

**Examination and Study Regulations  
for the Master's Programme  
Global History  
at the University of Bayreuth  
dated 7 June 2019**

Article 13 para 1 sentence 2 in conjunction with Article 58 para 1 sentence 1 and Article 61 para 2 sentence 1 of the Bavarian Higher Education Act (*BayHSchG*) forms the framework for the following Examination Regulations issued by the University of Bayreuth.

*The University of Bayreuth is not liable for inaccuracies or mistakes in this English translation. In case of doubt, the German originals are to be used in a court of law.*

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## § 1

### **Purpose of the master's examination**

<sup>1</sup>The purpose of the Master's Examination in concluding academic studies in the Master's Programme in Global History is to ascertain whether the candidate can demonstrate the following competencies:

- identification of long-term global historical changes and their analysis
- ability to make critical expert contributions, using his or her knowledge of global history, to current social, political and economic debates
- transfer of complex global-historical contexts to particular concrete question, which are thus made analytically comprehensible and can be scientifically investigated
- critical analysis of historical sources

and has acquired the subject-specific knowledge specified in the present regulations: inter alia, application of the methods of critical assessment of historical sources and contextualization in the global historical framework.

<sup>2</sup>On the basis of a passing grade on the Master's Examination, the university awards a Master of Arts degree (M.A.) by way of the Faculty of Humanities & Social Sciences.

## § 2

### **Admission to the programme; qualification**

(1) The requirements for admission to the Master's Programme are:

1. a bachelor's degree in History from the University of Bayreuth with at least an examination grade of "good" (2.5) or an equivalent degree and
2. proof of at least level A1 German language proficiency, per the standards of the Common European Framework of Reference for Languages, in the case of applicants who obtained neither their qualification for entry into higher education nor their first degree that allows admission to the programme in German; applicants who cannot provide this proof will be enrolled on the condition that they submit the proof of the required language proficiency by the end of the second semester at the latest, and
3. proof of at least level B2 English language proficiency, per the standards of the Common European Framework of Reference for Languages, in the case of applicants who obtained neither their qualification for entry into higher education nor their first degree that allows admission to the programme in English. Applicants who cannot provide this proof, will be enrolled on the condition that they submit

the proof of the required language proficiency by the end of the first semester at the latest, and

4. to the extent that the degree referenced in number 1 was not earned with the required grade point average, an additional requirement for admission is the determination of programme-specific aptitude in the process laid out in Annex 2.
- (2) <sup>1</sup>In cases in which the completed coursework and examinations in certain sub-areas, pursuant to Article 63 para 1 BayHSchG are not equivalent to those required in the History bachelor's programme in at the University of Bayreuth, applicants can be admitted on the condition of successfully completing, in addition to the coursework and/or examinations to be done in the Master's programme, also coursework and examinations in these sub-areas in the History Bachelor's programme representing at most 20 credit points within one year; otherwise, the requirements for admission to study are regarded as not having been fulfilled. <sup>2</sup>The provisions of the Examination and Study Regulations for the History Bachelor's programme at the University of Bayreuth in the current version apply in this regard.
- (3) Decisions in the cases referenced in para 2 are made by the Board of Examiners established pursuant to § 4.
- (4) <sup>1</sup>If the bachelor's certificate or a degree certificate that is recognized as equivalent is not yet available, a transcript with individual grades covering all coursework and examinations completed up to the registration deadline must be presented. <sup>2</sup>The coursework and examinations must comprise a total of at least 150 ECTS points and, per the final grade calculation, the performance must be equivalent to at least a grade of "good" (2.5). <sup>3</sup>Applicants who fulfil the requirements per sentence 2 will be enrolled on the condition that they submit the relevant degree certificate with at least a grade of "good" (2.5) by the end of the first semester. <sup>4</sup>Applicants who have completed some of the coursework and/or examinations pursuant to sentence 2 and in whose cases it is mathematically possible that their degree will not have the required grade per para 1, number 1, undergo the Aptitude Assessment Process laid out in Annex 2.

### § 3

#### **Structure of full-time and part-time study and the master's examination; standard period of study**

- (1) The Master's programme Global History is held in English and is divided into modules in the following sub-areas:
- **Foundations of Global History** (28 CP)
  - **Area Expertise** (24 CP)
    - Area Expertise Africa (A) or
    - Area Expertise Europe (B) or

- Area Expertise Atlantic World & Americas (C) or
- Area Expertise Trans and other areas (D)

- **Language** (9 CP)

- **Specialization** (29 CP)

- **Master's Thesis (30 CP)**

- (2) <sup>1</sup>The area expertise (A to D) is selected at the end of the first semester. <sup>2</sup>It is possible to change the area expertise on written request of the student to the Board of Examiners before the beginning of the third semester in the case of full-time studies or the fifth semester in the case of part-time studies. <sup>3</sup>It is not possible to change a second time.
- (3) <sup>1</sup>The Global History Master's programme can be completed as a full-time or a part-time programme. <sup>2</sup>The applicant must decide when enrolling whether she or he wants to conduct full-time or part-time studies. <sup>3</sup>Changing from full-time studies to part-time studies or from part-time studies to full-time studies is only possible within the enrolment periods for the new semester. <sup>4</sup>Full-time studies comprise four semesters including the Master's thesis (standard period of study). <sup>5</sup>Part-time studies comprise eight semesters including the Master's thesis. <sup>6</sup>Insofar as no special provisions are made in the present regulations, the deadlines for full-time studies also apply for part-time studies.
- (4) The required number of credit points is 120 in accordance with the European Credit Transfer System (ECTS).
- (5) In both cases, studies begin in the winter semester.

#### § 4

##### Board of examiners

- (1) <sup>1</sup>A Board of Examiners is formed for the purpose of the decisions required in connection with admission to Master's studies and for the purpose of organizing the Master's examination. <sup>2</sup>The Board of Examiners implements the examination proceedings in accordance with the present regulations and makes all required decisions, with the exception of the actual examinations and their evaluation. <sup>3</sup>It consists of one member as Chair and two other members. <sup>4</sup>The members of the Board of Examiners and their substitutes are chosen for a period of three years by the Faculty Council from among the professors and junior professors of the Faculty of Humanities & Social Sciences. <sup>5</sup>From among its members, the Board of Examiners chooses a Chair and a Deputy Chair.
- (2) <sup>1</sup>The Board of Examiners is authorized to take decisions if, following written notification providing at least three days' notice, the majority of members are present and entitled to vote. <sup>2</sup>It takes decisions by a majority of the votes cast in meetings. <sup>3</sup>Abstentions,

secret voting and proxy voting are not permitted. <sup>4</sup>In the case of a tie vote, the Chair casts the deciding vote.

- (3) <sup>1</sup>The Chair of Examiners is responsible for ensuring that the provisions of the present regulations are respected. <sup>2</sup>She or he issues invitations to the meetings of the Board of Examiners and chairs the meetings during all consultations or votes of the Board of Examiners. <sup>3</sup>The Chair is authorised to take decisions that cannot be postponed on his or her own on behalf of the Board of Examiners. <sup>4</sup>She or he must inform the other members of the Board of Examiners about this without delay, at the latest at the next meeting. <sup>5</sup>In addition, to the extent that the present regulations do not stipulate otherwise, the Board of Examiners may transfer to the Chair the fulfilling of individual tasks that are the responsibility of the Board of Examiners; this transfer of responsibility is revocable. <sup>6</sup>The Chair may delegate tasks to members of the Board of Examiners.
- (4) The Board of Examiners regularly reports to the Faculty Council about the evolution of the examinations and coursework and provides suggestions for reforming the present regulations.
- (5) <sup>1</sup>The Board of Examiners adopts the decisions that are required pursuant to the present regulations in written form, providing justification and information concerning legal remedies available. <sup>2</sup>Decisions on appeals shall be issued by the President of the University after consultation with the Board of Examiners.

## **§ 5**

### **Examiners and co-examiners**

- (1) <sup>1</sup>All those who are authorized to give university level examinations per the Bavarian Higher Education Act (BayHSchG), and per the Higher Education Examiners Ordinance (HSchPrüferV) in their current form can become examiners. <sup>2</sup>Any member of the University of Bayreuth who has successfully completed the same or a comparable programme of study can serve as co-examiner.
- (2) <sup>1</sup>If a university member who is authorized to give examinations leaves the University of Bayreuth, the Board of Examiners may, on her or his request, decide that she or he shall continue to serve as examiner for an appropriate period of time. <sup>2</sup>Normally, the right to give examinations should remain in force for up to three years.
- (3) <sup>1</sup>To the extent that the Chair of Examiners does not decide otherwise, the responsible instructor is also the examiner. <sup>2</sup>If the instructor does not figure among those authorized to serve as examiners per para 1, the Chair of Examiners shall appoint an examiner at the beginning of the relevant semester.

## § 6

### Exclusion due to personal involvement; confidentiality

- (1) Exclusion from the consultations and votes in the Board of Examiners, as well as from serving as an examiner, due to personal involvement is determined in accordance with Article 41 para 2 BayHSchG.
- (2) The duty to maintain confidentiality of the members of the Board of Examiners, of the examiners, of the co-examiners and of any other persons taking part in examination-related matters is determined in accordance with Article 18 para 2 BayHSchG.

## § 7

### Admission to the examinations

Upon enrolment in the Global History Master's programme, the student is regarded as being admitted to the examinations.

## § 8

### Credit transfer

- (1) Transfer of credit is determined in accordance with Article 63, paras. 1 and 2 BayHSchG.
- (2) <sup>1</sup>If credit is transferred, the grades are to be taken over – to the extent that the grade systems are comparable – and included in the calculation of the final grade. If the grading system for the transferred credit does not correspond with the grading system of § 16, the grades of the other university shall be converted using the modified Bavarian formula  $x = 1 + 3 \cdot (N_{\max} - N_d) / (N_{\max} - N_{\min})$

where x represents the conversion grade to be calculated,  $N_{\max}$  the maximum obtainable grade,  $N_{\min}$  the lowest passing grade, and  $N_d$  the grade obtained; only one place after the decimal point shall be taken into account and no adaptation to the grade levels mentioned in § 16 shall be undertaken. <sup>3</sup>For grading systems that are not comparable, the remark "passed" is used; in this case, the grades are not incorporated into the final examination grade. <sup>4</sup>In consultation with the responsible departmental representative, the Board of Examiners decides about whether the requirements have been met for transferring credit. <sup>5</sup>If the transfer of credit is denied, within four weeks after notification of the denial, the person affected may request a review of the decision by the University Governing Board. <sup>6</sup>The University Governing Board makes a recommendation to the Board of Examiners on the subsequent handling of the request.

- (3) Requests for transfer of credit should be submitted to the Board of Examiners as soon as possible after enrolment and, at the latest, before the result of the last possible repeat of the examination of the module in question is announced.

## **§ 9**

### **Times for holding examinations; announcing examination times and examiners**

- (1) The module examinations take place shortly after the conclusion of the module; the examination dates and the deadlines for submitting graded written work shall be publicly announced within the university by the examiner at the beginning of the course. <sup>2</sup>An additional examination date can be set at the beginning of each subsequent semester.
- (2) <sup>1</sup>The examination dates, the respective type of examination – insofar as it is not specified in the annex – and the duration of an examination are determined by the examiner and generally publicly announced within the university at the beginning of the semester. <sup>2</sup>A change of examiner on short notice is only permissible for urgent reasons.
- (3) Registration for the individual examinations is to be undertaken by the announced deadline according to the procedure established by the Board of Examiners.

## **§ 10**

### **Elements of the examination**

- (1) The Master's Examination is composed of the module examinations listed in Appendix 1 and the Master's thesis.
- (2) The purpose of the examinations is to show that the examinee has achieved the competence objectives of each of the individual modules.

## **§ 11**

### **Forms of examination**

- (1) <sup>1</sup>Examinations are taken in the form of written examinations, oral examinations, long and short term papers, research reports and presentations. <sup>2</sup>The possible types of examination in the modules are indicated in the annex.
- (2) <sup>1</sup>The assessments of the examinations shall be announced by way of the procedure established by the Board of Examiners. <sup>2</sup>Individual notifications shall not be provided. <sup>3</sup>It is the students' duty to inform themselves about the provisions for repeating an examination of the present regulations; it is their responsibility to inform themselves in a timely manner about the examination results.



- (3) If performance on an examination is evaluated by more than one examiner, the grade is derived from the average of the assessments; only the first place after the decimal point is taken into account; all other places are truncated without rounding.
- (4) <sup>1</sup>Written examinations are administered for at least one hour to two hours; the duration of the examination should be appropriate to the requirements of the course in question. <sup>2</sup>The examiner determines what aids are permitted in the examination. <sup>3</sup>An examination record sheet about the examination is to be prepared. <sup>4</sup>The invigilator has to confirm its accuracy by signing the record sheet. <sup>5</sup>All incidents that could be relevant to determining the examination results are to be recorded on the record sheet.
- (5) <sup>1</sup>If a candidate arrives late for an examination, the missed time cannot be made up. <sup>2</sup>Leaving the examination room is allowed with the permission of the invigilator. <sup>3</sup>The time and duration of the absence are to be noted on the completed examination.
- (6) <sup>1</sup>The written examinations are generally evaluated by the examiner named by the Chair of Examiners. <sup>2</sup>The grades for the individual components of the examination are determined by the examiner in accordance with § 16. <sup>3</sup>The assessment should be available no later than four weeks after the written examination in question. <sup>4</sup>If the written examination is graded as “unsatisfactory/fail”, it shall be evaluated by a second examiner. <sup>5</sup>The corrected copy of the written examination is kept in the examination file.
- (7) <sup>1</sup>In the case of an oral examination, the duration of the examination is 15 to 30 minutes, depending on the requirements of the course in question. <sup>2</sup>The oral examination is conducted in English or German by two examiners or by one examiner with a co-examiner. <sup>3</sup>One of the examiners or the co-examiner prepares an examination record sheet about the examination, in which the following details are to be recorded: the place and time of the examination, as well as its duration, subjects and result of the examination, the names of the examiners or of the examiner and the co-examiner, the name of the candidate, and any particular incidents. <sup>5</sup>The record sheet is to be signed by the examiners or by the examiner and the co-examiner. <sup>6</sup>The grades for the oral examination are determined by the examiners in accordance with § 16.
- (8) <sup>1</sup>Within the framework of the space available, the students who will take the same examination within the following two semesters are granted priority admission as an audience during the oral examination. <sup>2</sup>On the candidate’s request, audience members will not be permitted to attend. <sup>3</sup>Discussion and announcement of the examination results is carried out in camera.
- (9) <sup>1</sup>Short term papers of from 10 to 15 pages shall be written after the relevant course on the basis of a presentation. <sup>2</sup>Long term papers from 15 to 20 pages shall be written after the relevant course on the basis of a presentation. <sup>3</sup>The topic will be set by the responsible examiner, taking into account the suggestions of the candidate. <sup>4</sup>The maximum time allowed for completing the term paper is eight weeks. <sup>5</sup>The topic of the paper

must be such that it can be completed within this time frame. <sup>6</sup>In the case of reasons beyond the candidate's control, the Chair of Examiners may, on the candidate's request and following consultations with the advisor, extend this deadline by one week at most. <sup>7</sup>If the candidate can show by presenting a doctor's certificate that she or he was prevented from completing the paper due to illness, the deadline for completion is extended in accordance with the period of illness ascertained by the doctor. <sup>8</sup>If the paper is not turned in on time, it shall be graded as "unsatisfactory/fail". <sup>9</sup>The examiner establishes the grade in accordance with § 16. <sup>10</sup>In the case of an "unsatisfactory/fail" grade, the paper shall be evaluated by a second examiner. <sup>11</sup>A corrected copy of each term paper is kept in the examination file.

- (10) <sup>1</sup>In the case of presentations, the topic, type of written documentation, duration and scope are to be clarified with the relevant instructor. <sup>2</sup>Depending on the amount of work involved, the duration of a presentation can be from 15 to 30 minutes. <sup>3</sup>In the case of graded presentations, the written elaboration of the presentation forms the basis for grading. <sup>4</sup>The examiner establishes the grade in accordance with § 16.
- (11) Research reports are presented orally in the context of the Master Class and are not graded.

## § 12

### Master's thesis

- (1) <sup>1</sup>In the Master's thesis, the candidate is supposed to show that she or he is able independently to deal with a subject-specific topic using appropriate scientific tools and to represent it adequately in writing. <sup>2</sup>Interdisciplinary issues may be incorporated into the topic.
- (2) <sup>1</sup>The Chair of Examiners, respecting as much as possible the wishes of the candidate, names an examiner as supervisor or as supervisor and reviewer. <sup>2</sup>The topic of the Master's thesis is assigned by an examiner (§ 5 para 1) of the corresponding department of the Faculty of Humanities & Social Sciences via the Chair of Examiners. <sup>3</sup>The date of the assignment is to be officially put on record.
- (3) <sup>1</sup>The Master's thesis is integrated into the course of studies and comprises a workload of 870 hours. <sup>2</sup>The period from the assignment of the topic to the submission of the Master's thesis is six months in full-time studies or 12 months in part-time studies. In cases in which the candidate misses the deadline for reasons beyond her or his control, the Chair of Examiners may, on the candidate's request and following consultation

with the advisor, extend the deadline by at most 12 weeks in full-time studies or 18 weeks in part-time studies. <sup>4</sup>If the candidate can show by presenting a doctor's certificate that she or he was prevented from working on the thesis due to illness, the deadline for completion is extended in accordance with the period of illness ascertained by the doctor. <sup>5</sup>If the thesis is not turned in on time, it shall be graded as "unsatisfactory/fail".

- (4) <sup>1</sup>The Master's thesis may be submitted in German or English. <sup>2</sup>At the end of the Master's thesis, the author shall include a declaration that she or he wrote the thesis herself or himself and used no sources or aids other than those indicated and has not already submitted the thesis for the purpose of obtaining an academic degree. <sup>3</sup>With the agreement of the departmental representative and the Board of Examiners, the Master's thesis may be submitted in French. In this case, an English summary is to be added.
- (5) <sup>1</sup>The thesis is to be submitted by the deadline. <sup>2</sup>The date of submission is to be officially put on record.
- (6) <sup>1</sup>Three bound, paginated, typescript copies of the Master's thesis are to be submitted to the Examinations Office. <sup>2</sup>The thesis must include a table of contents and a list of references. <sup>3</sup>an additional copy is to be submitted in electronic form.
- (7) <sup>1</sup>The candidate may return the topic to the Board of Examiners within the first two weeks. <sup>2</sup>Paras 1 to 6 also apply for the assignment of and work on a new topic.
- (8) <sup>1</sup>The Examinations Office provides the thesis to the evaluator appointed by the Board of Examiners. <sup>2</sup>The assessments/grades should be made available by two months after the submission of the thesis at the latest. <sup>3</sup> Each evaluator recommends either the acceptance or rejection of the thesis to the Board of Examiners and at the same time assigns one of the grades listed in § 16. <sup>4</sup>In special cases, the Board of Examiners may call upon an additional evaluator: in particular, if the different assessments diverge from one another by more than one grade.
- (9) <sup>1</sup>In the case of differing assessments, the grade on the Master's thesis is determined by taking the arithmetic mean of the assessments. <sup>2</sup>Only the first place after the decimal point is taken into account; all other places are dropped without rounding.
- (10) In the case of an assessment of the Master's thesis as "unsatisfactory/fail", the Chair of Examiners or his or her deputy informs the candidate of this.
- (11) A copy of the Master's thesis is kept in the examination file.

### **§ 13**

#### **Credit point system**

- (1) <sup>1</sup>For every student enrolled in the programme, a “credit points” account for the completed modules is set up in the Examinations Office. <sup>2</sup>The credit points are identical with the credit points per the European Credit Transfer System (see Annex 1). <sup>3</sup>One credit point is based on 30 hours of work.
- (2) The credit points for the modules are shown in Annex 1.

### **§ 14**

#### **Consideration of extenuating life circumstances**

- (1) <sup>1</sup>Students ability to avail themselves of the protective periods of the Maternity Protection Act (MuSchG) is to be ensured. <sup>2</sup>On request, the taking of parental leave in accordance with the Federal Parental Allowance and Parental Leave Act (BEEG), as well as time for caring for a close family member, in the sense of § 7 para 3 of the Caregiving Leave Act (PflegeZG), who requires care, in the sense of §§ 14 and 15 of the eleventh book of the Social Code (SGB XI), is to be granted. <sup>3</sup>The relevant documentation is to be provided; changes in the conditions are to be reported without delay.
- (2) <sup>1</sup>On request, periods of study in which, for reasons beyond the student’s control, study was not possible or only possible to a very limited extent shall not be taken into account in the calculation of the examination deadlines. <sup>2</sup>The relevant documentation is to be provided; in case of illness, doctor’s certificates are to be presented. Changes in the conditions are to be reported without delay.

### **§ 15**

#### **Consideration of the special needs of disabled persons**

<sup>1</sup>For the purpose of preserving their equality of opportunity, appropriate allowance is to be made for the special situation of disabled examinees. <sup>2</sup>On the written request of the examinee, the Board of Examiners determines, in accordance with the severity of the documented impediment to completing an examination, in what form a disabled examinee can fulfil her or his examination requirement or grants an extension or some other sort of compensation for his or her disadvantage. <sup>3</sup>Documentation of the impediment to completing the examination is to be provided by the candidate in the form of a doctor’s certificate, which shows that due to prolonged or permanent disability, she or he is not able to complete the examination at all or in part in the expected form. <sup>4</sup>The request is to be attached to the registration for the examination. <sup>5</sup>If the request is submitted later, it only applies to future examinations.

**§ 16**  
**Grading of examinations**

- (1) For the purpose of evaluating performance on the individual examinations, the following grade scale is used; the intermediate values are meant to allow for a differentiated assessment of performance:

“very good” (outstanding performance)	= 1.0 or 1.3
“good” (performance that is considerably above the average requirements)	= 1.7 or 2.0 or 2.3
“satisfactory” (performance that meets the average requirements)	= 2.7 or 3.0 or 3.3
“sufficient” (performance that, despite its deficiencies, still fulfils the requirements)	= 3.7 or 4.0
“unsatisfactory/fail” (performance that, due to considerable deficiencies, no longer fulfils the requirements)	= 5.0

- (2) <sup>1</sup>If a module examination is comprised of several examination components, the module grade is calculated as the arithmetic mean of the grades as weighted by the credit points. <sup>2</sup>Only the first place after the decimal point is taken into account; all other places are truncated without rounding. <sup>3</sup>The module grade is as follows:

for an average up to and including 1.5	= very good
for an average from 1.6 up to and including 2.5	= good
for an average from 2.6 up to and including 3.5	= satisfactory
for an average from 3.6 up to and including 4.0	= sufficient

**§ 17**  
**Final grade**

- (1) <sup>1</sup>The final grade on the Master’s examination is calculated from the average of the module grades and the grade on the Master’s thesis, which are weighted by the credit points of the respective module. <sup>2</sup>In each case, only the first place after the decimal point is taken into account; all other places are truncated without rounding.
- (2) As the final grade on a Master’s examination that has been passed, candidates receive the grade “excellent” for a grade point average of up to 1.2, the grade “very good” for up to 1.5, “good” for up to 2.5, “satisfactory” for up to 3.5, “sufficient” for up to 4.0.
- (3) The calculation of the final examination grade shall be undertaken by the Chair of Examiners; the calculation must be clearly shown on the certificate or on a record sheet accompanying the certificate.
- (4) <sup>1</sup>In addition to the certificate, an ECTS grade distribution table, in accordance with the ECTS Guidelines in the version of 6 February 2009, shall also be provided. <sup>2</sup>For every

level of the final examination grade per para 2, this table indicates what proportion of the graduates of the programme completed their studies in the reference period with the grade in question.<sup>3</sup>As comparison group, the degrees completed in the programme over the last eight semesters are used. The group must, however, include at least 30 completed degrees.<sup>4</sup>The assignment to the respective semester is determined by the date of the last completed examination component.<sup>5</sup>If the minimum number of completed degrees has not been reached, the comparison group is extended by one semester at a time until the required number has been reached.<sup>6</sup>If the programme has not yet produced the required number of semesters in which degrees were completed, an ECTS grade distribution table will be provided as soon as the minimum number of completed degrees is reached.<sup>7</sup>For degrees that are completed before the minimum number of completed degrees is reached, an ECTS grade distribution table will, on request, be provided as soon as the minimum number of completed degrees is reached at the end of a semester.<sup>8</sup>For this purpose, the semester in which the degree was obtained is also included in the comparison group.<sup>9</sup>The size of each comparison group and the period of time used to form it are to be indicated.

## **§ 18**

### **Passing the master's examination**

- (1) The Master's examination has only been passed, if the grade on the Master's thesis and on each module is at least "sufficient" and all 120 required credit points have been obtained and any conditions pursuant to § 2 para 2 have been fulfilled.
- (2) <sup>1</sup>If, for reasons under his or her control, a candidate has not fulfilled the requirements specified in para 1 by the end of the sixth semester in full-time studies or the end of the twelfth semester in full-time studies, the Master's examination is regarded for the moment as having not been passed. <sup>2</sup>Examinations that have been taken on time and already passed, do not have to be repeated.
- (3) <sup>1</sup>If, for reasons under the student's control, the missing examinations have not been passed within one year after the date set in para 2, sentence 1 or the possibilities of repeating the examination have previously been exhausted, then the Master's examination has been failed on the final attempt. <sup>2</sup>This period is not interrupted by termination of enrolment or leave of absence. <sup>3</sup>On failing the final attempt, a decision is adopted in accordance with § 4 para 5 in conjunction with Article 41 of the Bavarian Administrative Procedures Act (BayVwVfG) in their current versions. <sup>4</sup>The student may be granted an extension, due to reasons that are beyond her or his control, on the basis of a request to be filed before the deadline specified in sentence 1.

## **§ 19**

### **Repeating examinations**

- (1) Every examination that is not passed on the first attempt may be repeated once.
- (2) <sup>1</sup>For the purpose of improving one's grade, up to two passed examinations may be voluntarily repeated. <sup>2</sup>No further voluntary repetition of a passed module (component) examination or of the Master's thesis is permitted.
- (3) <sup>1</sup>Repeating an examination a second time is only permitted in three examinations. <sup>2</sup>The second repetition may take place in a different form in accordance with § 11; the examiner decides whether it shall. <sup>3</sup>If examinations have not been passed on the last possible repetition, the Master's examination has been failed on the final attempt.
- (4) <sup>1</sup>If the Master's thesis has been failed, it is possible to repeat it with a new topic. <sup>2</sup>It is not possible to repeat the Master's thesis a second time.
- (5) Organizational measures are to be taken to ensure that the repetition of a failed examination or a failed Master's thesis is generally possible within a period of six months.

## **§ 20**

### **Notice of failing the master's examination**

If a candidate has failed the final attempt of the Master's examination, on request within two weeks, a written certificate, showing the grades achieved in the individual examination subjects and the examination requirements that have not been met shall be provided to her or him.

## **§ 21**

### **Access to examination documents**

- (1) On request, after the completion of an examination, the candidate shall be granted access to her examination work, the related evaluations of the examination and the examination record sheets.
- (2) <sup>1</sup>The request is to be filed by one month after the delivery of the certificate at the latest. <sup>2</sup>If the candidate was prevented from complying with the deadline in sentence 1 through no fault of his or her own, Article 32 of the Bavarian Administrative Procedures Act applies.

## § 22

### Defects in the examination proceedings

- (1) If the examination proceedings should turn out to have had defects that influenced the examination result, on the request of a candidate or by official decision, it is to be arranged that the examination shall be repeated.
- (2) Defects in examination proceedings or an incapacity to complete the examination that occurred before or during the examination must be reported without delay – generally, before the announcement of the examination results – to the Chair of Examiners or to the examiner.
- (3) Six months after the conclusion of the examination, arrangements per para 1 may no longer be made.

## § 23

### Non-appearance, withdrawal from examinations, cheating, and policy violation

- (1) <sup>1</sup>Candidates who have registered for an examination, may without providing reasons, withdraw from the examination by at the latest a deadline announced by the Board of Examiners. <sup>2</sup>An examination is regarded as failed, if the candidate, for reasons under her or his control, does not show up for an examination for which she or he has registered or withdraws after the deadline specified in sentence 1.
- (2) <sup>1</sup>The reasons for the non-appearance or, to the extent that para 1, sentence 1 does not apply, the withdrawal must be communicated without delay and made credible to the Board of Examiners in written form. <sup>2</sup>The same applies for incapacity to complete the examination that occurred before or during the examination. <sup>3</sup>In the case of being prevented from taking the examination due to illness, a doctor's certificate is to be presented. <sup>4</sup>If the Board of Examiners recognizes the reasons as valid, a new examination date is to be offered within six months in accordance with § 9.
- (3) In the case of non-appearance or withdrawal for reasons beyond the control of the candidate, already completed parts of the examination are to be recognized.
- (4) <sup>1</sup>If the candidate tries to affect the outcome of an individual examination by cheating or using non-approved aids, the examination component in question is regarded as having the grade of "unsatisfactory/fail". <sup>2</sup>A candidate who considerably disrupts the orderly conduct of the examination, can be excluded from the continuation of the examination by the relevant examiner or the person supervising the examination; in this case, the examination component in question is regarded as having the grade of "unsatisfactory/fail".



- (5) <sup>1</sup>If cheating in the form of plagiarism is detected, the examination is given the grade of “unsatisfactory/fail”. <sup>2</sup>The accusation of plagiarism is justified, if the examination candidate has tried to affect the outcome of the examination in a way that is favourable for herself or himself by explicitly neglecting to indicate passages in her or his work that are taken verbatim from other authors or also discussions in her or his work that draw closely on the considerations of other authors. <sup>3</sup>The determination of plagiarism will be made and officially put on record by the relevant examiner or person supervising the examination. <sup>4</sup>In serious cases or in the case of repeated plagiarism, the whole examination may be declared as having been failed, and in particularly serious cases, the right to repeat the examination may be denied and the whole examination may be declared to have been definitively failed. <sup>5</sup>This decision is made by the Board of Examiners. <sup>6</sup>In deciding the suitable punishment in individual cases, both the quantity of the plagiarism and its significance for the work is to be assessed.

## § 24

### Invalidating the master's examination

- (1) If the candidate has cheated on an examination and this fact only becomes known after the issuing of the certificate, the Board of Examiners may retrospectively correct the relevant grade accordingly and declare the Master's examination, entirely or in part, to have been failed.
- (2) <sup>1</sup>If the requirements for admission to the examinations were not fulfilled, without the candidate having intended to hide this, and this fact only becomes known after the issuing of the certificate, this defect shall be remedied by the passing of the Master's examination. <sup>2</sup>If the candidate intentionally brought about the illegitimate admission, the Board of Examiners decides about the revocation of illegitimate administrative acts while respecting the general administrative principles.
- (3) The candidate is given the opportunity to comment before a decision is taken.
- (4) The incorrect examination certificate is to be recovered and, as needed, replaced by a new one.

## § 25

### Awarding the master's degree; degree certificate

- (1) <sup>1</sup>Within four weeks after the completion of all the module components, a diploma and a degree certificate on the passing of the Master's examination shall be issued. <sup>2</sup>The diploma contains the name of the programme and possibly the domain of application. <sup>3</sup>It shall be signed by the Dean and stamped with the seal of the university. <sup>4</sup>The awarding of the diploma gives the graduate the right to use the academic title "Master of Arts". <sup>5</sup>This is to be placed behind the surname with the abbreviation "M.A."
- (2) <sup>1</sup>The degree certificate contains the name of the programme, possibly the domain of application, the final examination grade, the module and module component examinations with the corresponding grade and credit points, and the topic of the Master's thesis, as well as the grade received on it. <sup>2</sup>The certificate is to be signed by the Chair of Examiners. <sup>3</sup>The date on which the last examination requirement was fulfilled is to be indicated. <sup>4</sup>An English translation of the diploma and a diploma supplement are also to be provided; the diploma supplement shall be signed by the Chair of Examiners. <sup>5</sup>In addition to the certificate, an ECTS grade distribution table will be provided pursuant to § 17 para 4.
- (3) Revocation of the "Master of Arts" title occurs in accordance with Article 69 BayHSchG.

**§ 26**  
**Academic advising**

- (1) General student advising is provided by the Student Advising office of the University of Bayreuth.
- (2) For questions concerning the Global History Master's programme – i.e. the structure of studies, study organization, choice of courses and questions on examinations – advising is provided by the responsible Programme Coordinator.
- (3) <sup>1</sup>During the course of the semester, the Programme Coordinator conducts a student advising session for all students of the Master's Programme. <sup>2</sup>Departmental student advising should be used in particular
  1. by new students,
  2. after failed examinations,
  3. in case the course of studies comprises considerably less the 30 credit points per semester in full-time studies or 15 credit points per semester in part-time studies,
  4. in case of change of department or programme or university,
  5. before changing from full-time to part-time studies or from part-time to full-time studies.
  6. before choosing areas of expertise or before choosing courses in the core elective module.

**§ 27**  
**Entry into effect**

<sup>1</sup>The present regulations enter into force on 8 June 2019. <sup>2</sup>They apply for students who first enrol in this programme beginning in winter semester 2019/2020 or later.

## Appendix 1: Modules, credit points, examinations

The following overview presents the modules and the examination components:

		Type of Course	Type of Examination	SWS	ECTS (CP)
<b>(1) Foundations of Global History</b>					
	Foundations I: Introduction to Global History	Lecture	Written Examination (Klausur)	2	6
	Foundations II: Theories & Methods	Seminar	Short Term Paper (kleine Hausarbeit)	2	6
	Foundations III: Global Economic History	Lecture & Tutorial	Written Examination (Klausur)	4	8
	Foundations IV: Transcultural History	Lecture & Tutorial	Written Examination (Klausur)	4	8
<b>Total in this Module Area (altogether four modules)</b>				<b>12</b>	<b>28</b>
<b>(2) Area Expertise (A, B, C, or D) and Language Course</b>					
A	Area Expertise I: Africa	Seminar	Long Term Paper (große Hausarbeit)	2	8
	Area Expertise II: Africa	Seminar	Long Term Paper (große Hausarbeit)	2	8
	Area Expertise III: Africa	Seminar	Long Term Paper (große Hausarbeit)	2	8
OR					
B	Area Expertise I: Europe	Seminar	Long Term Paper (große Hausarbeit)	2	8
	Area Expertise II: Europe	Seminar	Long Term Paper (große Hausarbeit)	2	8
	Area Expertise III: Europe	Seminar	Long Term Paper (große Hausarbeit)	2	8
OR					
C	Area Expertise I: Atlantic World & Americas	Seminar	Long Term Paper (große Hausarbeit)	2	8
	Area Expertise II: Atlantic World & Americas	Seminar	Long Term Paper (große Hausarbeit)	2	8
	Area Expertise III: Atlantic World & Americas	Seminar	Long Term Paper (große Hausarbeit)	2	8
OR					
D	Area Expertise I: Trans and other areas	Seminar	Long Term Paper (große Hausarbeit)	2	8
	Area Expertise II: Trans and other areas	Seminar	Long Term Paper (große Hausarbeit)	2	8
	Area Expertise III: Trans and other areas	Seminar	Long Term Paper (große Hausarbeit)	2	8
AND					
	Language course I	Language class	Specified by the UBT language center ("Sprachenzentrum")	2	3
	Language course II	Language class	Specified by the UBT language center ("Sprachenzentrum")	2	3
	Language course III	Language class	Specified by the UBT language center ("Sprachenzentrum")	2	3

<b>Total in this Module Area (altogether six modules = 3 area expertises + 3 language classes)</b>			<b>12</b>	<b>33</b>
<b>(3) Specialization</b>				
Specialization I: Additional Area of Expertise I	Seminar	Short Term Paper <i>(kleine Hausarbeit)</i>	2-4	8
Specialization II: Additional Area of Expertise II	Seminar	Short Term Paper <i>(kleine Hausarbeit)</i>	2-4	8
Specialization III: Methods and Skills I	Open	<i>Depending upon the selected module</i>	2	5
Specialization IV: Methods and Skills II*	Open	<i>Depending upon the selected module</i>	2	4
Specialization V: Methods and Skills III*	Open	<i>Depending upon the selected module</i>	2	4
Specialization VI: Methods and Skills IV*	Open	<i>Depending upon the selected module</i>	2-4	8
<b>Total in this Module Area (altogether four or five modules)</b>			<b>8-10</b>	<b>29</b>
<b>(4) Master's Thesis</b>				
Master's Thesis (inc. Master's Class)	Seminar	Thesis ( <i>Masterarbeit</i> ) and research report ( <i>Forschungsbericht</i> )	1	30
<b>Total in this Module Area (altogether one module)</b>			<b>1</b>	<b>30</b>
<b>Overall Total</b>			<b>33-35</b>	<b>120</b>

\* Students take the modules Specialization IV: Methods and Skills II and Specialization V: Methods and Skills III (4 ECTS each) or the module Specialization VI: Methods and Skills IV (8 ECTS).

## **Annex 2: Aptitude assessment process**

### **1. Purpose of the Aptitude Assessment Process**

Pursuant to § 2 para 1, number 4 of the Examination and Study Regulations, the process laid down in Article 43 para 5 BayHSchG is to be used to establish the aptitude of the applicants for studies in the Master's programme Global History at the University of Bayreuth.

### **2. Committee for Carrying Out the Aptitude Assessment Process**

<sup>1</sup>The preparation and the implementation of the Aptitude Assessment Process is the responsibility of a committee. <sup>2</sup>The Selection Committee is composed of at least three instructors who are involved in the programme and who are appointed by the Faculty Council from among the faculty members of the Faculty of Humanities & Social Sciences for a period of five years. <sup>3</sup>At least one more instructor is to be appointed as an alternate member. <sup>4</sup>A member of the full-time academic staff and a student representative may form part of the committee in an advisory capacity. <sup>5</sup>The committee members choose an instructor from among the members to serve as Chair.

### **3. Process for Assessing Aptitude**

3.1 <sup>1</sup>The Aptitude Assessment Process is undertaken once a year before the winter semester. <sup>2</sup>Deadline: Applications for admission to the Aptitude Assessment Process are to be submitted to the Dean of the Faculty of Humanities & Social Sciences on the forms provided by the University of Bayreuth by 15 July (admission for the winter semester). <sup>3</sup>The documents referenced in number 3.2 can be submitted until 15 August for the winter semester.

3.2 The following are to be submitted in support of the completed application referenced in number 3.1, sentence 2:

3.2.1 <sup>1</sup>A letter containing an at most 2-page written statement on the choice of the Master's programme in Global History, in which the candidate explains what competencies make her or him particularly suitable for the programme (see number 5.1.1). <sup>2</sup>As needed, the documentation referenced in number 3.2.5 is to be provided.

3.2.2 <sup>1</sup>A certificate of the relevant first degree (e.g., a Bachelor's certificate), as well as a transcript containing individual grades of the examinations and courses taken during the studies. (4) <sup>2</sup>If the certificate of the relevant first degree is not yet available, a transcript with individual grades covering all coursework and examinations completed up to the registration deadline

must be presented. <sup>3</sup>The coursework and examinations must comprise at least 150 ECTS points. <sup>4</sup>The certificate of the relevant first degree is to be submitted by the end of the first semester.

3.2.3 A list of the modules taken in the relevant first course of studies for which no documentation of performance is yet available.

3.2.4 A curriculum vitae in tabular form as supplementary information.

3.2.5 To the extent available, documentation of particular qualifications, as referenced in number 5.1.1, for this programme of studies (e.g., professional training, internships, time abroad, linguistic skills).

3.2.6 As required, request for compensation for a disadvantage in accordance with § 15 of the present regulations.

#### **4. Admission to the Aptitude Assessment Process**

4.1 The provision of the documentation specified in number 3.2. by the deadline is a requirement for admission to the process.

4.2 The Aptitude Assessment Process (number 5) is carried out with the candidates who satisfy the prerequisites.

4.3 Candidates who are not admitted receive a letter of denial containing the reasons and information concerning legal remedies available; number 6.1 applies accordingly.

#### **5. Carrying out of the Aptitude Assessment Process**

5.1 <sup>1</sup>On the basis of the submitted application materials, the committee assesses whether the candidate, in light of her or his documented qualifications and her or his demonstrated particular talents and abilities, is suited for studies in the Master's programme in Global History. <sup>2</sup>The assessment is made by the committee according to the following criteria:

5.1.1 <sup>1</sup>The qualifications shown by the documents referred to in numbers 3.2.1 and 3.2.5 are assigned a maximum of 4.0 points. <sup>2</sup>In this connection, the assessment takes into account the extent to which the background of the candidate demonstrates evident prior knowledge and competencies in the Global History area and the extent to which she or he has potential to work in an interdisciplinary and international manner. <sup>3</sup>The content of the written statement, together with the documentation provided in accordance with

number 3.2.5, is assessed according to the following criteria with the maximum number of points indicated in parentheses:

- verbal expression and logical structure (1 point)
- the scientific quality of the argumentation, relation to concrete research issues in global history (1 point)
- Explanation of the choice of the programme of studies with a clear demonstration of prior knowledge or competencies (max. 2 points). <sup>4</sup>These qualifications can be demonstrated in accordance with the following letters a to c or using other equivalent documentation:
  - a) Proof of linguistic skills in a foreign language that is not identical with English at a minimum of the B2 level of the Common European Framework of Reference (1.0 points).
  - b) Proof of international professional practical skills that exhibit a relevant relation to later professional activities by way of an at least eight-week internship in a non-German speaking foreign country outside the area of higher education (an assigning of points per letter c cannot, however, be granted additionally for identical internships) or proof of international competence by way of an internship of at least eight weeks at a foreign non-German-speaking institution of higher education (1.0 point) and/or
  - c) Proof of interdisciplinary skills in the cultural, social, economic or political fields by way of at least eight weeks of activity outside of the area of higher education (an assigning of points per letter b cannot, however, be granted additionally for identical activities) (1.0 point).

5.1.2 <sup>1</sup>The coursework and examination results in the discipline in the relevant first degree programme referenced in § 2 shall be assigned a maximum of 4.0 points. <sup>2</sup>Coursework or examinations in the areas of history, global history, German and European history, history of the world's regions, theories and methods of historical research, economic and social history, cultural history, international history, etc. are regarded as being in the discipline. Coursework or examinations that are not in the discipline may be taken into account, to the extent that the knowledge and skills demonstrated by them contribute to achieving the aims of the programme. <sup>4</sup>The assignment of points is described in greater detail in the annex to this Aptitude Assessment Process.

5.1.3 <sup>1</sup>The sum of the individual assessments (numbers 5.1.1 and 5.1.2) provides the overall score of the assessment. <sup>2</sup>The applicant's score is derived as



the arithmetic mean of the total of the individual assessments of the committee members. <sup>3</sup>The result is rounded to the first decimal place.

- 5.2 <sup>1</sup>Applicants with 5 or more points receive a confirmation of having passed the Aptitude Assessment Process; the confirmation is to be signed by the Chair of the Selection Committee. <sup>2</sup>Applicants with 3 points or less have not passed the Aptitude Assessment Process.
- 5.3 <sup>1</sup>Applicants with less than 5, but more than 3 points are invited to a selection interview. <sup>2</sup>Notification of the date for this interview shall be given at least one week in advance. <sup>3</sup>The time frame for selection interviews that may have to be conducted must be determined before the application deadline. <sup>4</sup>Applicants are to respect the date established for the interview. <sup>5</sup>Whoever fails to show up at the appointed time, shall be considered to have been denied admission. <sup>6</sup>If the applicant is hindered from taking part in the selection interview for reasons beyond her or his control, then, upon request, a later appointment shall be scheduled up to at the latest two weeks before the start of classes; the request should include the reasons for the hindrance.
- 5.4 <sup>1</sup>The selection interview is to be conducted individually with each applicant. <sup>2</sup>The interview lasts for at least 15 and at most 30 minutes per applicant and is meant to show whether, on the basis of the applicant's knowledge and skills, it can be expected that she or he will achieve the aim of the programme. <sup>3</sup>The selection interview is conducted by at least two members of the committee. <sup>4</sup>Each member rates the outcome of the selection interview on a scale from 0 to 4.0 points, whereby 0 is the worst and 4.0 is the best score that can be obtained. <sup>5</sup>The applicant's score is derived as the arithmetic mean of the total of the individual assessments of the committee members. <sup>6</sup>The result is rounded to the first decimal place.
- 5.4.1 <sup>1</sup>In the interview, firstly, the applicant's scientific-theoretical aptitude in the subject of global history shall be examined with respect to requirements of the programme (50% of the assessment). <sup>2</sup>The applicant is supposed to demonstrate in English that she or he is able appropriately to reflect upon and discuss source-critical methods. <sup>3</sup>Secondly, the candidate's prior knowledge of or competencies vis-à-vis global-historical phenomena shall be examined (50% of the assessment). <sup>4</sup>The candidate should show by her or his knowledge of current debates that she or he has thought about the research issues of global history.
- 5.5 <sup>1</sup>In the overall assessment of the Aptitude Assessment Process, the result of the selection interview and performance in prior studies per number 5.1.2 are added together. <sup>2</sup>Candidates who have reached at least 5.0 points in the second stage of the Aptitude Assessment Process receive confirmation of having passed the Aptitude Assessment Process.

- 5.6 <sup>1</sup>A record is to be prepared of the selection interview; the record must make clear the date, duration and location of the assessment, the names of the committee members, the name of the applicant, and the evaluation of the committee members, as well as the overall result. <sup>2</sup>The record must make clear the topics of the interview with the applicant and the reasons for the assessment. <sup>3</sup>The reasons and the topics can be listed in note form. <sup>4</sup>The record is to be signed by the committee members.

## **6. Notification of the Result**

- 6.1 <sup>1</sup>The applicant shall be notified of the result of the Aptitude Assessment Process in written form. <sup>2</sup>The notification is to be signed by the Chair of the Selection Committee. <sup>3</sup>A letter of denial is to include a rationale and information concerning legal remedies available. <sup>4</sup>Within the framework of its supervisory duty pursuant to Article 20 para 3 sentence 1 BayHSchG, the University Governing Board reviews a sample of 10% of the rejections that have occurred; the corresponding number of procedures is provided to the University Governing Board by the Committee Chair.
- 6.2 Admissions within the framework of the Aptitude Assessment Process for the Master's Programme in Global History are valid for all subsequent applications within this programme, to the extent that the content and aim of the programme have not changed so significantly that the aptitude for this programme can no longer be demonstrated on the basis of an Aptitude Assessment Process carried out at an earlier point in time.

## **7. Repetition and Conditional Enrolment**

- 7.1 Candidates who did not demonstrate their aptitude for the Master's programme in Global History in the first round may register for the Aptitude Assessment Process one more time.
- 7.2 Candidates who are not yet able to present a relevant first degree certificate and who have not passed the Aptitude Assessment Process may be enrolled for one semester, if there is a possibility that, after presenting the relevant degree certificate by the end of the first semester, they can still obtain the final examination grade of "good" (2.5) per § 2 para 1 number 1 of the present regulations.

**Annex to the Aptitude Assessment Process:**

The coursework and examination results in the discipline in the relevant first degree programme (number 5.1.2) enter into the assessment according to the following table:

NUMBER OF POINTS	PERFORMANCE LEVEL
4.0 - 3.5 points	outstanding performance
3.4 - 2.4 points	performance considerably above the average requirements
2.3 - 1.3 points	performance that meets the average requirements
1.2 - 0.6 points	performance that, despite its deficiencies, still satisfies the requirements