

Examination Regulations

Faculty of Agriculture and Horticulture

Examination Regulations

**for the advanced Masters Course “Biodiversity
Management and Research”**

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Examination regulations

for the advanced Masters Course

Biodiversity Management and Research

On the basis of § 17 par. 1, No.1 of the constitution of the Humboldt-Universität zu Berlin (Amtliches Mitteilungsblatt of the Humboldt-Universität zu Berlin No. 28/2006) the Board of the Faculty of Agriculture and Horticulture has decreed the following examination regulations for the International Master programme „Biodiversity and Research“ on July 14th 2010. *

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§ 1 Bounds of validity

These examination regulations regulate objectives, procedures and requirements for the exams of the advanced Masters Course *Biodiversity Management and Research* at the Humboldt-Universität zu Berlin. They are valid in conjunction with the study regulations for the advanced Masters Course *Biodiversity Management and Research* and the General Articles for study and examination affairs (ASSP) according to the currently valid versions.

§ 2 Committee of examination

- (1) The committee of examination of the Faculty of Agriculture and Horticulture is responsible for examinations in the subject *Biodiversity Management and Research* and has particularly the following duties:
- to appoint the examiners,
 - to decide on admission to examinations,
 - to decide on approval of performances, compensation of disadvantages and the conse-

quences of delay and deceit in accordance with the ASSP

- to pay attention that the examination regulations are adhered
- to report regularly to the Board of Faculty on examinations, study times and grading
- to give motivation regarding academic reform.

(2) The committee of examination consists of 4 professors, 1 academic assistant and one student. The composition of the professors will be in equal numbers between HU and UNAM.

(3) The members will be appointed by the Board of the Faculty of Agriculture and Horticulture of HU and the Board of the Faculty of Science of UNAM for a period of two years. In case a member drops out, a new member is appointed by the representatives of the member group for the rest of the tenure. Members maintain their mandate until the substitutes take the office.

- (4) The Board of Faculty can decide that
- the tenure of the examination committee ends at an early stage and a new committee is appointed
 - the tenure of the student member is restricted to one year

(5) The chairman and the vice chairman will be elected out of the circle of the professors and should belong to two different universities. The committee can revocably transfer particular tasks to the chairman or the vice chairman.

(6) The committee of examination holds closed meetings. The committee constitutes a quorum if at least 2 professors, including the chairman or the vice chairman, as well as another member are attending the meeting. The committee makes its decisions with ordinary resolution. In the event of a tie the vote of the chairman decides, if the chairman is absent the vote of the vice chairman decides. The student member of the committee has no right to vote regarding issues of performance appraisal. The committee of examination can make a decision in written procedure unless a member disagrees. Clauses 2 to 5 apply accordingly.

(7) The members are subject to official secrecy. Unless they are associated to public service, they are committed by the chairman respectively.

(8) Members of the examination committee are not allowed to take part in decision making on dis-

* The Senatsverwaltung für Bildung, Wissenschaft und Forschung has confirmed the examination regulations on ____ .

agreements regarding examination decision if they are prejudiced. Those members are still at liberty to be heard as an examiner. Prejudiced is who:

- directly assisted in grading,
- is employed at the Chair of the evaluator

§ 3 Regular study time, Credit points, performance requirements

(1) The advanced Masters Course *Biodiversity Management and Research* has a regular study time of 4 semesters.

(2) Within the advanced Masters Course *Biodiversity Management and Research* 120 Credit Points (SP) have to be acquired by the students. The Credit Points are assigned if the relevant course achievements resp. the exam is fulfilled resp. passed successfully.

(3) The expected course performances to be achieved within the advanced Masters Course *Biodiversity Management and Research* are specified in § 7 and the appendices of the study regulations, the exams to be completed are specified in the appendix of these examination regulations.

§ 4 Examiners

(1) For the study attending exams the committee of examination appoints examiners in agreement to the ASSP.

(2) Master theses are reviewed by two examiners. The committee of examination therefore appoints two Professors or habilitated academic assistants. As the first examiner is generally appointed who assigned the topic of the thesis and who supervised the thesis. Aberrant from clause 2 also a non-habilitated academic assistant or assistant lecturer can be appointed as the second examiner, as long as he/she is authorized to unaffiliated teaching and in case professors and academic assistants are not available.

Clause 4 applies accordingly if, referring to § 6 Par. 2, a third examiner is appointed as an exception.

§ 5 Registration and admission for examinations

(1) The participation for exams or re-examinations requires a registration. If there is an administrative system for examinations with the possibility to register online, the registration generally should be made online. The registration concurrently is considered as the application for the admission to examination.

(2) Accepted for the study attending exams is who

- is enrolled at the Humboldt-Universität zu Berlin or at the University of Namibia (UNAM) in Windhoek in the advanced Masters Course *Biodiversity Management and Research* or who was enrolled before the registration for examination and requires or chooses the examination in line with his or her study programme

- fulfils the admission requirements for the examination as specified in the appendix
- fulfils the specifications of examination consultations made by ASSP in the context of the regulations for consultancy and reproducibility of exams, if it is a matter of re-examination.

(3) Accepted for the Master thesis is who

- is enrolled at the Humboldt-Universität zu Berlin or at the University of Namibia (UNAM) in Windhoek in the advanced Masters Course *Biodiversity Management and Research* or was enrolled before the registration for the Master thesis and completed the following modules:

Compulsary group of the subject (P – Modules)

1. Biostatistics, Scientific Communication & Presentation
2. Assessing Biodiversity
3. Evolution of Biodiversity
4. Applied Biogeography
5. Integrated Land use and Water Resource Management
6. Natural Resource Economics and Management
7. Environmental Law

Elective group of the subject (WP – Module)

- 8 a) GIS and Remote Sensing
OR
b) Management of Natural History Collections
- 9 a) Functional Biodiversity of arid and semi-Arid ecosystems
and
- 10 a) Functional Biodiversity of woodland and Forest ecosystems
OR
9 b) Functional Biodiversity of marine ecosystems
and
10 b) Functional Biodiversity of freshwater ecosystems

- has not already failed a Master thesis finally in the advanced Masters Course *Biodiversity Management and Research* at another University in the Federal Republic of Germany

- fulfils the specifications of examination consultations made by ASSP in the context of the regulations for consultancy and reproducibility of exams, if it is the last re-examination.

(4) The committee of examination decides about the admission to an examination or re-examination. The committee can confer its authorization upon the examination office or the examiners. The authorization for discretionary decisions about admission, can only be conferred as far as the exertion for discretion is regulated in written form. In case of an online registration the electronic confirmation is presumed as the admission to the examination. Beyond the online registration procedure admis-

sions can also be announced via the ad board stating the matriculation number.

(5) The admission of guest auditors conforms with the ASSP.

§ 6 Assessment, passing and repetition of exams

(1) Examinations are graded, unless it is exceptionally regulated in the appendix that they merely are accounted as „passed“ or „not passed“. The scale of grades conforms with the ASSP.

(2) If an examination is reviewed by two examiners, the grade is calculated via the arithmetic mean of the two appraisals. If the deviation of the appraisals is two grades or more or if one examiner evaluates the written performance with „fail“ (4.1-5.0), a third examiner will be appointed by the committee of examination and, on the basis of the grading of all three examiners, the committee makes the final decision generating the arithmetic mean. For the Master thesis this applies also upon request of the student, if the deviation is more than one grade.

(3) An examination is regarded as passed if at least the grade „sufficient“ (4,0) is attained.

(4) Exams, which were not passed, can be repeated two times. The students have to be allowed to the first repetition before the beginning of the lecture period and they have to be allowed to the second repetition before the end of the lecture period of the respective term following the term in which they failed the exam.

A Master thesis, which was failed, can be repeated only once, with a new topic. Failures at other universities are accounted within the bounds of validity of the constitutional law. The preparation of the second thesis should be initiated 3 months after the on the first thesis.

Passed examinations can be repeated once with regard to improvement of grading; this does not apply for the Master thesis.

§ 7 Module final examinations

(1) Module final examinations can be assessed in different forms, especially as oral examinations, tests, homework and other written reports or multimedia examinations. The type of the examination is specified in the appendix. In case alternative types of examination are scheduled, the type is regulated and announced by the examiner. The announcement is made at the beginning of the semester in which the examination proceeds. If an examination relates to only one course and if this course continues for more than one semester the announcement is made at the beginning of that semester, in which the course begins.

(2) In oral examinations students prove that they are able to define and interpret the specifics, limita-

tions, terminologies and doctrines of the subject, that they dispose of a far-ranging, detailed and critical understanding in one or more special subject at the current stage of research and practice and that they can facilitate information, problems, ideas and solutions on a scientific basis and to implement these practical proficiencies. The duration of oral exams is ruled in the appendix. The duration is exceeded if a number of students are examined together. The examiner, and where applicable the assessor, the beginning, the end, the major subjects, the grade and particular occurrences are recorded. The grade is communicated and reasoned subsequent to the examination. The members of the examination committee are entitled to attend the oral examination. Other persons can attend the examination upon request of the student.

(3) In written examinations students prove that they are able to define and interpret the specifics, limitations, terminologies and doctrines of the subject, that they dispose of a far-ranging, detailed and critical understanding in one or more special subject at the current stage of research and practice and that they can facilitate information, problems, ideas and solutions on a scientific basis and to implement these practical proficiencies. The duration of written exams is ruled in the appendix.

(4) Within homework, portfolios, essays and similar written exams students prove that they can apply scientific basics of the subject and their skills to problem solving also in new and not familiar situations and that at the same time they can establish interdisciplinary correlations; that they can integrate knowledge, face complexity and make fundamental scientific decisions even with incomplete informational basis. Working expenditure and extent are specified in the appendix. Homework and portfolios need to be provided with a clarification stating the student's independence, correct labeling of modified and unmodified resources, including internet resources, charts and pictures, and stating the student's knowledge about disciplinary action on violation against these rules because of deceit or try of deceit.

(5) In multimedia examinations students prove that they are able to work independently on issues from their field of study and present results on a scientific level considering the current stage of research and practice by establishing interdisciplinary correlations and using different media. Duration, type and extent of these examinations are specified in the appendix.

(6) If a module final examination consists of multiple partial verifications, the appointment of examiners, the registration and admission for the examination, the regulation and announcement of the type of examination and the assessment are made separately. The partial verifications have to be passed separately and according to § 6 par. 4 repeated separately. The grade is calculated from the grades of the partial verifications, which are weighed according to the declared Credit points. If there are no Credit points declared, the grades are weighed equally. Partial verifications without as-

assessment or which are solely declared as „passed“ due to deficiency of comparable scales of grades, are not considered to grading.

(7) Module final examinations are assessed para-curricular.

§ 8 Master thesis

(1) Within the Master thesis students prove that they can elaborate a topic scientifically and independently, establishing interdisciplinary correlations and considering the current stage of research and practice. The master thesis should not exceed an extent of 150.000 characters. The thesis has to be provided with a clarification stating the student's independence, correct labelling of modified and unmodified resources, including internet resources, charts and pictures, and stating the student's knowledge about disciplinary action on violation against these rules in case of deceit or try of deceit.

(2) The topic of the thesis is provided by a professor or habilitated academic assistant, who supervises the thesis. The topic can be chosen out of any of the participating substantial subjects but also shall reveal the inclusion of other represented subjects. A meeting with the student precedes the topic. The student can propose a topic, though this has not to be obeyed. The topic becomes obligatory if the student is notified in writing. The wording of the topic and the time of announcement are documented in the audit file.

(3) The topic of the thesis can be replaced by the student without any reason within two weeks after the announcement; then a new topic is provided and announced.

(4) The processing time for the master thesis comprises six months and begins from the day of announcement of the topic. Upon request of the student the time can be prolonged by the committee of examination for important reasons; rules on delay resp. exceeding of examination deadlines conform with the ASSP. The master thesis has to be handed in triplicate and additionally as an electronic resource to the committee of examination. Time of issue resp. date of issue in case the thesis inbounds via mail, is documented in the audit file.

(5) When the master thesis is passed, it has to be defended as a viva-voce exam. The defence generally is made in presence of the examiners who evaluated the thesis. In exceptional reasonable cases the committee of examination can appoint other examiners; § 4 par. 2 applies accordingly so far. The defence can be organized within a colloquium if the student agrees. In this case the conversation is merely hold between the student and the examiners. The defence is graded; the grade is communicated to the student and reasoned subsequent to the defence. The members of the examination committee are entitled to attend the defence. Other persons can attend if the student agrees or upon request.

(6) The defence has to be passed separately and in case of failure also to be repeated separately. The final grade of the master thesis results from the grade of the thesis itself and the grade of defence at a ratio of 8 to 2.

§ 9 Final study degree, final grade, academic degree

(1) The advanced Masters Course *Biodiversity Management and Research* is successfully completed if all study performances are completed, if all examinations are passed and if all Credit points are yielded.

(2) The final grade of the Masters Course comprises the grades of the compulsory and elective module final examinations and the grade of the master thesis and is weighed according to the declared Credit points for the modules. Examinations without assessment or which are solely declared as „passed“ due to deficiency of comparable scales of grades, and examinations, which have been passed by the student within the general coursework (=studium generale) or upon request of the student are not considered to grading.

(3) The degree „Master of Science“(„M.Sc.“) is obtained by students who successfully completed the Masters Course. The academic degree is awarded as a „Joint Degree“. The certificate is provided with the official seals of both HU and UNAM.

(4) If an examination is not passed though all opportunities of repetition were exhausted, the student receives a written notice that the examination irrevocably is not passed. If it is matter of examination within the compulsory group or if the alternatives of the elective group concerned are completely exploited, the notice also contains the declaration that the Masters Course can no longer be completed successfully. Upon request the student receives a written confirmation stating the study performances including the failed examination with indication that the Masters Course can no longer be completed successfully according to the prevailing examination regulations.

§ 10 Further regulations

The language in examinations, deadlines and their announcements, the scale of grades, acknowledgement of study results, equation of disadvantages, examination consultancies, consequences of delay, deceit and breach of regulations, the conferring of certificates, documents and diploma supplement, the inspection of audit files and the procedure of remonstrance conform with the ASSP. Within the right of file inspection the student is eligible to make copies or have copies to be made.

§ 11 Coming into force

(1) These regulations come into force the day after their publication in the paper of curatorial disclosure (Amtliches Mitteilungsblatt) of the HU.

(2) These regulations apply to students who begin their studies after coming into force of these examination regulations or to students transferring from other universities or other degree programmes.

(3) For students who began their studies before coming into force of these regulations, the regula-

tions from April 1st 2004 (Amtliches Mitteilungsblatt of the Humboldt-Universität zu Berlin No. 08/09) apply until the end of the summer semester 2013. The examination regulations from April 1st 2004 expire with the end of the summer semester 2013.

Appendix: Summary of the study attending exams for the advanced Masters Course
„Biodiversity Management and Research“

Modules	Credit Points	Form and extent of examination
Compulsary Modules		
P - Module 1 Biostatistics, Scientific Communication and Presentation	10	Written exam (180 Min) = 60% Home work (5 pages) = 20% Oral presentation = 20%
P - Module 2 Assessing Biodiversity	10	Written exam (180 Min) = 60% Home work (5 pages) = 20% Oral presentation = 10% Written report of excursion (2 pages) = 10%
P - Module 3 Evolution of Biodiversity	10	Written exam (180 Min) = 60% Home work (5 pages) = 20% Oral presentation = 20%
P - Module 4 Applied Geography	10	Written exam (180 Min) = 60% Home work (5 pages) = 20% Oral presentation = 10% Written report of excursion (2 pages) = 10%
P - Module 5 Integrated Land use and Water resource Management	10	Written exam (180 Min) = 60% Home work (5 pages) = 20% Oral presentation = 20%
P - Module 6 Natural Resource Economics and Management	10	Written exam (180 Min) = 60% Home work (5 pages) = 20% Oral presentation = 20%
P - Module 7 Environmental Law	5	Written exam (180 Min) = 60% Home work (5 pages) = 20% Oral presentation = 20%
Elective modules¹		
WP - Module 8a GIS and Remote Sensing	5	Written exam (180 Min) = 60% Home work (5 pages) = 20% Oral presentation = 20%
OR WP - Module 8b Management of Natural History Collections	5	Written exam (180 Min) = 60% Home work (5 pages) = 20% Oral presentation = 20%
WP - Module 9a Functional Biodiversity of arid and semi-arid ecosystems	10	Written exam (180 Min) = 60% Home work (5 pages) = 20% Oral presentation = 10% Written report of excursion (2 pages) = 10%
AND WP - Module 10a Functional Biodiversity of woodland and forest ecosystems	10	Written exam (180 Min) = 60% Home work (5 pages) = 20% Oral presentation = 10% Written report of excursion (2 pages) = 10%
OR		
WP - Module 9b Functional biodiversity of marine ecosystems	10	Written exam (180 Min) = 60% Home work (5 pages) = 20% Oral presentation = 10% Written report of excursion (2 pages) = 10%
AND WP - Module 10b Functional biodiversity of freshwater ecosystems	10	Written exam (180 Min) = 60% Home work (5 pages) = 20% Oral presentation = 10% Written report of excursion (2 pages) = 10%

¹ Es sind Module im Umfang von insgesamt 30 SP zu wählen.

Module 11 Internship	10	Written report (10 pages) = 100%
Module 12 Master Thesis	20	Master Thesis = 80% Viva-voce exam (Defense) = 20% According to § 8 Abs. 4.