

Examination Regulations (translation from original German)

Preamble

On the basis of § 14 para.1 Nr. 2 of the partial basic order of the Freie Universität Berlin from 27. October 1998 (FU-Mitteilungen Nr.24/2006) the council of the Faculty of Educational Science and Psychology of the Freie Universität Berlin has decreed the following study regulations on.....¹

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¹ The senate administration for higher education institutions has acknowledged these regulation on

§ 1 Scope of Validity

These examination regulations regulate the demand and procedure of performing the activities in the European Master in Children's Rights (Kinderrechte). In addition the statutes on general examination issues (Satzung für Allgemeine Prüfungsangelegenheiten-SfAP) of the Freie Universität Berlin are applied as well as the legal examination regulations of the partner universities for studying abroad (§ 7, Study Regulations).

§ 2 Steering Committee

(1) The steering committee is responsible for the administrative and scientific coordination of the study programme. The steering committee consists of 1 university teacher of each partner university.

(§ 1 Study Regulations). The members of the steering committee are responsible for the coordination of the study program at their institution. The coordinator of the Freie Universität Berlin (central coordinator) represents the steering committee in everyday proceedings and reports to the steering committee regularly. The scope of the steering committee to take own decisions stays untouched. The partner institutions appoint a deputy for every member.

(2) The members of the steering committee have the right to attend meetings of the examination boards of the partner universities as consultants.

§ 3 Examination Board

(1) The Examination Board at the Department of Educational Sciences and Psychology at the FU is responsible for the determination of orderly performance of study and examination activities, the award of credits, the organisation of examinations, the appointment of examiners and assessors as well as the determination of the passing of modules at the FU, as well as the determination of the final degree, as far as the master thesis was written at the FU. For decisions affecting the overall curriculum, an agreement of the steering committee is to be obtained; those decisions affecting a specific partner institution are to be taken in agreement with the coordinator of that institution. The Examination Board takes measures to secure the regulations of these Examination Regulations and promotes the adequacy of the study and examination requirements and the abidance to scientific standards. The board reports to the responsible bodies annually, also considering gender aspects, especially on study and examination times and offers suggestions for required measures and reforms.

(2) The Examination Board is appointed by the council of the Department of Educational Sciences and Psychology at the FU and is comprised of 5 members, of which 3 are three regular university teachers, 1 is an academic assistant and 1 is a student. Every member has a deputy. The members and deputies are appointed for 2 years, students for 1.

(3) The Examination Board appoints a head and deputy head. Both have to be regular university teachers. The head can delegate general tasks or certain tasks to his/her deputy. This can be renounced.

In case of urgency the head of the Examination Board can make necessary decisions. The head is obliged to report to the Examination Board on the decision. The scope of the Examination Board to make decisions stays untouched.

(4) Members and deputies of the Examination Board have the right to take part in the examinations at the partner universities as observers and to inform themselves extensively on the study and examination activities and their orderly performance according to legal regulations at the partner institutions.

(5) The meetings of the Examination Board are not open to the public. Members and deputies underlie professional discretion. As long as they are not public servants they are to be undersigned for discretion by the head of the board.

§ 4 Standard period of study

The standard period of study is 1 year.

§ 5 Amount of examination and study activity

- (1) A total of 60 credits have to be obtained, of which 15 are awarded for the Master thesis.
- (2) The examinations to be performed in the frame of the European Master in Children's Rights (Kinderrechte) information on the obligation to regularly attend teaching and learning forms as well as the amount of credits allocated to each module are listed in Annex 1.

§ 6 Credit points

- (1) Credit points depict the student workload that is generally needed to accomplish the module aims. They include: regular attendance, preparation and follow-up, the preparation of individual contributions as well as the preparation and attendance to accompanying examination performances.
- (2) One credit equals 30h of student workload

§ 7 Repetition of examinations

- (1) Failed examinations including a failed Master thesis may be repeated once.
- (2) Successfully passed examinations may not be repeated.

§ 8 Registration for the Master thesis

- (1) FU Students are admitted to the Master thesis by the Examination Board according to an application if they:
 1. were enrolled in the European Master in Children's Rights (Kinderrechte) at the FU in the last semester and
 2. have passed examinations worth at least 40 credit points in the EMCR
- (2) The application for the MA thesis is accompanied by transcripts of record on the preconditions for admission according to para. 1. In addition there should be a confirmation of a teacher stating that he/she will supervise the thesis. Students may make own suggestions on themes; however with no guarantee of implementation. The responsible Examination Board decides on the application, if there is no supervisor, the Examination Board appoints one.

§ 9 Master Thesis

- (1) The MA thesis should demonstrate that the student is capable of processing scientific methods with guidance on the subject area children's rights and to depict and demonstrate results adequately.
- (2) The Examination Board hands out the themes after reaching agreement with the mentor. The theme and task must be described in a manner that it is possible to complete it within the set period of time
- (3) The processing time of the MA thesis is 12 weeks. The thesis should be approx. 40 pages with about 12000 words
- (4) The thesis can be written in German, English or Spanish. On application the thesis may also be written in another language; the responsible examination board decides on the application.
- (5) The processing time starts when the theme is handed out. This must be filed. When handing in the thesis the student has to ensure in writing that he/she worked on the thesis independently and has not used any other sources than the ones declared. The submission of the thesis is to be filed.
- (6) The thesis is graded/evaluated by the mentor and another authorised examiner

§ 10 Grading

(1) For the grading of examinations the following grades are to be used:

1 = very good- an excellent performance

2 = good- a performance well above average

3 = satisfactory- a performance that satisfies average demands in all aspects

4 = sufficient- a performance that, despite of lacks still meets the demands

5 = insufficient- a performance with serious lacks, that does not meet the demands.

(2) For a more differentiated assessment of the performance in between marks can be given by raising or lowering the grades by 0,3 points. It is allowed to use: 1,0; 1,3; 1,7; 2,0; 2,3; 2,7; 3,0; 3,3; 3,7; 4,0 and 5,0.

(3) If the examination is graded by more than one examiner, the grade is calculated as the arithmetic mean. In order to determine the overall grade, each grade according to (1) and (2) is multiplied with the assigned credit points, then added and divided by the sum of the credit points included. To determine the grade for a module, in which more than one examination is performed, sentence 3 is valid equally.

On all certificates only the first digit after the comma is written.

(4) The grades formed according to (3) are:

With an average of 1,0 to incl. 1,5 = very good

With an average of more than 1,5 to incl. 2,5 = good

With an average of more than 2,5 to incl. 3,5 = satisfactory

With an average of more than 3,5 to incl. 4,0 = sufficient

With an average of more than 4,0= insufficient

The examination was passed, if all performances according to respective regulations have been made and all have been graded with grades according to (1) and (2) with at least „sufficient“ (4,0).

(3) For grading in the Dual Degree programme according to § 7, para 2 of the study regulations, see annex 2.

(4) For those students who have passed the examination, apart from the overall grade, a relative grade should be given, according to the following ECTS-evaluation scale:

A the best 10 %

B the next 25 %

C the next 30%

D the next 25 %

E the next 10 %

§ 11 Module transcripts

The credit points are transcribed by the teacher responsible for the module or module part examination on a certificate (module transcript), if the student has regularly attended the teaching and

learning forms of the module and has passed the examinations with a grade of at least „sufficient“ (4,0).The module transcript contains:

- a) Content and qualification aims of the module
- b) Teaching and learning form/ form and the length of time of the face-face study period
- c) Forms of examination activities/ proven performances
- d) Amount of assigned credit points and
- e) Grade.

§ 12 Final Degree

(1) The final degree is reached when the performances/activities described in §5, para.1 are proved.

(2) On the basis of the passed examinations, a diploma and a certificate in English are handed out to the students (annexes 3 and 4), as well as a diploma supplement in German and English. If desired, the documents can be translated into the official language of those universities at which the student studied. In addition, a certificate complement with information on the individual modules and their parts (transcript) is issued.

(3) On the basis of passed overall examinations in the frame of studies abroad according to §7, para2 of the study regulations a joint diploma (annex 5) and besides the diploma of the FU a diploma of the partner university with the same date is issued; both diplomas refer to each other. Other than that, para.2 applies.

§ 13 Study and examination activities when physically impaired or handicapped as well when dealing with family constraints

(1) If a student can prove by a medical attestation that he or she cannot perform examinations (partly or entirely) in the foreseen way due to longer or permanent physical impairments or handicaps, the head of examination board has to permit the students to perform equivalent examinations in another form or by prolonging the foreseen processing time. If after submitting a medical attestation there are still doubts about the conditions according to sentence 1, an official medical attestation can be asked for, the costs are carried by the student. The same applies to study performances.

(2) If the abidance to deadlines for first time registration for examinations, the performance of examinations, the repetition of examinations, the reasons for the failure to perform examinations and the abidance to processing times are affected, the illness of a close relative is treated equal to the student's illness. Close relatives are: Children, parents, grandparents, spouses and partners. The same applies to regulations in §3 and §6 of the law on the protection of expectant and nursing mothers (Mutterschutzgesetz) for pregnant and nursing mothers.

§ 14 Absence, withdrawal, fraud, transgression of the order, invalidity of decisions

(1) The Master thesis is assessed as „insufficient“ (5,0), if the student has defaulted a binding examination date without a cogent reason or if he or she withdraws from the examination without cogent reasons. The same applies if the Master thesis was not processed within the given processing time. The reasons are to be announced to the examinations board in writing immediately and with justifications. In case of illness of the student or a child in his/her care, a medical attestation can be demanded. If after presenting the medical attestation there are still doubts as to the students capability to do the examination, an official medical attestation can be demanded for justification purposes; the costs are to be borne by the student.

(2) If a student tries to influence a result of an examination through fraud, usage of prohibited material, threat, granting of advantages or bribery, the concerned examination is assessed as “insufficient” (5,0). Whoever disturbs the regular procedure of an examination can be excluded from the further examination by the responsible teacher. In this case the examination is assessed as “insufficient” (5,0).

(3) In severe cases of para 2, which would justify the privation of the aimed at academic degree, the

examination board can determine the final failure of the overall examination.

(4) The decision on single examinations or the entire examination or the verification of the final degree can be corrected or cancelled by the examination board ex post, if it becomes evident that it was obtained by fraud, usage of prohibited materials, threat, granting of advantages or bribery.

(5) The student is to be given the opportunity to express him or herself before an incriminating decision according to para. 1-4 is made. Incriminating decisions are to be given to the person concerned in writing and with justification. The incorrect certificates, diplomas and transcripts are to be confiscated.

(6) In order to prove the identity of students in the frame of the examination performance the presentation of an ID card or equivalent document can be asked for.

§ 15 Entry into Force

These examination regulations enter into force on the day after their publication in the journal (Official journal of the Freie Universität Berlin).

Annex 1: Examination activities, admission criteria, attendance obligation and credit points (§ 5, para.2)

Comments:

- In the following information is given on the modules offered at the FU in the frame of the European Master in Children's Rights (Kinderrechte):
 - Forms of examination
 - Admission criteria
 - Attendance obligation
 - Credit points allocated to the modules

Decisive for the assignment of credit points to the modules is the student workload (measured in hours) that is needed (estimation) for successfully passing the module. Here, face-face as well as individual self-studies are taken into account. One credit point equals about 30 hours.

Each module is passed by passing a module examination, instead of a module examination, module part examinations can be foreseen. Credits are given solely to those students who have passed the entire module, i.e. those having regularly attended the sessions and successful passing of the examinations.

Content and Qualification aims, teaching and learning forms of the module, student workload, forms of active participation, the average duration of the module, as well as the frequency with which it is offered are to be found in Annex 1 of the Study Regulations for the European Master in Children's Rights (Kinderrechte).

Module: Childhood Studies and Children's Rights		
Admission criteria: none		
Teaching and Learning forms	Module examination	Attendance obligation
Seminar I	Presentation of a group work and written paper of 5.000 words; the grade for the presentation is weighed with a third of the overall grade, the written paper is weighed with two thirds	yes
Seminar II		yes
Tutorial (e-learning)		yes
Credit points: 10		

Modul: Methods and techniques of childhood and children's rights research		
Admission criteria: none		
Teaching and Learning forms	Module examination	Attendance obligation
Seminar	Written paper of 5.000 words	yes
Tutorial		yes
Credit points: 10		

Modul: Work and education of children in an international and intercultural comparison		
Admission criteria: none		
Teaching and Learning forms	Module examination	Attendance obligation
Seminar I	Written paper of 5.000 words	yes
Seminar II		yes
Credit points: 10		

Module: Children out of place and Child Rights oriented practice		
Admission criteria: none		
Teaching and Learning forms	Module examination	Attendance obligation
Lecture	Written paper of 5.000 words (Conceptualisation of a practice model)	Yes
Seminar I		Yes
Seminar II		Yes
Tutorial		yes
Credit points: 10		

Module: dissertation project: internship		
Admission criteria: none		
Teaching and Learning forms	Module part examination	Attendance obligation
Internship	Written project report (2.500 words)	Yes
Colloquium		yes
Credit points: 5		

Module: dissertation project: research proposal		
Admission criteria: none		
Teaching and Learning forms	Module part examination	Attendance obligation
Mentoring programme	Written research proposal (2.500 words)	Yes
Colloquium		yes
Credit points: 5		

Annex 2 (on §10, para.5): Grading in the Dual Degree programmes

- (1) For grading examinations taken at the partner universities in the frame of the Dual Degree programme according to § 7 para 2 of the examination regulations the following grades are used:

Romanian Grade	Meaning
9,5-10,0	Excellent
Under 9,5	Very good
Under 8,5	Good
Under 7,5	Satisfactory
Under 6,5	Sufficient
Under 5,5	Sufficient (lowest pass)
Under 5	failed

- (2) In order to calculate the overall grade according to the grading scale of the Romanian partner Universities, the German grades are converted with the following formula: $R = D / -0,6 + 11,6$.

- (3) In order to calculate the overall grade according to the grading scale of the Freie Universität Berlin grades are converted with the following formula: $D = -0,6 * (R - 11,6)$. Only the first position after the comma is taken into account.

Annex 4: Diploma (§ 12 para. 2, Model)



FREIE UNIVERSITÄT BERLIN
FACHBEREICH ERZIEHUNGSWISSENSCHAFT UND PSYCHOLOGIE

Mrs/Ms/Mr

born on

in

Has passed the examination in the Master study programme „European Master in Children's Rights“

According to the examination regulations from [Tag/Monat/Jahr] (FU-Mitteilungen [XX]/Jahr)

the degree

**European Master in Children's Rights
(E.M.C.R.)**

is awarded.

Berlin,

(Siegel)

The dean

The head of the examination board

Annex 5: Certificate (§ 12 para. 3, Model)



[LOGO OF THE
PARTNER UNIVERSITY]

FREIE UNIVERSITÄT BERLIN
FACHBEREICH
ERZIEHUNGSWISSENSCHAFT
UND PSYCHOLOGIE

[INFO ON THE PARTNER
UNIVERSITY]

CERTIFICATE

On the passed examination in the Master study programme „European Master in Children's Rights“
According to the examination regulations from [Tag/Monat/Jahr] (FU-Mitteilungen [XX]/Jahr)

Mrs/Ms/Mr

Born on _____ in _____

Has passed the examination in the Master study programme „European Master in Children's Rights“ with the overall grade

(German grade)

(Romanian grade)

The Master thesis had the subject: [XX]

Berlin,

(Siegel)

The dean of Fachbereich
Erziehungswissenschaft der Freien
Universität Berlin

The head of the examination board

Representative of the educating
institution of the partner university

Grade Scale: 1,0 – 1,5 very good; 1,6 – 2,5 good; 2,6 – 3,5 satisfactory; 3,6 – 4,0 sufficient; more than 4,0 insufficient

Grade Scale of the Partner University

The Credit Points correspond with the European Credit Transfer System