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## **Examination Regulations**

**for the**

### **Master's Degree Program in Energy and Environmental Management / Energie- und Umweltmanagement at Europa-Universität Flensburg**

Drafted on January 25, 2012

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These regulations have been amended through the following statutes:

September 9, 2013 (NBI. MBWSchl.-H. 2013; official announcement of the statutes of Europa-Universität Flensburg, Series No. 75)

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March 6, 2018 (NBI. MBWSchl.-H. 2018; official announcement of the statutes of Europa-Universität Flensburg, Series No. 157)

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January 8, 2020 (NBI. HS MBWK Schl.-H. 2020, S. 4; official announcement of the statutes of Europa-Universität Flensburg, Series No. 218)

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In the consolidated - unofficial - version of the Examination Regulations of January 8, 2020

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The following Examination Regulations for the master's degree program in Energy and Environmental Management / Energie- und Umweltmanagement were issued as statutory on the basis of § 52 paragraph 1 and § 49 paragraph 5 of the law governing the universities and University Medical Centre of Schleswig-Holstein (HSG, Higher Education Act) dated February 28, 2007 GVOBl.

Schl.-H. p. 184), as last amended by Article 1 of the laws dated February 4, 2011 (GVOBl. Schl.-H p. 34, ber.GVOBl. Schl.-H. p. 67), through a resolution of the Senate of Europa-Universität Flensburg passed on January 25, 2012 and approval from the University Board of Europa-Universität Flensburg on January 25, 2012,

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## **§1 Scope**

These Examination Regulations apply to the EUF master's degree program in Energy and Environmental Management / Energie- und Umweltmanagement master's program.

## **§2 Objectives of the program, purpose of the master's examination:**

(1) The objectives of the EUF master's degree program in Energy and Environmental Management are as follows:

- To deepen the student's knowledge of and competence in specialized topics in the fields of energy and environmental engineering and in energy and environmental economics, and in the practical application of scientific methods
- To put into practice theoretical and analytical skills regarding complex applications and problems
- To develop intellectual and social competences
- To obtain the qualification required to begin a doctoral course

(2) The master's examination, which marks the completion of this master's degree program, constitutes an additional postgraduate qualification. This examination determines whether the candidate has a good overview of the discipline as a whole, can independently apply and further the development of scientific methods and findings, and possesses the level of expertise required for professional practice.

## **§3 Degree conferral**

(1) The following degree will be awarded upon successful completion of the master's examination: Master of Engineering (abbreviated as 'M.Eng.').

(2) The master's degree is a professional qualification which entitles the holder to begin her or his doctoral studies.

## **§4 Entrance requirements**

(1) The entrance requirements for the EUF master's degree program in Energy and Environmental Management are as follows:

1. An above-average bachelor's degree in Energy and Environmental Management from the Flensburg University of Applied Sciences, including a semester abroad as part of the course of study  
or
2. An above-average bachelor's degree in industrial engineering from a comparable, seven-semester European bachelor's degree program, including a semester abroad as part of the course of study  
or
3. An outstanding bachelor's degree in industrial engineering from a comparable, six-semester European bachelor degree program, plus an additional semester abroad providing 30 ECTS credit points or a proven equivalent achievement

or

4. An outstanding bachelor's degree in engineering from a seven-semester European bachelor's degree program, including a semester abroad as part of the course of study, plus proof of successful completion of the business economics preparation courses (*Brückenkurse*) for this degree program

or

5. An outstanding bachelor's degree in engineering from a six-semester European bachelor's degree program, plus an additional semester abroad providing 30 ECTS credit points or a proven equivalent achievement, plus proof of successful completion of the business economics preparation courses for this degree program

or

6. An outstanding bachelor's degree in industrial engineering from a four (or more)-year bachelor's degree program in a developing or industrializing country, plus at least two years of relevant professional experience

or

7. An outstanding bachelor's degree in engineering from a four (or more)-year bachelor's degree program in a developing or industrializing country, plus at least two years of relevant professional experience and proof of successful completion of the business economics preparation courses for this degree program

In addition, the following documents must be provided:

8. *All applicants*: Proof of good-to-very-good English language skills (for example, a certificate from a general university entrance qualification exam or an accredited international test such as the American TOEFL exam)
9. *Foreign applicants wishing to focus on industrialized countries*: Proof of good German language skills, i.e., a language certificate from a recognized testing authority such as the Goethe Institute
10. All applicants: A meaningful letter of motivation addressing the applicant's choice of study program.

The current version of the statutes of Europa-Universität Flensburg with regard to proof of foreign language skills or of a practical activity (study qualification statutes) shall apply.

(2) For the purposes of these Examination Regulations, an "above-average" degree is one with an overall grade that ranks among the top 50 % for the applicant's cohort and university.

For the purposes of these Examination Regulations, an "outstanding" degree is one with an overall grade that ranks among the top 25 % for the applicant's cohort and university.

(3) The preparation courses (*Brückenkurse*) for graduates with a pure engineering degree includes three modules:

1. Business Administration (4 SWS/ 5 ECTS) (Written examination)
2. Business Economics (4 SWS/ 5 ECTS) (Written examination) and
3. Foundations of Energy Economics and Energy Management (4 SWS/ 5 ECTS) (Written examination).

(4) The accreditation of courses completed at other universities or at a university of applied science as valid equivalents to the aforementioned *Brückenkurse* is determined by the Examination Committee. Section 21 applies accordingly.

(5) Applicants may be required to make up individual courses from among those listed in the course catalogue for Energy and Environmental Management (Appendix B), as a condition of their admittance to this degree program. In such cases, the course specifications are to be set by an Examination Board (*Prüfkommission*) appointed by the chair of the Examination Committee for the Energy and Environmental Management degree program. Proof of successful participation in these additional prescribed courses is a prerequisite for admission to the second-semester examinations. In accordance with §13 (3) of the Examination Regulations, this additional coursework is a prerequisite for admission to any examination.

6) Should admissions restrictions to the Energy and Environmental Management study program apply, applicants will be selected in accordance with the regulations of the Higher Education Admissions Act and the Higher Education Admissions Ordinance of the state of Schleswig-Holstein. The selection procedure governing admission to the university is regulated by the university selection statutes of Europa-Universität Flensburg.

### **§5 Standard period of study, course load**

(1) The standard period of study, including the master's examination, is three semesters.

(2) The student course load amounts to 90 credit points (CP), which is broken down into 60 credit points for the first two semesters, and 30 credit points for the master's thesis in the third semester.

### **§6 Areas of specialization**

(1) The degree program allows students to focus on one of two areas of specialization:

1. "Industrialized Countries"
2. "Developing Countries"

(2) The "Industrialized Countries" specialization addresses the analysis and solution of energy and environmental problems in industrialized countries, and is aimed at students from Germany and other industrialized countries.

(3) The "Developing Countries," specialization addresses the analysis and solution of energy and environmental problems in developing countries, and is especially aimed at students from developing countries, as well as students with an interest in development cooperation.

### **§7 Modules and courses**

(1) This degree program is modular in structure. A module can contain several interrelated courses. Modules are either compulsory or compulsory elective. Optional elective modules may also be taken.

(2) The individual modules for this degree program are listed in the form of a study plan in Appendix A of the Examination Regulations.

(3) Students must successfully complete all compulsory modules.

(4) All students must successfully complete a specific number of compulsory elective modules, as outlined in the study plan. Compulsory elective modules may also be offered in module groups.

(5) In addition to the compulsory and optional compulsory modules, elective modules may be selected from the entire range of courses offered by Europa-Universität Flensburg.

(6) The course types are:

	<b>Course Type</b>	<b>Definition</b>
1	Lecture	Coherent presentation of the course material
2	Tutorial	Processing and deepening of students' understanding of course material in small groups
3	Seminar	Work in specialized subject areas through individually prepared student presentations or small group discussions.
4	Laboratory	Acquisition and improvement of skills and knowledge through practical and experimental small-group activities.
5	Project	Team design and implementation of solutions to practical problems
6	Workshop	Lecture with laboratory work
7	Excursion	Faculty-supervised student outing
8	Remote/Virtual Courses	Course types 1-5 offered in electronic form (students and teachers communicate electronically)
9	Other Course Types	Course types other than those listed in types 1-8

## **§8 Course attendance**

To support their studies and the successful acquisition of the master's degree, and to the extent that attendance at any given course is not mandatory as a prerequisite for an exam in accordance with the provisions of § 52 para. 12. HSG, students are advised to actively prepare for and participate in the courses for each module. They should also—autonomously, if necessary—review coursework and prepare for and take the scheduled exams.

## **§9 Committee work**

Students must derive no special advantages nor incur any disadvantages from their participation in university committees. If a class coincides with a committee meeting, the student is excused from class in order to attend the committee meeting. In such cases, the student must inform the lecturer(s) of the situation well before the committee meeting takes place.

## **§10 Recognition of coursework and examinations, competences and skills**

- (1) Provided that they do not differ substantially from those to be taken at Europa-Universität Flensburg, coursework and examinations taken at other universities in Germany or in other countries may be recognized by EUF. A negative decision must be substantiated and accompanied by instructions about how to appeal.
- (2) The recognition procedure is to be duly communicated to students.
- (3) Insofar as the grading system is comparable to that of EUF, the grades of recognized coursework and examinations will be accepted by EUF and included in the overall grade calculation in accordance with these Examination Regulations. In the case of uncomparable grading systems or ungraded examination results, the recognized exam is deemed to have been "passed." Recognized coursework and examinations may be listed in the official documentation received by students upon the completion of their studies.
- (4) Recognized coursework and examinations will receive the number of credit points specified in the Examination Regulations of Europa-Universität Flensburg.
- (5) Competences and skills acquired outside of the university can count towards university study if they are of proven equivalence to those to be acquired through university study. Up to 50% of the required credit points for this degree program may be credited in this way. Credit points are to be awarded in accordance with the provisions of the Examination Regulations of Europa-Universität Flensburg. A placement test is permitted in some cases.

## **§11 Examination structure and scheduling**

- (1) The master's examination consists of examinations taken during the course of study (§ 13) and final examinations leading to the completion of studies (§ 14).
- (2) Every module concludes with an examination. The examination type, scope and timing, insofar as they are not already regulated by these Examination Regulations and their annexes or by any derogation from these regulations, will be announced to students well before the start of each module or, alternatively, before registration for that module begins. Students must register for modules or module examinations by the deadline set by the chair of the Examination Committee. This registration is binding.
- (3) For every course that must conclude with an exam, examination dates will be set for the end of the semester during which the course was held, and at the beginning and end of the following semester, to the extent that the exam type allows for this.
- (4) Students may take a maximum of two examinations in one day.

## **§12 General examination requirements**

- (1) The prerequisites for admission to an exam are as follows:
  1. A valid confirmation of enrollment, issued by Europa-Universität Flensburg
  2. A formally valid and binding examination registration, submitted in a timely manner
  3. An explanation as to whether (or, as the case may be, how often) the candidate has already failed a master's examination in the same subject area at another university within the jurisdiction of the German Higher Education Framework Act
  4. If applicable, proof of required previous examinations
- (2) Examination admission decisions are made by the chair of the Examination Committee.

(3) Admission to an examination will be denied if the documents are incomplete, or if the candidate has failed to pass a final master's examination at another university.

### **§13 Examinations taken during the course of study**

(1) Examinations taken during the course of study are held at the end of each individual module within the degree program. These exams must be taken during the course of study.

(2) Each module must conclude with an examination. The grades for these examinations are calculated into the final grade of the master's examination. The exam for any given module may be retaken in the event of a failure to pass.

(3) Preliminary examinations are additional exams pursuant to § 4 (5), as they are a prerequisite for admission to the second-semester module examinations. Preliminary examinations may be retaken in the event of failure to pass.

### **§14 Examinations that mark the culmination of studies**

(4) Examinations that mark the culmination of studies are mandatory exams taken by students at the conclusion of their course of study.

(5) The final examinations for any given course of studies comprise:

1. The thesis
2. The oral thesis defense (colloquium)

(6) The scope of the thesis, and other requirements with respect to the thesis, are regulated in § 26 of the Examination Regulations.

### **§15 Repeat Examinations**

(1) Examinations taken during the course of study may be retaken twice, in the event of a failure to pass.

(2) A thesis graded as "Insufficient" (5.0) may only be re-submitted once.

Changing the topic of a thesis submitted for the second time within the official thesis-writing period is only permitted if the first submission made no use of the new topic 26 para. 7).

(3) The oral thesis defense (colloquium) may be repeated only once, in the event of a failure to pass.

(4) As a rule, repeat examinations should be offered during the semester following the original exam, at latest.

(5) Examinations must be retaken within two semesters of the original examination date, at latest.

(6) If the student misses the deadline indicated in (5), the corresponding repeat examination will be deemed to have been "Failed."

(7) In the case of an examination classified as "Other" (*sonstige Prüfung*) (§18) the examiner must inform the Examination Committee of the regulations concerning repeatability of the exam until its revocation. Examiners must inform students of this regulation at the start of classes each semester.

(8) Examinations that cannot be retaken will be deemed to have been "Failed."

(9) An exam that has already been passed cannot be retaken.



## §16 Written examinations, oral re-examinations

- (1) During written examinations (*Klausuren*), candidates should prove that they can identify a problem and find ways to solve it using the methods common to their subject, in a limited amount of time and with limited resources. Examination tasks are to be provided by the authorized examiners (§22). All students of a given subject must take the corresponding written examination for that subject at the same time, on the scheduled examination date and under examination conditions.
- (2) Written examinations must last least 60 minutes and at most 180 minutes.
- (3) Written examinations are graded by one authorized examiner, or two if the exam has been retaken for the last time. If the two examiners disagree with respect to the grade, the Examination Committee will decide on the grade.
- (4) A student whose repeat written examination has been graded as “Insufficient” (5.0) can apply to take an oral re-examination (*Nachprüfung*), if the examination is a *Prüfungsleistung* (a graded exam which must be passed) and the score of the failed exam represents at least 80 % of that needed for a grade of “Sufficient” (4.0). The oral re-examination is to be given by the authorized examiner for that exam. Oral re-examinations should last 15 minutes. The decision whether to give a grade of “Sufficient” (4.0) or “Insufficient” (5.0) for the corresponding subject is determined on the basis of the oral re-examination. The oral re-examination must be taken within the same time period stipulated for the written exam.
- (5) Written examinations comprising several sections should be graded as a single exam.

## §17 Oral Examinations

- (1) In an oral examination (*mündliche Prüfung*), examinees are expected to prove that they have an overview of the examination subject and can understand and frame specific issues accordingly. The oral examination also assesses whether the candidates have a broad basic knowledge.
- (2) Oral examinations should normally last 30 minutes per candidate.
- (3) Oral examinations are to be taken in groups or individually, in front of at least two examiners (in this case, the exam is called a *Kollegialprüfung*), or else in front of one examiner accompanied by an expert assessor (*Beisitzer*) who has knowledge in the examination subject area. Within this framework, candidates in a given examination subject area are generally tested by only one examiner. Before assigning a grade, that examiner will consult with the other examiner (in the case of a *Kollegialprüfung*) or the expert assessor.
- (4) The main components and the results of the oral examination are to be recorded in a protocol. The overall result must be announced to the candidate at the end of the oral examination.
- (5) Unless the candidate objects, other students may sit in on an exam as listeners if they wish to take that same examination during a later examination period. This permission does not, however, entitle the listeners to sit in on advisory discussions with the candidate, or those in which the candidate is informed of her or his examination results.

## §18 Other examinations

- (1) Other examinations (*sonstige Prüfungen*) may include homework, presentations, practical exercises, case studies, projects, drafts, computer programs, or a combination thereof. Notwithstanding this, in justified exceptional cases this type of examination may also

be treated as a *Klausur* and graded as such. The Examination Regulations generally identify the type of examination; as they permit several different options in this regard, the examiner will inform both the student and the Examination Committee of the form (type and scope) of the exam before the start of each module, or before registration for that module begins.

(2) This type of examination is given and graded by the person responsible for teaching the course for which the exam is given. Repeat exams retaken for the last time should be graded by two authorized examiners.

### §19 Examination assessment and grading

(1) An examination assesses the achievement of individual candidates. Group work can only be recognized as the achievement of individual candidates to the degree that the individual performance of separate candidates is clearly distinguishable and understandable in itself. This distinction must be based on objective criteria.

(2) In general, the examiner for whose course an exam must be taken will assess students' performance in that exam. If the exam consists of several sections, each individual section of the exam has to be passed with a minimum grade of "Sufficient." If not otherwise stated for a specific subject, the overall grade represents the arithmetic mean of the grades for all individual sections of the exam.

(3) The following examination grading scheme must be used:

1 =	Very good	=	Excellent performance
2 =	Good	=	Performance substantially exceeds average requirements
3 =	Satisfactory	=	Performance meets average requirements
4 =	Sufficient	=	Performance is flawed, but meets minimum requirements
5 =	Insufficient	=	Performance does not meet minimum requirements

(4) When determining the grades, underlying individual grades in the valuation range between 1.0 and 4.0 may deviate from the whole figures by +/- 0.3 in order to better differentiate between the actual test performances. The grades 0.7, 4.3, 4.7 and 5.3 are excluded.

(5) If the grades are averaged, the following applies:

From	1.0 to 1.5	=	Very good
Over	1.5 to 2.5	=	Good
Over	2.5 to 3.5	=	Satisfactory
Over	3.5 to 4.0	=	Sufficient
Over	4.0	=	Insufficient

Grades must be rounded up to the first decimal point. All other digits should be deleted without rounding.

(6) In addition to the grade based on German grade scale of 1 to 5, a relative grade in accordance with the current version of the ECTS Users' Guide will be included in the final grade notation. Depending on the size of examinee's graduating class, the cohorts of at least two graduating classes from previous years is to be used basis for calculating the relative grade.

(7) The transferability and recognition of the course and exam grades received by students at universities outside the Federal Republic of Germany is regulated through the Examination Committee. § 10 applies.

(8) Subject to final approval at the meeting of the Examination Committee, examination results are to be announced by the Examination Committee, in accordance with data protection regulations, in the manner customary for universities.

(9) Examinations are to be graded within three weeks of the examination date. This does not apply to the evaluation of the master's thesis (§ 27, Par. 4).

## **§20 Examination Language**

Examinations for the "Industrialised Countries" specialization are given in either German or English, depending on the language of instruction of the corresponding module. Examinations for the "Developing Countries" specialization are given in English, which is also the language of instruction.

## **§21 Examination committee, organization of examinations**

(1) The university appoints an Examination Committee (*Prüfungsausschuss*) to organize the examinations. This committee regulates all tasks associated with the implementation of these Examination Regulations. It may also propose modifications and further developments of the Examination Regulations to the Academic Commission (*Studienausschuss*) and the Senate of EUF.

(2) The Examination Committee is comprised of six members including three faculty members, two scientific staff members, and one student. Committee members hold a three-year term of office; the term of office for the student member is one year. Examination committee members may be re-elected.

(3) The Examination Committee chair, deputy chair, other members, and their representatives are appointed by the Senate of EUF. The chair and the deputy chair must be faculty members. In the event of a tie, the committee chair will cast the deciding vote.

(4) The Examination Committee will constitute a quorum if, in addition to the chair or the deputy chair and one additional faculty member, at least two other members with voting rights are present. It will act by a simple majority. In the event of a tie, the motion will be deemed rejected. Only members who fulfill the requirements set forth in § 51 para. 3 of the Higher Education Act may participate in decisions about the grading of exams.

(5) All decisions relating to exam organization are made by the Examination Committee.

(6) The Examination Committee may delegate the execution of their regulatory tasks to the committee chair.

(7) The Examination Committee ensures compliance with the provisions of the examination and study regulations. It reports regularly to the Senate on the development of the examinations and study periods, gives suggestions, and publishes the distribution of subject grades and overall grades.

(8) Examination Committee members have the right to sit in on examinations.

(9) Examination Committee members are officially bound to maintain confidentiality. Committee members who are not German public servants must be bound to confidentiality by the committee chair.

## **§22 Authorized examiners and expert assessors**

(1) Authorized examiners (*Prüfungsberechtigte*) and expert assessors (*Beisitzer*) are appointed by the Examination Committee which, in turn, may delegate this duty to the committee chair.

- (2) A person may only act as an authorized examiner if she or he has obtained at least the minimum academic qualification in the examination subject and—unless there are compelling reasons to overlook this requirement—has independently taught a course or courses in the exam subject area. If several examiners are involved, at least one of them should have taught in the examination subject.
- (3) The following persons may be appointed as authorized examiners:
1. Professors
  2. Scientific staff members, freelance lecturers, and adjunct lecturers, provided they have been employed to teach an EUM program course that has a final exam and complies with the requirements of § 51 par. 3 HSG.
- (4) Anyone who fulfills the conditions of § 51 (3) HSG may be appointed as a qualified assessor.
- (5) Authorized examiners act on behalf of the Examination Committee. They are not bound by instructions when evaluating examination performance.
- (6) For authorized examiners and assessors, § 21 par. 9 applies accordingly.

### **§ 23 Compensation of disadvantages due to disability; failure, withdrawal, cheating, misconduct**

- (1) Disabled or physically impaired persons who can prove, by presenting a medical certificate or an ID card for the severely disabled, that they are not able to take in the intended form all or part of an exam or partial performance required for admission to an exam, may be allowed by the chair of the Examination Committee to take an equivalent exam in a different form.
- (2) An exam will be graded as 'Insufficient' (5.0) if the candidate has registered for it but failed to show up for that exam, or if the candidate has, for no valid reason, withdrawn from an exam after it has begun. The same applies when the candidate fails to complete or submit an exam by the given deadline.
- (3) The candidate must give the Examination Committee a written statement offering credible reasons for her or his withdrawal or absence from an exam. This written statement must be given to the Examination Committee immediately—within three working days, (including Saturday), at latest, of the exam in question. In order to meet this deadline, the statement must be delivered directly to the examination office; simply handing it in at the post office (postmark) is not sufficient. If the candidate is ill, a doctor's note (or, in case of doubt, a certificate issued by a public-service doctor or *Amtsarzt*) attesting to the candidate's inability to take the exam must be presented. If for good reasons this is not possible within the aforementioned period, the Examination Office (*Prüfungsamt*) must be duly informed within that same period. If the reasons for withdrawal or absence are accepted, the incident will not be defined as an attempt to take the exam.
- (4) If a candidate tries to influence the result of her or his examination through cheating or the use of unauthorized aids, the examination will be graded 'Insufficient' (5,0). This same grade will also apply if the deception is not discovered until after the exam has been taken. A candidate who intentionally interferes with the proper examination procedure may be barred by the examiners or thesis supervisor from continuing with the exam. In this case, the examination in question will be graded as 'Insufficient' (5,0).

(5) All written work (in the case of an admissible group work, this refers to the correspondingly marked part of that group work) must close with the following written affirmation, to be signed personally by the student:

I hereby expressly declare that I have written this work on my own using no sources, aids or resources other than those cited in it. In particular, I expressly affirm that I have not used any services or received support of any kind, paid or unpaid, from ghostwriter agencies, comparable service providers, or other third parties. All text passages cited or borrowed (either verbatim or in spirit) from printed, electronic or other sources have been duly acknowledged by me.

Neither all nor any substantial parts of the work now being submitted have been previously submitted in another examination procedure. The printed version of this work submitted is identical to the version stored on the electronic storage medium.

I am aware that violations of this policy may result in a grade of "Insufficient/Fail" (5.0) with respect to my submitted work, and in more serious cases could lead to further measures by Europa-Universität Flensburg including my possible ex-matriculation from the university.

I am aware of and agree to the fact that this text can be digitally stored and checked or scanned using anti-plagiarism software.

Flensburg, Date

Signature

First name, Last name

(6) If the work substantively violates the basic rules of academic work, it may be given a failing grade for a minor offense. In particularly severe cases (e. g. large-scale plagiarism), the candidate may be expelled from the university by the Examination Committee. Before such an extreme decision is made, the candidate's view must be heard.

## **§24 Appellate procedure**

(1) Any decisions by the Examination Committee or its chair which are detrimental to the candidate must be communicated to the candidate in writing, stating the reasons for the decision and instructions about the appellate procedure.

(2) The candidate may appeal the decision of the examiners, the Examination Committee, and the chair of the Examination Committee within one month after the decision has been announced. The appeal must be made in writing or declared for recording and given to the chair of the Examination Committee, which will then decide on the matter.

(3) The candidate may file a suit against the committee's decision with the Administrative Court of Schleswig-Holstein within one month of receiving the notice of opposition.

## **§25 Scope and format of the master's examination**

The master's examination consists of:

1. The examination results, in accordance with the regulations of these Examination Regulations
2. The thesis
3. The thesis defense (colloquium)

## §25 Thesis

- (1) The master's thesis is the assessment that marks the conclusion of a candidate's studies in the master's program. In the master's thesis, candidates should demonstrate that they can independently address a defined problem in their field of expertise within a given period of time, using academic methods
- (2) As a rule, the master's thesis should be written after all module examinations for the degree program have been completed.
- (3) The topic of the thesis may be assigned by any professor, or by any person authorized to give the examination. The person who assigns the thesis topic must be independently teaching within the curriculum for the master's program. The candidate must be given the opportunity to suggest her or his own thesis topic. This proposed topic may also be developed in cooperation with companies or institutions in whose working context the thesis can be developed. Upon request, the chair of the Examination Committee will ensure that the candidate receives a thesis topic in a timely manner.
- (4) The thesis may also be accepted in the form of a group thesis, if the evaluable contributions of individual candidates are clearly distinguishable and evaluable based on the indication of sections, page numbers or other objective criteria which permit a clear differentiation of work ownership, and if these contributions meet the requirements of paragraph
- (5) The thesis topic is issued by the chair of the Examination Committee. This action officially opens the time period allocated for completion of the thesis. This date of issue must be documented.
- (6) The standard period allocated for completion of the thesis is six months. In exceptional cases, upon recommendation of the thesis supervisor, the chair of the Examination Committee may set the duration of this period when assigning the thesis topic. In both cases, the latest possible submission date for the thesis must be duly recorded. The thesis topic and tasks must be designed in such a manner that the thesis can be completed within the specified time period.
- (7) The topic of the thesis may be changed only once, and has to be done within four weeks of its issue. Topics changed later than this will be considered as unworked on, in which case the thesis will be graded as "Insufficient" (5.0).
- (8) The Examination Committee may, upon request in exceptional cases, extend the submission deadline by a maximum period of three months, provided that the reason(s) for the extension are not personally attributable to the student. Extension requests should be submitted at least two months before the thesis submission deadline, except those due to illness. In the case of an illness-related extension, a doctor's certificate must be submitted immediately. In all other cases, the request must be accompanied by a substantiated statement from the thesis supervisor, explaining why the results produced within the designated period of time are not enough to permit evaluation of the thesis.
- (9) The thesis (that is, the correspondingly marked part of it corresponding to admissible group work) must close with the following written affirmation, to be signed personally by the student:

I hereby expressly declare that I have written this work on my own using no sources, aids or resources other than those cited in it. In particular, I expressly affirm that I have not used any services or received support of any kind, paid or unpaid, from ghostwriter agencies, comparable service providers, or other third parties. All text passages cited or borrowed (either verbatim or in spirit) from printed, electronic or other sources have been duly acknowledged by me.

Neither all or any substantial parts of the work now being submitted have been previously submitted in another examination procedure. The printed version of this work submitted is identical to the version stored on the electronic storage medium.

I am aware that violations of this policy may result in a grade of "Insufficient/Fail" (5.0) with respect to my submitted work, and in more serious cases could lead to further measures by Europa-Universität Flensburg including my possible ex-matriculation from the university.

I am aware of and agree to the fact that this text can be digitally stored and checked or scanned using anti-plagiarism software.

I agree / do not agree that my work can be lent out to a third party.

Flensburg, Date

Signature

First name, Last name

## **§26 Submission and assessment of the thesis**

- (1) The thesis must be submitted to the chair of the Examination Committee by the specified deadline. The date of its submission must be duly recorded. Theses that are submitted late will be graded as "Insufficient" (5.0).
- (2) The thesis must be submitted in triplicate as a print document and also either electronically or by post. In the latter case, it must be postmarked no later than the date of the submission deadline. The electronic version must be readable using any standard text document processing software.
- (3) Generally, the thesis should be evaluated by two examiners, including the candidate's thesis supervisor. When the examiners cannot agree on a grade, the latter will be determined by the Examination Committee.
- (4) The thesis must be graded within a period of six weeks.
- (5) The definitive grade for the thesis is determined after the thesis defense has taken place.

## **§27 Colloquium / Thesis Defense**

- (1) The thesis defense is an interdisciplinary oral examination based on the thesis topic. During the defense, the candidate should demonstrate that she or she is able to do the following:
  1. Can independently explain and represent the results of her or his thesis
  2. Can identify other problems from her or his course of study related to the thesis topic, and can identify possible solutions
  3. Can apply the scientific knowledge gained from working on the master's thesis to matters relating to her or his future professional activity
- (2) The thesis defense is carried out by the thesis supervisor and at least one other authorized examiner, who is appointed by the chair of the Examination Committee. With

respect to the second examiner, the wishes of the candidate should be accommodated to the greatest possible extent. Those examiners present are to carry out the evaluation on equal terms. The defense includes a 30-minute presentation and a discussion lasting at least another 30 minutes. The grade represents the arithmetic mean of the individual sections of the defense, and should be determined immediately following the conclusion of the defense. The final grade should be communicated to the candidate immediately.

(3) Candidates must submit the thesis as a prerequisite to their registration for the thesis defense.

### **§29 Passing the master's examination, determining the final grade**

(1) A passing grade on the master's examination will be given when the following requirements have been met:

1. All examinations have been passed with a minimum grade of "Sufficient" (4,0)
2. The thesis has received a minimum grade of "Sufficient" (4.0)
3. The candidate has successfully completed all preliminary examinations, as specified in the Examination Regulations

(2) The Examination Committee determines whether or not the candidate has passed the master's examination.

(3) The overall grade of the master's examination is determined as a weighted, arithmetic average of the grades for the various examination sections. For individual modules and the master's thesis, the grade is weighted with the number of ECTS credit points awarded for each of these examination components, as a proportion of the total ECTS credit points given for both modules and the master's thesis together. The thesis and oral defense together have a weight of 30 ECTS. The partial grade for the oral defense has a weight of 20 % of 30 ECTS for the oral defense and that of the thesis has a weight of 80 % of 30 ECTS. If credits have been given for ungraded examinations taken at other universities in accordance with § 23 para. 3 PO, the number of ECTS credit points used as the basis for the calculation will be reduced by the number of credit points of these ungraded exams.

### **§30 Master's examination certificate**

(1) The final examination certificate (*Zeugnis*) for a passed master's examination must be issued immediately, preferably within six weeks of the last exam. The certificate must show the degree program name and the grades of individual examination components. The date on the master's examination certificate should be taken from that of candidate's last examination

(2) The master's examination certificate for passed master's examinations must also record the thesis topic and grade, and the overall grade.

(3) This master's examination certificate will be signed by the chair of the Examination Committee and the president of Europa-Universität Flensburg.

(4) In addition to the master's examination certificate, the candidate will receive a transcript (*Notenkonto*) list of all coursework and examinations taken during her or his course of study. Grades given for elective modules may be included in the transcript at the request of the candidate. They are not calculated into the final overall grade.

(5) The candidate will also receive a diploma supplement certifying her or his successful completion of the master's examination.



(6) A candidate who has failed the master's examination may request from the chair of the Examination Committee a certificate listing all of her or his examinations to date, in which it will also be noted that the candidate has failed the examination.

(7) Within the framework of cooperation programs with foreign partner universities, foreign students may be awarded a special university certificate confirming the successful completion of the examinations within the context of a self-contained study program. This certificate, and the examinations required to obtain it, must be regulated within the framework of the cooperation agreement with the partner university abroad. The designation of the form of the university certificate and the examinations to be taken to obtain it must be specified in a cooperation agreement with the foreign partner university.

### **§31 Diploma**

(1) Together with the master's examination certificate, the candidate will receive a master's diploma confirming that she or he has been awarded the master's degree.

(2) The diploma will be signed by the chair of the Examination Committee and the president of Europa-Universität Flensburg.

### **§32 Invalidity of the master's examination**

(1) If the candidate has cheated during an examination but the Examination Committee only becomes aware of this after the diploma has been awarded, the committee can retroactively amend the grades of those examinations in which the candidate cheated and declare the overall examination, or parts of it, as "Failed."

(2) If the candidate failed to fulfill the prerequisites for admission to an examination, but did not intend to cheat, and this only comes to light after the diploma has been awarded, the exam in question will be given a passing grade in compensation for the error. If the candidate has intentionally cheated during the admissions procedure, the Examination Committee will decide on the withdrawal of administrative acts in compliance with the general principles of administrative law.

(3) The candidate must be allowed to present her or his case before a decision is reached.

(4) The inaccurate master's examination certificate will be withdrawn and, if appropriate, a new one issued. The diploma must also be withdrawn if it is deemed that the candidate would have failed the exam had she or he not cheated. A decision in accordance with Paragraph 1 and Paragraph 2 Sentence 2 is no longer possible after five years from the date of the examination master's examination certificate have elapsed.

### **§33 Examination record**

The candidate is permitted to see her or his written examination papers, the comments of the examiners and the examination protocol. The examination records should be kept on file for a period of five years following the year of the examination, unless they are needed for an appeal procedure which has not yet been finalized. A copy of the certificate of a successfully passed master's examination must be kept on file for at least 50 years.

### **§33 Entry into force**

(1) These regulations will enter into force on the day following their publication.

(2) The examination board will decide on cases of hardship for which the student is not responsible.

### **§34 Provisions governing credits**

(1) Examinations and preliminary exams taken and passed by students of the Energy and Environmental Management master's degree program at Europa-Universität Flensburg before the entry into force of the Examination Regulations will remain valid. The corresponding examination results are to be fully included in the calculation of the overall grade.

(2) Failed attempts to pass the exam made prior to the entry into force of these Examination Regulations will count against the number of attempts set forth in the new examination regulation to the extent allowed by the structure of the module examination.

(3) Upon request, the Examination Committee will decide cases concerning hardship beyond the student's control.

EUROPA-UNIVERSITÄT FLENSBURG

Flensburg, January 25, 2012

University President

Prof. Dr. Waltraud Wende

## Appendix A: Module Overview and Study Plan

### Module and Examination Schedule for the Energy and Environmental Management Master's Degree Program (Specialization: 'Industrialized Countries')

<b>Sommer Semester Modules (1. Semester)</b>						
<b>Module</b>	<b>Course</b>	<b>Type</b>	<b>Exam Type</b>	<b>SWS</b>	<b>CP</b>	<b>Preconditions</b>
Energy Management	Energiemanagement	V	Written exam	4	5	none
Elective module Engineering 1	Choice from 14 Engineering modules	S/V	See module list 1	3-4	5	none
Elective module Engineering 2	Choice from 14 Engineering modules	S/V	See module list 1	3-4	5	none
Sustainable Energy Systems	Sustainable Energy Systems	S	Homework and presentation	6	10	none
Elective module, Economics and Law 1	Choice from 14 modules in economics and law	S/V	See module list 2	3-4	5	none
<b>Total for all Semester 1 modules:</b>				<b>19-23</b>	<b>30</b>	

<b>Winter Semester Modules (2. Semester)</b>						
<b>Module</b>	<b>Course</b>	<b>Type</b>	<b>Exam Type</b>	<b>SWS</b>	<b>CP</b>	<b>Prerequisites</b>
Engineering Informatics*	Choice from three available modules	V	Written exam / Homework and Presentation	4	5	Students admitted into the program under § 4 Abs. 5 of the Examination Regulations must prove that they have met these requirements before they may take the second-semester exams.  In addition, certain modules require prior the prior successful completion of other modules. Such cases are listed in the footnotes to the overview.
Elective module, Engineering 3	Choice from 14 Engineering modules	S/V	See Module List 1	3-4	5	
Elective module, Engineering 4	Choice from 14 Engineering modules	S/V	See Module List 1	3-4	5	
Environmental Economics	Environmental Economics	V	Homework and oral presentation	4	5	
Elective module, Economics and Law 2	Choice from 14 modules in economics and law	S/V	See Module List 2	3-4	5	
Elective module, Economics and Law 3	Choice from 14 modules in economics and law	S/V	See Module List 2	3-4	5	
<b>Total for all Semester 2 modules:</b>				<b>20-23</b>	<b>30</b>	
*) The following engineering informatics modules are available: <ul style="list-style-type: none"> <li>- Energieautomation</li> <li>- Power Grid Modelling</li> <li>- Introduction to Energy System Modelling and Optimization</li> </ul>						

### **1) Electives in Engineering:**

The following engineering modules are normally available; course offerings may vary by year (examination type appears in brackets):

- Green Engineering Theory (homework and presentation)
- Green Engineering Project (prep for Green Engineering Theory) (homework and presentation)
- Schweißtechnik (written exam)
- Entwicklung und Bewertung energietechnischer Systeme (homework)
- Applied Environmental Science (Laborbericht)
- Applied Informatics in Energy Planning (homework and presentation)
- Advanced Topics in Wind Energy (exam or homework)
- Energiespeichertechnik / Energy Storage Systems (poster presentation)
- Wind Energy Technology – State of the Art (exam or oral presentation)
- Energy Modelling Project (homework and presentation)
- Advanced Power Plant Technology (oral, written and poster presentation)
- Energieeffizienz versorgungstechnischer Systeme (exam)
- Grit Integration (exam)
- Offshore wind energy; Operation and Maintenance (oral presentation)

### **2) Electives in Economics / Social Sciences and Law**

The following economics and law modules are normally available; course offerings may vary by year (examination type appears in brackets):

- Umweltmanagement (exam)
- Trading Energy (presentation)
- External Costs of Energy (homework and presentation)
- Energy and Environmental Policy (homework, presentation, role play)
- Energierecht (exam)
- Integrierte Klimaschutzkonzepte (homework)
- Investment analysis and Financing of Energy Projects (case study, presentation, oral exam)
- Windparkprojektierung (homework and presentation)
- Strategic Management: Theory and Practice (homework and presentation)
- Entrepreneurship: Theory and Practice (homework and presentation)
- Organizational Change and Development (homework and presentation)
- Unternehmenskommunikation (exam)
- Green Entrepreneurship (homework and presentation)
- Geographical Information in Sustainable Energy Systems (homework and presentation)

<b>Semester 3</b>				
<b>Module</b>			<b>Examination</b>	
<b>Course or activity</b>	<b>Type</b>	<b>CP</b>	<b>Form (and scope, p.r.n.)</b>	<b>Prerequisites</b>
Master's thesis	Thesis	30	Thesis <sup>1)</sup> and thesis defense <sup>2)</sup>	see § 25 Abs. 2 and § 27 para. 3 of the Examination Regulations
<b>Total for all Semester 3 modules:</b>		<b>30</b>		
Note: 1) 1) The maximum time period for completing the thesis is 6 months. 2) A passing grade in the thesis defense (colloquium) is a prerequisite to recognition of the thesis. It accounts for 20% of the overall grade for the master's thesis.				

Legend:

CP	Credit Points
S	Seminar
Ü	Tutorial
SWS	Semester Hours per Week ( <i>Semesterwochenstunden</i> )
V	Lecture

**Module and Examination Schedule for the Energy and Environmental Management  
 Master's Degree Program (Specialization: 'Developing Countries')**

<b>Semester 1 Modules</b>						
<b>Module</b>	<b>Course</b>	<b>Exam Type</b>	<b>Course Type</b>	<b>SWS</b>	<b>CP</b>	<b>Prerequisites</b>
Sustainable Energy Planning in Rural Areas	Sustainable Energy Planning in Rural Areas	Homework and presentation	S	4	5	none
Elective 1, Engineering	Choice from 3 engineering modules	See module list <sup>1)</sup>	S	4	5	none
Applied Informatics in Energy Planning	Applied Informatics in Energy Planning	Homework and presentation	S	4	5	none
Diversity Management in International Development Cooperation	Diversity Management in International Development Cooperation	Homework and presentation	S	4	5	none
Elective module, Economics and Law 1	Choice from 7 modules in economics and law	See module list <sup>2)</sup>	S/V	3	5	none
Sustainable Energy Systems	Sustainable Energy Systems	Homework and presentation	S	4	5	none
<b>Total for all Semester 1 modules</b>				<b>23</b>	<b>30</b>	
<p>*) For the field of engineering, students can normally choose between the following modules:</p> <ul style="list-style-type: none"> <li>- Renewable Energy I (written examination)</li> <li>- Renewable Energy II (written examination, presentation and homework)</li> <li>- Rational Use of Energy and Energy Auditing (homework and presentation)</li> </ul>						

Semester 2 Modules						
Module	Course	Type	Exam Type	SWS	CP	Prerequisites
Project Management in International Development Cooperation	Project management in International Development	S	Homework and presentation	4	5	Students admitted into the program under § 4 Abs. 5 of the Examination Regulations must prove that they have met these requirements before they may take the second-semester exams.  In addition, certain modules require prior the prior successful completion of other modules. Such cases are listed in the footnotes to the overview.
Elective module, Engineering 2	Choice from 3 engineering modules	S/V	See Module List <sup>1)</sup>	4	5	
Elective module, Economics and Law 2	Choice from 7 modules in economics and law	S/V	See Module List <sup>2)</sup>	4	5	
Environmental Economics	Environmental Economics	V	Homework and presentation	4	5	
International Classroom	International Classroom	S/P	Homework and presentation	8	10	
<b>Total for all Semester 2 modules:</b>				<b>24</b>	<b>30</b>	

1) For the field of engineering, students can normally choose between the following modules (course offerings can vary by year):

- Renewable Energy I (written examination)
- Renewable Energy II (written examination)
- Rational Use of Energy and Energy Auditing (homework and presentation)

2) For the fields of economics and law, students can normally choose between the following modules (course offerings can vary by year):

- Development Strategies and Organizations in International Development Cooperation (homework and presentation)
- Sustainable Energy Innovation / Implementation in Developing Countries (homework and presentation)
- Trading Energy (presentation)
- External Costs of Energy (homework and presentation)
- Energy and Environmental Policy (homework, presentation, role play)
- Investment analysis and financing of energy projects (case study, presentation, oral exam)
- Organizational Change and Development (homework and presentation)

3) Students without a bachelor's degree in industrial engineering must take the module 'Sustainable Energy Innovation / Implementation in Developing Countries' (homework and presentation) instead of the second elective module in economics.



Semester 3				
Module			Examination	
Course or Activity	Type	CP	Form (and Scope, p.r.n.)	Prerequisites
Master's thesis	Thesis	30	Thesis <sup>1)</sup> and thesis defense <sup>2)</sup>	see § 25 Abs. 2 and § 27 para. 3 of the Examination
<b>Total for all Semester 3 modules</b>		<b>30</b>		
Note: 1) The maximum time period for completing the thesis is 6 months. 2) A passing grade in the thesis defense (colloquium) is a prerequisite to recognition of the thesis. It accounts for 20% of the overall grade for the master's thesis.				

Legend:

- CP      Credit Points
- S        Seminar
- Ü        Tutorial
- SWS     Semester Hours per Week (*Semesterwochenstunden*)
- V        Lecture

**Appendix B:**

**Subject catalogue, in accordance with the admission requirements state in Section 4**

	SWS
<b>Engineering</b>	
Energy and environmental technology	
Power engineering systems and power plant technology	6
Electrical power supply	2
Renewable energy technology	8 (inkl. Labor)
Integrated environmental protection	
Environmental management	2
Environmental technology I + II	8 (inkl. Labor)
<b>Economics</b>	
Energy Economics and Environmental Economics	
Foundations of Energy and Environmental Management	4
Energy Economy I	2