on a problem in his/her field of study within a given time frame and with scientific methods.

(2) The allocation of a subject for the master's thesis must be declared and registered. The subject is allocated and supervised by an examiner appointed by the Examinations Committee pursuant to § 7 (1).

(3) Admission to submit a master's thesis is regulated by § 12 of these Examination Regulations.

(4) The time frame to work on a master's thesis is 6 months. The date of the allocation of a subject is put on record. Subject and problem definition for the master's thesis are to be formulated in a way that the candidate is able to do the assigned work within the given time frame. Upon justified request, the deadline may in exceptional cases be extended by three months, provided that the Examinations Committee gives its approval.

(5) The master's thesis shall not be longer than 80 pages. It must be submitted in three bound copies as well as in an electronic format (normally CD-ROM and in a searchable format) to the Office for Student Affairs and Examinations of the Faculty of Biology and Pharmacy within the prescribed time frame. If the thesis is written in English, a German abstract is to be submitted as integral part of the thesis.

(6) The master's thesis is evaluated and graded by two examiners. One of the examiners shall be the one who assigned the subject of the master's thesis. The examiners must be approved by the Examinations Committee. The evaluation reports must be ready within 6 weeks of submission of the master's thesis. The grading is to be done according to the section 14; the reasons for the grading shall be included into the report. The final grade of the master's thesis is the arithmetic average of the two evaluations if the difference of the two is less than 1.3 grades (according to the German grading system). If the difference of the two grades is higher than 1.3 (according to the German grading system), a third expert opinion is sought. This also applies if one of the two examiners awards the grade 'insufficient' (*nicht ausreichend*, according to the German grading system). The third expert is appointed by the chairperson of the Examinations Committee. The final grade of the master's thesis then is the arithmetic average of the three grades. However, the master's thesis can only be graded as 'passed' if at least two of the grades are 'sufficient' (*ausreichend*, according to the German grading system) or better.

(7) When submitting his/her master's thesis, the candidate confirms in writing that he/she has written the thesis on her/his own, that no other sources or resources than those indicated were used, and that direct and indirect citations and ideas from somebody else are marked as such.

(8) If a master's thesis is not submitted within the time frame prescribed, it is considered as 'failed' pursuant to § 16 (1) below.

(9) Retaking the master's thesis is possible only once and with a new subject.

§ 12

Registration for the master's thesis

(1) Registration for the master's thesis is possible once the candidate has earned at least 60 ECTS. A formal written registration of the master's thesis is to be done at least two weeks before the candidate starts to work on it and is to be addressed to the Examinations Committee. Attached to the registration must be a declaration on whether or not the candidate has already failed or definitely failed a master's thesis in the study programme 'Evolution, Ecology and Systematics', whether or not the candidate has lost his/her right to take an examination because he/she failed to re-register within the given time frame for re-taking the master's thesis, and whether or not he/she is involved in any other examination process.

(2) If it is impossible for the candidate to attach the required documents in the required manner as stipulated in (1) sentence 1 above, the Examinations Committee may allow the candidate to provide the proof in a different way.

(3) If the subject of the master's thesis requires a particular season or time of year, the project module which is done as preparation for the master's thesis may be begun in the summer semester of the first year of study.

(4) The Examinations Committee or its Chairperson decides on admission or non-admission to register a master's thesis.

§ 13

Examination dates and deadlines for examinations; viewing completed module examination documents

(1) The results of the module examinations are announced within 4 weeks of the last assessed coursework or examination of the module. Within 4 weeks of the announcement of results, but in any case before the re-sit examinations, and upon request, students are to be given the opportunity to look at their graded examination papers or the minutes of their examination. For the viewing of examinations papers, specific times may be set by the concerned institutes. Within 4 weeks of the announcement of examination results, examiners record them in *Friedolin*, the online management system for students, and send the signed minutes of the examinations to the Office for Student Affairs and Examinations.

(2) All module examinations of the first year of study have to be taken for the first time by the end of the third semester at the latest. If a candidate fails to do so for reasons that he/she is responsible for, the examination is considered as failed for the first time. The right to re-sit an examination if an examination was failed according to § 15 remains unaffected. For the master's thesis, the following applies: If admission to register a master's thesis is not sought by the end of the 6th semester, it will be considered as failed for the first time.

(3) The master's thesis must be registered with the Examinations Committee at the latest 6 weeks after the candidate has been informed that he/she has earned 90 ECTS. After allocation of a subject for the master's thesis, it must be submitted to the Office for Student Affairs and Examinations within the time frame stipulated in § 11 (4).

(4) For part-time students, time frames mentioned in (2) above are twice as long to allow in particular students with a job of at least 20 or a maximum of 25 working hours per week and student with special family responsibilities to study in this programme. Admission to part-time studies requires approval by the Faculty of Biological Sciences.

(5) If the master's thesis is failed or considered as failed, the concerned student has to report to the Office for Student Affairs and Examinations within 8 weeks and register for re-taking the master's thesis. The second attempt of the master's thesis has to be begun within the following 30 days. If a candidate fails to meet these deadlines, the master's thesis is considered as definitely failed.

(6) Duly justified requests for exceptions regarding time frame and deadline have to be addressed to the Examinations Committee.

§ 14

Grading of examinations and coursework, generating grades

(1) Grades for individual assessed coursework or examinations are decided upon by the responsible examiners. For the assessment of coursework and examinations, the following grades shall be used:

- | | | | | |
|---|---|--------------------------------------|---|--|
| 1 | = | very good (<i>sehr gut</i>) | = | outstanding performance |
| 2 | = | good (<i>gut</i>) | = | performance considerably above average performance |
| 3 | = | satisfactory (<i>befriedigend</i>) | = | performance meeting the average requirements for passing |
| 4 | = | sufficient (<i>ausreichend</i>) | = | performance that despite its shortcomings meets the basic requirements |
| 5 | = | failed (<i>nicht bestanden</i>) | = | performance that does not meet the basic requirements due to considerable shortcomings |

(2) For further differentiation of the grades of assessed coursework and examinations, the addition or subtraction of 0.3 is permitted; the following grades, however, are not permitted: 0.7; 4.3; 4.7; 5.3.

(3) A module examination is passed if it was given the grade 4.0 or better. If a module examination is composed of several partial examinations, the final grade will be the weighted average of all partial examinations. The weighting of the different partial examinations must be determined in the module description.

(4) If the various partial examinations cover different aspects or subject matters, all partial examinations generally have to be passed.

(5) The degree Master of Science is awarded once a total of 120 ECTS has been earned from basic and advanced modules and the master's thesis. The overall final grade is the weighted average of all final grades of module examinations and the master's thesis. The master's thesis on the one hand and the average of all grades of module examinations weighted according to credit points earned on the other weight 50% each.

The overall final grade according to the German grading system shall be:

With an average of up to 1.5	very good (<i>sehr gut</i>)
With an average of 1.6 up to 2.5	good (<i>gut</i>)
With an average of 2.6 up to 3.5	satisfactory (<i>befriedigend</i>)
With an average of 3.6 up to 4.0	sufficient (<i>ausreichend</i>)

(6) For the calculation of the module grades and the overall final grade, only the first decimal is relevant, all further digits are dropped without rounding.

(7) In addition to the overall final grade according to the German grading system, the relative grade according to the ECTS scale is recorded (decision of the Conference of Ministers for Cultural Affairs of 22 October 2004):

ECTS grades:

- | | |
|---|--------------------|
| A | The top 10 % |
| B | The following 25 % |
| C | The following 30 % |
| D | The following 25 % |
| E | The following 10 % |

Unsuccessful students receive the following grades:

- FX Failed – improvements are necessary for the assessed coursework or examination to be accepted.
- F Failed – considerable improvement is necessary.

§ 15

Re-taking a module examination

(1) A module examination in the basic and advanced modules that was failed or is considered as failed may be re-taken twice. For module examinations that comprise several parts, only the parts that were failed have to be re-taken. The dates for the re-sit examinations are set by the person responsible for a module in accordance with (2) and (3) below. Unsuccessful attempts at other universities or an institution of equivalent status have to be taken into account.

(2) The first re-taking of module examinations has to be done 3 weeks after the announcement of the examination results at the earliest, and before the second week of lectures of the following semester at the latest.

(3) Before re-taking a module examination for the second time, students are given the opportunity to re-take the whole module while successfully completed coursework and examinations are upheld and taken into account. The second re-sit examinations are normally held by two examiners, of which at least one has to be a member of the teaching staff of the Friedrich Schiller University Jena.

(4) For the second re-sit examination, students are authorized to make a formal and justified request to take an oral or written examination that differs from the one prescribed in the module description. The Examinations Committee decides on these requests in consultation with the respective examiners.

§ 16

Non-appearance, withdrawal, deception, infringements of regulations

(1) Examinations are graded as 'not sufficient' (grade 5.0 according to the German grading system) if a candidate fails to appear at the examination date without good reason or if he/she withdraws from an examination without good reason after having been admitted to take the module examination. The same applies when written papers are not submitted by the set deadline.

(2) The reasons justifying withdrawal or non-appearance are to be reported to the person responsible for the module or the Examinations Committee immediately and in writing, and proof has to be provided. In case of illness or an accident of the candidate or a child for whom the candidate is mainly the sole caregiver, a medical certificate or upon request of the Examinations Committee a medical certificate from the public health officer (*Amtsarzt*) has to be provided which attests the candidate's inability to take the examination in question. If the reasons are accepted, a new examination date is scheduled. Examination results that are already available have to be taken into account.

(3) Withdrawing from an examination which has already begun is not possible.

(4) A candidate who disturbs or interferes with the orderly conduct of an examination may be excluded from continuing the examination by the respective examiner or the supervisor on duty. The (partial) examination or assessed coursework concerned will in this case be graded as 'not sufficient' (grade 5.0 according to the German grading system). Within 4 weeks of the announcement of examination results, the candidate may ask for this decision to be reviewed by the Study and Examinations Committee.

§ 16a

Deception and violation of the principles of academic probity

(1) If a candidate tries to influence the result of his/her assessed coursework or examination by deception or the use of non-authorized aids or resources, the examination or assessed coursework will be graded as 'not sufficient' (grade 5.0 according to the German grading system).

(2) If a candidate tries to deceive repeatedly in the same module examination, the entire module examination will be considered as definitely failed.

(3) In cases of plagiarism or repeated violations according to (1) above, the Study and Examinations Committee may decide to temporarily exclude the respective candidate from taking any examination or producing other assessed coursework for up to 2 years. The same applies for other similarly serious violations of the principles of academic probity. In particularly serious cases of deception, especially in cases of plagiarism, the Examinations Committee may exclude the candidate permanently from taking any examination or producing any other assessed coursework. Before such a decision is taken, the candidate is to be heard.

(4) Within one month of the announcement of examination results, the candidate may ask for a decision according to (1) and (2) above to be reviewed by the Examinations Committee.

§ 17

Performance review

(1) Upon successful completion of the master's programme 'Evolution, Ecology and Systematics', a Grade Certificate is to be issued promptly, if possible within 6 weeks. It includes the title of the successfully completed modules, the corresponding credit points as well as the results (grades) of the basic and advanced modules. In addition and upon formal request of the candidate, additional modules may be included pursuant to § 10. In addition to the German grades, graduates receive a relative evaluation according to the ECTS scale (cf. § 14 (7)). The Grade Certificate bears the date of the last successfully completed examination or assessed coursework. It is signed by the Chairperson of the Examinations Committee or his/her deputy.

(2) Together with the Grade Certificate, a Diploma Supplement in German and English is issued based on the Diploma Supplement template developed jointly by the European Union, the Council of Europe, and UNESCO.

(3) If a candidate has definitely failed an examination or if an examination is considered to be definitely failed, the chairperson of the Examinations Committee informs the candidate in writing.

(4) If a candidate leaves the university or changes his/her study programme, he/she may, upon formal request, be issued a Transcript of Records to document the successfully completed examinations and assessed coursework as well as their evaluation.

§ 18

Academic degree and degree certificate

(1) Together with the Grade Certificate, the graduate receives a Degree Certificate with the same date as the Grade Certificate. It certifies that the graduate is awarded the academic degree 'Master of Science' and that this degree was obtained in the study programme 'Evolution, Ecology and Systematics'.

(2) The Degree Certificate is signed by the Dean of the Faculty (*Dekan*) and the Chairperson of the Examinations Committee, and bears the seal of the Friedrich Schiller University Jena.

§ 19

Invalid examinations

(1) If a candidate's fraudulent conduct during an examination becomes known only after the delivery of the Grade Certificate, the Examinations Committee may correct the assessment for the corresponding examinations with retrospective effect and declare all or part of the examination to be failed.

(2) If admission requirements for an examination were not met without the candidate intending to deceive, and this fact becomes known only after the delivery of the Grade Certificate, the passed examination remedies this shortcoming. If a candidate has gained admission by intentionally deceitful means, the Examinations Committee decides on legal consequences.

(3) The candidate in question must be given the opportunity to be heard prior to any decision.

(4) The incorrect Grade Certificate is revoked and a revised version issued where applicable. Together with the revoked Grade Certificate, also the Degree Certificate is revoked if the examination is declared to be failed due to fraudulent conduct. A decision pursuant to (1) and (2), sentence 2 above must be taken within 5 years after the date of issue of the Grade Certificate. After this time, it is no longer permitted.

§ 20

Viewing examination files

- (1) Within one year of the announcement of examination results of the last examination or assessed coursework, the candidate must, upon request and within a reasonable time frame, be given the opportunity to view the files of his/her written examinations and the corresponding evaluation reports of the examiners.
- (2) Upon formal request, a student is to be given the possibility to view documents related to his/her master's thesis, and his/her own examination files in the premises of the Examinations Office. The date for this is set by the Examinations Office.
- (3) Examination files (minutes as well as written tests and papers and the corresponding evaluation reports) have to be kept and stored for at least one year after each student's completion of the study programme.

§ 21

Appeal procedure

- (1) Negative decisions and other onerous administrative decisions that were taken pursuant to these Examination Regulations are to be communicated in writing, reasons must be given, and legal remedies indicated. Within one month of receiving such notification, the concerned student or graduate may file an objection with the Examinations Committee.
- (2) The Examinations Committee decides on the objection upon consultation with the examiners.
- (3) If the objection is against a decision made by the examiners, the Examinations Committee transfers the objection to the respective examiners for review. If the examiners change their earlier decision as per request, the Examinations Committee rectifies the decision. Otherwise, the Examinations Committee reviews the decision, and thereupon issues the final decision on the objection.
- (4) The decision on the objections is to be taken at the earliest possible date. If the objection is not granted, the notice must give reasons and include information on legal remedies. The notice on the objection is to be delivered to the appellant.

§ 22

Equal opportunity clause

All titles and functions in (the German version of) these Regulations equally refer to men and women.

English translation from the German. The translation is for information only; legally binding is only the German original in its currently applicable version published in the journal of legal notices of the Friedrich Schiller University, the *Verkündungsblatt*.

Article 2 Coming into effect

Modifications to the Examination Regulations pursuant to Article 1 of these Modification Regulations come into effect the day after their announcement in the journal of legal notices of the Friedrich Schiller University (*Verkündungsblatt der Friedrich-Schiller-Universität*). (2) They are applicable for students who are enrolled for this master's programme starting in the winter semester 2018/2019.

Jena, ... February 2018

Prof. Dr Walter Rosenthal
President of the Friedrich Schiller University