

## **EXAMINATION REGULATIONS for the Master's Degree Program in "Fishery Science and Aquaculture"**

According to § 17 Para 1 No. 1 of the Temporary Constitution of Berlin Humboldt University (Official Bulletin of the HU No. 05/2005), the Faculty Council of the Faculty of Agriculture and Horticulture has established the following Examination Regulations for the Master's Degree Program in "Fishery Science and Aquaculture", on 13<sup>th</sup> July 2005: \*

### **Contents**

- § 1 Validity
- § 2 Aims
- § 3 Master's Degree
- § 4 Examination Board
- § 5 Examiners and Associate Examiners
- § 6 Recognition of study times and Examination results
- § 7 Program structure (Modules), Scope of studies, Standard duration of Program
- § 8 Types of Examination
- § 9 Assessment
- § 10 Examination dates, Time limits
- § 11 Re-taking of Examinations
- § 12 Missed Examinations, Withdrawal, Cheating
- § 13 Invalidity of the Master's Examination
- § 14 Access to Examination files
- § 15 Admission to the Master's Examination
- § 16 Type and scope of the Master's Examination
- § 17 Admission to Module Examinations
- § 18 Student Project
- § 19 Master's Thesis
- § 20 Passing the Master's Examination, Calculating results
- § 21 Master's Testimonial and Master's Certificate

- § 22 Provisional regulations
- § 23 Date of validity

Attachment: List of Modules

### **§ 1 – Validity**

These Examination Regulations are valid for the Master's Degree Program in "Fishery Science and Aquaculture" at Berlin Humboldt University.

### **§ 2 - Aims**

On successful completion of the Master's Degree Program in "Fishery Science and Aquaculture", the students have demonstrated that they:

- are capable of applying their knowledge of fishery science and aquaculture on an international scale and of combining this with their knowledge of other fields in interdisciplinary study;
- are able to assess critically, evaluate and transmit the knowledge they have acquired;
- possess the key qualifications necessary to rise to the challenge of a continuously changing area of work competently and innovatively;
- have the professional, methodical and social competence necessary for scientific work.

In addition, the students have gained a realistic assessment of their own motivation and suitability for further scientific qualifications.

### **§ 3 – Master's Degree**

On the fulfilment of all conditions (see § 20), the Faculty of Agriculture and Horti-

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\* These regulations were approved on 17 July 2006 by the Senatsverwaltung für Wissenschaft, Forschung und Kultur, temporarily until 30<sup>th</sup> September 2007.

culture awards the academic degree "Master of Science" (abbreviation: M.Sc.).

#### **§ 4 – Examination Board**

(1) The Faculty Council selects an Examination Board, consisting of five members, according to the suggestions of the group representatives. The board is responsible for admissions, organisation of the Master's Examination and decisions connected with that. The board comprises:

1. three professors involved in the program,
2. one scientific assistant on the program,
3. one student on the program.

The student member of the Examination Board can advise on the assessment and acceptance of course and examination results. Deputies should be chosen for all board members.

(2) The members according to Paragraph 1 Nos. 1 and 2 are elected for a period of two years. They may be re-elected.

(3) The Faculty Council selects one of the professors as in Para. 1 as chairperson and one as deputy chairperson of the Examination Board.

(4) The Examination Board ensures that the conditions set out in these regulations are fulfilled. The board meets at least once each semester and reports regularly to the faculty about the development of examination and study times, and about the allocation of modules and overall marks. The University is to make the report public in a suitable way. The Examination Board makes suggestions towards reforming the program regulations, the program schedules and the examination regulations.

(5) Members of the Examination Board have the right to attend the examinations, including the discussion of results.

(6) The chairperson organises the day-to-day business of the Examination Board. The board may at any time delegate, to the chairperson or his deputy, general or

individual tasks to be carried out independently. Objections to a decision resulting from the delegation can be raised by the affected person and should be presented to the board for consultation. The board can request to change or annul the decision. The time allowed for raising a complaint in the administrative conflict procedure is not affected by raising objections. The board can be summoned on the application of one member.

(7) Members of the Examination Board may not take part in the board's activities or decisions if there is a personal involvement in the matter.

(8) Decisions of the Examination Board will be passed through the Dean of The Faculty of Agriculture and Horticulture (Examination Office).

(9) The members of the Examination Board and their deputies are subject to the rules of official discretion. If they are not civil servants, they must be bound to discretion by the chairperson of the Examination Board.

#### **§ 5 – Examiners and Associate Examiners**

The Examination Board appoints the examiners and associates. The appointment may be delegated to the chairperson. The examiners should be professors or qualified lecturers. Exceptions can only be made for assistant lecturers if they are entitled to teach and if there are no professors or qualified lecturers available. Associate examiners must have a Master's Degree or equivalent qualification. The student may propose an examiner. This proposal does not entitle a legal claim. The names of the examiners should be made known to the student in good time.

#### **§ 6 – Recognition of study times and Examination results**

(1) Course and examination results which have been achieved in a master's program in "Fishery Science and Aquaculture" at a university or equivalent college

within the E.U. will be accepted without further testing, as long as they are confirmed by the proof of credits according to the European Credit Transfer System (ECTS).

(2) Course and examination results for this master's program which have been achieved at a university outside the E.U. or in another master's program will be accepted, as long as equivalence can be established. Equivalence is established, when the duration of the program and examination results are equivalent to those of the program in "Fishery Science and Aquaculture" at Humboldt University in content, scope and demands.

(3) Course and examination results which have already been accepted as part of a bachelor's degree program cannot be accepted.

(4) The acceptance of parts of the master's program can be refused, if more than two-thirds of the examination results are involved.

(5) If the course and examination results are accepted, the marks are to be transferred – as long as the marking systems are comparable – and included in the calculation of the final result, according to the examination regulations.

### **§ 7 – Program structure (Modules), Scope of studies, Standard duration of Program**

(1) The program is structured in modules. There are compulsory elective modules and free choice modules. One module comprises a workload of 180 hours, including 60 hours of teaching. Each module is completed by an examination. The number, type and sequence of the modules are determined by the Program Regulations.

(2) Six credits are assigned to each module. These are awarded to the candidates after completion of the examination. The assignment of credits is compatible with the ECTS.

(3) The students must cover 120 credits, divided as follows: 90 credits are obtained in the compulsory elective modules, the elective modules and the student project. Of these, 30 credits are obtained from the compulsory elective modules (basics), 30 from compulsory elective modules (in-depth), 12 from the student project and 18 from free choice modules.

(4) The student project is an optional part of the program. The project is equivalent to two modules (12 credits). If the project is not selected, one compulsory elective module (in-depth) and one free choice module must be taken.

(5) The program is completed with the preparation of a master's thesis. The thesis is equivalent to five modules (30 credits or a workload of 900 hours).

(6) The standard duration of the program is four semesters, including the preparation of the thesis.

### **§ 8 – Types of Examination**

(1) Examination results can be obtained through written or oral or other types of examination. One examination is equivalent to at least three credits. The final mark for the module examination will be composed from all parts of the examination, weighted by the credits.

(2) Written examinations involve answering one or more questions. The time allowed is 90 minutes. The marking must be done within four weeks.

(3) Oral examinations are taken in the presence of several examiners or one examiner with one assistant examiner. The exams may be taken individually or in a group of candidates. An individual examination is to be held on request of a candidate. The oral examination lasts at least 15 and no more than 30 minutes, for each candidate and subject. The most important topics and results of an oral examination are to be recorded in writing. The candidate is to be told the result at the end of the oral examination. Members of the university can be present as an audi-

ence, if the room size permits and the candidate agrees. However, this possibility does not include the advice to the candidate and the revealing of the result.

(4) Other types of examination are the presentation of a paper, with or without a written version, homework or comparable types which permit the evaluation of individual achievement in a module.

(5) The examiner(s) informs(s) the candidates of the intended type of examination at the beginning of a module, corresponding to the module description in the annex of the Program Regulations.

(6) If a student can prove that he or she is unable to take the examinations or produce all or parts of the program results in the form required because of a continuing or permanent physical impairment or disability, the Examination Board, on written application, decides in consultation with the student and the examiner on suitable measures to enable the student to achieve equivalent program and examination results within an extended period or in another form.

(7) Examinations are taken in either English or German language.

### § 9 - Assessment

(1) The marks for the individual examinations are determined by the examiner. If several examiners are involved, a joint assessment is made. If no agreement can be reached, the Examination Board decides.

(2) The following marks are to be used to assess the examination achievements:

1 = very good = excellent work;

2 = good = well above average;

3 = satisfactory = average;

4 = sufficient = work which reaches the required standard, despite weaknesses;

5 = fail = work which does not reach the required standard due to serious weaknesses.

For a precise assessment of achievement, interim values may be used, raising or reducing the mark by 0.3; the marks 0.7, 4.3, 4.7 and 5.3 are not permitted.

(3) The single marks for module examinations or the over-all result are:

- Up to 1.5 = very good
- 1.6 – 2.5 = good
- 2.6 – 3.5 = satisfactory
- 3.6 – 4.0 = sufficient
- From 4.1 = fail.

For the issuing of certificates in English the following translations are to be used: sehr gut = very good, gut = good, befriedigend = satisfactory, ausreichend = sufficient, nicht ausreichend = fail.

(4) To pass an examination, the standard „ausreichend“ (4.0) or “sufficient” must be achieved.

### § 10 – Examination dates, Time limits

(1) At least three examinations per year and module will be offered. Oral and written examinations must be completed within the given examination periods. Dates for examinations of parts of a module will be set by the examiner, in consultation with the candidate(s), independently from the examination periods.

(2) Students must apply at the examination office within the time specified, before being admitted to the examination in the compulsory elective modules. The application date is also the final date. The final date for the withdrawal from an examination is one week before the date of the examination. Students are responsible for keeping to these dates. Applications to take an examination in a free choice module should be organised directly with the examiners.

(3) At the beginning of the winter semester, the Faculty Council, in consultation with the Examination Board, sets the dates for four examination periods for the

running academic year and the final application dates.

(4) The examination office will put up a notice to inform students of the places and times of the examinations, and the application dates.

### **§ 11 – Re-taking of Examinations**

(1) A failed examination in a module part or in a module or the student project can be re-taken twice. If the mark for the thesis was “fail”, one re-take is possible (see § 19 Para 8).

(2) A single re-take in order to improve the result is permitted, as long as the re-take takes place within the standard duration of the program.

(3) A re-take must be completed within two semesters after the date of the failed examination.

(4) If the student re-takes an examination, the better result is valid.

### **§ 12 – Missed Examinations, Withdrawal, Cheating**

(1) An examination will be assessed as “failed” (5.0) if the candidate misses the examination without good reason or withdraws from the already started examination. The same applies if the written examination is not completed in the time allowed.

(2) The reasons for missing or withdrawing from the examination must be convincingly presented to the Examination Board in written form without delay. In case of illness, a doctor’s certificate must be presented within 14 days. In doubtful cases, a certificate from a doctor named by the university may be demanded. If the reasons are accepted, a new date for the examination will be set. The acceptance of previous examination results is not affected by this.

(3) If a candidate attempts to influence the result of his/her examination through cheating or the use of forbidden

aids, the examination result will be “fail” (5.0). A candidate who disturbs the orderly course of an examination may be excluded from continuing the examination by the examiner or invigilator; in this case, the examination result will be assessed as “fail” (5.0). In serious cases, the Examination Board can exclude the candidate from the participation in further examinations.

(4) The candidate may demand, immediately after the examination, that the decision according to Para. 3, sentences 1 and 2 be reviewed by the Examination Board and that he/she be given a hearing. Negative decisions must be communicated immediately to the candidate in writing, giving reasons and a statement of rights of appeal.

### **§ 13 – Invalidity of the Master’s Examination**

(1) If a candidate has cheated in an examination and this only becomes known after the testimonial has been handed out, the Examination Board can later correct the results of the examinations where the candidate cheated and can declare the examination as failed in whole or in part.

(2) If the conditions of admission to an examination were not fulfilled, where the candidate did not intend to cheat, and this only becomes known after the testimonial has been handed out, the fault is cancelled out by the passing of the examination. If the candidate applied for admission knowing that the conditions were not fulfilled, the Examination Board decides.

(3) The candidate must be given a hearing before the decision is reached.

(4) The false testimonial must be withdrawn and if applicable, a new one given. The Master’s certificate must also be withdrawn, if the examination is assessed as “failed” because of cheating. A decision according to Para. 1 and 2, clause 2, is only possible up to five years after the date of the testimonial.

### **§ 14 – Access to Examination files**

Within one year of completion of the examinations, the candidate, on application, within a suitable length of time, permitted access to his/her written examinations, the examiner's report and examination records.

### **§ 15 – Admission to the Master's Examination**

Students registered for the Master's program in Fishery Science and Aquaculture at Humboldt University, Berlin, are admitted to the Master's Examination.

### **§ 16 – Type and scope of the Master's Examination**

(1) The Master's examination basically comprises module examinations according to Para. 2, the student project, if applicable, and the Master's thesis.

(2) Module examinations and, if applicable, partly module examinations are to be taken in the following modules (each module 6 credits):

a) Five specialized optional modules (Basics), chosen from the appropriate list (see attachment). At least one of these modules from each of the following topic groups is to be taken:

- Limnology/Ichthyology
- Fishery Management
- Fish Breeding and Fish Pathology.

b) Five specialized optional modules (Extension) chosen from the appropriate list (see attachment). If the student project is not chosen, according to § 7 (4), one additional specialized optional module (in-depth) must be taken from the list of those offered by this program.

c) Three (or four if the student project was not chosen) free choice modules: In addition to the specialized optional modules 18 or 24 credits must be proven from free choice modules. Out of these at least 6 or 12 credits must originate from the list of modules (see attachment), or

from modules offered by other Master's programs of this faculty, or from those equivalent to a Master's program offered by other national or foreign universities. The recognition of free choice modules from foreign universities required a written application and an acknowledgement by the examination office. After a written application to the examination office, free choice modules to the amount of 12 credits can be chosen freely, if these modules fulfil the requirements of these regulations regarding time and workload. Those specialized optional modules, not chosen, can be taken as free choice modules.

d) The kind of examination can be seen at the catalogue of modules (see attachment of the study regulations).

### **§ 17 – Admission to Module Examinations**

The students register for the compulsory elective module examinations in the examination office. The registration is also counted as an application for admission to the respective module examination (see § 10 Para. 2).

### **§ 18 – Student Project**

(1) The student project is an optional part of the program, which may be completed as individual or group work in one semester during the second year. The study project is to be presented in written form and in a colloquium, in which the most important results are presented and discussed. A maximum of 30 minutes per student is allowed for the oral presentation.

(2) The topics are issued and the projects supervised by one or more lecturer(s) of the faculty. The students register the project in the examination office. The work on the topic starts on the day of registration. The work on the topic and the dissertation of the project have a workload of 360 hours and have to be finished within two semesters and at least before the registration of the thesis' topic.

(3) The assessment of the project is carried out by the responsible supervisor. In group projects, the contributions of the individual students should be clearly recognisable. The marks for the written work and the colloquium will be combined in the relation 2 (written) to 1 (oral) for the final project mark.

(4) For repeating the project see § 11.

### **§ 19 – Master’s Thesis**

(1) The master’s thesis completes the master’s program. It should show that the candidate is capable of treating a scientific problem independently in a limited time. The results of the thesis are to be defended in an oral discussion.

(2) The thesis can be completed and defended either in German or English language.

(3) The thesis is worth 30 credits. Six months are allowed for work on the thesis after the topic has been issued. Written permission from the Examination Board is required for an extension of the time for the thesis. A maximum of two months is allowed for the extension.

(4) Every professor or qualified university lecturer can hand out the topic of the thesis. Exceptions from this regulation require the agreement by the Examination Board. The candidate should be given the opportunity to suggest a topic for the thesis and to name the assessors.

(5) The registration should be carried out starting from the third semester. The time of the issue of topics and the topics are to be recorded in the examination office. The topic can be changed once only, within the first four weeks of working on the topic, on application by the student.

(6) The oral defence of the thesis takes place within six weeks of it being submitted. It lasts for a maximum of 60 minutes, including discussion. The assessor(s) must organize the oral defence.

(7) Two copies of the thesis must be submitted to the examination office.

(8) The thesis is evaluated by two assessors. The first assessor issues the topic and is also the supervisor of the thesis. The mark of the written work results from the average of the two marks of the assessments. The final mark is calculated from the marks for the written work and the oral defence, in the relation of 2 (written) to 1 (oral). If the two assessors award different marks, the average is taken. As a rule, the assessors should hand over the assessments of the thesis to the Examination Board/examination office four weeks after they have received the thesis. In case of judgements varying at least two marks, or if one assessor awards “failed”, the Examination Board nominates an additional expert assessor. The third assessment should be carried out within four weeks. The Examination Board will then make its final decision on the basis of the three judgements.

(9) If the final grade is “fail”, a new topic of the thesis may be given out once.

### **§ 20 – Passing the Master’s Examination, Calculating results**

(1) The master’s examination has been passed, if the following requirements have been fulfilled:

1. Each of the module examinations mentioned in § 16 Para. 2 has been passed with at least “sufficient” (4.0).
2. The student project has been passed with at least “sufficient” (4.0).
3. The thesis has been passed with at least “sufficient” (4.0).

(2) The calculation of the final mark for all examinations (including the thesis) is carried out by multiplying the single results with the number of credits gained, then adding those results and divided by the sum of all included credits. The final mark will only show one decimal point. The calculation of the final result is carried out by the Examination Board/examination office (see § 9). For the final result and ECTS grade will be ascertained, which

will be part of the diploma supplement. The ECTS grade gives information about how well the student did, following this rule:

ECTS-grade

A = the best 10% of the students,

B = the following 25%,

C = the following 30%,

D = the following 25% and

E = the last 10%.

(3) If one of the examination mentioned in Para. 1 is finally failed, including all possible retakes; the candidate is to be excluded from further examinations of the master's program in "Fishery Science and Aquaculture". The chairperson of the Examination Board will inform the candidate in writing, including a statement of rights of appeal.

(4) If the candidate has finally failed the master's examination, she/he will receive, on request, written confirmation which contains the examinations completed and the marks obtained, as well as the examinations not completed and which states that the master's examination has been finally failed.

### **§ 21 – Master's Testimonial and Master's Certificate**

(1) The successful candidates receive a Testimonial of the results. The Testimonial includes the number of credits accorded to the modules completed, the marks for the individual examinations in the specialized optional modules and the free choice modules, the student project, the master's thesis and the final result of the master's examination. The testimonial bears the date of the last examination taken. It is signed by the Dean and the chairperson of the Examination Board.

(2) In addition to the testimonial, the candidate receives a master's certificate with the same date as the testimonial. This certifies the award of the master's degree. The master's certificate is signed by the dean of the Faculty of Agriculture and Horticulture and the chairperson of the Examination Board and sealed with the seal of the Humboldt University.

(3) The candidates also receive an English translation of the testimonial, the master's certificate and a diploma supplement.

### **§ 22 – Provisional regulations**

(1) These regulations are valid for students who started their studies after these regulations came into power.

(2) Students who started studying before these regulations came into force can choose whether to continue their studies following the existing regulations or following these new regulations. The choice has to be made at the latest before applying for an examination; it has to be registered and is not revisable.

### **§ 23 – Date of validity**

(1) These regulations come into force the day after their publication in the Official Bulletin of the Humboldt University of Berlin.

(2) The regulations from 10 July, 2002 (Official Bulletin of HU No. 30/2002) become invalid with these regulations coming into force, in consideration of § 22.

(3) These regulations are valid for the re-accreditation period. The experiences with the program are to be evaluated with reference to:

- Acceptability to students and in the professional field.
- Ease of study, reduction of study time.
- The available possibilities of qualification in the discipline and interdisciplinary possibilities.

Attachment: List of Modules



## Attachment: List of Modules

<b>Specialized optional modules (Basics, 4 hours per week of the semester and 6 credits each)</b>	<b>Run of the module</b>	<b>Semester*</b>
Ecology of Fish	Classical	1
Applied Limnology (Limnology II)	Block	2
Systematics and Evolution of Fish	Classical	3
Physiology of Fish Reproduction	Classical	2
Fishery Engineering and Fishing Gear	Classical	1
Management of Fish Communities	Classical	3
Methods of Fisheries Science	Classical	1
Aquaculture of Cyprinids	Classical	1
Microbial Diseases (Fish Pathology I)	Classical	1
Fish Physiology and Nutrition	Classical	3
Special and Tropical Aquaculture	Classical	3

<b>Specialized optional modules (Extension, 4 hours per week of the semester and 6 credits each)</b>	<b>Run of the module</b>	<b>Semester*</b>
Microbiology	Classical	1
Bioenergetics of Fish	Classical	1
Ecology and Systematics of Plankton and Benthos	Classical	2
Phycology	Block	2
Tropical Freshwater Fish Communities	Classical	3
Water Chemistry	Classical	3
Fish Behaviour and Evolution	Classical	1
Aquaculture of Additional Species	Classical	4
Fish as Product, Processing, and Marketing of Fish	Classical	2
European, World Sea and Inland Fisheries-Aims, Efficiency, Conflicts and Legal Regulation	Classical	2
Protection of Endangered Species	Classical	2
Fishery Businesses Economy	Classical	3
Recreational Fisheries (Angling)	Classical	4
Ornamental Fish Product Science	Classical	4
Fish and Fisheries Sampling Techniques	Classical	4
Aquaculture of Salmonids	Classical	1
Reproduction of Ornamental Fish	Classical	2
Parasitology (Fish Pathology II)	Classical	3
Genetics of Fish	Classical	4
Environmental Stress of Fish	Classical	4

\* The modules are held in 4-semester-rotation; first time summer semester 2006.  
Classical: semester attendance; Block: Block course