

**Examination regulations
of Faculty of Chemistry and Earth Sciences
for the study programme leading to the degree 'Master of Science'
of 19 February 2018**

Pursuant to the section 3 subsection 1 in conjunction with the section 34 section 3 sentence 1 of the Thuringian Higher Education Act (*Thüringer Hochschulgesetz, ThürHG*) of 21 December 2006 (published in the journal of legal notices of the Free State of Thuringia, GVBl p. 601, in German), in the version from 13 September 2016 (GVBl, p. 437), the Friedrich Schiller University Jena issues the following Examination Regulations for the study programme Master of Science Chemistry of Materials. The Council of the Faculty of Chemistry and Earth Sciences adopted the Examination Regulations on 15 November 2017. The Senate of the Friedrich Schiller University Jena approved the Regulations on 13 February 2018. The President of the Friedrich Schiller University authorized the Regulations on 19 February 2018.

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I General provisions

§ 1 Objective of the examinations

(1) The successful completion of the master's examination in the study programme Master of Science Chemistry of Materials leads to a second academic degree in chemistry of materials qualifying graduates to work in this field.

(2) With the successful completion of the master's examination, students prove to have acquired in-depth knowledge and skills in physical and chemical fundamentals of the chemistry of materials, and in an individual area of specialization in materials sciences, chemistry or physics. In addition, they also have learned to apply complex characterization methods independently. In addition, they demonstrate that they can critically evaluate scientific data, are able to think and act based on interdisciplinary approaches and self-reliance, can analyse complex questions and challenges of chemistry of materials also across disciplines, and can interpret results and find solutions.

(3) With their degree, graduates of this study programme prove to have acquired the knowledge and skills qualifying them for practical work in research and development.

§ 2 Degree

Upon successful completion of the master's examination, the Friedrich Schiller University Jena awards graduates the academic degree 'Master of Science' (abbreviation: MSc).

§ 3 Standard duration of study

(1) The standard duration of study is two academic years, during which students have to reach a total of 120 ECTS. Per year of study, a total of 60 ECTS has to be achieved. Pursuant to the regulations of the European Credit Transfer System (ECTS), a workload of 30 hours of in-class and independent studying is assumed for every one credit point. The overall workload for all assessed and non-assessed coursework, including examinations, shall not exceed 1800 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) Leave of absence is not counted as part of the standard duration of study in accordance with the section 1.

For detailed regulations, please refer to the Matriculation Regulations (*Immatrikulationsordnung*) of the Friedrich Schiller University Jena.

(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, and examinations. Each module is a learning and examination unit which usually lasts one semester. Examination results are documented on the grade certificate. Credit points (ECTS) are awarded for successfully completed modules only.

(2) The study programme consists of the following module areas: *Entrance and Consolidation*, *Specialization*, *Open Specialization*, *Elective Module*, and *Mobility*. In all of them, compulsory modules and required elective modules are offered. In the first semester, students shall complete three modules in accordance with their admission requirements; two of them shall be part of the area natural sciences or materials sciences (*Entrance and Consolidation*); depending on their level of German skills, they should complete one module either in the area German as a foreign language or in practical use of English skills in organization and project management (*Soft Skills*). Based on this standardized basic knowledge, additional modules should provide further development of knowledge. Completing a module within the module area *Elective Module*, students are able to pursue another target-oriented specialization. In the third semester, students are expected to participate in the practical module *Mobility* enabling them to expand their theoretical and practical knowledge about chemistry of materials, and to prepare for their master's thesis (in the fourth semester) at the same time.

(3) The study programme is concluded with writing and defending a master's thesis.

(4) For further information on the objectives of the study programme, on the division into modules, and on the credit points for each module, please refer to the Study Regulations and respective module descriptions.

§ 5 Study plan and module catalogue

(1) Based on the present regulations, the Council of the Faculty of Chemistry and Earth Sciences adopts a study plan and a module catalogue which also comprises module specifications. Study plan and module catalogue shall be published before the beginning of the academic year at least in electronic form.

(2) The study plan provides information about the advisable sequence of the modules to be taken.

(3) Module specifications in the module catalogue provide information about the content and the qualification objectives of the respective module, the prerequisites for participation, the requirements for achieving credit points, the different forms of learning and working, and about the type of performance assessment and their respective weight for the final grade of the module. In addition, the module specifications provide information on the module coordinator, on the frequency of offer, the required amount of work, and about the duration.

§ 6 Recognition of times of study; recognition of coursework and examinations

(1) Assessed and non-assessed coursework, and examinations produced or achieved at another university or another institution of higher education of equivalent status in Germany or abroad, may be recognized and credited if equivalence can be ascertained. Provisional recognition under certain conditions is possible. If equivalence is ascertained, students have a legal right to have their coursework and/or examination recognized. Recognition requests, including all necessary proofs and supporting documents, shall be addressed to the Examinations Committee.

(2) Equivalence of assessed and non-assessed coursework, including examinations, is to be ascertained if there is no significant difference between the competencies or knowledge and skills acquired, and the qualifications required in the study programme Master of Science Chemistry of Materials.

(3) Competencies and skills acquired in another way than in an academic study programme that are equivalent to the competencies and skills required for this master's programme and that are a prerequisite for the successful completion of the programme, shall be recognized and credited upon request and up to 50 % of the achievements towards the assessed and non-assessed coursework, including examinations, prescribed for the study programme.

(4) Assessed and non-assessed coursework, including examinations, that was completed or achieved during a study-related stay abroad and as stipulated in a Learning Agreement signed with the Friedrich Schiller University Jena prior to the stay abroad, shall be recognized and credited without another equivalence assessment.

(5) If assessed and non-assessed coursework and examinations are recognized and credited, grades are to be carried over and be included in the calculation of the final overall grade. The grade certificate will indicate where coursework and/or examinations were completed or passed.

(6) If the Examinations Committee rejects recognition of assessed and non-assessed coursework and/or examinations, the person who submitted the request shall be informed about the reasons for the rejection of request, i.e. why it did not fulfil the requirements prescribed in the section 2. When informing about the negative decision, also information on legal remedies shall be included.

§ 7 Examinations committee

(1) To perform the tasks stipulated in these Regulations, an examinations committee shall be appointed from among the members of the Faculty of Chemistry and Earth Sciences. The Committee comprises four representatives from among the professors, two representative from among academic staff, and one student representative enrolled in the present study programme. The members of the Examinations Committee and their representatives shall be appointed by the Council of the Faculty of Chemistry and Earth Sciences. Principally, the members of the Examinations Committee are appointed for the period of three years, except of the student member who is appointed for one year only. If a member resigns earlier, a successor shall be appointed for the rest of the current term of office.

(2) The Examinations Committee has a quorum when the majority of its members, including the chairperson or his/her deputy, are present. The number of members present is irrelevant for taking a decision if a second meeting is called to deal with a specific matter due to the lack of a quorum in the first meeting, and if the invitation to the meeting pointed this out explicitly. 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 representative does neither participate in the assessment or recognition process of coursework and/or examinations nor in the appointment of examiners and assessors.

(3) The Examinations Committee ensures the respect of all stipulations of these Examination Regulations, and the proper execution of examinations. This also comprises the appointment of module coordinators by examiners and assessors pursuant to the section 8 subsection 1. In particular, it is competent to decide upon objections filed against decisions having been taken in the examination process.

(4) Once a year, the Examinations Committee reports to the Council regarding the development of examination results and the average duration of study, and it proposes modifications to the Study Regulations, and Examination Regulations. Yearly, it evaluates the study plan, and

proposes modifications where appropriate to adapt it to new requirements of science and of professional experience.

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

(6) The Examinations Committee may adopt its own rules of procedure, and may delegate the handling of regular tasks to the Chairperson.

(7) Decisions of the Examinations Committee may be taken by silence procedure.

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

§ 8 Module coordinators, examiners and assessors

(1) The Examinations Committee appoints module coordinators. Only members and staff of the Friedrich Schiller University Jena or—in exceptional cases—of another university who are or have been authorized to teach independently in the respective study programme or comparable modules as 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 the person responsible for a module.

(2) The module coordinator and staff teaching autonomously in a given module are examiners in the respective module without special appointment. Principally, the module coordinator is also considered examiner. If the module coordinator is not teaching in the respective module, the respective teaching staff are examiners. Insofar as the objective and nature of the examination require, persons may be appointed as examiner by the Examinations Committee who have professional experience in the respective field or experience with the training of new professionals, and who have at least a German master's degree or an equivalent degree or qualification. As an assessor can only be appointed a person who has a qualification equal to that which is to be established with the examination.

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

§ 9 Compensation for disadvantages

(1) If a student credibly proves that he/she is unable to take part in an examination entirely or partially in its stipulated form due to prolonged or chronic physical or psychological illness before the examination, he/she will be permitted to take part in the examination in a longer time frame or to take part in a comparable examination in another form.

(2) The same applies for non-assessed coursework accordingly. However, it has to be assured that the concerned students participates in in-class studying sufficiently. Otherwise, the student is to be informed about and referred to the possibility to request a leave of absence for valid reasons in accordance with the Matriculation Regulations (*Immatrikulationsordnung*).

(3) The request will be decided upon by the Examinations Committee. It also decides on other specifications for continuing studies in such cases. The Examinations Committee may demand a medical certificate or a medical certificate from the public health officer (*Amtsarzt*).

II Master's examination

§ 10 Type and scope of the master's examination

- (1) The master's examination comprises several modules and shall be passed in the course of the study programme.
- (2) The master's examination comprises:
1. examinations (module examinations) in the compulsory and required elective modules of the study programme Master of Science Chemistry of Materials
 2. successful implementation of the scientific practical training and of research project
 3. the master's thesis.

§ 11

Type and duration of module examinations, additional modules

- (1) Module examinations may be written tests, a paper to be written at home, a graphic presentation, an oral examination or a combination thereof. Written examinations may also consist of single-choice questions/multiple-choice questions.
- (2) The type of examination for each module is determined in the module specification and announced the same time as the module. If a module examination is composed of several partial examinations, this shall be taken into consideration in terms of scope and form of parts of required coursework/examinations.
- (3) When submitting a written assignment not completed under supervision, the candidate shall confirm in writing that he/she wrote the paper (or in case of a paper written as a group, the part that he/she is responsible for and that is marked accordingly) on her/his own and that no other sources or resources than those indicated were used. Direct and indirect citations and ideas from other works are to be marked as such and detailed information on the source is to be given.
- (4) Examinations which shall be passed in order to be able to continue one's studies, shall be assessed by at least two examiners as a rule from among one shall be a lecturer.
- (5) Examinations are generally held in English. Upon formal request by the student, an examination may be held in German if the examiner agrees.
- (6) The candidate may participate in and complete other modules offered at the Friedrich Schiller University Jena (additional modules) if the number of participants in those modules allows it.
- (7) Additional modules must be completed with an examination. But students cannot earn any ECTS credited towards their study programme. The grades of these examinations do not count towards the final overall grade. Upon formal request of the student, however, additional modules and their grades may be included in the Grade Certificate.
- (8) Students must provide the information that they would like to participate in a module as additional module when registering for the module.

§ 12

Registration for and admission to module examinations

(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 these six weeks, students may cancel their registration without providing reasons if no assessed course work and examination has been completed. After the end of these six weeks, registration is binding.

(2) Upon compulsory registration for the module examination, only students shall be admitted to take the examination who:

1. are enrolled at the Friedrich Schiller University Jena for the Master of Science Chemistry of Materials.
2. meet all requirements for the module examination in question as stipulated in the respective module specification
3. have not definitely failed the concerned or a comparable module examination or a master's examination in the master's programme Chemistry of Materials or are involved in another corresponding examination process.

(3) The person responsible for the respective module decides on the admission to a module examination. Students shall be informed if they are not admitted to the examination at least two weeks before the date for the examination in question.

(4) 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 specifications.

§ 13

Examination dates and deadlines for examinations

(1) All module examinations of the first year of study shall be taken for the first time by the end of the second year at the latest, and those of the second year by the end of the third year at the latest. If a student fails to do so for reasons that he/she is responsible for, the concerned module examinations are considered as failed for the first time.

(2) The master's thesis shall be registered at the Examinations Office of the Faculty of Chemistry and Earth Sciences at least four weeks after the student was informed that he/she had achieved 90 ECTS. The master's thesis shall be submitted to the Examinations Office of the Faculty of Chemistry and Earth Sciences within the time frame determined for writing the master's thesis.

(3) It is students themselves who are responsible for complying with the deadlines for examinations. They must in particular note the cycles and the frequency of individual module examinations determined in the module specifications.

(4) The results of the module examinations shall be announced within four weeks after the last assessed coursework or examination of the module. Within four weeks after the announcement of results and upon prior request, students shall be given the opportunity to look at their graded examination papers or the minutes of their examination.

(5) Module examinations that are a prerequisite for participation in a module in the following semester are to be organized in a way that the results and final grade of a module, also

allowing for a possibility to re-sit the examination, are established before the beginning of the lecture period of the following semester.

§ 14

Grading of examinations and coursework, generating grades

Principally, all modules shall be graded. Assessed coursework and examinations may also be simply graded as 'passed'/'not passed' ('bestanden'/'nicht bestanden' or 'b'/'nb'). Assessed coursework or examinations graded in this way do not count towards the final module or overall grade.

(2) 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

(3) 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.

(4) 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 average of all partial examinations. The weighting of the different partial examinations is permitted. The type of examination for a module is to be announced in the module specification.

(5) 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.

(6) The grades (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>)

(7) In accordance with the decisions by the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany (*Kultusministerkonferenz*, KMK), additional relative grade shall be indicated accordingly. The basis for the calculation of these grades shall be a group of at least 30 students. If necessary, a group of students from different years may be used.

§ 15 Re-taking a module examination

(1) Principally, a module examination that was failed or is considered as failed may be re-taken twice. If a module examination comprises several partial examinations, only the partial examinations that were failed have to be re-taken. The type of a re-sit examination may differ

from the original type of examination. The person responsible for a module will have the authority to decide.

(2) The date for re-sitting an examination is specified in the module announcement at the beginning of the module. It is to be set at a date that there are at least two weeks between the announcement of results of the first examination and the date for the re-sit examination, and that the re-sit examination is completed before the beginning of the lecture period of the following semester. Regarding the modules offered every semester, specific regulations may be applied. These shall be defined in the module specification.

(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. A module examination which is re-taken a second time shall be passed as soon as possible. Otherwise the second re-sit examination is considered as failed.

(4) If a student does not pass the second re-sit examination or if this examination is considered as failed, the entire module examination is definitely failed.

(5) If the Master thesis is failed for the first time or is considered as failed for the first time, it may be re-taken once. A student shall inform about his/her intention to re-take the master's thesis within six weeks after having been informed about failing the first attempt. After a new topic for the master's thesis has been assigned, the second attempt of a master's thesis shall be submitted to the Examinations Office of the Faculty of Chemistry and Earth Sciences in accordance with the regulations. Otherwise the second attempt is considered as failed (*nicht bestanden*), and the master's examination as a whole is considered as definitely failed. Re-taking the master's thesis a second time is not permitted.

(6) Unsuccessful attempts to pass an equivalent module examination at the Friedrich Schiller University in another study programme or at another university or institution of higher education of equivalent status within the scope of application of the German Higher Education Framework Act (*Hochschulrahmengesetz*) in the same or a similar study programme are counted towards the possibility to re-take an examination pursuant to the section 1 and 4 above. The same applies for re-taking the master's thesis.

(7) Students may change one required elective module even if they already passed examinations or are registered for examinations. Such a change is possible only once. The Examinations Office of the Faculty of Chemistry and Earth Sciences shall be informed about the selected required elective module.

§ 16 Non-appearance, withdrawal, deception, infringements of regulations, and violation of the principles of good scientific practice

(1) Examinations are graded as 'failed' (*nicht bestanden*, grade 5.0 according to the German grading system) if students fail to appear at the examination date without good reason or if they withdraw from an examination without good reason after having been admitted to take the module examination. The same applies if a deadline for submitting a paper to be written at home or another similar assessed coursework, an internship report, or the master's thesis was not met.

(2) If a candidate has reasons justifying his/her withdrawal or him/her failing to appear as stipulated in (1) above, he/she must report these to the Examinations Office immediately (i.e. generally within three working days) and in writing, and must provide proof. In case of illness

or an accident of the candidate or a child for whom the student 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 student'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) If students try to influence the result of their assessed coursework or examination by deception or using non-authorized aids or resources, the examination or assessed coursework will be graded as 'not passed' (grade 5.0 according to the German grading system). A student 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 examination or assessed coursework concerned will in this case be graded as 'failed' (*nicht bestanden*, grade 5.0 according to the German grading system). In cases of violating good scientific practice or in case of a repeated deception, the Examinations Committee may decide to exclude the student from taking any examination temporarily or producing other assessed coursework for up to two years. Before such a decision is taken, the case shall be heard.

(4) Within one month of the announcement of examination results, the student may ask for a decision pursuant to section 3 sentences 1 and 2 above to be reviewed by the Examinations Committee.

(5) In particularly serious cases of violations of good scientific practice, the President may exclude the student from taking any other examinations in this study programme permanently upon formal request of the Examinations Committee.

§ 17 Master's thesis

(1) By writing a master's thesis, students are expected to prove they are able to produce a scientific work on a topic in their field of study within a given time frame independently, and to present it according to recognized academic standards. Subject and problem definition shall be formulated so that students are able to meet the given deadline without exceeding the estimated workload for a master's thesis of 900 hours.

(2) The master's thesis may also be written as a group if, by indicating sections or other objective criteria that allow for clear differentiation, the contribution of each is identifiable as individual contribution, can be assessed and graded as such, and meets all requirements stipulated in section 1 above.

(3) Submitting the application to register a master's thesis, the topic shall be submitted which shall be supervised by an examiner appointed by the Examinations Committee. The student shall be given the opportunity to propose topics for his/her master's thesis. Upon request, the chairperson of the Examinations Committee shall ensure that a student is allocated a topic for his/her master's thesis in due time.

(4) Admitted to register for the master's thesis shall be students who:

1. are enrolled at the Friedrich Schiller University Jena for the Master of Science Chemistry of Materials
2. can provide proof that they have reached at least 60 ECTS in the study programme Chemistry of Materials in accordance with the study plan
3. did the scientific practical training or the research internship (15 ECTS) successfully
4. has not passed a master's thesis in the study programme Chemistry of Materials, yet

5. did not definitely fail the master's thesis in the study programme Chemistry of Materials or are not taking part in another examination process at the moment.

(5) The Examinations Committee or its chairperson decides on admission or non-admission to register for a master's thesis. The student shall start working on the master's thesis within eight weeks after admission to the master's thesis.

(6) The time frame to work on the master's thesis is six months. Upon justified request, the deadline may in exceptional cases be extended by three months. The formal request must include an official statement from the supervisor and must be submitted at the latest two weeks before the deadline to submit the master's thesis. It is the Examinations Committee who shall decide on the request. In case of illness which shall be proven with a medical certificate or, upon request, a medical certificate from the public health officer (Amtsarzt), the time frame to work on the master's thesis shall be extended accordingly.

(7) The topic of the master's thesis can only be rejected and returned once in the first two weeks after the topic has been determined. The time passed until the rejection and returning of the subject for the master's thesis does not count towards the overall time frame to work on the master's thesis.

(8) The master's thesis shall be submitted to the Examinations Office of the Faculty of Chemistry and Earth Sciences in three printed and bound hard copies within the prescribed time frame. In addition, an electronic copy (MS Word or PDF file) shall be submitted.

(9) When submitting a master's thesis, the student shall confirm in writing that he/she wrote the paper on her/his own and in accordance with the rules of good scientific practice (or in case of a paper written as a group, the studies that he/she is responsible for and that is marked accordingly), and that no other sources or resources than those indicated were used. Direct and indirect citations and ideas from other works are to be marked as such and detailed information on the source is to be given.

(10) If the master's thesis is not submitted within the time frame prescribed, it is considered as 'failed' (*nicht bestanden*).

(11) The master's thesis shall be evaluated and graded by two examiners. One of the examiners shall be the one who assigned the subject of the master's thesis. The second examiner shall be appointed by the Committee. The evaluation reports shall be provided within four weeks after the 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 2.0 grades (according to the German grading system). If the difference of the two grades is higher than 2.0 (according to the German grading system), a third expert opinion shall be taken into account. This also applies if one of the two examiners awards the grade 'failed' (*nicht bestanden*, 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 'passed' (*ausreichend*, according to the German grading system) or better.

(12) If the master's thesis was given at least the grade 'sufficient' (*ausreichend*, according to the German grading system), the master's examinations are completed with an oral presentation of the master's thesis. The student shall present the most important results,

outcomes or findings of his/her master's thesis in a presentation in English. In a subsequent academic discussion, the student shall be given the opportunity to defend the results, outcomes or findings of the thesis. The defence of the master's thesis shall be carried out with the examiners of the master's thesis jointly.

(13) The overall final grade for the master's thesis is the weighted average of the grades given for the written (3/4) and the oral (1/4) parts. However, the master's thesis can only be graded as 'sufficient' (*ausreichend*, according to the German grading system) if both, the grade for the written and the oral parts, each are 'sufficient' or better.

§ 18 Passing the master's examinations; overall grade

The master's examination is considered as passed if the module examinations in the Master of Science Chemistry of Materials, including practical trainings/internships and elective modules, earning a total of 90 ECTS, and the master's thesis earning 30 ECTS were passed successfully. The overall final grade is the weighted average of all final grades of module examinations and the master's thesis.

§ 19 Grade Certificate, Diploma Supplement, Degree Certificate

(1) Upon successful completion of the Master of Science Chemistry of Materials, a grade certificate shall be issued promptly, if possible within four weeks. It includes the title of the successfully completed modules, the corresponding credit points, and the results (grades) of the compulsory modules, and required elective modules. In addition and upon formal request of the student, additional modules shall be included pursuant to the section 11. The grade certificate shall be signed by the Dean and the Chairperson of the Examinations Committee or his/her deputy. The date of the grade certificate is the day on which all assessed and non-assessed course work, and examinations were completed successfully.

(2) In addition to the Grade Certificate, a Diploma Supplement in German and in English shall be issued based on the joint template by the European Union, the Council of Europe, and UNESCO.

(3) If a student leaves the University or changes his/her study programme, he/she may, upon formal request, be issued a Transcript of Records to prove the successfully completed examinations, assessed and non-assessed course work, and their evaluation.

(4) Together with the Grade Certificate, the student shall also receive 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 the degree was obtained in the Master of Science Chemistry of Materials.

(5) The Degree Certificate shall be 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.

III Final Provisions

§ 20 Invalid examinations

(1) If a student's fraudulent conduct during an examination is found out only after the delivery of the Grade Certificate, the Examinations Committee may correct the assessment for the corresponding examinations or assessed course work accordingly with retrospective effect, and declare all or part of the examination as failed.

(2) If admission requirements for an examination were not met without the students intending to deceive, and this fact becomes known only after the delivery of the Grade Certificate, the passed examination remedies this shortcoming. If a student was admitted based on intentionally deceitful means, the Examinations Committee shall decide on legal consequences.

(3) The student shall 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 the section 1 and 2 sentence 2 shall be taken within five years after the date of issue of the Grade Certificate. Afterwards a decision is no longer permitted.

§ 21 Viewing examination documents, examination files and retention period

(1) After the announcement of results of module examinations, students shall, within a reasonable time frame, be given the opportunity to view the files of his/her written examinations and, where applicable, the corresponding evaluation reports or minutes 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 have to be kept and stored for at least one year after each student's completion of the study programme. The location for storing examination files is set by the Examinations Committee.

§ 22 Appeal procedures

(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 student or graduate may file an objection with the Examinations Committee.

(2) It is the Examinations Committee who shall decide on the objection. If the objection is filed against a decision made by the examiners as defined in the subsection 1, the Examinations Committee shall make a decision after having consulted the examiners.

(3) Members of the Examinations Committee cannot assume this responsibility of the Examinations Committee if they were involved in the examination at which the objection is directed.

(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.

English translation from the German. The translation is for information purposes 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 Jena, the *Verkündungsblatt*.

§ 23 Equal opportunity clause

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

§ 24 Coming into effect

(1) These Examination Regulations come into effect on 1 October 2018 following their announcement in the journal of legal notices of the Friedrich Schiller University Jena (*Verkündungsblatt der Friedrich-Schiller-Universität*).

Jena, 19 February 2018

Prof. Dr Walter Rosenthal
President of the Friedrich Schiller University Jena