

**Examination Regulations
for the Joint Master of Arts in Migration
and Intercultural Relations at
Oldenburg University (Germany),
University of Stavanger (Norway), the
Portuguese Open University (Portugal)
and the University of Nova Gorica
(Slovenia)**

The Consortium Committee of the Joint MA in Migration and Intercultural Relations passed the following Examination Regulations for the Joint MA in Migration and Intercultural Relations on Sep 7, 2006.

A Consortium Committee

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**A
Consortium Committee**

**§ 1
Tasks of the Consortium Committee**

The committee, constituted according to the partnership agreement, signed on May 10, 2006, conducts the admissions procedure, monitors the implementation of the MA course, and organises the examinations according to the tasks listed in these regulations.

**§ 2
Faculty and staff members on the
Consortium Committee**

The Consortium Committee consists of two delegates from each partner university.

**§ 3
Students' representatives on the
Consortium Committee**

The students of the MA programme elect two student representatives to be members of the Consortium Committee. The student representatives are granted advisory votes in questions pertaining to examinations and are consulted in the process of monitoring the course of study.

**B
Examination regulations**

**§ 4
Tasks of the Consortium Committee,
Examinations Office**

(1) The Consortium Committee ensures the integrity of the examination process. It is the responsibility of the committee to ensure adherence to the legal requirements of the national legislation governing higher education in the respective partner countries, and to these examination regulations. The relevant examinations offices manage the examination records.

(2) The Consortium Committee shall take decisions by a majority of valid votes cast. Abstentions count as votes not cast. If there is a tie the Chair shall have the deciding vote.

(3) Minutes shall be taken of meetings of the Consortium Committee. These contain the main topics of discussion and the decisions taken by the Consortium Committee.

(4) The Consortium Committee can transfer authority until further notice to the Chair or the Deputy Chair. The Chair is supported by the relevant Examinations Office in all administrative processes arising from these examination regulations.

(5) Matters relating to the examinations are dealt with in closed meetings of the Consortium Committee. The members of the Consortium Committee and its representatives are subject to official secrecy.

(6) The Consortium Committee shall advise students appropriately of those examination requirements which are applicable to them.

(7) The Consortium Committee can pass a resolution that decisions and other measures taken according to these examination regulations, especially deadlines and examination dates, sessions and results shall be published at the university. In this case legal requirements concerning data protection should be observed.

§ 5 Examiners

(1) The module examinations and assessments are conducted by the relevant subject specialists and other legitimate examiners who are members of staff at this or another university. Retired or past professors also have the right to conduct examinations and assessments.

(2) Examiners are appointed after deciding on the modules to be offered.

(3) Examiners must hold at least the qualification being examined, or else an equivalent qualification. The Consortium Committee shall ensure that the examiners for a particular module are legitimate and established lecturers/professors.

(4) The examinations for a module shall normally be marked by one examiner.

§ 6 Admission to modules and module examinations

(1) Students may enrol for modules as long as the grounds for exclusion in § 10 paragraph 3 do not apply. All those enrolled for a module are admitted to all the examinations and assessments in that module.

(2) Each module is completed with an examination and assessment. These take place during the courses of study for the module and should be completed by the end of the semester in which the last lecture in a module is given.

(3) A module can be stipulated as a prerequisite for another module.

§ 7 Types of course requirements

(1) A research paper of 5 000 words, as indicated above, consists of a written elaboration on a topic addressed in the particular module. The person in charge of the module carries assesses the research paper. One standard page is 400 words.

(2) A book review of 2 500 words, as indicated above, consists of a written report on the book's content, a critical evaluation, and the

contextualisation of the book in terms of current research.

(3) A portfolio is designed to document assignments submitted during the semester. It should record and comment on tasks, approaches and findings, as well as on results of class discussions.

(4) The internship project report is designed to record and to reflect on the practical experience during the internship. In particular, students are expected to document the process of independently developing, designing, and carrying out a research project as well as the results of the project. The project gives students an opportunity to try out and to apply theoretical, empirical or statistical methods studied in the core modules.

(5) Research papers and other written assignments may be accepted as team work, if each individual student's contribution can be defined based on chapters, numbers of pages or other objective criteria, and thus evaluated.

(6) A retry of a written requirement is to be marked by two examiners. An average of the two marks forms the final mark.

(7) An (oral) presentation consists of a presentation on an independent and in-depth examination of a topic addressed in the particular module, as well as the discussion and defence of the results in the class.

(8) The type, length and deadline for each course requirement are specified at the beginning of each semester.

(9) If, due to a long-standing or permanent physical, mental, psychological disorder or disability, or because she/he is raising a family, a student cannot complete particular requirements on time, the Consortium Committee may allow the requirements to be completed within an extended time period. In order to get the committee's approval, the student has to produce sufficient documentation.

§ 8 ECTS

(1) ECTS are awarded on the basis of successful attendance of modules. They reflect the average workload for the course requirement.

(2) Students should obtain:
27 ECTS in the first semester,
33 ECTS in the second semester,
30 ECTS in the third semester, and
30 ECTS in the fourth semester.

(3) In order to repeat a study year, at minimum

students must obtain one third of the yearly required ECTS.

(4) In order to obtain 12 ECTS for the internship module, students have to submit conformation of the internship and the project report.

(5) For active participation and presentation of a written exposé during the Proposal Colloquium, students will be awarded 6 ECTS.

(6) For active participation in the dissertation colloquium, students will be awarded 6 ECTS. The dissertation corresponds to 24 ECTS.

§ 9

Marking course requirements

(1) Any requirement has to be marked by the examiners responsible according to the scale given under 2 and 3 below. A requirement is deemed to have been met if it is given a mark of at least "sufficient (5)". Marking should be completed no later than four weeks after the work has been submitted, and the mark notified to the student in writing. These notifications are necessary in order to present oneself for the MA dissertation.

(2) Marking is based on the following scale:

A (1) = excellent = An excellent performance, clearly outstanding. The candidate demonstrates excellent judgement and a high degree of independent thinking.

B (2) = very good = A very good performance. The candidate demonstrates sound judgement and a good degree of independent thinking.

C (3) = good = A good performance in most areas. The candidate demonstrates a reasonable degree of judgement and independent thinking in the most important areas.

D (4) = satisfactory = A satisfactory performance, but with significant shortcomings. The candidate demonstrates a limited degree of judgement and independent thinking.

E (5) = sufficient = A performance that meets the minimum criteria, but no more. The candidate demonstrates a very limited degree of judgement and independent thinking.

F = fail = A performance that does not meet the minimum ac-

ademic criteria. The candidate demonstrates an absence of both judgement and independent thinking.

As a tool for differentiated examinations, marks may be increased or decreased by 0.3; however, marks of 0.7, 4.3 and 5.3 are impossible.

(3) If requirements for particular modules consist of several parts, the mark for one module is to be generated as the weighted average of all marks obtained in the module. The allocation of marks and weightings will be announced at the beginning of the module.

(4) The overall mark is accompanied by the comment "passed with distinction" if the overall result is between 1.0 and 1.2.

§ 10

Failure, withdrawal, cheating

(1) Performance in an examination is rated as "failed", if the student, without valid reason,

1. is not present on the date of the examination,
2. withdraws from the examination after the start of that examination,
3. does not repeat an examination within the specified time period.

(2) The Consortium Committee must be notified immediately in writing of any valid reasons for withdrawal or failure, and satisfactory evidence must be provided; if this is not done, the performance in the examination concerned will be rated as "failed". Deregistration or leave of absence is not a valid reason. In the event of illness a doctor's certificate must be submitted. If the reason is accepted, then a new date will be set. In this case, examination results which have already been submitted remain valid.

(3) If a student attempts to influence the result of his or her examination by cheating or by using unauthorised materials, performance in the examination concerned will be rated as "failed". A student who is guilty of infringing examination regulations may be excluded from finishing the examination concerned. In this event performance in the examination will be rated as "failed". Before the Consortium Committee makes a decision according to paragraphs 1 and 2, the student will be given a hearing. The student may resume the examination until a decision has been made by the Consortium Committee, unless the invigilator of the examination decides that a temporary exclusion of the student from continuing the examination is essential. In particularly serious or repeated cases of cheating the Consortium Committee may exclude the student

from continuing with the examination process. The MA degree is then conclusively failed.

(4) If the deadline for an examination or assignment is not met, without valid reason, then it will be rated as "failed". In cases where the examination or assignment cannot be handed in on time for a valid reason, the Consortium Committee decides, taking into consideration the principles of equal opportunity and the precedence/priority of academic performance over the observance of procedural rules, whether the deadline for handing in the examination or assignment should be extended or whether a new assignment or examination should be set.

§ 11

Repeating module examinations and assignments

(1) Failed examinations and assignments in a module may be repeated twice. If a module examination or assignment in a compulsory module is rated as "failed" on the second repeat, then the MA degree is conclusively failed. The degree is also conclusively failed if two optional module examinations or assignments are conclusively failed after exhausting all opportunities to repeat them.

(2) If the student fails a repeated examination or assignment the first time then he or she has the right to make use of an advisory service specifically related to the subject.

§ 12

Diplomas and transcripts

(1) A Diploma is issued promptly once the MA examination requirements have been met and the dissertation has been assessed by the examiners. (Attachment No. 1) The date on the diploma is that on which the last examination was passed. The diploma is accompanied by a Zeugnis (Final Examination Report, Attachment No. 2) and a Diploma Supplement (Attachment No. 3).

(2) If the student fails the MA degree, then the Chair of the Consortium Committee will issue a written notification to that effect.

(3) Upon leaving the university or changing the course of study the student receives, on application, an academic transcript giving examination results and the credits allocated. In the case of paragraph 2, the transcript is issued without the student applying; this also shows the missing examination results as well as the fact that the MA degree has been conclusively failed.

§ 13

Invalidity of the examination

(1) If a student has cheated in an examination or assignment, and if this fact becomes known only after the certificate has been given to the student, then the Consortium Committee may adjust the marks involved and declare the examination or assignment to have been "failed" either in total or in part.

(2) The student shall be given an opportunity to speak to the Consortium Committee before any decision is made.

(3) Incorrect certificates should be withdrawn and replaced with a correct certificate or transcript. If a certificate is incorrect the MA diploma is also to be withdrawn, if the student is declared to have failed because of cheating. A decision according to paragraph 1 is not permissible after five years have passed from the date on which the certificate was issued.

§ 14

Access to the examination records

(1) On application after completing a module examination or the MA dissertation the student is entitled to see the written scripts, the examiner's comments, and the examination records. The application must be made to the Consortium Committee within one year of the issue of the certificate or the decision that an examination has been conclusively failed.

§ 15

Procedure for appeals

(1) The refusal to accept decisions and other incriminating administrative acts in accordance with these examination regulations should be made known (in Germany: according to § 41 of the Administrative Procedures Act (Verwaltungsverfahrensgesetz)/Norway.../Slovenia: according to the Regulations of the Study at UNG (Pravila študija)/Portugal...). Appeals against decisions concerning the marking of an examination can be lodged with the Consortium Committee within one month of being informed of the decision (in Germany: according to §§ 68 ff. of the Administrative Court Regulations/Norway.../Slovenia: according to § 2.4 of the Regulations of the Study at UNG (Pravila študija)/.../Portugal...).

(2) The Consortium Committee shall decide on the appeal.

(3) Before making a decision the Consortium Committee shall inform the examiner of the appeal for a recheck/remark. If the examiner on appeal changes the mark, then the Consortium Committee

upholds the appeal. If not, the Consortium Committee reviews the decision on the basis of the examiner's comments, to see whether:

1. the examination was conducted in a proper manner,
2. the marking was based on false information,
3. general marking principles were not followed,
4. a reasonable answer, with a logical and justified argument was judged to be false, or whether
5. the examiner was guided by irrelevant considerations.

The same applies if the appeal is against the marks allocated by more than one examiner.

(4) On application by the student the Consortium Committee appoints an expert for the appeal process. This expert must be qualified in accordance with § 5. The student and the expert are to be given an opportunity to make comments before any decision is made. If, during the appeal process, the student puts forward concrete and substantial objections to the results of specific examinations or topics, and if the Consortium Committee has not already upheld the appeal, then the examination scripts are remarked by other examiners not previously involved, or the examination is repeated.

§ 16

Admission to the MA Dissertation

(1) In order to be admitted to the MA dissertation 90 credit points must be obtained.

(2) The following documents should accompany applications for admission to the MA dissertation:

- a proposed dissertation topic
- a proposal for the two examiners
- a declaration of whether an MA examination requirement or part of such a requirement or another requirement in the relevant subject at a university or equivalent institution in a partner country or in the European higher education system has been conclusively failed, or whether the student is currently involved in process of examination.

(3) The Consortium Committee shall decide on admission. Admission is refused, if:

- the prerequisites for admission are not fulfilled, or

- documentation is incomplete, or
- the MA requirement or another requirement in the relevant subject was conclusively failed at a university or equivalent institution in the Federal Republic of Germany or in the European higher education system.

§ 17

MA Dissertation

(1) In writing the MA dissertation, students are required to prove that they are able to conduct independent scholarly research in an international and trans-cultural context in the field of migration studies.

(2) The dissertation should be based on research that is developed and conducted independently. Students are expected to apply the theoretical, methodological and empirical knowledge and competences they acquired in the study programme. The topic and research question of the MA dissertation should conform to the objectives of the MA and be completed within the period given in (9) below.

(3) The topic of the dissertation may relate to any of the modules in the course, as long as competent examiners are available who are willing to commit themselves to supervise the student. The dissertation should reflect the student's specialisation within the field of migration studies. Students are expected to aim at connecting the topic of the dissertation topic with the research project conducted during the internship.

(4) The MA dissertation has to be written in English.

(5) Students formulate the research question for their dissertation in consultation with their supervisor. Supervisors are to be selected from lecturers/professors on the programme who are authorised to examine.

(6) The candidate is entitled to propose a supervisor for her/his dissertation. There is no guarantee that such a proposal will be accepted. Persons authorised to examine must be staff members of the national university or one of the partner universities. Proposed supervisors must sign a written statement that they commit themselves to supervising the student.

(7) Team work may be allowed, if each individual contribution can be defined based on chapters, numbers of pages or other objective criteria, and thus evaluated.

(8) Students are required to present the research question and design of their MA dissertation to supervisors and students at the end of the third semester in a Proposal Colloquium.

(9) The MA dissertation shall be completed in six months.

§ 18 Appraisal of MA dissertation

(1) The MA dissertation is to be examined by two examiners within four weeks after the dissertation has been submitted. The supervisor is one of the examiners. The second examiner is to be selected from the lecturers/professors on the course. Each examiner should be a member of a different partner university.

(2) In their written reports, examiners should consider at least the following criteria:

1. Research question/Objective
2. Structure
3. Methodology and presentation
4. Examination of research question in terms of the content

§ 19 Resubmission of MA dissertation

(1) The MA dissertation may be “accepted with revision”. The student will then have the opportunity to submit a revised version of the dissertation.

(2) In the event that the MA dissertation is assessed as a “fail” or counts as a “fail”, the dissertation may be resubmitted once. A third submission is not permitted. The topic may be revised for resubmission only if this opportunity was not made use of during the initial dissertation.

(3) The *new* MA dissertation topic should be submitted within a reasonable period of time, as a rule within three months after the initial dissertation was marked.

§ 20 Overall results

(1) The requirements for the MA degree are deemed to have been met, if 120 credit points have been obtained and all the module examinations have been passed according to the structure of specific subjects (including the internship if applicable) and according to the structure of the professional field, and the MA dissertation has also been passed.

C Final regulations

§ 21 Date of coming into force

These examination regulations shall come into force the day after approval by the presidency of the Carl von Ossietzky University Oldenburg.

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