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Only the version published in the Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) shall prevail and be binding. This is a non-official version of the Examination Regulations.

**Joint Examination Regulations for the Degree Courses
Master of Arts (M.A.) in Political Science and
Master of Arts (M.A.) in Sociology
of the School of Social Sciences of
the University of Mannheim**

as at 7 March 2013

(Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats)
No. 07/2013 Part 3 pp. 7 et seqq.)

1st amendment as at 26 February 2014

(Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats)
No. 05/2014 of 13 March 2014)

2nd amendment as at 29 June 2015

(Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats)
No. 17/2015 Part 1 of 2 July 2015, pp. 7 et seqq.)

3rd amendment as at 9 December 2015

(Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats)
No. 30/2015 of 18 December 2015, pp. 20 et seqq.)

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I. General Provisions

1. Part: General Information

Section 1 – Gender-Neutral Language

In the German language version of these Examination Regulations, this section deals with the subject of gender-neutral language. For the English language version, this is not relevant and therefore omitted.

Section 2 – Scope

These joint Examination Regulations comprise the regulations and procedures for the degree courses Master of Arts (M.A.) in Political Science and Master of Arts (M.A.) in Sociology of the School of Social Sciences of the University of Mannheim.

2. Part: Degree Course

Section 3 – Purpose of the Degree Course and Graduation

- (1) The master's examination marks the proper completion of a consecutive master's program. The master's degree comprises examinations taken during the course as well as the final master's thesis.
- (2) If a student of the master's program in Political Science or Sociology, respectively, completes the master's examination, he or she will be granted the degree "Master of Arts (M.A.)" by the University of Mannheim.
- (3) The master's examination serves to prove whether the student has gained substantial knowledge in the field of study, is capable of interconnecting subject areas of the field and has the ability to apply scientific methods and findings in his or her field as well as in an interdisciplinary context.

Section 4 – Required Coursework, Course Structure and Standard Period of Study

- (1) The degree course starts in the fall semester. The period of study for the master's program, during which all coursework and examinations required to pass the master's examination are to be completed, is four semesters (standard period of study). The required coursework corresponds to at least 120 credits in accordance with the European Credit Transfer System

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(ECTS). One ECTS credit corresponds to an average workload of 30 hours. The workload comprises the hours spent in class and the hours spent on the preparation for and the revision of classes, self-study as well as the hours spent on preparing for examinations and the examinations themselves. The workload for each semester may amount to a total of about 900 hours.

- (2) The master's programs M.A. in Political Science and M.A. in Sociology have a modular course structure. The requirements for each subject can be drawn from the respective subject-specific attachments. The course structure is described in the respective valid versions of the module catalogs for the Master of Arts Political Science and Master Arts Sociology.
- (3) The degree course is designed to be completed within the standard period of study. The contents are limited accordingly.
- (4) It is the student's responsibility to ensure that the deadlines and specifications listed in these Examination Regulations are met.
- (5) Courses in the M.A. Sociology and in the M.A. Political Science are solely taught in English. Sentence 1 also applies for taking examinations and completing coursework.

3. Part: Periods of Protection

Section 5 – Extension of Examination Deadlines

- (1) The examination deadlines as well as the deadlines to take examinations and complete coursework in order to complete the program shall be extended by the examination committee upon written request from a student, which is submitted in due time, if the respective student is in need of an extension due to special conditions he or she is not responsible for. The examination committee shall grant individual extensions based on case by case decisions.
- (2) In particular, this applies to students
 1. with children, or
 2. with a relative in need of care within the meaning of section 7 subsection 3 of the Caregiver Leave Act (PflegerZG), or
 3. with a disability, or
 4. with a chronic illnessif the situation resulting from the aforementioned special conditions requires an extension of the examination deadlines. The same applies to students who are eligible for periods of

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protection in accordance with the respective section 3 subsection 1, section 6 subsection 1 of the Maternity Protection Act (MuSchG).

- (3) The request in accordance with subsection 1 shall be promptly submitted as soon as the student is aware of the circumstances demanding an extension of examination deadlines. If the request is not made in due time in accordance with sentence 1, the extension shall only be granted if additional requirements according to section 32 of the Administrative Procedure Act of Baden-Württemberg (LVwVfG) are met.
- (4) The student requesting the extension is responsible for producing adequate proof. If there are significant changes to the personal situation of the student, particularly any changes that would result in a lapse of entitlement to the extension, the student is obliged to inform the examination committee without delay.
- (5) The extension of deadlines to take examinations, re-sit examinations or complete coursework shall not exceed a total of two semesters per examination. The extension of the deadline to complete the program shall not exceed the standard period of study provided there are no legal regulations indicating otherwise.
- (6) The extension of examination deadlines, the preparation period and submission deadlines for coursework, particularly a term paper or master's thesis, are not covered by the subsections listed above. The option of requesting disadvantage compensation in accordance with section 6 remains unaffected.
- (7) When calculating the examination deadlines, section 32 subsection 6 of the Act on Higher Education of the Land of Baden-Württemberg (LHG) shall be taken into consideration.

Section 6 – Disadvantage Compensation

- (1) If students, as a result of a special condition or situation within the meaning of section 5 subsection 2, cannot take the respective examination or complete a piece of coursework, in particular due to the form of examination, they can request disadvantage compensation. Students are obliged to submit the request for disadvantage compensation in due time and in writing. In coordination with the respective examiners, the examination committee grants the appropriate disadvantage compensation in order to adhere to the principle of equal opportunities. Handicapped students or students with a chronic illness shall submit their request for disadvantage compensation to the Commissioner and Counselor for disabled students and students with chronic illnesses. The examination committee is obliged to take the recommendation of the Commissioner and Counselor for disabled students and students with chronic illnesses into account in their decision making process.
- (2) A request as outlined in subsection 1 is to be made in due time before the coursework or

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examination concerned is started. Where it is the responsibility of the student to register for coursework or an examination, the request is to be submitted by the end of the registration period at the latest. If the request is not made in due time in accordance with sentence 1, the extension shall only be granted if additional requirements according to section 32 of the Administrative Procedure Act of Baden-Württemberg (LVwVfG) are met. If students fail to submit the request for disadvantage compensation in due time, in accordance with sentences 1 or 2, the special circumstances will not be considered for the evaluation of the respective coursework or examination. The possibility to withdraw or de-register from an examination or piece of coursework with a valid reason remains in effect.

- (3) It is the student's responsibility to provide sufficient proof of his or her special circumstances upon filing the request for disadvantage compensation. If there are significant changes to the special circumstances of the student before or during the claim for disadvantage compensation, particularly any changes that would result in a lapse of entitlement, the student is obliged to inform the examination committee without delay and in writing.

II. Organization and Administration of the Examinations

4. Part: Joint Examination Committee for the Master of Arts in Political Science and the Master of Arts in Sociology

Section 7 – Members, Quorum

- (1) An examination committee is formed. It is composed of a student member, who is not eligible to vote, and three members, who are eligible to vote and of whom at least two have to be university teachers. The members of the examination committee, the chair and the deputy chair are appointed by the council of the School of Social Sciences.
- (2) The term of office of members who are eligible to vote is three years. The student member's term of office is one year. All members can be reappointed. The term of office commences with the appointment by the school council. The members of the examination committee are in charge until new members are appointed.
- (3) The members of the examination committee are obliged to exercise discretion. If they are not employed in the public service, they shall be obliged to exercise discretion by the chair of the examination committee in writing. This obligation applies to examination-related facts and matters
1. that the members were informed about in a non-public meeting and/or that happened to be discussed,

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2. that are to be kept secret by law,
3. that were ordered or decided to be kept secret for the public good or in order to protect the legitimate interests of an individual,
4. that are to be kept secret by their nature.

The obligation to exercise discretion continues after the term of office and includes discussion-related documents.

- (4) The examination committee has a quorum if the chair or the deputy chair and at least another member who is eligible to vote are present. Decisions require a simple majority of votes of the present members. In the event of a tie, the vote of the chair shall decide the matter. The meetings of the examination committee are not public. The chair manages the examination committee. The examination committee may entrust the chair with certain tasks.

Section 8 – Competences of the Examination Committee

- (1) The examination committee makes all decisions regarding examinations if in accordance with these Examination Regulations neither the chair of the examination committee nor the examiners nor the Student Services are responsible. The examination committee enforces the Examination Regulations. It informs the school about the progress of the examinations on a regular basis. The examination committee makes suggestions regarding reforms of the Examination Regulations and module catalogs.
- (2) All requests shall be submitted in writing. The respective students shall be informed immediately in writing about any decisions of the examination committee or its chair. If a decision with negative implications for a student is made, the committee shall provide him or her with a reason including the legal basis and information on rights to appeal. Objections to decisions by the examination committee are to be made in writing addressed to the examination committee within one month after their announcement. If the committee does not sustain the objection of the student, an official notification about the objection is issued by the member of the President's Office responsible for teaching.
- (3) The members of the examination committee have the right to be present during examinations in the area of its competence. They are to be granted access to all documents relevant for examinations.

Section 9 – Examiners and Observers

- (1) Only university teachers, auxiliary professors (außerplanmäßige Professoren), honorary professors, senior academic staff members (Privatdozenten), visiting professors, adjunct lecturers as well as those academic members of staff who have been appointed by the

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President's Office in accordance with section 52 subsection 1 sentences 5 and 6 LHG, are authorized to administer coursework and examinations. A person may only function as an observer if he or she has at least successfully completed a master's degree or an equivalent degree at a higher education institution or is state-certified in the field that the assessed examination relates to.

- (2) The examination committee appoints the examiners. It may entrust its chair with the appointment. For oral examinations according to section 14, the examiner appoints the observer.
- (3) Observers have an advisory role in the examination processes.
- (4) Usually, the responsible teacher of each course is appointed as examiner. The examination committee takes the decision on exceptions. Section 18 subsections 3 and 5 remain unaffected.
- (5) Every examiner may make use of one or several assistants for the correction of examinations or coursework; he or she ensures competent evaluation and grading.
- (6) Examiners and observers are obliged to exercise discretion in accordance with section 7 subsection 3.

Section 10 – Recognition of Periods of Study, Coursework and Examinations

- (1) Coursework and examinations as well as periods of study obtained in degree courses at official or officially recognized higher education institutions in Germany or abroad as well as at "Berufsakademien" (public universities of cooperative education) of the Federal Republic of Germany are recognized provided there is no significant difference between the competences obtained and the coursework or examinations they are to substitute. Section 35 subsection 2 LHG remains unaffected.
- (2) For the recognition of coursework or exams completed abroad, agreements between the Federal Republic of Germany and other countries need to be taken into account, i.e., agreements on equivalencies in higher education (equivalency agreements) and agreements within the framework of university partnerships and double degree programs (cooperation agreements). Furthermore, in case of doubts regarding the equivalency of qualifications, the Central Office for Foreign Education (Zentralstelle für ausländisches Bildungswesen (ZAB)) can be consulted.
- (3) Skills and qualifications obtained outside of the higher education sector shall be recognized if
 - a) the requirements for admission to a higher education institution are fulfilled at the time of recognition,

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- b) the skills and qualifications to be recognized are equivalent to the coursework and examinations to be substituted regarding their content and level and
- c) the criteria for recognition were examined as part of an accreditation.

For recognition, the applicant has to prove that the competences he or she acquired outside of the higher education sector are comparable to the coursework and examinations to be substituted in terms of content and level. For the decision on the recognition, the form of instruction shall be considered as well. Skills and qualifications obtained outside of the higher education sector may substitute 50 percent of the degree course at most. The regulations for the recognition of coursework and examinations at universities of cooperative education ("Berufsakademien") in Germany remain unaffected.

- (4) The examination committee decides on the recognition upon written request. It is the student's responsibility to provide the examination committee with the necessary documents for the recognition of coursework and examinations.
- (5) If credits are recognized and the grading systems are similar, the grades shall be transferred according to these Examination Regulations and considered for the calculation of the final grade. In order to guarantee a consistent procedure, the examination committee can pass general regulations for the conversion of grades obtained abroad within the limits of the legal provisions. If conversion is impossible because the grading systems differ or the coursework was not graded, it is simply considered and marked "passed". In this case, the coursework or examination will not be included in the final grade. The recognition is indicated in the degree certificate and in the transcript of records.
- (6) In case the student takes part in an examination at the University of Mannheim even though he or she already obtained the respective qualification elsewhere, he or she automatically waives the right to have the previous qualification recognized.

5. Part: Student Services

Section 11 – Competences of the Student Services

- (1) The Student Services are responsible for the administrative processing of all coursework and examinations as well as the master's examination.
- (2) In particular, the Student Services
 - 1. determine and announce registration deadlines, examination dates and rooms,
 - 2. announce the names of the examiners and notify them about the examination,

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3. receive applications for admission to examinations and registrations for examinations and re-sit examinations from students,
4. maintain student examination records,
5. supervise all deadlines, especially those specified in these Examination Regulations,
6. receive all objections against decisions of the examination committee,
7. are in charge of technical administration of all examinations and, in cooperation with the School, coordination of supervision for written examinations,
8. inform students about their examination results,
9. issue and hand out official documents, degree certificates and confirmations on coursework and examinations along with attachments.

III. Examination Process

6. Part: Coursework and Examinations

Section 12 – General Provisions; Coursework and Examinations

- (1) The examinations that are to be completed as a part of the master's examination, excluding the master's thesis and the research internship, are assigned to the individual courses within the modules. The composition of modules is listed in the respective subject-specific attachments of these Examination Regulations. The type, form, scope and duration of coursework or examinations, as well as the further content of the individual courses are defined in the current versions of the module catalogs for the M.A. Political Science and the M.A. Sociology. If, in accordance with the respective module catalog, there are several types and styles of examination to choose from, the responsible examiner is to decide on the type and form for the examination in question in the respective semester. In justified cases and in accordance with the examination committee, the examiner can deviate from the types and forms of examinations listed in the respective module catalog if the type of course requires this. Decisions according to sentences 4 and 5 are announced by the examiner using appropriate means in due time before the examination, usually at the beginning of the lecture period for the respective semester.
- (2) An examination as defined in these Examination Regulations involves completing an individual task. Examinations or pieces of coursework which have to be completed successfully as a requirement for admission to an examination (required preliminary coursework) can be defined in the module catalog of the Master of Arts in Political Science and the Master of Arts in Sociology in addition to the regulations given in the respective valid

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version of these Examination Regulations and the subject-specific attachments.

Section 13 – Registration and Admission to Examinations; Examination Dates

- (1) Registration is obligatory for all examinations. It is the responsibility of the student to register for the first attempt at an examination; it is to be done strictly within one of the periods set by Student Services before taking the examination. Extension of a registration period is possible through Student Services (late registration).
- (2) After the registration period has closed, a registration for the respective examination attempt can only be withdrawn during the period determined by Student Services (withdrawal). Once the withdrawal period has closed, registration for an examination attempt is binding.
- (3) A student is only admitted to an examination if he or she
 1. is enrolled in either the Master of Arts Political Science or the Master of Arts Sociology at the University of Mannheim,
 2. has not lost his or her eligibility to take examinations in this subject, in another program in a similar field of study or in a subject in a similar field of study of another program, and
 3. meets the requirements for the examination in question, having successfully completed any preliminary coursework.
- (4) The regular dates in a semester for the completion of written, supervised examinations shall be at the start of the semester break. The alternate examination dates should be before the lecture period begins in the following semester, or during the first week at the latest. There shall be at least three weeks between announcing results from the examinations taken on the regular dates and the alternate examination dates. In accordance with sentence 1, the alternate examination dates count for the semester in which the regular dates occurred.
- (5) For written supervised examinations the student can register for the regular or alternate examination dates of his or her choice. If a student is registered for the regular examination date and de-registers, does not attend or fails the examination, it will be mandatory for him or her to register for the next possible examination date, provided that the student is eligible for a further examination attempt. If a student is registered for the alternate exam date and de-registers, does not attend or fails the examination, it is the student's responsibility to register for the next possible examination date.

Section 13a – Type and Form of Coursework and Examinations

- (1) Examinations and preliminary pieces of coursework are coursework and examinations:
 1. Coursework (SL) as defined in these Examination Regulations is an individual task that is graded by the examiner as either "passed" or "failed".

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2. Examinations (PL) as defined in these Examination Regulations are individual tasks that are graded by the examiner with a grade in line with section 17.
- (2) Coursework and examinations are usually completed in written, oral, practical or electronic form.
- (3) The types and forms of coursework and examinations are usually as follows:
written exams, written term papers, oral examinations, minutes, project-related papers, reports, presentations, evaluations, posters, websites, exposés and homework.
Obligatory attendance and sufficient participation in studies can also be defined as coursework.

Section 14 – Oral Examinations and Coursework

- (1) Oral examinations shall be conducted in the presence of an examiner and an observer familiar with the subject field. The examiner conducts the oral examination. As a rule, students are examined individually.
- (2) An oral examination lasts at least 20 minutes and 30 minutes at a maximum.
- (3) The essential contents, the process and the result of each examination shall be recorded in minutes. The minutes shall be signed by the examiner and the observer. They are part of the examination records.
- (4) Afterwards, the student shall be informed about the result of the examination by the examiner.

Section 15 – Written Coursework and Examinations

- (1) Written examinations may be conducted completely or in part as multiple-choice examinations. The examination questions shall provide for reliable examination results. The instructions shall clearly convey whether one or several answers may be correct for each question, how the scoring system works and how many points are required to pass the exam. The examination is passed if the student scores at least 50 percent of the total points. In case the examination is only partly multiple-choice, the regulations of this section apply respectively.
- (2) Students shall include a bibliography in all their term papers and project-related papers and submit a signed declaration with the following wording:
"I hereby declare that the paper presented is my own work and that I have not called upon the help of a third party. In addition, I affirm that neither I nor anybody else has submitted this paper or parts of it to obtain credits elsewhere before. I

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have clearly marked and acknowledged all quotations or references that have been taken from the works of others. All secondary literature and other sources are marked and listed in the bibliography. The same applies to all charts, diagrams and illustrations as well as to all Internet resources. Moreover, I consent to my paper being electronically stored and sent anonymously in order to be checked for plagiarism. I am aware that the paper cannot be evaluated and may be graded "failed" ("nicht ausreichend") if the declaration is not made."

If the declaration is not made, the examination may not be evaluated and graded "failed" ("nicht ausreichend"). For term papers and project-related papers in English, the English declaration shall be included as well.

- (3) Students shall receive the evaluation for a written supervised examination taken at an alternate exam date ten weeks after the alternate exam date at the latest.

**Section 16 – Failing and Redoing Coursework or Retaking Examinations
(including Examinations and Preliminary Coursework), Failing the Final
Examination Attempt**

- (1) Coursework or examinations graded with "failed" ("nicht ausreichend") or "failed" ("nicht bestanden") or are regarded as graded with "failed" ("nicht ausreichend") or "failed" ("nicht bestanden") are considered failed.
- (2) Coursework or examinations which were done as a requirement for an examination and subsequently failed may be repeated. Failing a related examination in the same semester usually means that the preliminary coursework must be redone and passed. The examiner of the retake examination decides on exceptions upon request of a student. In accordance with sentence 3, the request is to be submitted in due time and before the examination concerned takes place, otherwise the preliminary coursework is to be redone.
- (3) Failed examinations may generally be retaken once. If the second examination attempt is not successful (re-sit examination), the student can take a second re-sit examination on one occasion at the most during his or her entire master's program (extra chance). The master's thesis is excluded from the regulation stated in sentence 2.
- (4) The failure of an examination is final if the last available attempt at the examination was not passed. In this case, an official notification shall be issued by the examination committee.
- (5) Students may not retake an examination that they have passed, e.g. to improve their grades.

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Section 17 – Annulment of Examination Results

- (1) According to section 13a subsection 1, the grades for individual examinations and coursework are determined by the respective examiner. The following grades may be assigned:

1.0	very good ("sehr gut")	an excellent performance
2.0	good ("gut")	a performance which substantially exceeds the average requirements
3.0	satisfactory ("befriedigend")	a performance corresponding to the average requirements
4.0	fair ("ausreichend")	a performance which, in spite of its flaws, suffices to meet the requirements
5.0	failed ("nicht ausreichend")	a performance which does not meet the requirements due to considerable flaws

Grades may be differentiated by adding or subtracting 0.3. The grades 0.7, 4.3, 4.7 and 5.3 shall not be assigned. In cases of doubt, the grades shall be rounded down in favor of the student.

- (2) An examination is considered passed if it is graded "fair" (4.0) ("ausreichend") or "passed". A module is considered passed if each piece of coursework and examination of the courses in the module were passed. If a module consists of several individual examinations, the module grade derives from the average of the individual examinations' grades weighted in ECTS credits that are relevant for the final grade, unless the respective regulations regarding minors taught at other schools are based on a divergent grading system.
- (3) Grades shall be assigned with one decimal. In case of averaged grades, all decimals but the first are dropped without rounding.

Section 17a – Breaches of Procedure

- (1) The examination committee may remedy disturbances of the examination procedure or other breaches of procedure by virtue of office or upon request from a student by deciding on appropriate measures or orders. In particular, the examination committee may order that coursework or examinations shall be retaken by all or by individual students or, in case the principle of equal opportunities was violated, grant an extension or impose another appropriate measure of compensation.
- (2) Any disturbances are to be reported immediately by the affected student during the written

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examination or oral examination:

1. in case of a written examination to the supervisor,
2. in case of an oral examination to the examiner and
3. in case of any other type of examination to the responsible examiner.

Any other kinds of breaches of procedure are to be reported by the affected student in due time as soon as the student takes note of the particular breach of procedure. The reports according to sentences 1 and 2 shall be entered into the examination minutes. If the disturbances of the examination procedure or any other kind of breaches of procedure relevant to the evaluation of the respective examination are not reported in due time, they are deemed insignificant.

- (3) If the examination committee did not take measures of compensation in accordance with subsection 3 for a disturbance that occurred during an examination and was reported without delay or for other breaches of procedure, or those measures were inadequate, the student shall address his or her request for the necessary measures of compensation to the examination committee in writing immediately after the examination. If the examination consisted of several parts, the request shall be made immediately after the relevant part of the examination. The request shall not contain any conditions. If the disturbances of the examination procedure or any other kind of breaches of procedure relevant to the evaluation of the respective examination are not reported in due time, they are deemed insignificant.

7. Part: Master's Thesis

Section 18 —Scope and Grading of the Master's Thesis

- (1) The master's thesis shall serve to proof that, whilst being supervised, the student is capable of treating a problem of a special subject area of the field of study within a set period of time applying the standard methods of the respective subject field. Moreover, it aims to prove the student's ability to provide scientifically sound findings and present the results in a linguistically and formally adequate manner. The topic of the master's thesis shall allow for the thesis to be completed within the period of time determined in section 9 subsection 2.
- (2) The student shall be granted the chance to put forward suggestions for a topic. However, no legal right arises to be assigned the suggested topic.
- (3) The master's thesis shall be assigned and supervised by examiners in accordance with section 9 subsection 2. Faculty members of the University of Mannheim from different fields

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of study may assign a master's thesis as long as it is ensured that a faculty member teaching classes in the respective field of study serves as co-supervisor. The faculty member assigning the master's thesis is the evaluator.

- (4) Upon approval by the examination committee, the master's thesis may be written at an institution other than the university if it is supervised by a faculty member of the University of Mannheim teaching classes in the respective field of study.
- (5) The master's thesis shall be evaluated by the responsible examiner. Section 17 applies to the grading of the master's thesis. If the thesis is graded "failed" (5.0) ("nicht ausreichend"), two additional examiners appointed by the examination committee shall be consulted. In case of differing evaluations, the master's thesis is considered passed if the majority of the examiners grade it with at least "fair" (4.0) ("ausreichend"). In this case, the grade derives from the arithmetic mean of the individual evaluations, which shall be at least "fair" (4.0) ("ausreichend"). The master's thesis is failed if the majority of the examiners grade it "failed" (5.0) ("nicht ausreichend"). In this case, the grade is "failed" (5.0) ("nicht ausreichend"). The student shall be informed about the result of the master's thesis four weeks after submission at the latest.
- (6) A master's thesis may be retaken once if it was graded "failed" by the second examiner as well. In this case, the student shall register for the master's thesis again within six weeks after having been informed about the result.
- (7) As a rule, the master's thesis shall be submitted to the responsible examiner on time as a PDF document and a single hard copy. Upon submission, a dated declaration signed by the student shall be attached. Section 15 subsection 2 applies respectively. The evaluator shall inform the Student Services about the date of assignment and the topic of the master's thesis as well as of the date of submission. The Student Services shall enter the respective information into their records.

Section 19 – Deadlines for the Master's Thesis

- (1) As a rule, master's theses are assigned on 1 February each year. The master's thesis shall be completed and submitted within four months after the date of assignment. The topic and supervision shall be designed accordingly.
- (2) Upon a student's written request, the chair of the examination committee may extend the submission deadline once for two months at the longest in case of a valid reason. The request for extension is to be filed as soon as possible and prior to the expiration of the deadline. A written endorsement by the faculty member supervising the thesis is required.

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The student is obliged to explain in writing why he or she is not responsible for having to exceed the deadline. The chair of the examination committee may decide on whether the extension is granted or not.

- (3) The master's thesis shall be submitted by the end of the fourth and not later than by the end of the seventh semester. The student may submit the thesis earlier if the admission requirements according to the subject-specific attachments are met.
- (4) If the student does not register for the master's thesis early enough for it to be completed by the end of the seventh semester or if he or she does not submit it within the set period of time despite having registered on time, the master's thesis is considered written and failed.

8. Part: Degree Completion

Section 20 – Master's Examination

The master's examination is passed if all the required examinations in accordance with the respective subject-specific attachment of these Examination Regulations including the master's thesis and the Research Internship have been graded at least "fair" ("ausreichend") or "passed" ("bestanden"). All details in regards to the respective internship are governed by the Internship Regulations.

Section 21 – Maximum Period of Study

All examinations that must be completed as a part of the master's examination must be completed within a given time (maximum period of study). In accordance with Section 4 subsection 1 sentence 2, the maximum period of study ends three semesters after the standard period of study, at the end of the seventh semester, unless the student is not responsible for having exceeded this time. If the student has exceeded the period of study, an official notification is issued by the examination committee.

Section 22 – Final Grade

(1) - *deleted* -

- (2) The degree's final grade is calculated in accordance with the respective subject-specific attachment.
- (3) In case the final grade is 1.2 or better, the student graduates "with honors" ("mit Auszeichnung bestanden").
- (4) The final grade including one decimal is:

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1.5 or better	very good ("sehr gut")	an excellent performance
from 1.6 to 2.5	good ("gut")	a performance which substantially exceeds the average requirements
from 2.6 to 3.5	satisfactory ("befriedigend")	a performance corresponding to the average requirements
from 3.6 to 4.0	fair ("ausreichend")	a performance which, in spite of its flaws, suffices to meet the requirements
from 4.1	failed ("nicht ausreichend")	a performance which does not meet the requirements due to considerable flaws

(5) In addition to the final grade, in the Diploma Supplement, a relative grade according to the ECTS grading scale is awarded:

- | | |
|---|-------------------|
| A | for the best 10 % |
| B | for the next 25 % |
| C | for the next 30 % |
| D | for the next 25 % |
| E | for the next 10 % |

As a rule, the calculation of the grade is based on the previous three classes graduating in the respective degree course. The chair of the examination committee may decide to take further classes into account for the calculation. The number of classes taken into consideration for the calculation of the relative grade is indicated.

Section 23 – Failure of the Master's Examination

The failure of the master's examination is final, if

1. a final attempt at a piece of coursework or an examination including the master's thesis, which these Examination Regulations and the respective subject-specific attachment have highlighted as being required, has been failed, or
2. an examination deadline was not met for an invalid reason.

Section 24 – Notification of Failure of the Degree

In case of failure of the degree and upon request by the student, the Student Services issue a certificate listing all completed exams and coursework and stating that the failure is final.

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Section 25 – ECTS Credits

- (1) In order to receive ECTS credits, coursework or examinations in accordance with the current version of the module catalog need to be completed individually and graded at least "fair ("ausreichend")" or considered "passed".
- (2) ECTS credits shall be awarded in accordance with the subject-specific attachment. ECTS credits may be issued either for whole modules or for single courses of a module.
- (3) ECTS credits shall only be issued if the required coursework or examinations for the respective module or course according to the respective subject-specific attachment have been duly registered at the Student Services and completed successfully.

Section 26 – Master's Degree Certificate

- (1) After the successful degree completion, a degree certificate is issued for the student comprising:
 - a. all modules with the module grades (in words and figures) that count toward the final grade,
 - b. the topic and grade (in words and figures) of the master's thesis as well as the name of the evaluator,
 - c. the final grade (in words and figures).

The certificate dates back to the day of completion of the last piece of coursework or examination. If it is not possible to determine this date, the last day of classes of the respective semester shall serve as the date of completion. The certificate shall be signed by the chair or deputy chair of the examination committee.

- (2) An English Diploma Supplement in accordance with the European Diploma Supplement model shall be attached to each certificate. A Transcript of Records forms part of the Diploma Supplement comprising all completed modules and the respective coursework and examinations including the issued credits and grades.

Section 27 – Diploma

- (1) Along with the master's degree certificate, the student receives a diploma certifying the conferment of the academic degree and comprising the final grade of the degree and/or the honors ("mit Auszeichnung bestanden") according to section 22 subsection 3. The diploma bears the date of the master's degree certificate. The diploma is signed by the dean of the school or his or her deputy and bears the seal of the university.

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- (2) The academic degree shall only be used after having received the diploma.

9. Part: Withdrawal and Violation of the Examination Regulations

Section 28 – Absence, Withdrawal

- (1) (1) An examination for which a student is registered is not passed or graded "failed" (5.0) ("nicht bestanden"), respectively, if the student de-registers from the examination without a valid reason (de-registration) or if he or she does not attend (absence). The same applies to written examinations that are not completed within the given period of time.
- (2) The examination committee shall be informed immediately in writing about the reasons brought forward for the withdrawal or absence. If the reasons are recognized, the examination shall be deemed as not taken.
- (3) In case of illness of the student, of a child the student has custody of or of a relative in need of care, a medical certificate is to be submitted. In cases of doubt, the examination committee may demand that a medical certificate from a physician of their choice shall be provided. The medical certificate shall include the required medical results confirming that the student is not able to take the examination.
- (4) It shall not be possible to assert a valid reason if the student took an examination whilst being aware of an illness or on the basis of negligent lack of knowledge of an illness. In particular, the criteria for negligent lack of knowledge are met if indications for health problems were not reacted to as soon as possible.
- (5) De-registration is ruled out if the examination result has been published, unless valid proof could not provided earlier by the student due to reasons beyond his or her control.

Section 29 – Cheating and other Misconduct

- (1) If the student manipulates or tries to manipulate his or her examination by cheating or using unauthorized resources or by influencing the examiner or supervisor in favor of himself or herself or a third person, the respective or more examinations may be considered "failed" or graded "failed" (5.0) ("nicht ausreichend") or the student may be excluded from the examination depending on the severity of violation. In especially severe cases, the student shall be excluded without the option to retake the examination. It is also considered cheating according to sentence 1 if coursework or examinations contain quotations or references from the works of others which have not been indicated as such by the student.
- (2) When grading term papers or an equivalent, the examination committee and the examiner

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have the right to use a software to detect plagiarism. Students may be obliged to submit their work to the respective examiner in printed and electronic form. In accordance with section 3 subsection 6 of the Data Protection Act of the Land of Baden-Württemberg, the work must be anonymized before using the plagiarism software.

- (3) If a student tries to have coursework and/or examinations completed abroad recognized on the basis of false information, the coursework or examinations they are to substitute are considered "failed" or graded "failed" (5.0) ("nicht ausreichend"). In case of mandatory courses, the coursework or examinations to be substituted shall be submitted or taken at the next possible date at the University of Mannheim.
- (4) A student who violates the examination regulations severely, in particular, if he or she disturbs the proper course of an examination, he or she may be excluded from the examination by the examiner or the supervisor. In this case, the respective examination shall be considered or graded "failed" ("nicht ausreichend"). In severe cases, the examination committee may exclude the student from taking any further examinations.
- (5) The student may demand that the decisions in accordance with subsection 1 sentence 1 and 2, subsection 3 sentence 1 and subsection 4 sentence 1 shall be reviewed by the examination committee. The request shall be submitted in writing to the examination committee within one week after the student was informed about having failed or after the exclusion took place. The examination committee shall decide after all persons involved had the chance to make a statement. If the examination committee decides in favor of the student, an already completed examination shall be evaluated again. Otherwise, the student shall be assigned a new examination date as soon as possible.

Section 30 – Voidness

- (1) In case the student has manipulated an examination by cheating and this fact is revealed after the student has received his or her master's degree certificate, the examination committee may revise the result or the respective grade retroactively and declare the examination as failed completely or partially. If the completion of the master's examination is affected by this, the examination committee may revoke the respective ECTS credits and, if necessary, declare the completion of the degree as failed.
- (2) If the requirements to be admitted to an examination were not met without the student's intent to disguise this fact and if this fact is revealed after the student has received his or her master's degree certificate, this defect is remedied by having passed the examination. If the student attained his or her admission illegitimately on purpose, the examination and consequently the degree completion may be considered "failed" ("nicht bestanden").

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- (3) The person in question shall be granted the chance to comment on the issue prior to the decision.
- (4) Inaccurate master's degree certificates shall be recalled. Where applicable, new master's degree certificates shall be issued. Along with the inaccurate master's degree certificates, the respective diploma shall be recalled if changes to the final grade have to be made or failure of degree completion was declared.
- (4a) After a period of time of five years starting from the issuance date of the original master's degree certificate, a decision in accordance with subsection 1 or subsection 2 sentence 2 is no longer applicable.
- (5) The revocation of the degree complies with the legal rules and regulations.

Section 31 – Access to Examination Records

- (1) Provided that the examination papers have not been returned to the respective student, he or she shall be granted access to his or her written examinations upon written request submitted within an appropriate period of time. This includes the master's thesis, the respective evaluation(s) of the examiner(s) and the minutes of each examination.
- (2) The request has to be submitted to the Student Services one year after the result of the respective examination was announced at the latest. The Student Services decide on the time and place for accessing the examination papers.
- (3) The examination records are kept at the Student Services of the University of Mannheim for three years.

IV. Final Provisions

Section 32 – Commencement

- (1) These Examination Regulations become effective the day after their announcement in the Bulletin of the President's Office ("Bekanntmachungen des Rektorats") of the University of Mannheim.
- (2) They apply to all students admitted to the degree course M.A. in Political Science or M.A. in Sociology of the School of Social Sciences of the University of Mannheim starting with the fall term 2013/2014.
- (3) At the same time, the joint Examination Regulations for the degree course Master of Arts (M.A.) of the School of Social Sciences of the University of Mannheim of 9 March 2007 in the

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respective valid version cease to be effective. However, they still apply to already enrolled students. As an exception, section 10 of the new Examination Regulations (2013) applies to all students of the degree courses in M.A. Political Science and M.A. Sociology and replaces section 8 of the joint Examination Regulations of the degree course Master of Arts (M.A.) of the School of Social Sciences of 9 March 2007 in the respective valid version.

Article 2 of the 1st amendment of 26 February 2014 stipulates:

This amendment comes into effect on the day of its publication in the Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats). It applies to all students admitted to the degree course M.A. in Political Science or M.A. in Sociology at the University of Mannheim starting with the fall term 2014/2015.

Article 4 of the amendment of 29 June 2015 stipulates:

Section 1 – Scope

- (1) The regulations in article 1 apply to all students of the master's programs M.A. Political Science and M.A. Sociology at the University of Mannheim, who study in the M.A. Political Science and the M.A. Sociology at the University of Mannheim according to the joint Examination Regulations for the degree courses M.A. Political Science and M.A. Sociology of the School of Social Sciences of the University of Mannheim of 7 March 2013 (Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) No. 07/2013 Part 3 pp. 7 et seqq.) in the respective valid version.
- (2) The amendments of part 1 article 2 apply to all students of the master's programs M.A. Political Science at the University of Mannheim, who have started the program M.A. Political Science at the University of Mannheim since the fall semester 2014/2015 in accordance with the joint Examination Regulations for the degree courses M.A. Political Science and M.A. Sociology of the School of Social Sciences of the University of Mannheim of 7 March 2013 (Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) No. 07/2013 Part 3 pp. 7 et seqq.) in the respective valid version.
- (3) The amendments of part 2 article 2 apply to all students of the master's programs M.A. Political Science at the University of Mannheim, who have started the program M.A. Political Science at the University of Mannheim since the fall semester 2014/2015 in accordance with the joint Examination Regulations for the degree courses M.A. Political Science and M.A. Sociology of the School of Social Sciences of the University of Mannheim of 7 March 2013 (Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) No. 07/2013 Part 3 pp. 7 et seqq.) in the respective valid version.

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- (4) The amendments of article 3 apply to all students of the master's programs M.A. Sociology at the University of Mannheim, who have started the program M.A. Sociology at the University of Mannheim since the fall semester 2014/2015 in accordance with the joint Examination Regulations for the degree courses M.A. Political Science and M.A. Sociology of the School of Social Sciences of the University of Mannheim of 7 March 2013 (Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) No. 07/2013 Part 3 pp. 7 et seqq.) in the respective valid version.
- (5) Sections 3, 4 and 17 of article 1 of this Amendment apply to all students, who started the program in accordance with the joint examination regulations for the degree courses Master of Arts (M.A.) of the School of Social Sciences of 9 March 2007 in the respective valid version which ceased to be effective. The amended sections replace the sections 12a, 12b and 12c of the joint examination regulations for the degree courses Master of Arts (M.A.) of the School of Social Sciences of 9 March 2007 in the respective valid version which ceased to be effective.

Section 2 – Commencement

This amendment comes into effect on the day of its publication in the Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats).

Article 4 of the amendment of 9 December 2015 stipulates:

Section 1 - Scope; Transitional Regulations

- (1) The provisions of article 1 to 3 of this amendment only apply to students of the Master of Arts in Sociology at the University of Mannheim
1. who are studying as of the fall semester 2016/2017 in the first subject-specific semester of the program,
 2. who are studying as of the spring semester 2017 in the first or second subject-specific semester of the program,
 3. who are studying as of the fall semester 2017/2018 in the first, second or third subject-specific semester of the program
 4. as of the spring semester 2018.
- (2) For students who are not affected from the provisions of article 1 to 3 of this amendment, the Joint Examination Regulations for the Degree Courses Master of Arts (M.A.) in Political Science and Master of Arts (M.A.) in Sociology of the School of Social Sciences of the University

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of Mannheim as at 7 March 2013 (Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) No. 07/2013 Part 3 pp. 7 et seqq.), last amended on 29 June 2015 (Bulletin of the President's Office (Amtliche Bekanntmachungen des Rektorats) No. 17/2015 Part 1 of 2 July 2015, pp. 7 et seqq.) apply in the respective valid version.

Section 2 - Commencement

This amendment becomes effective the day after its announcement in the Bulletin of the President's Office ("Bekanntmachungen des Rektorats") of the University of Mannheim.

Attachments:

- 1) Subject-specific attachment: (M.A.) Political Science**
- 2) Subject-specific attachment: (M.A.) Sociology**

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Subject-specific attachment: Political Science

The degree course is a research-oriented consecutive master's program.

1. Course Contents

All courses are taught in English.

The following coursework corresponding to 120 ECTS credits has to be completed:

1. The module Advanced Methods (30 ECTS)
2. The basic module International Politics (12 ECTS)
3. The basic module Comparative Politics (12 ECTS)
4. One out of three research modules (28 ECTS):
 - a. International Politics (28 ECTS)
 - b. Comparative Politics (28 ECTS)
 - c. Methods (28 ECTS)
5. The research internship (8 ECTS)
The student may either do an internship or attend a Summer School. Details are governed by the Internship Regulations.
6. The final module (30 ECTS)

2. Requirements to Attend the Courses

1. Students wanting to attend the Advanced Seminars "AS" of the research modules "International Politics" and "Comparative Politics" have to have passed the respective basic modules.
2. Students wanting to attend the Advanced Seminars "AS" of the research modules "Methods" have to have passed the module "Advanced Methods".
3. Students wanting to attend the colloquium "Thesis Colloquium" and register for the master's thesis have to have passed the module "Advanced Methods" and the selected research module.
4. Students wanting to attend the research internship have to have passed at least one of the two basic modules.

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3. Master's Thesis

The topic of the master's thesis shall be developed from the focus of the selected research module.

4. Grading System

The module grades are calculated from the average of all grades considered relevant for the final grade of the respective module weighted in ECTS credits.

The final grade is calculated as follows:

1.	Module grade of the module Advanced Methods	30 ECTS:	22%
2.	Module grade of the basic module International Politics	12 ECTS:	14%
3.	Module grade of the basic module Comparative Politics	12 ECTS:	14%
4.	Module grade research module International Politics, Comparative Politics or Methods	28 ECTS:	22%.
5.	Master's Thesis	24 ECTS:	28%

Course Structure

Module Advanced Methods

Sem.	Type	Course Title	Type of Assessment	Relevant for the Final Grade	ECTS Credits
1. (HWS)	VL	Multivariate Analyses	PL	Yes	6
1. (HWS)	S	Tutorial Multivariate Analyses	SL	no	2
1. (HWS)	VL	Game Theory	PL	Yes	6
1. (HWS)	S	Tutorial Game Theory	SL	no	2
1. (HWS)	VL	Data and Measurement	PL	Yes	6
1. (HWS)	S	Tutorial Data and Measurement	SL	no	2
1. (HWS)	VL	Research Design	PL	Yes	6
					30

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Basic Module International Politics

Sem.	Type	Course Title	Type of Assessment	Relevant for the Final Grade	ECTS Credits
2. (FSS)	VL	International Politics	PL	Yes	6
2. (FSS)	VL	International Political Economy	PL	Yes	6
					12

Basic Module Comparative Politics

Sem.	Type	Course Title	Type of Assessment	Relevant for the Final Grade	ECTS Credits
2. (FSS)	VL	Comparative Government	PL	Yes	6
2. (FSS)	VL	Comparative Political Sociology	PL	Yes	6
					12

Research Module International Politics*

Sem.	Type	Course Title	Type of Assessment	Relevant for the Final Grade	ECTS Credits
2. (FSS)	S	Selected Topics in International Politics	PL	Yes	8
3. (HWS)	AS	Advanced Topics in International Politics	PL	Yes	10
3. (HWS)	AS	Advanced Topics in Comparative Politics	PL	Yes	10
					28

Research Module Comparative Politics*

Sem.	Type	Course Title	Type of Assessment	Relevant for the Final Grade	ECTS Credits
2. (FSS)	S	Selected Topics in Comparative Politics	PL	Yes	8
3. (HWS)	AS	Advanced Topics in Comparative Politics	PL	Yes	10
3. (HWS)	AS	Advanced Topics in International Politics	PL	Yes	10
					28

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Research Module Methods*

Sem.	Type	Course Title	Type of Assessment	Relevant for the Final Grade	ECTS Credits
2. (FSS)	VL	Advanced Quantitative Methods	PL	Yes	6
2. (FSS)	S	Tutorial Advanced Quantitative Methods	SL	no	2
3. (HWS)	AS	Advanced Topics in Comparative Politics	PL	Yes	10
3. (HWS)	AS	Advanced Topics in International Politics	PL	Yes	10
Selection of one of three research modules					28

Final Module

Sem.	Type	Course Title	Type of Assessment	Relevant for the Final Grade	ECTS Credits
4. (FSS)	K	Thesis Colloquium	SL	no	6
4. (FSS)		Master's Thesis	PL	Yes	24
					30

All indications regarding semesters are to be considered as recommendations for the students.

Abbreviations

Semesters

HWS: fall semester
FSS: spring semester

Course Types

VL: lecture
S: seminar
AS: advanced seminar
K: colloquium

Type of Assessment

SL: coursework
PL: examination

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Subject-specific attachment: Sociology

The degree course is a research-oriented consecutive master's program.

1. Course Contents

The following coursework corresponding to 120 ECTS credits has to be completed:

- The module Foundations of Sociological Theory (9 ECTS credits)
- The module Sociological Research Fields (30 ECTS credits)
- The module Cross-Sectional Data Analysis (9 ECTS credits)
- The module Advanced Research Methods (9 ECTS credits)
- The module Research Design (15 ECTS credits), including a Research Internship of six weeks (6 ECTS credits) in accordance with the Internship Regulations.
- The module Research Project (18 ECTS credits)
- The module Master's Thesis (30 ECTS credits)

2. Requirements to Attend the Courses

1. Students wanting to attend elective seminars in the module Sociological Research Fields from the area Social Psychology have to prove that they have acquired basic knowledge of Social Psychology corresponding to at least 12 ECTS credits in the course of a preceding bachelor's program or a similar degree course.
2. Students wanting to attend the module Master's Thesis have to have completed coursework and examinations corresponding to at least 70 ECTS credits.

3. Possible Restrictions Regarding the Course Offer

If there are not enough students wanting to attend a course (less than three), lectures and seminars might not take place. In this case, the respective students are asked to select a course among the remaining lectures and seminars. The teacher of the respective course shall inform the students and discuss their options to replace the course. The examination committee shall decide on exceptions.

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4. Grading System

The module grades are calculated from the average of all grades considered relevant for the final grade of the respective module weighted in ECTS credits.

The final grade is calculated as follows:

Module grade of Foundations of Sociological Theory (9 ECTS credits):	8 %
Module grade of Sociological Research Fields (30 ECTS credits):	26 %
Module grade of Cross-Sectional Data Analysis (9 ECTS credits):	8 %
Module grade of Advanced Research Methods (9 ECTS credits):	8 %
Module grade of Research Design (9 ECTS, without Research Internship):	8 %
Module grade of the Research Project (18 ECTS)::	16 %
Module grade of the master's thesis (30 ECTS):	26 %

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Course Structure

Module Foundations of Sociological Theory

Sem.	Type	Course Title	Type of Assessment	Relevant for the Final Grade	ECTS Credits
1. (HWS)	VL	Foundations of Sociological Theory	PL	Yes	6
1. (HWS)	Ü	Foundations of Sociological Theory	SL	no	3
					9

Modul: Sociological Research Fields

Sem.	Type	Course Title	Type of Assessment	Relevant for the Final Grade	ECTS-Punkte
1. (HWS)	S	Elective Seminar	PL	Yes	6
2. (FSS)	S	Elective Seminar	PL	Yes	6
2. (FSS)	S	Elective Seminar	PL	Yes	6
3. (HWS)	S	Elective Seminar	PL	Yes	6
3. (HWS)	S	Elective Seminar	PL	Yes	6
					30

Module Cross-Sectional Data Analysis

Sem.	Type	Course Title	Type of Assessment	Relevant for the Final Grade	ECTS Credits
1. (HWS)	VL	Cross Sectional Data Analysis	PL	Yes	6
1. (HWS)	Ü	Cross Sectional Data Analysis	SL	No	3
					9

Module Advanced Research Methods

Sem.	Type	Course Title	Type of Assessment	Relevant for the Final Grade	ECTS Credits
2. (FSS)	VL	Longitudinal Data Analysis	PL	Yes	6
2. (FSS)	Ü	Longitudinal Data Analysis	SL	No	3
					9

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Module Research Design

Sem.	Type	Course Title	Type of Assessment	Relevant for the Final Grade	ECTS-Punkte
3. (FSS)	VL	Research Design	PL	Yes	6
3. (FSS)	Ü	Research Design	SL	No	3
3. (FSS)	P	Research Internship	SL	No	6
					15

Module Research Project

Sem.	Type	Course Title	Type of Assessment	Relevant for the Final Grade	ECTS Credits
2. (FSS)	S	Seminar in Research Methods	PL	Yes	6
2. (FSS)	Ü	Exemplary Empirical Studies	SL	No	3
3. (HWS)	FS	Research Project	PL	Yes	6
3. (HWS)	K	Colloquium	SL	No	3
					18

Module Master's Thesis

Sem.	Type	Course Title	Type of Assessment	Relevant for the Final Grade	ECTS Credits
4. (FSS)	K	Thesis Colloquium	SL	No	3
4. (FSS)	K	Master's Forum Day	SL	No	1
4. (FSS)		Master's Thesis	PL	Yes	26
					30

Abbreviations:

VL – lecture
S – seminar
FS – research seminar
K – colloquium
PR – examination

HWS – fall semester
FSS – spring semester
PL – examinations
SL – coursework

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