

Please note that this document is a non-binding convenience translation. Only the German version of the document entitled "Ordnung des Fachbereichs Rechts- und Wirtschaftswissenschaften der Johannes Gutenberg-Universität Mainz für die Prüfung im Masterstudiengang International Economics and Public Policy", dated January 11, 2012 and published in the StAnz of January 11, 2012 p. 457, last amended on November 13, 2018 (published in the Veröffentlichungsblatt der Johannes Gutenberg-Universität Mainz, Nr.13/2018 of November 13, 2018 p. 943), has legal validity.

Examination Regulations

of the Faculty of Law, Management and Economics at
Johannes Gutenberg University Mainz

for the examination

in the master's program International Economics and

Public Policy from January 11, 2012

StAnz. p. 457

Amended according

to the examination

regulations of June

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Based on section 7 subsection 2 sentence 2 and section 86 subsection 2 sentence 1 no. 3 of the Act on Higher Education (HochSchG) in the version as of November 19, 2010 (GVBl. p. 463) BS 223-42, the faculty council of the Faculty of Law, Management and Economics of Johannes Gutenberg University Mainz passed these regulations for the examination in the master's program International Economics and Public Policy in a meeting on 20 January 2010. As confirmed in writing on 29 December 2011, AZ:003-WiWi-Master IEPP/TM, the President approved these regulations. We are hereby announcing them.

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I. General Information

Section 1

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

(1) These examination regulations govern the examinations for the master's program International Economics and Public Policy of the Faculty of Law, Management and Economics at Johannes Gutenberg University Mainz.

(2) The consecutive master's program is a second professional academic qualification that is based on a successfully completed first degree. The program's objective is to qualify students to work as managers in business and administration and to promote young researchers in the field of economics by providing them with advanced scientific knowledge, especially in relation to the fields of international economic relations and economic policy.

(3) The purpose of the master's examination is to determine whether or not the candidates have acquired the specialist knowledge required in order for them to transition into higher professional practice, especially in the fields of international economic relations and economic policy. Furthermore, the candidate must prove that he or she understands the context of the field and knows how to apply scientific methods and knowledge.

(4) The master's program in International Economics and Public Policy is taught in English; all courses are offered in English and all of the coursework and examinations for these courses are to be completed in English. The elective modules or parts of the elective modules enable students to attend modules or parts of modules that are on offer in related subjects. Coursework and examinations are to be submitted or taken in the language that has been determined for the module examination or partial module examination.

(5) After successfully completing the degree and passing the examination, the responsible faculty will award the graduate the academic degree "Master of Science" in International Economics and Public Policy. The graduate may then add the academic title to his or her name.

Section 2

Beginning of Degree and Admission Requirements

(1) The master's program in International Economics and Public Policy usually starts in the winter semester. Admission during the summer semester is possible if study places are available. However, students are advised to start the program in the winter semester.

(2) Applicants to the master's program in International Economics and Public Policy have to meet the following admission requirements:

1. They must be able to provide proof that they have a bachelor's degree in an economics program, which lasted the standard period of study of at least six semesters or submit evidence of an equivalent related degree from a higher education institution in Germany or abroad.

2. They must be able to prove that their knowledge of the English language is sufficient. To meet this requirement, the applicant must submit a certificate of the "Test of English as a

Foreign Language" ('TOEFL') with a point score of at least 227 (computer-based test, CBT), 87 (internet-based test, IBT), 567 (paper-based test, PBT) OR a certificate of the IELTS with a point score of at least 5 OR a certificate of the Cambridge First Certificate (FCE) obtained from the Cambridge English Language Assessment. All tests must have been taken no more than three years prior to 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 in due time or if the score does not meet the requirements according to no. 2 sentence 2, admission will be rescinded. If the first degree according to no. 2 (or a proven higher degree) was completed in English, this will also be accepted as proof of the applicant's English language proficiency. Proof of the applicant's native language proficiency in English must be submitted by the end of the first semester at the latest. If proof is not provided on time, admission to the master's program will be rescinded.

(3) The applicant is also to attach a letter of motivation in English (maximum one page) and a CV in English (maximum two pages) to the application.

(4) In order to be admitted to the master's program in International Economics and Public Policy, the candidate must still be eligible to take exams in this program. To verify their eligibility, applicants are required to submit declarations according to section 10 subsection 2 sentence 1 no. 1 and 2. Section 10 subsection 3 sentence 1 no. 4 and 5 apply accordingly.

(5) If the number of applicants who fulfill the admission requirements according to subsection 2 and 3 exceeds the number of available study places, a special selection process will be conducted. The selection process is governed by the university's selection statutes.

(6) If proof of the bachelor's degree according to subsection 2 no. 1 cannot be provided by the end of the application deadline in the form of a degree certificate, the applicant may apply on the basis of a transcript of records that includes all previous examinations and coursework corresponding to at least 135 credits issued by the body in charge of his or her former higher education institution. Alternatively, and if applicable, he or she may apply on the basis of a preliminary certificate of recognition of foreign certificates issued by JGU. If admission to the program is selective, the provisions laid out in the university's selection statutes and the regulations for applicants with foreign degrees in the current version apply; in this case, the final result of the bachelor's degree will not be taken into consideration during the selection process. If an applicant is admitted to the program on the basis of the certificate according to sentence 1, admission will be granted on the condition that a degree certificate will be submitted by the deadline stated in the official letter of admission. If proof is not provided on time, admission to the master's program will be rescinded.

(7) German language proficiency is not required for the master's program in International Economics and Public Policy.

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
2. The written master's thesis
3. The research colloquium

(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 proof 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 program International Economics and Public Policy at the Johannes Gutenberg University Mainz at the time of the examination or coursework are eligible to take the examination. Students who are on an academic leave of absence or who have lost their eligibility to take examinations are not eligible to take the examination. Section 2 subsection 7 of the regulations for admission and enrollment of applicants at the Johannes Gutenberg University Mainz remains unaffected.

Section 4

Standard Period of Study, Deadlines

(1) The standard period of study including the period spent writing the master's thesis and participating in the research colloquium is two years (4 semesters). In the master's program, 120 credits (according to section 6 subsection 2) are to be earned.

(2) If students do not register for the master's thesis before completing the sixth semester, the master's thesis will be graded as 'failed' for the first time; to redo the master's thesis, the deadlines according to section 15 subsection 12 apply. In such cases, students are requested to participate in an academic consultation.

(3) In order to determine the periods of study that are relevant for the deadlines according to subsection 2 and other sections of these examination regulations, extensions and interruptions shall not be taken into consideration if they

1. come as a result of being involved as an elected member in one of the statutory bodies of a higher education institution or the Studentenwerk,
2. are due to illness, disability or other reasons out of the student's control.
3. 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 (BEEG) are to be taken into account.
4. They will also not be taken into account if they come as a result of a relative in need of care,

5. or the student spending relevant semesters abroad (max. two); this does not apply to semesters that have been spent abroad in accordance with the Examination Regulations.

Students are obliged to submit proof according to sentence 1.

Section 5

Module-Based Degree Structure, Credit Points System, Coursework

(1) Courses in the master's program are offered as parts of modules. A "module" is a technical, topical and coherent teaching unit. Every module is usually completed with a module examination according to section 11. In justified individual cases, a module examination may consist of partial examinations. In justified cases, several modules may be completed with one examination. For the examinations according to sentence 3 and 4, section 11 applies accordingly.

(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 revising the course content, the hours spent on coursework (if applicable) and the hours spent revising for the module examination and then taking the examination itself. The same applies to the master's thesis and the research colloquium. Credits are awarded after successfully completing a module according to subsection 1, including all the required coursework for the module according to section 4, or after successfully completing the master's thesis and the research colloquium. 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, or complete specific tasks etc. In individual justified cases, the regular attendance requirement according to sentence 1 may be waived. Students must promptly submit a request to the teacher 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, if governed in the respective appendix, 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; subsection 3, sentence 3 to sentence 5 remain unaffected. Coursework is considered completed if it is graded with at least "passed" ("bestanden") or "fair" (4.0) ("ausreichend") according to section 17 subsection 1. The assessment of coursework may comprise several parts and consists mainly of written sit-down examinations, oral examinations, minutes, portfolios, colloquia, presentations, practical exercises and term papers. Details are specified in the appendix. If the appendix specifies several types of performance assessment, the teacher of the respective course will inform students of the type and duration of the assessment at the start of classes at the latest. If coursework is graded, it is graded according to section 17.

(5) Attendance is considered regular if the student was present in all courses 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 courses or a maximum of four course hours (see subsection 6 sentence 3). In individual justified cases, exceptions can be made.

(6) The course teacher will inform the chair of the examination committee (according to section 7 subsection 2 sentence 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 examination and coursework are to be completed, the examination committee is immediately informed of the students' results as well as the students who did not take the examinations or complete their coursework. In case of lectures and practice classes, successful completion of the module examination serves as proof of regular attendance; the information according to sentence 1 ceases to apply.

(7) To attend a course, a binding registration is usually required before the deadline. In agreement with the course teacher, the chair of the examination committee sets the respective dates and modalities for registration. If the number of registrations for a selective course exceeds the number of available places, the allocation of places is governed by the valid version of the Senate's directive on the 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 teacher, the course can be repeated twice. Under no circumstances may a course in which coursework has already been completed be retaken in order to obtain more credits or a better grade.

(9) Failed coursework should be redone at the next possible date. 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, assessment components of coursework are needed, a transcript will be issued. The confirmation of the assessment component contains at least 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 in the case of coursework the type and result of the assessment.

Section 6

Required Coursework, Modules

(1) The coursework required in order to successfully complete all courses (core and elective courses) in the program of study corresponds to a total of 20 semester hours for core modules and 36 semester hours for elective modules. Details are specified in the appendix.

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

1. core modules	30 credits
2. elective modules	60 credits
3. master's thesis	25 credits

4. research colloquium

5 credits

(3) The core and elective courses corresponding to the respective modules are listed in the appendix. The faculty and the cooperating institutes are responsible for the required courses for each module.

(4) Courses or modules identical to ones already attended during the bachelor's program cannot be taken in the master's program. Coursework and examinations completed in these courses and modules will not be recognized. Exceptions will be made for coursework and examinations which were completed in addition to the coursework and examinations required for the bachelor's degree.

(5) It is recommended that students complete an internship in the field of economics during the semester break. Students are responsible for finding an appropriate internship; the Faculty of Law, Management and Economics may support students in choosing and completing their internships.

Section 7**Examination Committee**

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

(2) The examination committee is made up of four university teachers, one student, one academic staff member and one non-academic staff member. The chair and the deputy chair have to be university teachers. The examination committee's decisions are based on the majority of votes of the 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 subsection 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 which 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 for 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 of time 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 re-sit dates for all coursework and examinations.

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

(6) 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".

(7) The meetings of the examination committee are not open to the 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.

(8) The student shall be informed immediately in writing about decisions made by the examination committee that will have negative implications. Information on the rights to appeal are to be included in the notification.

Section 8

Examiners, Observers

(1) The master's examination including module examinations are carried out by examiners.

(2) Examiners include university teachers, staff members who have a *venia legendi*, academic staff with duties according to section 56 subsection 1 sentence 2, adjunct lecturers according to section 63 and lecturers for special assignments according to section 58 of the HochSchG. Retired professors, honorary professors, and experienced professionals in their respective fields according to section 25 subsection 4 sentence 2 can be appointed as examiners based on a decision of the examination committee and recommendations of the faculty council. 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 appoints the examiners and makes sure that the names of the examiners are announced on time, usually at least four weeks prior to the examination date. The candidate 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 this examiner for the re-sit examination for the module or the examiner who offers the courses and 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 be creating disturbances.

- (5) For examiners and observers, section 7 subsection 7 sentence 2 and sentence 3 applies.
- (6) In programs 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. Subsections 2, 3, 4, and 5 apply.
- (7) If an examination is done in English, examiners and observers must have sufficient active and passive language proficiency in English enabling them to conduct examinations.

Section 9

Recognition of Coursework and Examinations; Recognition of Qualifications Obtained Outside of a Higher Education Institution

- (1) The partial framework regulations on the recognition of coursework, examinations and qualifications obtained outside of a higher education institution ("Recognition Regulations") of the Johannes Gutenberg University Mainz apply in the current version.
- (2) By way of derogation from section 2 subsection 7 sentence 10 of the a Recognition Regulations, students may apply for the recognition of individual coursework and examinations obtained during a semester abroad without a transferal of grades. This does not apply to integrated programs of study.

II. Examination

Section 10

Registration and Admission to the Master's Examination

- (1) The application for admission to the master's examination has to be made once in the first semester of enrollment in the master's program within four weeks after the beginning of the lecture period. The application must be made in writing and submitted to the examination committee.
- (2) The following must be attached to the application for admission to the master's examination:
1. a declaration as to whether or not the candidate has already failed a master's examination in the master's program International Economics and Public Policy at a German higher education institution with no option to re-sit 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 program International Economics and Public Policy or in the same subjects or modules of another program at a higher education institution in Germany or abroad.
 3. an enrollment certificate.

In the declaration according to no. 2, the candidate, if also enrolled in another program, 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 program.

(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 subsection 2 are incomplete or
3. the candidate is not enrolled in the master's program International Economics and Public Policy at Johannes Gutenberg University Mainz or
4. the candidate has failed the master's examination in the same program 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 18 subsection 3 for the candidate to re-sit examinations and complete coursework necessary for completing the master's examination.

If the candidate is not admitted to the master's examination, he or she is no longer entitled to take examinations and complete coursework. If the admission is revoked due to point 4 or 5, enrollment in the university will be cancelled.

(4) In this case, he or she shall be informed in writing providing him or her with a reason. The official notification will include the information on rights to appeal.

Section 11 Module Examinations

(1) The module examinations are taken during the course; they complete the respective module. The subject of the module examinations is the content of the courses of 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 new skills and qualifications.

(2) A module is generally completed by means of an examination. If coursework has to be completed in a module according to the appendix, 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 subsection 5 remains unaffected. The appendix may define partial module examinations, which are only allowed in individual justified cases. For partial module examinations, the regulations set in subsection 3 to 5 and sections 12 to 14 apply. The grading of examinations and coursework and the calculation of the module grade of the modules defined in the appendix are to be carried out according to section 17.

(3) Module examinations and partial module examinations may take place in oral, written, or practical form according to sections 12 to 14. Examination types different from the ones stated in sections 12 to 14 are possible according to the appendix, the regulations specified in sections 12 to 14 apply. The type and duration of module examinations and partial module examinations

in the individual modules are listed in the appendix.

(4) To take module examinations and partial 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 and partial module examinations in the semester in which they completed their last coursework for the respective module. Section 10 subsection 3 applies. In agreement with the examiners, the chair of the examination committee sets the respective examination and registration dates as well as the registrations modalities 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).

(5) Module examinations may only be taken once the coursework required for the module according to the appendix (section 5 subsection 3) has been completed. If admission to a module or partial module examination depends on coursework being completed and this coursework has so far only been partially completed, admission to the module or partial module examination is possible but subject to specific conditions. The module or partial module examination can only be passed if all coursework and module or partial module examinations 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 subsection 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 appendix, will last at least 15 minutes and no longer than 30 minutes per candidate. In exceptional and justified cases, the appendix 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. The candidate is informed on their result immediately after the oral examination. If they fail, the candidate will be informed on the reasons.

(3) Minutes are to be made 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 none of the candidates objects when registering for the exam. The examiner 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 able to attend the consultation of the examiners or the announcement of the results.

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

Section 13 **Written Module 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 appendix. In exceptional cases, different times may be specified in the appendix. Sit-down examinations may be conducted with multimedia support if the respective requirements according to subsection 5 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 term paper must be part of a module. The topic should be chosen in such a way that the student workload (as defined in section 5 subsection 2 sentence 1) corresponds to a total of four weeks (full-time); exceptions may be specified in the appendix. The examination committee may set deadlines for submitting term papers. In agreement with the examiner, a written examination may be conducted as group work; section 15 subsection 8 applies. When writing as a group, the parts written individually and the parts written as a group must be clearly identified.

(3) In a written examination in the form of a portfolio, the candidate independently writes, chooses and combines a limited number of documents on topics of a module and the results 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) in agreement with the examiner.

(4) As a rule, written examinations are assessed by one 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 average of the two grades. Section 17 subsection 2 applies. The assessment procedure is not to exceed four weeks. If the re-sit examination takes place in the same examination period, the examination results will be announced no later than two weeks, otherwise four weeks, before the re-sit examination date.

(5) 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 subsection 1 sentence 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 possible

provided that the requirements according to subsection 6 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 oral examination, and any special incidents. According to the provisions specified in section 23, candidates will be granted access to the examination with multimedia support and to their results. The examination questions, including sample solutions, the assessment scheme, the examination's results and the minutes are to be archived according to legal regulations.

(6) 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 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 subsection 1 sentence 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 sentence 2. Moreover, for every examination the

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

must be submitted to the chair of 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
fair ("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. After failing the second re-sit examination of a multiple-choice examination, the candidate shall take a supplementary oral examination. 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 (fair) or worse. An 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 19 subsection 13.

(7) The examiner decides on the resources that can be used during the sit-down examination. A list of authorized resources will be announced at the same time as the examination date.

Section 14 Practical Module Examinations

(1) The practical examination takes place as an individual or group examination. When conducting it as a group examination, section 15 subsection 8 applies. The appendix specifies the type and duration of the practical examination.

(2) Normally, one examiner conducts and grades the practical examination. The second re-sit examination is conducted and graded by two examiners. If two examiners assess the examination, the grade is made up of the average of the two grades. Section 12 subsection 3 and 4 applies. The result of the practical examination is announced to the candidate directly after the practical examination.

(3) If the practical examination contains tasks that have to be prepared for, the candidate must do so on their own. 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 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 program 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 subsection 2. If the master's thesis is to be completed at an institution outside of the responsible faculty, this must be approved by the chair of the examination committee.

(3) The provisional topic of the master's thesis is to be agreed upon with the supervisor and to be submitted to the examination committee with a confirmation of the supervisor when registering for the master's thesis according to subsection 4. If the candidate is not able to find a supervisor, the chair of examination committee shall make sure that the candidate receives a topic for the master's thesis in time.

(4) Registration for the master's thesis is only possible if the candidate has completed at least 60 of the credits listed in section 6 subsection 2.

(5) The master's thesis is to be completed within four months. In special cases and upon written request, the examination committee in agreement with the supervisor may grant an extension of up to four 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 topic of the master's thesis is assigned to the candidate by the supervisor via the examination committee; section 10 subsection 3 applies. The date of the assignment is to be entered into the records of the examination committee. The topic of the master's thesis may be changed once and only within the first two weeks of registration. A new topic is to be agreed upon immediately, at the latest within four weeks; sentence 1 and subsection 5 sentence 1 apply correspondingly.

(7) The master's thesis is to be written in English. Upon request it may also be written in German or another language. The examination committee decides upon this request in agreement with the supervisor of the master's thesis.

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 to appoint a second evaluator according to subsection 10 sentence 2 with sufficient proficiency in the chosen foreign language;

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

(8) If agreed upon with 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 subsection 1.

(9) The candidate submits two hard copies of the master's thesis to the examination committee

before the deadline. He or she must submit a written declaration that it is his or her own work and that no other sources or means except the ones listed have been employed. If the thesis has been completed in another foreign language according to section 7, an abstract in English must be included. The date of submission must be entered into the records. If the master's thesis is not submitted on time according to subsection 5, it will be graded as "failed" (5.0, 'nicht ausreichend').

(10) The 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 subsection 2 and forwards the thesis to him or her. At least one of the two evaluators must be a university teacher at the responsible faculty of JGU.

(11) The submitted master's thesis will be assessed by the evaluators according to the provisions specified in section 17 and they will include a written evaluation. If the evaluators' assessments differ by up to one full grade (<1.0) the evaluators must 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 assessment procedure is not to exceed six weeks.

(12) The master's thesis will be graded as "failed" if the total grade is below "fair" (4.0, 'ausreichend'). It may be retaken once. Students must register to retake the master's thesis within six weeks of the announcement of their result of their first attempt; otherwise, the master's thesis will be graded as "failed" with no option to retake it. The examination committee makes sure that the candidate receives a new topic for their master's thesis prior to the deadline specified in sentence 3. The topic may only be changed prior to the deadline specified in subsection 6 sentence 4 if the candidate did not change the topic during their first attempt. Under no circumstances may the master's thesis be repeated twice.

Section 16

Research Colloquium

(1) The research colloquium takes place at the earliest upon registration of the master's thesis and at the latest ten weeks after the deadline for submitting the master's thesis according to section 15 subsection 5. Section 4 subsection 3 applies. The date of the research colloquium is determined by the supervisor and the candidate is then immediately informed of this in writing.

(2) The research colloquium lasts between 30 and 45 minutes. 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) Topics of the research colloquium include the content of the master's thesis, questions dealt with in the master's thesis and content from the corresponding field. The appendix specifies the details when it comes to selecting a specialization. The candidate will have the chance to present his or her work in the research colloquium; the presentation should not last any longer than half of the examination time. The examination is held in English. Upon request of the

candidate, the examination may be conducted in German or a foreign language. The examination committee decides on this request in agreement with the examiners.

(4) Following the research colloquium and after having heard from the observer, the examiners or the examiner grade the research colloquium. The research colloquium is failed if the performance is graded worse than "fair" (4.0, 'ausreichend'). The research colloquium may be retaken twice. The first re-sit examination date will take place within the six months after the student has been informed about having failed, the second re-sit examination date will be within twelve months after a second failure. Section 4 subsection 3 applies. Section 12 subsection 2 sentence 4 and 5 applies to the announcement of the grade, section 12 subsection 3 applies to the required minutes, section 12 subsections 4 and 5 apply to the possible presence of the equal opportunities officer or another person.

Section 17

Assessment of Examinations and Graded Coursework

(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	=	fair ("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 passed if the coursework of the module according to the appendix is completed and the final module examination has been graded with at least a "fair" (4.0, 'ausreichend'). If the module examination consists of one examination, its grade is the grade of the module examination (module grade). If the module examination consists of several partial module examinations, every partial examination must be passed, unless there is the possibility to choose between different partial module examinations. In this case, there must be enough partial module examinations graded at least "fair" (4.0) that ensure that the credits required to pass the modules have been earned. If this is the case, failed partial module examinations will not be taken into consideration when the module grade is calculated. Mandatory partial examinations have to be passed. The module grade is calculated according to sentence 3 to 5 from the average of the graded coursework and examinations weighted according to the number of credits. In this case, the grade for the module examination is calculated as follows: the grades of the individual partial module examinations are multiplied with their respective number of credits, added and divided by the total number of all credits assigned to the module.

The appendix 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. The grade of a module examination (module grades) is:

in case of an average grade	1.5 or better	=	very good ("sehr gut")
in case of an average grade	from 1.6 to 2.5	=	good ("gut")
in case of an average grade	from 2.6 to 3.5	=	satisfactory ("befriedigend")
in case of an average grade	from 3.6 to 4.0	=	fair ("ausreichend")
in case of an average grade	worse than 4.0	=	failed ("nicht ausreichend")

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

(3) When calculating the total grade of the master's examination, the module grades, the grade for the master's thesis, and the grade for the research colloquium are multiplied with their respective credits, then added and divided by the total number of credits. Moreover, subsection 2 sentence 10 and sentence 11 apply.

Section 18

Passing, Failing and Retaking Examinations

(1) The master's examination is passed if the examinations according to section 11 of the modules according to section 6 subsection 2 sentence 1 are successfully completed and the master's thesis and the research colloquium have been graded at least "fair" (4.0).

(2) Failed core module examinations and elective module examinations can be retaken twice. A failed module examination cannot be replaced with another examination. In case of partial module examinations, only the partial examinations which were failed are to be retaken. Students can switch elective modules twice during their degree 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 18 about passing, failing and retaking exams remain unaffected. It is not possible to retake an examination or coursework that has already been passed.

(3) Failed examinations or coursework in the same master's program 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 program at a higher education institution in Germany that are comparable to those of the master's program International Economics and Public Policy, if the requirements for passing are equal or lower. It is not possible to retake examinations or coursework that have already been passed.

(4) The first re-sit examination date will take place within six months after the student has failed, the second re-sit examination date will take place within 14 months after the first unsuccessful attempt. Students should register for the next possible date when retaking a module or partial module examination. If the module or partial module examination is not successfully completed within 18 months after the first unsuccessful attempt, the examination committee registers the students for all further re-sit examinations at the next possible date. Section 4 subsection 3 applies.

(5) For retaking the research colloquium, section 16 subsection 4 applies; for retaking the master's thesis section 15 subsection 12 applies.

(6) If the student has no option to retake or repeat an examination or a course, the master's examination is failed with no option to re-sit and it is not possible to continue studying in the same master's program.

(7) If the failure of the master's examination is final, the examination committee issues an official written notification. If the master's thesis is failed for the first time according to section 4 subsection 2 or section 15 subsection 12, the examination committee issues an official notification which informs the students if, to what extent and until when the examination can be retaken. Students who failed the master's examination receive an official notification including information on their right to appeal.

Section 19 **Absence, Withdrawal, Cheating, Misconduct**

(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, 'nicht ausreichend'). 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 examination committee shall be informed immediately in writing about the reasons brought forward for the withdrawal or absence according to subsection 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 medical certificate must be submitted. The candidate must submit the medical certificate promptly to the examination committee, i.e. without undue delay and no later than three days after the examination date. 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 subsection 5 turns out to be false, the respective examination is considered "failed" (5.0, 'nicht ausreichend'). See section 7 subsection 6. 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).

(4) The candidate has a month's time in which they are able to request that the decisions according to subsection 3 sentence 1 and sentence 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 will 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 securing good scientific practice in research and teaching and procedures for dealing with research misconduct were taken note of. If such a declaration turns out to be false or in case of plagiarism, cheating or misconduct when taking examinations, subsections 3 and 4 apply.

(6) The provisions specified in subsections 1 to 5 apply for coursework accordingly.

Section 20

Diploma, Diploma Certificate, Diploma Supplement

(1) If the candidate passes the master's examination, he or she will promptly receive a diploma with the results, usually within six weeks of receiving confirmation that the final examination has been passed. The diploma contains the grades of the module examinations, the master's thesis, the research colloquium and the overall grade (section 17 subsection 3). The credits obtained are to be listed. Moreover, it states the topic of the master's thesis. If module examinations are completed at another higher education institution and recognized by JGU, 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 the ECTS guideline will be made available as long as the relevant data is available. Completed additional non-mandatory coursework and examinations will be confirmed; this coursework and these examinations will not be included in the final grade.

(2) The diploma dates back to the day of completion of the last examination. It will be signed by

the chair of the examination committee or the dean of the faculty and bears the stamp of the faculty or the seal of the state.

(3) Along with the diploma, the candidate receives a diploma certificate certifying the conferment of the degree Master of Science in International Economics and Public Policy. 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; it will bear the stamp of the faculty or the seal of the state.

(4) Along with the certificate, the student also receives a diploma supplement according to the European Diploma Supplement model of the European Union, the Council of Europe, and UNESCO. It will be signed by the chair of the examination committee or the dean. To describe the national education system (diploma supplement subsection 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 program, the admission requirements, the study requirements, and the structure of the program 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 will 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 program 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 21

Invalidity of the Master's Examination

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

(2) If the requirements to be admitted to an examination were not met but the candidate did not deliberately intend for this to be the case and it is revealed after the candidate has received his or her master's diploma, this defect is remedied by having passed the examination. If a student deliberately cheated to gain admission, the examination committee will come to a decision according to the Administrative Procedure Act (VwVfG) of Rhineland-Palatinate.

(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 transcripts 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 subsection 1 and subsection 2 sentence 2 is no longer applicable.

Section 22 Appeal

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

Section 23 Candidates' Rights of Information

(1) The candidate has the right to know the grades of their coursework and examinations 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 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 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 24 Electronic Document Transfer

(1) The examination administration is usually carried with the use of an electronic exam administration system. This especially encapsulates registration and deregistration to courses and exams, the transmission of documents and the publication of course and exam results.

(2) Students are required to regularly check their integrated study and exam administration as well as their personal email account provided by the JGU Mainz.

Section 25
Entry into Force

These examination regulations come into force the day after they have been published in the official gazette (Staatsanzeiger) of Rhineland-Palatinate.

Mainz, January 11th, 2012

The Dean
of the Faculty of Law, Management and Economics of
the Johannes Gutenberg University Mainz
Univ.-Prof. Dr. Roland Euler

Abbreviations and translations

HS	Hauptseminar	advanced seminar
Kol	Kolloquium	colloquium
P	Praktikum	internship
core	Pflichtlehrveranstaltung	core course
S	Seminar	seminar
Ü	Übung	practice class
V	Vorlesung	lecture
WK	Werkstattkurs	workshop
elective	Wahlpflichtlehrveranstaltung	elective course
SWS	Semesterwochenstunden	Hours per week per semester; semester hours