

**Examination and Study Regulations for the Master's Programme  
European Interdisciplinary Master African Studies  
at the University of Bayreuth (EIMAS)  
dated 25 March 2021  
as amended on 20 May 2022**

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 regulations issued by the University of Bayreuth.

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

- (1) <sup>1</sup>The programme provides integrated training in the field of African Studies at three universities: the Universidade de Porto (UP), the University of Bayreuth (UBT), and the Université Bordeaux Montaigne (UBM). <sup>2</sup>In the programme, students gain the skills to communicate cutting-edge research, develop relevant research questions, and respond to issues in academia, policymaking, non-governmental organizations, and the private sector. <sup>3</sup>The master's programme European Interdisciplinary Master African Studies (EIMAS) is taught in English.
- (2) The master's examination for the career-qualifying university degree for the master's programme EIMAS is designed to assess whether the candidate has the subject-specific knowledge and practical skills in the relevant areas necessary for the transition to professional practice and whether the candidate possesses the requisite understanding of subject-related and interdisciplinary connections to pursue academic work.
- (3) Upon passing the master's examination, the University of Bayreuth, by way of the Faculty of Languages & Literatures, together with UP and UBM, awards the academic degree "Master of Arts" (abbreviated as M.A.).

## **§ 2 Structure of the programme for full-time students; standard period of study**

- (1) <sup>1</sup>The master's programme European Interdisciplinary Master African Studies is completed as a full-time programme. <sup>2</sup>The programme comprises four semesters of study including the master's thesis (standard period of study). <sup>3</sup>Details concerning the course of instruction are based on the curriculum guide.
- (2) Any required internships are to be integrated into the programme and carried out within the standard period of study.
- (3) <sup>1</sup>A total of 120 credit points must be earned in accordance with the European Credit Transfer System (ECTS). <sup>2</sup>The course of study comprises 30 credit points in each of the relevant stages of study in accordance with § 3.
- (4) New students must begin the programme in the winter semester.
- (5) Students complete one semester each at UP, UBT, and UBM in a given order. For the fourth semester of study, students can choose one of the three study locations.

### **§ 3 Stages of study**

- (1) <sup>1</sup>Students begin their studies in the winter semester at UP and complete the modules listed in Annex 1, letter a) in the first stage of their studies. <sup>2</sup>In the second stage of their studies at UBT, they take the modules listed in Annex 1, letter b). <sup>3</sup>The modules in Annex 1 letter c) are to be completed in the third stage of studies at UBM. <sup>4</sup>Students complete the fourth stage of their studies at one of the three cooperating universities of their choice. In this final stage, students complete either field research or an internship in Africa or in an Africa-related organization, supervised by their chosen university, and end the semester by writing their master's thesis.
- (2) <sup>1</sup>The degree programme is successfully completed if all stages of study under the terms of para 1 sentence 2 have been successfully completed. <sup>2</sup>The universities regulate the details of the requirements for the credit points to be earned at UP and UBM in their respective examination regulations.

### **§ 4 Board of examiners**

- (1) <sup>1</sup>The board of examiners administers the examination process for all modules completed at the University of Bayreuth in accordance with the present regulations and makes all relevant decisions, except with regard to the examinations and the assessment thereof. <sup>2</sup>It shall consist of three professors (Art. 2 para 1 sentence 1 number 1 Bavarian Higher Education Personnel Act) and two research associates; the members shall each have one substitute representative. <sup>3</sup>The members of the board of examiners and their substitute representatives are elected by the faculty council of the Faculty of Languages & Literatures from among the eligible members of the Faculty of Biology, Chemistry & Earth Sciences, the Faculty of Languages & Literatures or the Faculty of Humanities & Social Sciences for a period of three years. <sup>4</sup>The board of examiners shall elect a chair and deputy chair from among its members.
- (2) <sup>1</sup>The board of examiners constitutes a quorum if the majority of members are present and entitled to vote after an invitation had been sent to all members at least three days prior to the meeting. <sup>2</sup>The decisions taken by the board of examiners in its meetings are to be made on the basis of majority vote. <sup>3</sup>Vote abstention, secret voting, and proxy voting are prohibited. <sup>4</sup>If votes are equally divided among its members, the chair's vote shall be decisive.
- (3) <sup>1</sup>The chair of examiners shall ensure that the provisions of these regulations are followed. <sup>2</sup>He or she shall convene the meetings of the board of examiners and shall act as chair of its proceedings and decisions. <sup>3</sup>With regard to matters that cannot be postponed, he or she is authorized to make decisions on behalf of the board of examiners. <sup>4</sup>He or she must promptly inform the other members of any such decision - at the next meeting at latest. <sup>5</sup>In addition, unless otherwise provided

by the present regulations, the board of examiners can transfer (until revoked) the right to perform other duties of the board to the chair.<sup>6</sup>The chair can delegate tasks to members of the board of examiners.

- (4) The board of examiners shall regularly report to the faculty council concerning updates to examination schedules and study periods and may make suggestions for reforming the present regulations.
- (5) <sup>1</sup>Any notices the board of examiners issues under the terms of the present regulations are to be published together with a rationale and information concerning how to appeal. <sup>2</sup>Notices of appeal shall be issued by the president in consultation with the board of examiners.

## **§ 5 Examiners and co-examiners**

- (1) <sup>1</sup>Any person at the University of Bayreuth who is authorized to administer examinations at institutions of higher education according to the *BayHSchG* and the *HSchPrüferV*, as amended, may serve as examiner. <sup>2</sup>Lecturers at UBM, UP and at the research centre Les Afriques dans le monde (Bordeaux) may also be called upon as examiners, provided they fulfil the qualification requirements according to sentence 1. <sup>3</sup>Any member of the three universities involved in the degree programme who has successfully completed a corresponding or comparable academic degree programme may be called upon to act as co-examiner.
- (2) <sup>1</sup>If a member of the University of Bayreuth who is an authorized examiner leaves the University, he or she may remain an examiner for a reasonable period. <sup>2</sup>Authorization to administer examinations shall generally remain valid for up to three years.
- (3) <sup>1</sup>Unless otherwise decided by the chair of examiners, the relevant instructor shall also serve as examiner. <sup>2</sup>If that instructor is not authorized to administer examinations as laid out in para 1, the chair of examiners shall appoint an examiner at the beginning of the semester in which the examination is to be held.

## **§ 6 Disqualification due to personal involvement; confidentiality**

- (1) Disqualification from consultation and voting on the board of examiners as well as other activities relating to examinations on the basis of personal involvement is governed by Article 41 para 2 of the *BayHSchG*.
- (2) The non-disclosure obligation that holds for members of the board of examiners, as well as examiners, co-examiners, and anyone else involved in the examination process is governed by Article 18 para 2 of the *BayHSchG*.

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## **§ 7 Admission to studies and to the examinations**

- (1) Admission requirements for study are:
  1. a degree from a higher education institution with at least the examination grade "good" (2,3) in one of the bachelor's programmes African Verbal & Visual Arts (Languages, Literatures, Media & Art); Languages, Literatures, Art and Media in Africa; Applied African Studies; African Culture & Society; Culture & Society; Social Anthropology; Geography; African Development Studies in Geography; History; or International Economics & Development at the University of Bayreuth or an equivalent degree and
  2. proof of English skills at level C1 or better of the Common European Framework of Reference for Languages for applicants who neither earned their higher education entrance qualification nor their initial degree in the English language.
  3. proof of German skills at level A1 or better of the Common European Framework of Reference for Languages for applicants who neither earned their higher education entrance qualification nor their initial degree in the German language. Applicants who are unable to provide proof of these skills will be enrolled on the condition that they submit the proof by the end of the second semester of study at the latest and
  4. the agreement of the programme advisor regarding the successfully completed application (cf. Consortium Agreement).
- (2) Students who are enrolled in the master's programme European Interdisciplinary Master African Studies are considered *ipso facto* to be admitted to the examinations.

## § 8 Credit transfer

- (1) Awarding credit for competencies (learning outcomes) is governed by Article 63 para 1 and 2 BayHSchG.
- (2) <sup>1</sup>If credits are awarded for competencies, the grades are to be carried over and included when calculating the final grade, as long as the grading systems are analogous. <sup>2</sup>If the grading system for the competencies to be transferred does not correspond to the grading system given in § 16, the grades received at the other higher education institution are to be converted using the Modified Bavarian Formula:

$$x = 1 + 3 \cdot (N_{\max} - N_d) / (N_{\max} - N_{\min})$$

where x is the grade to be calculated, N<sub>max</sub> is the highest possible grade, N<sub>min</sub> is the highest passing grade, and N<sub>d</sub> is the actual grade; in this calculation, the grade to be calculated is only given to one decimal place and is not adjusted to fit the grading scale given in § 16. <sup>3</sup>If the grading systems are not analogous, the remark "*bestanden*" ("passed") shall appear in place of a grade; in this case, the course shall not be taken into account when calculating the final grade. <sup>4</sup>Transferred credits may be identified as such on the certificate. <sup>5</sup>The board of examiners in consultation with the relevant representative from the subject area shall decide whether the requirements have been met for credit transfer. <sup>6</sup>If credit transfer is denied, the person concerned can appeal the decision by submitting a request for the University Governing Board to review the decision within four weeks of notification of denial. <sup>7</sup>The University Governing Board shall provide the board of examiners with a recommendation on how to proceed with the request.

- (3) Credit transfer requests are to be submitted to the board of examiners as soon as possible following enrolment and in any event prior to the commencement of the examination proceedings in the relevant module.

## § 9 Times for holding examinations; announcing examination times and examiners

- (1) Examinations will be held once per semester. <sup>2</sup>The examination period is generally from the last week of lectures through the first four weeks of semester break. <sup>3</sup>An additional examination time may be scheduled for the beginning of the following semester.
- (2) <sup>1</sup>If not listed in the annex, the examination times and the form - if not indicated in Annex 1 letter b) - and duration of examinations shall be determined by the relevant examiner and generally announced university-wide at the start of the semester. <sup>2</sup>A change of examiner on short notice shall only take place if there are urgent grounds for doing so.

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- (3) Students are to register for examinations by the published deadline, according to the process determined by the board of examiners.

## **§ 10 Elements of the examination**

- (1) The master's examination comprises the module examinations listed in Annex 1 and the master's thesis.
- (2) The examinations serve to demonstrate that the examinee has satisfied the desired learning outcomes of the individual modules.

## **§ 11 Forms of examination**

- (1) <sup>1</sup>Examinations at the University of Bayreuth are carried out in the form of written examinations, oral examinations, written assignments, term papers, and presentations. <sup>2</sup>The possible forms of examination in the modules are given in Annex 1 letter b).
- (2) <sup>1</sup>Assessment of examinations at the University of Bayreuth is to be carried out according to the process announced by the board of examiners. <sup>2</sup>Notifications will not be sent individually. <sup>3</sup>Students are required to familiarize themselves independently with the terms of the present regulations pertaining to repeating examinations; they are responsible for informing themselves of examination results.
- (3) If an examination is assessed by more than one examiner, the grade shall be determined by taking the average of the grades assigned and truncating (not rounding) the number to one decimal digit.
- (4) <sup>1</sup>Written examinations are to be held over a period of at least one hour and no longer than two hours; the duration of the examination should be appropriate to the requirements of the corresponding course. <sup>2</sup>The relevant examiner shall decide which resources may be used during the examination. <sup>3</sup>A written record of the examination is to be made. <sup>4</sup>The invigilator shall confirm the accuracy of the record by providing his or her signature. <sup>5</sup>The examination record sheet is to include all aspects of the examination that are relevant to determining the grade.
- (5) <sup>1</sup>If a candidate arrives to the examination late, he or she shall not be given additional time to finish the examination. <sup>2</sup>Candidates may leave the room during an examination if permission is granted by the invigilator. <sup>3</sup>The time and duration of absence are to be noted on the question paper.
- (6) <sup>1</sup>Written examinations are generally graded by the relevant examiner. <sup>2</sup>The relevant examiners are to determine the grades for the individual examinations under the terms of § 16. <sup>3</sup>An assessment of each written examination shall be provided no later than six weeks after the examination.

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- <sup>4</sup>If an examinee receives the grade "*nicht ausreichend*" ["unsatisfactory"] on the written examination, a second examiner shall also provide an assessment. <sup>5</sup>The graded written examination shall remain in the examination records.
- (7) <sup>1</sup>Oral examinations shall generally be conducted over a period of 15-30 minutes. <sup>2</sup>Oral examinations are to be administered by two examiners or one examiner and one co-examiner. <sup>3</sup>One examiner or the co-examiner shall complete an examination record sheet for the oral examination that includes the following: the location, start time, and duration of the examination; examination subject matter and results (grade); names of the two examiners or of the examiner and co-examiner; and any noteworthy incidents. <sup>4</sup>The record sheet is to be signed by the two examiners or by the examiner and co-examiner. <sup>5</sup>The examiners are to determine the grades for performance in the oral examinations under the terms of § 16. <sup>6</sup>Discussion and announcement of the examination results (grade) shall not be conducted in public.
- (8) <sup>1</sup>Term papers of 10-15 pages are written following the underlying course. <sup>2</sup>The aim of a term paper is to address a relevant question using the techniques of scientific work. <sup>3</sup>The topic is to be assigned by the relevant examiner in consideration of the candidate's request. <sup>3</sup>The time limit shall be three weeks. <sup>4</sup>The topic of the work is to be such that it can be completed within this time limit. <sup>5</sup>The chair of examiners may extend this deadline by up to one weeks at the request of the candidate and after having heard the supervisor in case of reasons beyond the candidate's control. <sup>6</sup>If the candidate demonstrates via a medical certificate that he or she was unable to work on the paper, the deadline is to be extended accordingly. <sup>7</sup>Term papers that are not submitted by the stated deadline are to be graded as "*nicht ausreichend*" ["unsatisfactory"]. <sup>8</sup>The examiner shall determine the grade under the terms of § 16. <sup>9</sup>If an assignment is graded as "*nicht ausreichend*" ["unsatisfactory"], a second examiner shall provide an assessment. <sup>10</sup>One graded copy of the term paper shall remain in the records.
- (9) <sup>1</sup>Presentations are to be held part of the courses on which they are based. <sup>2</sup>The topic, scope, and duration of the presentation is to be chosen together with the instructor responsible for the course. <sup>3</sup>The duration of a presentation can be 15-90 minutes, depending on the workload. <sup>5</sup>The examiner determines the grade in accordance with § 16.
- (10) <sup>1</sup>Written assignments involve either written work or an oral presentation with written documentation containing subject-related content in accordance with the criteria provided. <sup>2</sup>The examiner shall communicate the form and scope of the assignment - generally up to ten pages - and the assessment criteria to the students at the beginning of the course. <sup>3</sup>The time limit from assignment of the topic to submission is to be decided by the supervisor when assigning the topic. Assignments are to be graded on a pass/fail basis (alternative 1) or according to § 16 (alternative 2). <sup>5</sup>If alternative 1 of sentence 4 applies, the examination result shall not factor into the final grade. <sup>6</sup>In case of a failing grade, the regulations for repeating examinations in § 19 shall apply.

## § 12 Master's thesis

- (1) <sup>1</sup>In the master's thesis, the candidate should demonstrate that he or she is able to utilize relevant resources and adequately address and write about current issues in the field using scientific methods. <sup>2</sup>The topic may include interdisciplinary issues.
- (2) <sup>1</sup>The chair of examiners is to determine two assessors (under the terms of § 5), whereby the supervisor must be at the University of Bayreuth, in consideration of the candidate's wishes. <sup>2</sup>The topic of the master's thesis is to be assigned by supervisor by way of the chair of examiners. <sup>3</sup>Record is to be made of the date on which the topic was assigned. <sup>4</sup>The master's thesis is usually written after the end of the third semester.
- (3) <sup>1</sup>The master's thesis is integrated into the programme of study and corresponds to a workload of 900 hours. <sup>2</sup>The master's thesis is to be submitted 20 weeks after the topic was assigned. <sup>3</sup>In cases in which the candidate was not at fault for missing a deadline, at the request of the candidate, the chair of examiners may, after having heard the supervisor, extend the deadline by up to two weeks. <sup>4</sup>If the candidate demonstrates via a medical certificate that he or she was unable to work on the thesis, the deadline is to be extended accordingly. <sup>5</sup>Theses that are not submitted by the stated deadline are graded as "*nicht ausreichend*" ["unsatisfactory"].
- (4) <sup>1</sup>The master's thesis must be submitted in the English language. <sup>2</sup>The master's thesis shall be 60-80 pages in length. <sup>3</sup>The written thesis must be accompanied by a bibliography and a written declaration that the candidate has prepared the thesis without outside help and without using sources other than those specified by the candidate and that the thesis has not already been submitted for the award of an academic degree.
- (5) <sup>1</sup>The thesis is to be submitted to the Examinations Office by the deadline given. <sup>2</sup>Record is to be made of the date on which the thesis was submitted.
- (6) <sup>1</sup>One typewritten, paginated, and bound copy of the written thesis is to be submitted. <sup>2</sup>The thesis must contain a table of contents and bibliography. <sup>3</sup>Two copies must be submitted in electronic form (Word and pdf).
- (7) <sup>1</sup>The candidate may return the topic to the board of examiners once within the first two weeks. <sup>2</sup>Paragraphs 1 to 6 also apply when assigning and working on a new topic.
- (8) <sup>1</sup>The Examinations Office shall forward the thesis to the appointed assessors. <sup>2</sup>The assessments/grades shall be made available no later six weeks after submission of the thesis. <sup>3</sup>Each examiner shall provide a recommendation as to whether the thesis is to be accepted or rejected and assign a grade in accordance with § 16. <sup>4</sup>In special cases, the board of examiners may call upon an additional assessor, especially if the grades assigned vary by more than one point.

- (9) <sup>1</sup>The content of the master's thesis is to be presented to the examiners in the form of a talk that is graded by the examiners in accordance with § 16. <sup>2</sup>For the grade of the master's thesis, the two grades for the written work are included in the overall grade with triple weighting and the two grades for the oral presentation with single weighting.
- (10) <sup>1</sup>If different grades are assigned, the grade for the master's thesis shall be the arithmetic mean of the assessments. <sup>2</sup>In this calculation, the grade shall only be given to one decimal place; the remaining digits are to be truncated (not rounded).
- (11) If the master's thesis is deemed "*nicht ausreichend*" ["unsatisfactory"], the chair of examiners or his or her deputy shall inform the candidate of the decision.
- (12) One copy of the master's thesis is to remain on record.

### **§ 13 Credit point system**

- (1) <sup>1</sup>A record of credit points for modules completed at the University of Bayreuth is to be kept by the University of Bayreuth's Examinations Office for each student who is enrolled in the programme of study. <sup>2</sup>The credit points that appear on the transcript are identical with credit points as stipulated in the European Credit Transfer System (see Annex 1). <sup>3</sup>One credit point corresponds to a workload of 30 hours.
- (2) The credit points for the modules are given in Annex 1.

### **§ 14 Consideration of extenuating life circumstances**

- (1) <sup>1</sup>The utilization of protection periods of the Maternity Protection Act (MuSchG) shall be guaranteed. <sup>2</sup>Upon request, the claiming of parental leave in accordance with the Federal Parental Allowance and Parental Leave Act (Bundeselterngeld- und Elternzeitgesetz, BEEG) as well as periods for the care of a close relative within the meaning of § 7 para 3 of the Nursing Care Act (PflegeZG) who is in need of care within the meaning of § 14 and § 15 of the Eleventh Book of the Social Code (Sozialgesetzbuch, SGB XI) shall be guaranteed. <sup>3</sup>The appropriate evidence must be furnished; any changes in status are to be reported immediately.
- (2) <sup>1</sup>If duly requested, periods during which study was impossible or only possible to a limited extent for reasons beyond the student's control shall not be taken into account with regard to the examination schedule. <sup>2</sup>Corresponding evidence must be furnished; medical certificates must be presented in the case of illness. <sup>3</sup>Any changes in status are to be reported immediately.

## § 15 Consideration of the special needs of disabled persons

<sup>1</sup>For the sake of ensuring equal opportunities, the particular needs of disabled examinees are to be appropriately accommodated. <sup>2</sup>Upon written request, the board of examiners shall determine on the basis of the degree of disability in what form a disabled examinee is to take the examination; alternatively, an extension may be granted. <sup>3</sup>Evidence of disability is to be provided by way of a medical certificate, which confirms that the candidate is unable (entirely or in part) to take the examination in its usual form due to a lasting or permanent disability. <sup>4</sup>The request is to be submitted together with the examination registration. <sup>5</sup>If the request is submitted later, it shall only be valid for subsequent examinations.

## § 16 Grading of examinations

(1) The following grading scale will be used in the assessment of the individual examinations conducted at the University of Bayreuth. The digit to the right of the comma enables a more differentiated assessment of examinations between the whole-number values.

"sehr gut" (excellent) = 1,0 or 1,3

"gut" (considerably better than average) = 1,7 or 2,0 or 2,3

"befriedigend" (average) = 2,7 or 3,0 or 3,3

"ausreichend" (fulfils the minimum requirements despite deficiencies) = 3,7 or 4,0

"nicht ausreichend" (unsatisfactory due to considerable deficiencies) = 5,0

(2) <sup>1</sup>If a greater module examination is made up of multiple examinations, the grade for the module shall be established by calculating the arithmetic mean after weighting the components based on credit points. <sup>2</sup>In this calculation, the grade shall only be given to one decimal place; the remaining digits are to be truncated (not rounded). <sup>3</sup>Module grades are as follows:

an average of 1,5 or better = sehr gut

an average of 1,6 up to and including 2,5 = gut

an average of 2,6 up to and including 3,5 = befriedigend

an average of 3,6 up to and including 4,0 = ausreichend.

(3) The following grading scale will be used in the assessment of the individual examinations conducted at UP.

<b>Portuguese grading scale to the German grading scale</b>	
20	1,0
19	1,0
18	1,3
17	1,7
16	2,0
15	2,3
14	2,7
13	3,0
12	3,3
11	3,7
10	4,0
10	4,0
0 to 9	5,0

(4) The following grading scale will be used in the assessment of the individual examinations conducted at UBM.

<b>French grading scale to the German grading scale</b>	
20	1,0
18 - 19	1,0
16 - 17	1,3
16	1,7
15	2,0
14	2,3
14	2,7
13	3,0
12	3,3
12	3,7
11	4,0
10	4,0
0 to 9	5,0

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## § 17 Final grade

- (1) <sup>1</sup>The final grade for the master's programme is established by taking the average grade of the module grades from the University of Bayreuth and the average grade of the module grades from UP and UBM after weighting the modules according to credit points. <sup>2</sup>The examination results obtained at the UP and the UBM are converted according to the tables in § 16 para 3 and 4. <sup>3</sup>In this final grade, the grade shall only be given to one decimal place; the remaining digits are to be truncated (not rounded).
- (2) Candidates who pass the master's examination are to receive a final grade as follows: an average grade of 1,2 or better is "ausgezeichnet", up to 1,5 is "sehr gut", up to 2,5 is "gut", up to 3,5 is "befriedigend", up to 4,0 "ausreichend".
- (3) Calculation of the final grade is to be carried out by the chair of examiners; the certificate or an attached document shall indicate how the final grade was calculated.
- (4) <sup>1</sup>In addition to the degree certificate, an ECTS grading table will be issued as stipulated in the ECTS guidelines in the version dated 6 February 2009. <sup>2</sup>This table displays what percentage of programme graduates in a given time frame received the same final grade as described in para 2. <sup>3</sup>Those programme graduates who were awarded their diplomas in the previous four semesters shall serve as the reference group as long as it includes at least 30 persons. <sup>4</sup>The date of the last examination shall be decisive in assigning graduates to a particular semester. <sup>5</sup>If the minimum number of graduates is not reached, the number of previous semesters is to be extended until the minimum number is reached. <sup>6</sup>If the programme of study does not yet have as many graduates as the minimum number required of the reference group, an ECTS grading table will be issued as soon as the minimum number is reached. <sup>7</sup>For degrees awarded before the minimum number is reached, an ECTS grading table will be issued at a later date upon request once the minimum number has been reached. <sup>8</sup>The graduate's own graduating class is also to be included in the reference group. <sup>9</sup>The size of the reference group and the time frame is to be included.

## § 18 Passing the master's examination

- (1) Passing the master's examination requires a grade of "ausreichend" or better or "bestanden" for the master's thesis and each module; in addition, all 120 credit points must be earned.
- (2) <sup>1</sup>If the candidate has not fulfilled the requirements given in para 1 by the end of his or her sixth semester due to reasons under his or her control, then the candidate shall be considered as having failed the master's examination on the first attempt. <sup>2</sup>Examinations that were taken on time and for which the candidate received a passing grade need not be repeated.

- (3) <sup>1</sup>If the missing examinations are not passed by the student within a year of the deadline given in para 2 sentence 1 for reasons under his or her control, or if all possibilities to repeat the examinations have been exhausted, then the candidate shall be considered as having failed the master's examination on the final attempt. <sup>2</sup>The deadline shall not take into account periods of leave and periods during which the candidate withdrew from study. <sup>3</sup>Notice shall be sent to inform the candidate that he or she has failed the examination on the final attempt in accordance with § 5 para 5 in conjunction with Article 41 BayVwVfG as amended. <sup>4</sup>The board of examiners may grant the student an extension of the deadline for circumstances beyond his or her control if the student submits a request prior to the deadline described in sentence 1.

### **§ 19 Repeating examinations at the University of Bayreuth**

- (1) <sup>1</sup>Any examination that was failed on the first attempt can be repeated once. <sup>2</sup>The repetition may be held as a different form of examination in accordance with § 11; this is determined by the examiner. <sup>3</sup>Students who fail the first repetition of an examination are to be considered as having failed the master's examination on the final attempt.
- (2) Voluntarily repeating examinations that were already passed or the master's thesis is not permitted.
- (3) <sup>1</sup>The master's thesis can be repeated with a new topic if the student receives a failing grade for the thesis. <sup>2</sup>Repeating the master's thesis for a second time is not permitted.
- (4) Administrative measures shall be taken to ensure that it is possible to repeat the failed examinations or a failed master's thesis within six months.

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

If a candidate has failed the master's examination on the final attempt, then a written notice shall be sent to him or her within four weeks upon request; the notice shall include a list of the grades in the individual subject areas.

### **§ 21 Access to examination documents**

- (1) Following the conclusion of the examinations process, the candidate may upon request be granted access to his or her graded examination documents including the assessor's report as well as the record sheets for the examination.
- (2) <sup>1</sup>Such requests are to be made no later than one month after the degree certificate is awarded. <sup>2</sup>If the candidate was prevented from meeting the deadline in sentence 1 due to reasons beyond his or her control, Art. 32 BayVwVfG shall apply.

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## § 22 Defects in the examination proceedings

- (1) If it is shown that there were defects in the examination proceedings which influenced the examination results, the candidate or the board on its own initiative shall request that the relevant examinations be repeated.
- (2) Any defects in the examination proceedings or circumstances preventing the candidate from completing the examination are to be reported to the examiner or the chair of examiners without delay, and in any case, prior to notice being given of the examination results.
- (3) Claims under the terms of para 1 must be made within six months of the examination's conclusion.

## § 23 Non-appearance, withdrawal from examinations, cheating, and policy violations

- (1) <sup>1</sup>Candidates who have registered for an examination may withdraw without providing a rationale by withdrawing by the deadline announced by the board of examiners. <sup>2</sup>If the candidate fails to appear for an examination for which he or she was registered for reasons under his or her control or withdraws subsequent to the deadline stated in sentence 1, he or she will be considered to have failed the examination.
- (2) <sup>1</sup>The grounds for failing to appear - or as long as paragraph 1 sentence 1 does not apply, for withdrawal must be submitted to the board of examiners without delay and substantiated by *prima facie* evidence. <sup>2</sup>The same applies to inability to take the examination due to circumstances arising during the examination. <sup>3</sup>Inability to take the examination due to illness must be documented with a medical certificate. <sup>4</sup>If the board of examiners accepts the reasons given, a new examination time is to be offered under the terms of § 10 within six months.
- (3) If withdrawal or failure to appear is caused by reasons beyond the candidate's control, examinations elements completed up to that point are to be recognized.
- (4) <sup>1</sup>If the candidate attempts to influence the result on an examination by cheating or making use of materials that are not permitted, he or she shall be given the grade "*nicht ausreichend*" ["unsatisfactory"]. <sup>2</sup>Any candidate who causes considerable disruption to the course of an examination may be removed by the invigilator and barred from continuing the examination. In this case, he or she shall be given the grade "*nicht ausreichend*" ["unsatisfactory"].
- (5) <sup>1</sup>If cheating in the form of plagiarism is detected, the examination will be graded as "*nicht ausreichend*" ["unsatisfactory"]. <sup>2</sup>The accusation of plagiarism is justified if the examinee has attempted to influence the result of the examination in a way that is favourable to him or her by failing to specifically mark passages taken verbatim from other authors and also explanations of his or her work that are closely based on the thought processes of other authors. <sup>3</sup>The determination shall be made by the relevant examiner or invigilator and shall be recorded in the files. <sup>4</sup>In

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serious cases or in the case of repetition, the entire module examination can be declared failed and, in particularly serious cases, the right to repeat the examination can also be withdrawn and the entire module examination can be declared failed on the final attempt.<sup>5</sup>The decision on this is taken by the board of examiners.<sup>6</sup>In deciding on the imposition of the sanction, both the quantity of the plagiarism and its significance for the work must be assessed in each individual case.

## **§ 24 Invalidating the master's examination**

- (1) If a candidate cheats during an examination and this fact does not come to light until after the degree certificate is issued, the board of examiners may retroactively change the relevant grades accordingly and declare the master's examination to be failed either in part or entirely.
- (2) <sup>1</sup>If the registration requirements for the examinations were not met by the candidate without this having involved any cheating on the part of the candidate, and if this fact does not come to light until after the degree is issued, then this fault shall be considered rectified via the candidate's passing of the master's examination. <sup>2</sup>If the candidate registered by intentionally providing false information, the board of examiners shall decide whether to revoke any unlawful administrative acts on the basis of the general principles of administrative law.
- (3) The candidate shall be permitted to make a statement prior to the decision.
- (4) The inaccurate degree certificate is to be taken away and, if applicable, replaced with a new one.

## **§ 25 Awarding the master's degree; degree certificate**

- (1) <sup>1</sup>A diploma and a degree certificate for successful completion of the master's examination are to be issued within four weeks of demonstrating completion of the required module credits. <sup>2</sup>The diploma is to include the title of the programme of study. <sup>3</sup>It is signed by the dean of the University of Bayreuth's Faculty of Languages & Literatures on behalf of all universities involved and bears the seal of the University of Bayreuth. <sup>4</sup>Upon issuance of the diploma, the graduate is given the right to bear the title "Master of Arts (University of Bayreuth)". <sup>5</sup>This title is to be abbreviated "'M.A.'" and placed behind the surname.
- (2) <sup>1</sup>The degree certificate is to include the title of the programme of study, the final grade, all module examinations undertaken (including credit points and grades achieved), as well as the topic of the master's thesis and the grade received for the thesis. <sup>2</sup>The certificate is to be signed by the chair of examiners. <sup>3</sup>The date to be used is the day of the last examination or the date on which the last graded assignment was submitted. <sup>4</sup>An English translation of the diploma and a Diploma Supplement shall be issued in addition and shall be signed by the chair of examiners. <sup>5</sup>In addition to the certificate, an ECTS grading table is to be issued under the terms of § 17 para 4.

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- (3) Revoking the degree "Master of Arts" is to be carried out in accordance with the legal regulations (Article 69 BayHSchG).

## **§ 26 Academic advising**

- (1) General student advising is offered by the University of Bayreuth's Student Advising Office.
- (2) The programme advisor and the programme coordinator for the master's programme EIMAS are responsible for questions relating to the degree programme (i.e. structure of the programme, organization of studies, course selection, and questions concerning examinations).

(3) <sup>1</sup>In the course of the semester, the programme coordinator and programme advisor shall offer advising for all students enrolled in the degree programme. <sup>2</sup>Advising is recommended especially for the following persons:

1. new students,
2. students who recently failed an examination,
3. students who have considerably less than 30 credit points per semester,
4. student transferring from a different degree programme or university.

### **§ 27 Effective date**

<sup>1</sup>These regulations go into effect on 26 March 2021. <sup>2</sup>They shall be valid for students enrolling at the University of Bayreuth in this programme for the first time in Summer Semester of 2021 or later. \*)

*\*) The amended version contains the following provisions regarding the effective date:*

The present regulations go into effect on 21 May 2022.

**Annex Module overview**

**a) Modules, credits, and examinations in the first stage of study at the University of Porto**

<b>Module</b>	<b>Credit points</b>
<b>Compulsory areas</b>	<b>20</b>
Research Methods	5
Trends of Global Africa	5
Development Cooperation	5
Project Colloquium I (internship, fieldwork, Winter School)	5
<b>Core electives</b> ( <i>two of the three modules must be chosen</i> )	<b>10</b>
Intercultural Communication in Global Africa	5
Development Education	5
African Literatures	5
<b>Total</b>	<b>30</b>

**b) Modules, credits, and examinations in the second stage of study at the University of Bayreuth**

<b>Module</b>	<b>Credit points</b>	<b>Examination</b>
<b>Compulsory areas</b>	<b>20</b>	
Actors in Development Politics	5	<i>Written work + presentation</i>
Socio-Political Processes in Africa	5	<i>Oral exam + presentation</i>
Geographies of Environment and Development	5	<i>Presentation + term paper</i>
Project Colloquium II (internship, fieldwork, Winter School)	5	<i>Presentation</i>
<b>Core electives</b> ( <i>two of the three modules must be chosen</i> )	<b>10</b>	
Religion in/from Africa	5	<i>Written work + term paper</i>
Cultures and Arts in Africa	5	<i>Presentation, written work and/or term paper</i>
African Language (Arabic, Bambara, Hausa, or Swahili)	5	<i>Written and/or oral exam</i>
<b>Total</b>	<b>30</b>	

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**c) Modules, credits, and examinations in the third stage of study at Bordeaux Montaigne**

**University**

<b>Module</b>	<b>Credit points</b>
<b>Compulsory areas</b>	<b>20</b>
Managing Projects in Development Cooperation	5
Investing in Africa - Opportunities and Actors	5
Mapping African Urban Dynamics and Heritage	5
Project Colloquium III (internship, fieldwork, Winter School)	5
<b>Core electives</b> (two of the three modules must be chosen)	<b>10</b>
Political and Security Challenges in Africa	5
Demographic Growth and Social Challenges/..	5
Tropical Agriculture and Sustainable Development	5
<b>Total</b>	<b>30</b>

**d) Modules, credit points and examinations in the fourth phase of study**

<b>Module</b>	<b>Credit points</b>	<b>Examination</b>
Master's thesis (incl. internship/field research)	30	<i>Master's thesis</i>
<b>Total</b>	<b>30</b>	

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