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**Study and examination regulations for the master's programme
M.A. Development Studies
of the University of Passau
of 30 July 2015**

On the basis of art. 13 (1) 2 in conjunction with art. 43 (5) 2, art. 58 (1) 1 and art. 61 (2) 1 of the Bavarian Higher Education Act (BayHSchG), the University of Passau lays down the following by-laws:

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Section I: General provisions

§ 1

Aims of the master's programme and examination objectives

(1) The master's programme in Development Studies imparts the concepts, competences and methods needed for the scientific analysis of the complexities of social, political and economic development and the practical planning of development processes; this is done in such a way that they can be applied in professional settings concerned with academic research as well as hands-on work in the field of development.

(2) ¹The module assessments completed throughout the programme, taken together, form the 'master's examination', which concludes the master's programme M.A. Development Studies. ²The master's examination is designed to ascertain that students have gained the necessary rigorous training, that they have a grasp of the interrelationships within the subject and that they have the ability to work autonomously according to scientific principles.

(3) ¹Depending on the assessments completed, students can choose the following specialisations:

- *Southeast Asian Studies*
- *Economics*

(4) ²To specialise in Economics, students must gain at least 20 ECTS credits in the compulsory elective modules '*Economics*' and five ECTS credits in '*Advanced Quantitative Research Methods*' (Research Methods module group). ³For the Southeast Asian Studies specialisation, students must earn at least 20 ECTS credits in the '*Southeast Asia*' compulsory elective modules and five ECTS credits in an Asian language (*Study Skills* module group).

(5) ¹The modules of this degree programme are taught in English and the assessments must be completed in English. ²If a module is taught in a language other than English, which may be the case for foreign language courses, this is indicated in the module catalogue.

§ 2

Master's degree

The degree of *Master of Arts (M.A.)* is awarded upon successful completion of the master's examination.

§ 3

Entry requirements

(1) To be eligible for this degree programme, applicants must have:

- 1) A good first university degree (bachelor's degree, Magister, Diplom, state examination or equivalent) earned by completing a programme of study of a standard length of three years in one or more of the following social science-, business- or economics-related subjects: administrative science, anthropology, business administration, demography, economics, empirical social and human geography, sociology, or a related degree with a minimum content of, or equivalent to, 60 ECTS credits in the above subjects. Out of the 60 ECTS credits referenced

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above, 10 ECTS credits (or a minimum of 300 hours of coursework) must come from methods of empirical research, such as data collection and survey design, rigorous qualitative or quantitative data analysis, mathematics or statistics applied to social science. This includes modules on data collection, analysis, mathematics or statistics. The first degree is deemed to be 'good' as per the above usage if the applicant has attained the overall average mark of 2.5 according to the German marking scale (or as converted from the foreign marking system) or if the student's results for the first degree were among the best 50 percent of his or her cohort.

- 2) In addition, applicants must provide evidence of English language skills equivalent to level UNlcert® II or level B2 of the Common European Framework for Languages (CEFR). This may be done by providing a recognised English language certificates or if the applicant can show that English is his or her native language or the language of instruction for his or her first degree or secondary schooling.
- 3) Furthermore, applicants should have German language skills at level A1 CEFR, demonstrated by a recognised language certificate. This is deemed given if German is the native language of the applicant or the language of instruction for his or her first degree or secondary schooling.

(2) ¹The final decision on whether applicants have the requisite entrance qualifications rests with the Board of Examiners, in application of art. 63 (1) and (2) BayHSchG. ²The Board of Examiners may, in checking the qualifications of the applicants, consult the Central Office for Foreign Education (Zentralstelle für ausländisches Bildungswesen; ZAB) and require that the applicants concerned successfully complete additional examinations before an offer is made. ³If the application is rejected, the reasons for rejection must be explained and applicants must be informed of their right to appeal the decision.

(3) ¹In exceptional cases, an applicant who has been offered a place on a programme may commence study before receiving his or her final certificate and transcript for the first university degree, as required in sec. 1 no. 1, if the applicant submits proof as per sec. 1 no. 2 and a transcript showing all assessments and marks to date, which shows an average mark of 2.5 (or its foreign equivalent) weighted by ECTS credits; all coursework and assessments relevant for the first degree must be completed before the start of lectures at Passau. ²Proof as per sec. 1 no. 1 should then be submitted by no later than the tenth week of lectures after commencing the programme at Passau. ³The final decision on the admission of candidates who cannot supply a degree certificate pursuant to sec. 1 no. 1 rests with the Board of Examiners. ⁴Applicants who are admitted in accordance with no. 1 receive a conditional offer for a place on the master's degree programme. ⁵Applicants who do not provide the documents required by sec. 1 no. 1 before the deadline defined in no. 2 due to circumstances within their control are automatically de-registered from the programme. ⁶The Board of Examiners may set a grace period upon request. ⁷Applicants whose final average mark of the subsequently submitted certificates required by no. 1 does not meet the requirement '2.5 or better' and who are not among the best 50% of their cohort are automatically de-registered from the programme.

(4) ¹Applicants may begin their degree programme prior to submitting the documents under sec. 1 no. 3. ²Applicants who do not provide the full set of documents required by sec. 1 no. 3 at matriculation are made a conditional offer of a place on the master's degree programme. ³Applicants who do not provide the documents required by sec. 1 no. 3 within one year of beginning their studies due to circumstances within their control are automatically de-registered from the programme. ⁴The Board of Examiners may set a grace period upon request.

§ 4

Duration and structure of the master's programme

- (1) The standard duration of study, including examination periods and the time spent on preparing

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the master's thesis, is four semesters.

(2) The programme commences each winter semester.

(3) ¹The master's programme comprises a minimum of 120 ECTS credits, of which 25 are allotted for the master's thesis. ²Students must gain a total of 95 ECTS credits from the taught modules to successfully complete the programme.

(4) ¹The modules are organised into module groups. ²Each module, which forms part of a module group, is allotted ECTS credits. ³Modules may be comprised of various learning and teaching formats, e.g. lectures, tutorials, seminars, internships or other formats. ⁴Within the meaning of this examination regulation, a module is a group of study units which is co-ordinated with respect to subject matter and timing. ⁵A module may comprise the taught content of a single semester or an academic year; in exceptional, justified cases, a module may carry on for more than two semesters. ⁶A module should conclude with an assessment. ⁷Further details can be found in the special provisions in part II of these regulations.

(5) The assessments should be completed during the teaching session of the module.

(6) The degree programme consists of the following four module groups and the master's thesis:

1) Module group 'Foundation Courses'

¹All students studying for the M.A. Development Studies complete two introductory modules. ²The modules offered are specified in the module catalogue. ³Specifically, the modules *Methods and Theories of Development Research* and the *Interdisciplinary Development Seminar* or equivalent modules are offered at this stage. ⁴Students must earn a total of 15 ECTS credits in this module group.

2) Module group 'Research Methods'

¹This module group consists of an introductory and an intermediate module in each of the following: *Quantitative Methods* and *Qualitative Methods*; a *Research Seminar* and two *Development Studies Colloquia*, which feature lectures from academic or professional speakers. ²Students must earn a total of 25 ECTS credits in this module group; the *Research Seminar* and the *Development Studies Colloquia* are compulsory.

3) Compulsory elective module group 'Specialisation'

¹Overall, students must earn at least 40 ECTS credits in this module group, including a minimum of five ECTS credits from three of the following four core subject areas:

- *Economics*
- *Southeast Asian Studies*
- *Sociology and Politics*
- *Sustainability and Resources*

²The modules offered are specified in the module catalogue. ³All modules in this module group are examination modules.

4) Module group: 'Study Skills'

¹With a workload amounting to 15 ECTS credits, this module group is intended to impart further skills, particularly applied skills. ²This module group is suitable for learning or perfecting a foreign language, especially an Asian language. ³Modules listed in the module catalogue for other master's programmes of the University of Passau may be completed as part of this module group. ⁴Students may submit a request to the Board of Examiners to complete other modules instead of or in addition to the modules in the module group. ⁵ECTS credits from modules studied in the *Specialisation* module group (compulsory electives) may be counted

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towards this module group, if they have not been counted towards the Specialisation group.

- 5) Master's thesis
The master's thesis amounts to 25 ECTS credits.

§ 5

Scope of the master's examination

The master's examination consists of:

- 1) the module assessments in accordance with § 4 (6) nos. 1 to 3 and § § 27ff. and
- 2) the master's thesis in accordance with § 18.

§ 6

Board of Examiners

(1) ¹A Board of Examiners is instated for the organisation and implementation of assessments. ²The Central Examinations Office provides organisational and administrative support to the Board of Examiners.

(2) ¹The Board of Examiners consists of five members of the University of Passau who have the right to carry out assessments, including a minimum of three academic teaching staff. ²The chairperson of the Board of Examiners is appointed by the Faculty Board of the Faculty of Arts and Humanities. ³Three additional members, including the deputy chairperson, are appointed by the Faculty Board of the Faculty of Arts and Humanities upon nomination by the Faculty of Business, Economics and Information Systems.

(3) ¹The term of office of members of the Board of Examiners is two years. ²Members may be re-appointed upon completion of their term.

(4) ¹The Board of Examiners is responsible for the implementation of the assessments, unless the chairperson has other duties and responsibilities detailed elsewhere in these examination regulations. ²The Board of Examiners ensures compliance with the rules laid down in the study and examination regulations. ³The Board of Examiners sends regular reports to the Faculty Boards of the Faculty of Arts and Humanities and the Faculty of Business, Economics and Information Systems, detailing the development of assessments and study durations; it makes recommendations on changes to the study and examination regulations when and as appropriate.

(5) ¹The Board of Examiners is quorate if all members have received a written invitation at least one week prior to the relevant meeting and the majority of members is present. ²Resolutions are passed by simple majority. ³Abstention from voting, secret ballot and transfer of voting rights are excluded. ⁴In the event of a tie, the chairperson's vote shall decide.

(6) ¹The chairperson convenes the meetings of the Board of Examiners. ²He or she has the authority to take time-critical decisions without convening a meeting of the Board of Examiners. ³In such an event, the chairperson shall inform the Board of Examiners without delay. ⁴Unless stipulated otherwise in these examination regulations, the Board of Examiners may authorise the chairperson to undertake specific tasks; this authorisation stands until it is revoked.

(7) ¹Official notices in examination matters which may infringe upon candidates' rights must be communicated in writing; the letter should set out the reasons for the decision and advice on the legal remedies available to the candidate. ²Candidates must be heard before a negative decision is handed to them. ³Without prejudice to the right to commence a suit before a court of law, candidates may lodge an appeal against a negative decision with the president of the university. ⁴The president issues

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the appeal notice following the decision of the Board of Examiners.

§ 7

Examining committee and observers

(1) ¹The chairperson of the Board of Examiners appoints the examiners and observers at the start of each semester. ²The appointments shall be decided in consultation with the Dean of the Faculty of Business, Economics and Information Systems and the Director of the Language Centre, if the decision affects courses offered by these institutions.

(2) ¹Examiners may be appointed in accordance with the Higher Education Act (Hochschulgesetz) and the Higher Education Examiners Ordinance (Hochschulprüferverordnung), as amended. ²Experts who have passed their final degree examinations or state examination upon completion of a degree programme at a university and all persons authorised to make assessments in accordance with the Higher Education Examiners Ordinance (Hochschulprüferverordnung) may be instated as observers.

(3) ¹Those appointed as examiners are informed by the appropriate means. ²Examiners may be substituted shortly before the start of an examination if there are compelling reasons to do so. ³Members of the university who have the right to serve as examiners will retain this right for up to two years after leaving the university.

§ 8

Exclusion due to personal involvement; obligation of confidentiality

(1) Art. 41 (2) of the Bavarian Higher Education Act (BayHSchG) in conjunction with Art. 20 and 21 of the Bavarian Administrative Procedures Act (Bayerisches Verwaltungsverfahrensgesetz; BayVwVfG) govern the exclusion of members from consultations and voting within the Board of Examiners and from examining assessments due to personal involvement.

(2) The obligation of confidentiality of the members of the Board of Examiners, of observers and other persons charged with duties related to examinations is laid down in art. 18 (3) BayHSchG.

§ 9

Registration for and admittance to the master's examination

(1) ¹Candidates must register via the Examinations Office in electronic form (in justified cases: by paper-based application) with the chairperson of the Board of Examiners. ²Students may not sit examinations for which they have not previously registered. ³Registration for the first examination is simultaneously an application for admission to the master's examination.

(2) Admission to the programme is subject to the following requirements:

- 1) Matriculation in the Master of Arts in Development Studies programme of the University of Passau;
- 2) Applicants must not have lost their right to study this degree programme, or to sit the relevant final examinations, at the University of Passau or another higher education institution in Germany. [NB: At German higher education institutions the status 'endgültig nicht bestanden' ('final fail') is assigned if the candidate has unsuccessfully exhausted all exam resit opportunities or if he or she has been de-registered from this degree programme at any German university or higher education institution and the status 'endgültig nicht bestanden' is indicated on the relevant de-registration notice, barring the student from taking up the same degree programme elsewhere.]

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(3) The application form must be accompanied by relevant supporting documents if it is unknown whether the admission requirements of the University have been met.

(4) ¹Admissions are decided by the chairperson of the Board of Examiners. ²Where a candidate fails to meet all the admission requirements listed in sec. 2, admission is denied.

§ 10

Assessments, examinations and deadlines

(1) ¹Students are required to complete the assessments in the individual modules during the semester while they are enrolled in the programme.

(2) ¹For each module, ECTS credits are awarded after successful completion of the whole module, whereas grades pursuant to § 19 are awarded for the relevant assessments. ²Exemptions from no. 1 are subject to the rules laid down for the modules in Section II.

(3) ¹Assessments take the form of written and/or oral examinations. ²Written assessments include not only written examinations but also project reports, seminar and term papers, write-ups, software developments, posters and progress reports. ³Oral assessments include not only oral examinations but also reports, presentations or technical papers. ⁴Where assessments are completed as group work, the contribution of each individual student must be clearly distinguishable, definable and gradable. ⁵For each candidate, the minimum duration of oral examinations is 15 minutes and the maximum duration is 60 minutes. ⁶Oral examinations are conducted either one-on-one or in groups. ⁷The minimum duration of written examinations is 45 minutes and the maximum duration is 180 minutes. ⁸Candidates have a maximum of 12 weeks to produce their seminar and term papers; § 18 (5) no. 2 and nos. 5 to 7 and § 18 (6) no. 2 apply accordingly. ⁹Examination requirements and subjects are provided in the module catalogue which is subject to approval by the Board of Examiners; the description of the individual modules must include at least the material covered in the modules and their qualification targets as well as the student workload that comes with the module. ¹⁰Any written material once used in a written assessment may not be used again, neither for other modules or module parts nor for the master's thesis.

§ 11

Credit point system

(1) ¹Each module is assigned the respective number of ECTS credits indicated in Section II. ²They are an indication of the workload that students must undertake to complete these modules. ³The ECTS credits are credited to the ECTS account of the candidate once he or she obtains a mark of at least '*ausreichend*' (sufficient; 4.0) or a grade of at least '*bestanden*' (pass) for the relevant module.

(2) ¹When candidates begin their degree programme, the Board of Examiners sets up an ECTS account for each of them. ²Electronic ECTS accounts are permitted.

(3) On request, students are informed of their ECTS credit balance if they are unable to query the balance of their ECTS account electronically themselves.

(4) An examiner may check a student's account only with the student's permission.

§ 12

Acceptance for credit of periods of study and assessments completed elsewhere

(1) ¹As a rule, relevant study times and assessments completed at other state or state-recognised

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higher education institutions in the Federal Republic of Germany, successful participation in a correspondence study unit forming part of a degree programme at a state or state-recognised higher education institution in the Federal Republic of Germany or in degree courses at foreign universities or in another degree programme at the University of Passau also qualify as proof for having completed the study periods and assessments required under these regulations, unless there are substantial differences in the competences acquired (learning outcomes achieved). ²The same applies for study times and assessments completed at a state or state-recognised higher education institution within the scope of other degree programmes pursuant to Art. 56 (6) nos. 1 and 2 of the Bavarian Higher Education Act (BayHSchG), in special degree programmes pursuant to Art. 47 (3) no. 1 BayHSchG at Virtuelle Hochschule Bayern (vhb) or in accordance with Art. 42 (3) BayHSchG.

(2) ¹To identify any substantial differences in the competences acquired on account of the study times and the assessments completed at foreign higher education institutions, equivalence agreements approved by the Standing Conference of the Ministers of Education and Cultural Affairs as well as the German Rectors' Conference must be consulted in addition to sec. 1 no. 1. ²If no such equivalence agreements have been concluded, it is for the chairperson of the Board of Examiners to decide in consultation with the competent faculty representatives. ³Where equivalence is uncertain, the Central Office for Foreign Education may be consulted.

(3) ¹Competences acquired within the scope of other advanced study courses pursuant to Art. 56 (6) no. 3 BayHSchG or outside of higher education institutions are recognised if they are equivalent. ²Any competences acquired outside of higher education institutions must not constitute more than half of the competences for which proof is required.

(4) ¹Applications for recognition of study times and assessments must be submitted in writing, along with the relevant documents, to the Central Examinations Office no later than at registration pursuant to § 9 (1) no. 1. ²The chairperson of the Board of Examiners decides in consultation with the competent faculty representatives.

(5) ¹If assessments are recognised, the marks are accepted – where necessary, after conversion to the marking scale used at the University of Passau – and included in the calculation of the overall average mark. ²Such recognition may be indicated in the transcript.

§ 13

Protective provisions and time limits

¹The protective provisions set forth in §§ 3, 4, 6 and 8 of the Protection of Working Mothers Act (*Mutterschutzgesetz*) in the version promulgated on 20 June 2002 (Federal Law Gazette I p. 2318), as last amended, apply to the degree programme accordingly. ²In the case of § 6 (1) of the Protection of Working Mothers Act, assessments may be completed on a voluntary basis. ³The statutory protective periods stipulated by the Protection of Working Mothers Act must be taken into account when calculating any time limits in accordance with these study and examination regulations. ⁴No. 3 also applies to parental leave within the meaning of the Federal Parental Benefit and Parental Leave Act (*Bundeselternzeit- und Elternzeitgesetz*) of 5 December 2006 (Federal Law Gazette I p. 2748) as last amended.

§ 14

Conduct of examinations

(1) ¹The subject matter of the individual examinations to be completed during the programme is the material covered in the relevant module. ²It is the responsibility of the respective examiners to determine and announce which material or aids are permitted.

(2) ¹Written assessments must be graded by at least one examiner; where assessments are to be

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graded as '*nicht bestanden*' (fail), they must be graded by two examiners. ²In this case, the final grade is calculated by determining the average of the two grades given by the examiners, taking into account the first digit after the decimal point and disregarding any further digits without rounding up or down.

³At least one examiner and one observer with subject expertise must be present during oral examinations.

(3) ¹The examiner marks each assessment pursuant to § 19 (1) or awards the grade '*bestanden*' (pass). ²If the grade for an assessment cannot be queried electronically by the candidates in their ECTS accounts, the chairperson of the Board of Examiners will inform the candidate about the result of the examination once a mark has been awarded.

(4) ¹If a mark of at least '*ausreichend*' (sufficient; 4.0) or a '*bestanden*' (pass) is awarded for the module, the relevant examination is deemed to have been successfully completed and the number of ECTS credits allocated to the module pursuant to § § 27 ff. are credited to the candidate's ECTS account. ²A candidate is deemed to have passed a module consisting of several sub-assessments if the mark calculated pursuant to § 19 (2) no. 2 equals at least an '*ausreichend*' (sufficient; 4.0).

(5) ¹The grade awarded for written assessments must be justified by a written comment. ²The main procedure of oral examinations must be documented and a justification must be provided for the grades given.

§ 15

Results of failed examinations

(1) ¹To pass the examination in accordance with § 20 (1), candidates must complete all the required assessments by the end of the fourth regular semester. ²If a student is unable to complete all the assessments required for the master's examination in accordance with § 20 (1) by the end of the sixth regular semester for reasons within his or her control, he or she will initially be deemed to have failed the master's examination. ³A student may re-attempt the master's examination if he or she meets the requirements needed to pass the master's examination pursuant to § 20 (1) by the end of the eighth regular semester. ⁴A leave of absence or termination of enrolment does not suspend the time limit under no. 3. ⁵§ 15 is not affected. ⁶Where a student cannot be held responsible for failing to comply with the time limit set forth under nos. 2 and 3, the chairperson of the Board of Examiners will grant an extension upon written request. ⁷Such a request must be submitted without undue delay as soon as such reasons arise.

(2) Periods of study recognised pursuant to § 12 are counted towards the time limits.

(3) ¹Repeated attempts to obtain ECTS credits in the individual modules are allowed if a first attempt is unsuccessful. ²Generally, any further attempt must be made by the next possible date, unless the candidate is granted an extension due to special reasons outside his or her control. ³Organisational arrangements in the degree programme must ensure that a renewed attempt can be made within a period of 12 months.

(4) ¹Out of all the modules that a candidate completes successfully, he or she is permitted to voluntarily retake either 4 whole modules or resit individual sub-assessments once in order to improve his or her mark. ²Only the better mark achieved is then entered into the transcript and counts towards the overall average mark. ³If a candidate resits sub-assessments and achieves better results, the final mark for the respective module pursuant to § 19 (2) no. 2 is the average of the improved mark and the marks obtained for the sub-assessments that he or she completed previously and did not resit. ⁴Candidates have only until the semester after the last assessment they completed to make use of this possibility to improve their marks.

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§ 16

Failure to appear; withdrawal; cheating; breach of regulations; examination irregularities

(1) Where a student fails to appear for an assessment without good cause or withdraws without good cause from an examination after it has started, he or she will be deemed to have earned a '*nicht ausreichend*' (fail; 5.0).

(2) ¹The chairperson of the Board of Examiners must be notified of the withdrawal or failure to appear and a written justification must be provided. ²If a candidate does not appear for or withdraws from the examination due to illness, a medical certificate must be provided that is based on a medical examination conducted prior to the day or on the day of the asserted inability to sit an examination. ³It is for the chairperson of the Board of Examiners to post a written announcement specifying what such a certificate must include. ⁴Where there is reasonable doubt, the chairperson of the Board of Examiners may also request a certificate issued by a public health officer (*Amtsarzt*). ⁵If the chairperson accepts the reasons given, the missed assessments must be taken at the next opportunity. ⁶In such cases, any examination results already available must be taken into account.

(3) ¹If a candidate attempts to influence the result of an assessment by fraudulent means or by using unauthorised material or aids, this candidate will be deemed to have earned a '*nicht ausreichend*' (fail; 5.0) for this assessment. ²The examiners or invigilators in charge may bar candidates who disrupt the orderly conduct of the examination from continuing the examination; in such cases, the relevant candidate receives a '*nicht ausreichend*' (fail; 5.0) for this assessment.

(4) ¹Where irregularities are identified in the conduct of the examination that affect the result of the examination, all or selected candidates will be ordered, at a candidate's request or *ex officio*, to resit the examination or parts thereof. ²It is the responsibility of the Board of Examiners to decide about complaints and their consequences.

(5) Where procedural irregularities in the examination or a candidate's inability to sit an examination occur prior to or during the examination, the chairperson of the Board of Examiners or the examiner must be notified immediately.

(6) Orders pursuant to sec. 4 may not be issued *ex officio* more than six months after completion of the examination.

§ 17

Access arrangements

(1) ¹If a student is able to demonstrate that he or she is unable to complete assessments under the specified conditions in their entirety or in part due to a disability or owing to a lengthy serious or chronic illness, or that he or she is unable to complete them within the time limits given in the present regulations, the chairperson of the Board of Examiners may, in consultation with the examiner and upon receiving a written request to do so, take reasonable action to compensate for any resulting disadvantages. ²In particular, such action includes the modification of external examination conditions, the extension of time limits given to complete assessments and the completion of equivalent assessments. ³The student is obliged to provide reasons to justify the requested compensatory action. ⁴For purposes of verification, suitable proof and, if there is reasonable doubt, a certificate issued by a public health officer (*Amtsarzt*) may be requested.

(2) ¹The written request under sec. 1 no. 1 must be submitted along with the registration for the examination. ²The student must be informed of the decision in writing.

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§ 18 Master's thesis

(1) ¹In writing the master's thesis, candidates are obliged to demonstrate that they are capable of carrying out academic research and independently applying scientific methods to a clearly defined subject matter.

(2) Before candidates are permitted to commence their master's thesis, they are required to accumulate a minimum of 80 ECTS credits on the master's programme.

(3) ¹The request for permission to write a master's thesis must be submitted to the chairperson of the Board of Examiners in writing. ²Furthermore, § 9 (3) and (4) apply accordingly to the approval procedure.

(4) ¹The chairperson of the Board of Examiners grants candidates permission to write their master's thesis and informs candidates in writing of the name of the examiner (supervisor) tasked with topic selection, supervision and grading. ²The supervisor chooses the topic of the master's thesis. ³Once chosen, the candidates are informed of the topic in writing. ⁴The day of notification and the exact scope of the topic must be recorded.

(5) ¹Candidates have four months after topic selection to submit the master's thesis. ²The topic of the thesis must be of such a nature that it can be thoroughly explored in the time available. ³The topic of the master's thesis may be rejected only once, and only for good reasons, with the permission of the chairperson of the Board of Examiners within one month from the time the topic is assigned. ⁴In this event, the candidate is immediately assigned a new topic. ⁵In justified exceptional cases, the chairperson of the Board of Examiners may, after hearing the supervisor, extend the time for delivery by a maximum of eight weeks at the candidate's request. ⁶If a candidate presents a medical certificate to prove that he or she is prevented from working on the thesis due to illness, the time limit for writing the thesis is suspended. ⁷If the thesis is not submitted on time, it is awarded a '*nicht ausreichend*' (fail; 5.0).

(6) ¹The master's thesis must be written in English. ²The end of the thesis must include a declaration by the candidate stating that the author wrote the thesis himself or herself and used no sources and aids other than those indicated.

(7) ¹The master's thesis must not exceed 120,000 keystrokes in length. ²Tables and figures do not count towards the number of keystrokes. ³The same applies to appendices not required for a clear understanding of the thesis. ⁴Candidates must submit two bound copies and one digital copy of the thesis to the chairperson of the Board of Examiners in a timely manner. It is for the Board of Examiners to determine the data format and storage media to be used. ⁵The submission date must be recorded.

(8) ¹The chairperson of the Board of Examiners passes the thesis on to the supervisor. ²If the thesis is awarded a grade of '*nicht ausreichend*' (fail), the chairperson of the Board of Examiners designates a second supervisor from the group of examiners in accordance with § 7 (2). ³The opinion(s) must be completed no later than two months from thesis submission. ⁴Each supervisor awards a mark from the scale provided under § 19 (1). ⁵If the grades vary, an average mark is calculated. ⁶In calculating this average, only one digit after the decimal point is taken into account; all further digits are disregarded without rounding up or down.

(9) Students receive 25 ECTS credits when their master's thesis is awarded a pass.

(10) ¹If a master's thesis is awarded the grade '*nicht ausreichend*' (inadequate), the candidate is informed in writing by the chairperson of the Board of Examiners. ²When a master's thesis is awarded a

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failing mark, the candidate has one more opportunity to write a master's thesis on a new topic.³The candidate must re-register the master's thesis no later than within three months from notification of the grade.⁴When writing a second master's thesis, candidates are not allowed to reject the topic.⁵Sec. 5 nos. 1 and 2 and nos. 5 to 7 apply accordingly.⁶If the second master's thesis is likewise awarded a fail, the master's examination is considered to be a 'final fail' (*'endgültig nicht bestanden'*).

§ 19 Marking scale

The respective examiners assess the individual assessments by awarding the marks and descriptors listed in the table below [NB: In the German notation, commas are used as decimal separators: e.g. 2.0 is written as '2,0']:

1.0; 1.3;	= 'sehr gut' (very good)	an outstanding piece of work
1.7; 2.0; 2.3	= 'gut' (good)	the work is significantly above the average requirements
2.7; 3.0; 3.3	= 'befriedigend' (satisfactory)	the work fulfils the average requirements
3.7; 4.0	= 'ausreichend' (sufficient)	the work fulfils the requirements despite shortcomings
4.3; 4.7; 5.0	= 'nicht ausreichend' (fail)	the work falls short of the requirements as it exhibits a number of serious deficiencies

(1) ¹Where a module examination consists of several assessments, each assessment is marked separately or graded as '*bestanden*' (pass). ²The mark for the module is calculated using the average of all marks weighted on the basis of ECTS credits; the weighting of individual assessments is provided in the module catalogue. ³Sec. 3 nos. 2 to 4 apply accordingly.

(2) ¹On the basis of the marks awarded for all the examination modules and the mark awarded for the master's thesis, an overall average mark is calculated using the ECTS-weighted average of the marks. ²This calculation takes into account one digit after the decimal point and disregards any further digits without rounding up or down. ³The overall average mark is:

for an average mark of	1.5 or better	= 'sehr gut' (very good);
for an average mark of	1.5 to 2.5	= 'gut' (good);
for an average mark of	2.5 to 3.5	= 'befriedigend' (satisfactory);
for an average mark of	3.5 to 4.0	= 'ausreichend' (sufficient);
for an average mark of	4.0 or above	= 'nicht ausreichend' (fail).

⁴Modules for which no marks are awarded are not taken into account in the overall average mark.

§ 20 Pass mark for examinations and overall average mark

(1) Candidates are deemed to have passed the master's examination if each module required according to § 4 (6) nos. 1 to 4 and the master's thesis are awarded a pass mark and at least 120 ECTS credits have been accumulated.

(2) The overall average examination mark is calculated in accordance with § 19 (3).

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§ 21

Attaining a fail mark after exhausting all resit opportunities ('final fail')

Candidates are considered to have finally failed the master's examination if:

- 1) the master's thesis is awarded a final fail, or
- 2) the candidate fails to pass the master's examination even after a second attempt (§ 15 (1) no. 3).

§ 22

Invalidity of examination results

(1) Where candidates are found to have cheated in an examination and this becomes known only after presentation of the transcript, the Board of Examiners may change the respective mark accordingly at a later date and declare the candidates to have failed or partly failed the examination.

(2) ¹Where candidates have completed an examination, achieving a pass mark, and are subsequently found not to have met the requirements for admission to that examination although they had no intention to deceive, and this fact does not become known until after presentation of the transcript, the mark/grade and credits earned in the examination stand and are not changed retroactively. ²Where candidates wrongfully obtain admission by wilful deceit, it is for the Board of Examiners to decide on the cancellation of unlawful administrative acts in compliance with the general principles of administrative law.

(3) Candidates must be heard before a decision is handed to them.

(4) ¹The incorrect examination transcript must be revoked and, if necessary, a new transcript issued. ²Decisions pursuant to sec. 1 and sec. 2 no. 2 may only be taken within a five-year period from the date of the examination transcript.

§ 23

Viewing of examination papers and minutes

(1) On request, candidates are given permission to view their respective written examinations and examination scripts once the grade for the assessment has been announced.

(2) ¹Art. 29 of the Bavarian Administrative Procedures Act (Bayerisches Verwaltungsverfahrensgesetz) applies accordingly. ²The chairperson of the Board of Examiners determines the time and place of viewing.

§ 24

Transcript, degree certificate and diploma supplement

(1) ¹Once the selected modules in the module groups and the master's thesis have been passed, a transcript indicating the marks awarded for the individual marked modules and the mark obtained for the master's thesis is issued on request and on presentation of proof that all the modules and the master's thesis required for passing the master's examination pursuant to § 20 (1) have been successfully completed. ²The transcript must be signed by the chairperson of the Board of Examiners. ³The transcript must be dated with the date on which the final assessment is completed. ⁴The area of specialisation is indicated in accordance with § 1 (3).

(2) On request and on presentation of appropriate proof as well as a confirmation of termination of enrolment, a student who has been awarded a final fail in the examination is issued a written confirma-

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tion indicating the assessments completed and, as the case may be, the marks earned and specifying that the master's examination has not been passed.

(3) ¹In addition to the transcript, a certificate is issued that indicates the overall average mark obtained for the master's examination, the topic of the master's thesis and a confirmation of any area of specialisation selected; conferral of the academic degree 'Master of Arts' (M.A.) pursuant to § 2 is recorded on the certificate. ²This certificate is signed by the dean of the Faculty of Arts and Humanities as well as the chairperson of the Board of Examiners and embossed with the university seal. ³Sec. 1 no. 3 applies accordingly. ⁴On presentation of the certificate, candidates are conferred the right to use the academic degree.

(4) ¹Students are further presented a Diploma Supplement in English bearing the date of the transcript. ²This Diploma Supplement specifies all the modules and module groups completed along with their assessments and the respective ECTS credits awarded and, where applicable, the examination marks; furthermore, it indicates a relative mark as soon as a cohort of sufficient size becomes available to allow for a conclusive calculation. ³The Diploma Supplement is signed by the chairperson of the Board of Examiners.

§ 25

Additional qualifications

¹On request, the Board of Examiners should allow candidates to complete further assessments in other modules of the degree programme. ²A separate transcript is issued for the marks awarded. ³Such marks are not taken into account when calculating the overall average mark for the master's examination.

Section II: Provisions regarding the individual modules and module groups

§ 26

Definitions

The following abbreviations are used for the detailed provisions of Section II:

Credits	=	credit points under the European Credit Transfer and Accumulation System (ECTS)
(C)	=	colloquium
(S)	=	seminar
(L)	=	lecture
WCH	=	contact hours per week

§ 27

Module group '*Foundation Courses*'

¹The module group consists of 'Methods and Theories of Development Research' and the 'Interdisciplinary Development Seminar'.

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		WCH	Credits	Assessment type	Duration
(L)	Methods and Theories of Development Research	2	5	Written examination	120 min.
(S)	Interdisciplinary Development Seminar	2	10	Written paper and presentation	
	Total: 2 modules	4	15		

²Both modules are examination modules.

§ 28

Module group 'Research Methods'

¹The module group consists of courses on research methods, one research seminar and two research colloquia. ²Courses related to the individual modules are listed in the module catalogue and indicated as such. ³Students must gain at least 25 ECTS credits; the research seminar and the colloquia are compulsory course modules. ⁴All modules in this group, with the exception of the colloquia, are examination modules. ⁵Students who wish to complete additional modules should first consult the relevant module convenor; existing methodological knowledge and the student's programme goals will be taken into account.

		WCH	Credits	Assessment type	Duration
(L) or (T)	Introduction to Quantitative Research Methods	2+2	5	Written examination	120 min.
(S)	Introduction to Qualitative Research Methods	2+2	5	Written paper	
(L) or (T)	Advanced Qualitative Research Methods (Evaluation of Development Policies)	2+2	5	Written paper	
(S)	Advanced Qualitative Research Methods	2+2	5	Written paper (report)	

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(S)	Research Seminar	2	5	Written paper (concept)	
(C)	Development Studies Colloquium I	3	3	No assessment	-
(C)	Development Studies Colloquium II	3	2	No assessment	-
Total: 7 modules			25		

§ 29

Module group 'Specialisation'

¹In this module group, students have to gain a minimum of 40 ECTS credits and complete at least one module from three of the four core subject areas under no. 4 below. ²By completing additional modules, students can shape their specialisation or gain in-depth knowledge in an area of specialisation. ³Modules related to the individual subject areas are listed in the module catalogue and indicated as such. ⁴The core subject areas are:

- *Economics*
- *Southeast Asian Studies*
- *Sociology and Politics*
- *Sustainability and Resources*

⁵The chosen modules are examination modules.

		WCH	Credits	Assessment type	Duration
Compulsory elective module: Economics					
(L) or (T)	Health, Development and Public Policy	2+2	5	Written examination	120 min.
(L) or (T)	Micro Development Economics	2+2	5	Written examination	120 min.
(L) or (T)	Growth, Inequality and Poverty	2+2	5	Written examination	120 min.
(S)	Development Economics	2	7	Written paper and presentation	
(L) or	Economics of Education	2+2	5	Written examination	90 min.
(L) or (T)	Behavioural Public Economics	2+2	5	Written examination	90 min.

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(L) or (T)	Economics of Corruption	1+1 (block sessions)	5	Written examination	60 min.
(L) or (T)	Anticorruption and the Design of Institutions	2+2	5	Written examination	90 min.
(S)	Experimental Ethics and Cor- ruption	2	7	Written paper and presentation	
(L) or (T)	Fundamentals of International Trade	2+2	5	Written examination	90 min
(L)	Empirics of International Trade		5	Written paper (incl. data analysis)	
(S)	Strategy and Innovation Con- sulting	2	7	Written paper and presentation	
(L)	Designing and Leading the Entrepreneurial Organisation	2	5	Written examination	60 min.
Compulsory elective module: Southeast Asia					
(S)	Natural Resource Management in Asia	2	10	Written paper and presentation	
(S)	Between Success and Failure: Development Policies and Pro- jects in Southeast Asia	2	10	Written paper and presentation	
(S)	Democratisation, elite formation and social development	2	10	Written paper and presentation	
(S)	Multiple Modernities of South- east Asia	2	10	Written paper and presentation	
Compulsory elective module: Sociology and Politics					
(S)	Urbanism	2	10	Written paper and presentation	
(S)	Conflicts, disasters, processes of state-building	2	10	Written paper and presentation	
(S)	Organisations, Institutions and Development	2	10	Written paper and presentation	

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(S)	International Media Development Cooperation and Development Journalism	2	5	Written paper and presentation	
(S)	Intercultural communication – a psychological perspective	2	5	Written paper and presentation	
(S)	Cooperation and conflict in international relations	2	5	Presentation	
Compulsory elective: Sustainability and Resources					
(S)	Agricultural and Rural Development	2	10	Written paper and presentation	
(L)	Sustainability	2	10	Written paper and presentation	
(S)	Gender and Development	2	10	Written paper and presentation	
	Total: 26 modules				

§ 30

Module group: 'Study Skills'

(1) ¹In this module group, students must earn at least 15 ECTS credits. ²In accordance with sec. 2, these module groups may be obtained for foreign language courses, particularly in an Asian language. ³Students whose native language is not German may choose German as a Foreign Language courses. ⁴Moreover, ECTS credits gained by completing modules from other master's degree programmes of the University of Passau count towards this module group. ⁵Finally, ECTS credits gained by completing additional modules from the compulsory electives (*Specialisation* module group) count towards this module group. ⁶Modules that count towards the degree in accordance with nos. 2 to 4 are listed in the module catalogue and indicated as such; modules not listed may be admitted upon written request submitted to the Chairperson of the Board of Examiners. ⁷Modules from the '*Study Skills*' group are not examination modules. ⁸The following languages are offered:

Chinese	Italian	Thai
Czech	Polish	Turkish (not offered as a subject-specific language programme)
English	Portuguese	Vietnamese
French	Russian	
Indonesian	Spanish	

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⁹ Students may choose from the following foreign language modules:

Module	Course title (winter/summer semester)	WCH	Credits	Written examination	Oral examination
1	Foundation 1.1	4	5	90 minutes	
	Foundation 1.2	4	5	90 minutes	
2	Foundation 2.1	4	5	90 minutes	Approx. 10 minutes
	Foundation 2.2	4	5	90 minutes	
3	FFA Intermediate 1	4	5	90 minutes	Approx. 10 minutes
	FFA Intermediate 2	4	5	90 minutes	
4	FFA Advanced 1.1	4	5	90 minutes	Approx. 10 minutes
	FFA Advanced 1.2	4	5	90 minutes	
5	FFA Advanced 2.1	4	5	120 minutes	Approx. 15 minutes
	FFA Advanced 2.2	4	5	120 minutes	

¹⁰ Although the level indications are identical throughout, in terms of equivalence to the CEFR framework the levels for Chinese, Polish, Russian, Thai and Vietnamese are approximately one level lower than for the other languages.

(2) ¹No ECTS credits are awarded for existing foreign language skills, which are determined in accordance with § 3 (1) no. 2. ²In accordance with sec. 1 no. 6, students choose or register for language courses of the level determined on the basis of their submitted language certificates.

§ 31
Effective date

These by-laws become effective on the day following their announcement.

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Appendix I: Syllabus

1st semester (winter semester)

Module Group: Foundation Modules	WCH / ECTS credits
Methods and Theories of Development Research	2 / 5
Interdisciplinary Development Seminar	2 / 10
Module Group: Research Methods	
Introduction to Qualitative Research Methods and/or Introduction to Quantitative Research Methods	2–4 / 5 and/or 2–4 / 5
Development Studies Colloquium I (The ECTS credits for regular attendance of the <i>Research Colloquia</i> are awarded in the second semester)	1 / 0
Module Group: Specialisation	
Students who have completed <i>Introduction to Qualitative Research Methods</i> or <i>Introduction to Quantitative Research Methods</i> <u>but not both</u> must choose one additional module from the following core subjects:	
<ul style="list-style-type: none"> • Economics • Southeast Asia • Sociology and Politics • Sustainability and Resources 	0 / 0 or 2–4 / 5–7
Module Group: Study Skills	
Choose one seminar, language course or lecture from:	
<ul style="list-style-type: none"> • the foreign language courses • master's modules from other degree programmes of the University of Passau • modules from the Specialisation module group 	2–4 / 5–10
Total ECTS credits for the semester	30–37

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2nd semester (summer semester)

Module Group: Research Methods	WCH / ECTS credits
Advanced Qualitative Research Methods and/or Advanced Quantitative Research Methods	2-4 / 5 and/or 2-4 / 5
Development Studies Colloquium I	1 / 3
Module Group: Specialisation	
Choose modules from the core subject areas: <ul style="list-style-type: none">• Economics• Southeast Asia• Sociology and Politics• Sustainability and Resources	8-16 / 15-20
Module Group: Study Skills	
Choose one seminar, language course or lecture from: <ul style="list-style-type: none">• the foreign language courses• master's modules from other degree programmes of the University of Passau• modules from the Specialisation module group	2-4 / 5-10
Total ECTS credits for the semester	28-43

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3rd semester

Module Group: Research Methods	WCH / ECTS credits
Research Seminar	2 / 5
Development Studies Colloquium II (The ECTS credits for attending the research colloquia are awarded in the final semester)	1 / 0
Module Group: Specialisation	
Choose modules from the core subject areas: <ul style="list-style-type: none">• Economics• Southeast Asia• Sociology and Politics• Sustainability and Resources	10–16 / 20
Module Group: Study Skills	
Choose one seminar, language course or lecture from: <ul style="list-style-type: none">• the foreign language courses• master's modules from other degree programmes of the University of Passau• modules from the Specialisation module group	2–4 / 5–10
Total ECTS credits for the semester	30–35

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4th semester

Module Group: Research Methods	WCH / ECTS credits
Development Studies Colloquium II	1 / 2
Master's thesis	0 / 25
Total ECTS credits for the semester	27
Overall ECTS credits for the degree programme	120

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Appendix II: Conversion of marks

Marks/grades/results from foreign marking systems are converted to the marking system used by the University of Passau (see § 19) using the following algorithm:

First, X is calculated arithmetically precise according to the formula:

$$X = 1 + 3 \times \frac{N_{max} - N_d}{N_{max} - N_{min}}$$

The variables are as follows:

N_{max} is the highest achievable mark in the relevant foreign marking system.

N_{min} is the lowest pass mark in the relevant foreign marking system.

N_d is the mark achieved by the candidate in the relevant foreign marking system.

The corresponding converted mark in the marking system used by the University of Passau is then the lowest mark under § 19 (1) and (3) which is equal to or greater than X.

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Issued as per the resolution of the Senate of the University of Passau of 22 July 2015 and as approved by the President of the University of Passau on 28 July 2015, reference number VII/2.I-10.3940/2015.

Passau, 30 July 2015

UNIVERSITY OF PASSAU
The President

Professor Burkhard Freitag

These by-laws were issued by the university on 30 July 2015 and announced on 30 July 2015 by posting on the noticeboards of the university.

The date of announcement is 30 July 2015.