

# **STUDY GUIDE: MASTER'S DEGREE IN INTERNATIONAL ECONOMICS AND PUBLIC POLICY**

**Preliminary (This version: October 24, 2010)**

This study guide informs you about the rules and policies for the Master's program in International Economics and Public Policy. It is based on the official examination regulations (the German "Prüfungsordnung", PO). The blue numbers refer you to the relevant paragraphs of the PO.

Note: Both the Study Guide and the Prüfungsordnung are still preliminary. Only the Prüfungsordnung will be legally binding.

## **1) General Information**

### **1.1) What is the Master's degree in International Economics and Public Policy?**

The Master's program in International Economics and Public Policy is a consecutive academic degree program which aims to build upon the knowledge you gained during your first professional degree. By the end of the program, you will have gained a further professional academic degree.

### **1.2) Is it taught in English?**

The Master's program in International Economics and Public Policy is an English-speaking program, meaning that all classes will be conducted in English as will all of the corresponding assessments. You can choose modules taught in German offered by other subject areas for any of your optional modules. If you decide to do this, you should be aware that any assessments or examinations have to be conducted in German.

### **1.3) What type of degree will I have when I have finished?**

Once you have successfully completed the study program and passed all of your exams, you will be awarded a Master of Science degree in International Economics and Public Policy by the Department of Law, Management and Economics at Johannes Gutenberg University Mainz.

### **1.4) What will my final grade be made up of?**

Your final grade for the Master's degree will be made of your grades from the three following components:

- The examinations and assessments that are part of the modules which you will take throughout the course of the program
- The written Master's thesis
- The research colloquium

## **2) Basic Program Structure**

### **2.1) What is the basic structure of the Master's program?**

The Master's degree in International Economics and Public Policy is made up of a total of 120 credits. These credits must be broken down as follows:

- The **core modules** make up **30 credits,**
- The **elective modules** make up **60 credits,**
- The **Master's thesis** makes up **25 credits,**
- The **research colloquium** makes up **5 credits.**

### **2.2) What exactly is a "module" ?**

The various courses that form the Master's program are offered as part of *modules*. A module is made up of several individual courses which cover similar topics and are coordinated within the timetable.

Each module is worth a certain number of credits (known as Leistungspunkte or LP in German). A module's credit number roughly reflects the amount of time you need to spend in order to complete the module; this includes time spent going to all of the classes, preparing and revising the course materials, completing any performance-related assessments, preparing for the exam and completing the final module exam.

### **2.3) How do I complete a module? When will I be awarded the credits?**

You will only be awarded the credits for a particular module once you have successfully passed the module exam and have attended and "actively participated" in the courses that make up the module. Your lecturer will inform you of how "active participation" is defined at the beginning of the course.

See section 5 for more information on the module exams.

### **2.4) How do I complete a course? Can I repeat a course?**

In order to be able to attend a course, you must register for it within the set registration period.

You will be awarded the credits for successfully completing a course if you receive a "pass" or are given a grade of at least "sufficient / 4,0" (see section 8 for information on the German grading system) for the performance-related assessment.

If you fail the performance-related assessment, you have the chance to retake the whole course a further two more times.

If you do not successfully complete a course, you should repeat it as soon as possible.

## **3) Duration of the Program**

### **3.1) How long will it take me to complete the Master's in International Economics and Public Policy?**

Including the time needed to complete the Master's thesis and research colloquium, it should take you two years (four semesters) to successfully complete the Master's program.

### **3.2) Is there a timeline that I should follow?**

So that you can complete your Master's degree within two years, the program follows a strict timeline. On average, you should strive to achieve 30 credits per semester. The maximum amount of time you are allowed to take for collecting credits is defined by the following deadlines:

1. By the end of your first academic year, you must have completed at least 30 credits,
2. By the end of your second academic year, you must have completed at least 60 credits,
3. By the end of your third academic year, you must have completed at least 90 credits.

### **3.3) What happens if it takes me longer to achieve the necessary number of credits?**

If you fail to keep the deadlines of paragraph 3.2), you will receive a letter requesting you to attend an academic consultation meeting. During this meeting, you should expect to discuss your studies up until that point and give your reasons for having missed the deadlines.

### **3.4) When should I register for my thesis? What happens if I do not stick to this?**

You have to register for your Master's thesis by the end of your fourth academic year at the latest. If you fail to do so, your first attempt for writing the Master's thesis will be recorded as failed.

See section 5 for more information on the Master's thesis.

## **4) Module Exams**

### **4.1) What is a module exam?**

You will take module exams throughout the entire course of your degree. Completing a module exam means that you have completed the whole module. The module exam encompasses the contents covered in each of the courses that make up the module. The aim of a module exam is to assess your understanding of the relationships between the contents and methods covered within the module as well as your ability to apply the skills you have learnt.

A module exam is usually an exam covering all of the material explored during all of the courses in the module. It may take the form of a written, oral, or practical exam.

### **4.2) How is an oral module exam structured?**

You will either sit your oral exam alone or as part of a group, with a maximum of four people. Each candidate's exam will last between a minimum of 15 minutes and a maximum of 30 minutes.

### **4.3) And a written module exam?**

During a written exam you are expected to complete one or several tasks set by the examiner. In order to complete these tasks, you will need to use methods that are common in the subject area, normally with limited resources. You will be given a limited amount of time to complete the tasks and you will be under the supervision of an examiner. You will usually have a minimum of one hour or a maximum of two hours in order to complete the exam.

Your exam could also be conducted using a computer, a so-called "e-exam".

When setting the date and time of the exam, your examiner will also give a list of what resources you will be allowed to use during the exam.

#### **4.4) Can a written module exam also take the form of a term paper?**

Yes. If the written exam takes the form of a term paper, you will be expected to complete a written piece of work on a subject area set by the examiner using methods common to the subject area and within a limited amount of time. You will usually be given four weeks to complete a term paper. However, in special circumstances, you may be allowed up to six weeks.

The examiner may also allow you to complete the term paper jointly with a group of other students.

When handing in your term paper, you must also hand in a written declaration stating that you have completed the work alone and that you have used no other resources apart from those listed in your bibliography. If you have worked in a group, you must clearly label the parts of work that you completed alone and those which were completed jointly with the other group members.

#### **4.5) What happens if I fail a module exam?**

You have the chance to repeat a module exam that you have failed a maximum of two times.

### **5) Master's Thesis**

#### **5.1) What is the Master's thesis?**

The Master's thesis is an examination of your ability to address a problem relevant to the Masters in International Economics and Public Policy within a given time period.

#### **5.2) Will I work alone? Does my subject need to be approved first?**

You will complete your thesis under the guidance of a supervisor.

Before starting your Master's thesis, you must first agree with your supervisor upon the subject you will address.

If your supervisor agrees, you may also complete your Master's thesis in the form of group work. Your own individual part of the group work that is due to be graded must be clearly marked so that it can be assessed.

#### **5.3) When and where do I register for the Master's thesis? How much time do I have to complete it?**

Once you and your supervisor have agreed upon a subject, you have to register for the Master's thesis at the Exam Office. They will require you to hand in confirmation that your subject has been accepted by your supervisor.

You should register for the Master's thesis in the middle of your third semester, provided that you have successfully completed 60 credits.

Once registered, you will have 4 months to complete your Master's thesis. Under special circumstances, you will be able to extend your deadline by a maximum of four weeks. In order to do this, you will need to hand a written application into the Exam Office, including a statement of agreement from your supervisor.

#### **5.4) Can I change the subject of my thesis once I have registered?**

The subject of your thesis can only be changed once, and if so, this must be within the first two weeks after your registration with the Exam Office. You and your supervisor must then agree upon a new subject as quickly as possible; within a maximum four weeks.

### **5.5) What is the process for submitting the Master's thesis?**

You must submit two bound copies of your Master's thesis to the Exam Office according to your deadline. Upon submitting your thesis, you must sign a declaration stating that you completed the work alone and that you did not use any resources other than those listed in your bibliography. Your Master's thesis will be graded as "not sufficient / 5,0 if you do not hand it in by the deadline.

### **5.6) How do I pass the Master's thesis? What happens if I fail?**

In order to pass the Master's thesis, you must get a total grade of at least "sufficient / 4,0". If you fail your thesis, you are able to repeat it once. The Exam Office will make sure that you receive a new subject for your Master's thesis within six weeks. You will then be informed of your new subject.

You will not be able to repeat the Master's thesis more than once. See section 8 for details on the German grading system.

## **6) Research Colloquium**

### **6.1) What is the research colloquium?**

The research colloquium is based on the contents of your Master's thesis and will include questions concerning the subject area covered in your thesis. During the colloquium you may have the chance to present your work, however this should not last longer than half of the exam time.

### **6.2) When does the research colloquium take place? How long does it last?**

The research colloquium can take place anytime between when you first register for your Master's thesis and a maximum of four weeks after the grading procedure is over. As soon as your supervisor has set a time and date for your research colloquium, you will receive written confirmation of your appointment.

The research colloquium will last between a minimum of 30 minutes and a maximum of 60 minutes.

## **7) Grading System**

### **7.1) How will my work be graded?**

German universities use the following system to grade exams and any other pieces of work. (Here you should note that in Germany the comma is used instead of the decimal point so 1,3 is the same as 1.3 in English)

1,0; 1,3	=	Very good	=	An outstanding performance
1,7; 2,0; 2,3	=	Good	=	Performance lies significantly above the average requirements
2,7; 3,0; 3,3	=	Satisfactory	=	Performance corresponds to average requirements

3,7; 4,0	=	Sufficient	=	Despite deficiencies, performance still meets requirements
5,0	=	Not sufficient	=	Due to presence of too many deficiencies, performance does not meet requirements

## 7.2) What is the “pass” grade?

You have successfully passed an exam or piece of coursework if you receive a “sufficient / 4,0” or above.

## 7.3) How do I pass a module exam? What happens if there is no module exam and the grade is made up of other elements?

You will have successfully passed a module exam as soon as you have completed all of the credits which make up the module and you have passed the module exam with a grade of at least “sufficient” (4,0).

If the module exam is made up of the grades from several performance-related assessments, you have to pass every part. The grade for the module exam is then calculated from the results of each individual assessment depending on the weighting of the course.

When the grade for the module exam is calculated, only the first digit after the decimal will be taken into account. All other digits will be deleted without being rounded up or down.

## 7.4) How is the overall grade for the Master’s degree calculated?

In order to calculate the overall grade for the Master’s degree, the grades for each of the module exams, the grade for the Master’s thesis and the grade for the research colloquium are multiplied by their corresponding number of credits, then added together and divided by the total number of credits.

## 8) Passing, Failing and Repeating the Master’s Degree

### 8.1) When will I have successfully completed the Master’s in International Economics and Public Policy?

You will have passed your Master’s degree when you have passed all of the module exams, the Master’s thesis and the research colloquium, each with a grade of at least “sufficient” (4,0).

### 8.2) How many times can I repeat an exam?

The exams for all core and elective modules that you have failed, or that count as failed, can be repeated twice. If you fail the module exam for one of your elective modules, you cannot replace it with another exam. If the module exam is made up of the grades from several individual courses, then you only need to repeat the exam that you failed.

### 8.3) What happens if I fail an exam more than three times?

If you fail to successfully obtain the credits and you have run out of chances to repeat an exam, you have failed the Master’s degree as a whole and can no longer continue studying for a Master’s degree in International Economics and Public Policy.

## **9) Rules Concerning Absence, Withdrawal and Cheating in Exams**

### **9.1) What happens if I am absent from an exam? Or if I want to withdraw from an exam?**

If you fail to turn up to the scheduled exam without valid reasons or if you withdraw from the exam once it has already started without valid reasons, the exam will be given a grade of “not sufficient / 5,0”. Reasons for absence or withdrawal from an exam will be considered “valid” if they have been presented to the Exam Office in written form with sufficient evidence.

### **9.2) What happens if I am ill and cannot take the exam?**

If you have to miss or withdraw from an exam due to illness, you must provide the Exam Office with a doctor’s certificate as quickly as possible, i.e. without undue delay. The certificate must give details on the time, type, duration and severity of the illness, as well as details on how the illness affected your ability to complete the exam. If there is any uncertainty in your case, you may be asked to provide a certificate from an approved doctor. These conditions also apply if your child () or another dependent is ill and you are required to look after them.

### **9.3) What will happen if I am caught cheating in an exam or piece of coursework?**

If you are found to be guilty of cheating or using unapproved resources during an exam, you will be given a grade of “not sufficient” (5,0). The same applies if it is proved that you have used further resources in a piece of coursework in addition to those listed in your bibliography.

## **10) Transcript of Records, Certificate and Diploma Supplement**

Once you have successfully passed your Master’s degree, you will receive a transcript of records. You should receive this within 6 weeks of completing your last credits. The transcript of records will list your grades from the module exams, the Master’s thesis, the research colloquium, as well as your overall grade. It will show a list of all the courses you have completed and the subject of your Master’s thesis. If you wish, the transcript of records can also show how long it took you to complete the Master’s degree.

When you receive your transcript of records, you will also receive a certificate, which confirms that you have been awarded the Master of Science in International Economics and Public Policy. You will also receive a diploma supplement according to the European Union/Council of Europe/Unesco Diploma Supplement Model.

Your transcript of records, certificate and diploma supplement will all be written in English.

## **11) Credits from other Universities and Programs**

### **11.1) I have already completed credits at a Master’s level at another university, can I use them here to count towards my degree?**

Periods of study, credits and exam grades which you have obtained in other programs will be credited once we have ascertained that they are of an equivalent value.

### **11.2) Will my credits be counted if I decide to study abroad for a semester?**

If you are planning to study abroad for a set period and would like the credits and exam grades that you obtain during this period to be recognized for your degree at Johannes Gutenberg University Mainz, you should talk to the Exam Office (“Studienbüro”) about whether this will be possible or not.

### **11.3) What will I need to show the Exam Office if I want my credits to be credited at Johannes Gutenberg University?**

If you would like any credits, exam grades etc. that you have obtained from another degree program or university to be credited, you must provide the Exam Office with all necessary documents. These documents must show the following information: the exam grade and number of credits obtained, the time period of when these exams were taken. The documents must also show whether you failed or repeated any of the module exams or exam-relevant credits.