

**Examination rules
for the supplementary postgraduate distance learning program in
East European Studies (Master of Arts)
at the Institute for East European Studies of the Freie Universität Berlin**

Preamble

On the basis of § 83 sub-section 1 of the Higher Education Act of the Federal State of Berlin (BerlHG) in its version of 13th February 2003 (official journal p.81) the institute council of the Institute for East European Studies issued the following examination rules on 5th May 2003¹:

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¹ *) The present rules were confirmed on 16th July 2003 by the Senate department responsible for higher education. They are valid until 31st March 2005.

§ 1

Scope of application, responsibility

- (1) The present examination rules apply for the supplementary postgraduate distance learning program in East European Studies (Master of Arts) of the Institute for East European Studies of the Freie Universität Berlin. They regulate the requirements and the procedure of the examination achievements.
- (2) Responsible for instruction, studies and examinations is the Institute for East European Studies.

§ 2

Completed program, university degree

- (1) The student's completion of the program is attested with a Final Certificate if all requirements according to these examination rules are met.
- (2) On the basis of the Final Certificate the degree of Master of Arts (M.A.) is awarded.
- (3) Those students who were admitted to the program not on the basis of a university degree qualifying for a certain professional activity, but on the basis of a certain profession or otherwise, will not be awarded the degree, according to sub-section 2. They will receive a certificate as shown in Appendix 2b and the respective Diploma Supplement.

§ 3

Examination board

The examination board appointed by the Institute for East European Studies will be responsible for the organization of the exams and the other tasks as stated in § 2 of the regulations of general examination matters (SfAP).

§ 4

Standard duration of the program, proof of the examination achievements and examination language

- (1) Usually, the program is completed at the end of the second year.
- (2) Each module will be completed by examinations which will be held throughout the program. The examination language will be English.
- (3) According to the regulations of the European Credit Transfer System (ECTS) 120 credits (120) are to be acquired during the program.
- (4) The students acquire a total of 95 credits for the modules, 10 credits for the internship (8 credits for the internship itself and 2 for the posterior evaluation) and 15 credits for the Master's thesis. For details about the examinations to be held throughout the program and the correspondent credits, see Appendix 1.

§ 5

Proof, assessment and failing of examination achievements (negative credits)

For the proof, the assessment and the failing of examination achievements (negative credits) the following rules from § 13 SfAP apply.

§ 6

Master's thesis

- (1) The Master's thesis is designed to show that the students are able to work on an issue applying scientific methodology and to present their results adequately, evaluating them critically.
- (2) The Master's thesis shall contain approximately 40 pages (approximately 12,000 words) and be completed with a note section and a bibliography. The clear definition of the issue, the use of theoretical models and the correct form shall be of special importance.
- (3) The content of the Master's thesis shall be closely connected to the contents of the program. The Master's thesis will be assessed by two examiners, one of which should be the supervisor. The examination board will issue the subjects.
- (4) The thesis shall be written in English. The time for completion is three months. The meeting of the deadlines shall be registered.
- (5) The thesis shall be assessed with the grades according to § 13 sub-section 6 SfAP. The grade of the Master's thesis is the arithmetical mean of the individual notes of the two examiners, the certificate will only show the first decimal.
- (6) Any Master's thesis graded "failed" (4.1 to 5.0) can be repeated once.
- (7) Students according to § 3 sub-section 3 write a final paper that shall fulfill the requirements according to sub-section 1 to 4.

§ 7

Final Certificate with detailed results, Master's Certificate and Diploma Supplement

- (1) The program is completed once all the scheduled modules are successfully completed, the internship or project is finished, the level in an East European language is successfully upgraded to UNIcert II or the student can prove an equivalent level, the Master's thesis is graded at least "sufficient" (3.6 – 4.0) and not more than five negative credits are accumulated (§13 SfAP).
- (2) In order to calculate the marks in the modules and classes according to § 4 sub-section 4 the marks for the individual examination and study achievements will be multiplied by the number of the respective credits, then added and then divided by the sum of the scheduled credits. The certificate will only show the first decimal. The internship will not be graded (§ 4 sub-section 4).
- (3) For the calculation of the overall grade the individual grades will be multiplied by the number of the related credits, then added up and then divided by 100 (sub-section 2). The certificate will only show the first decimal.

- (4) The completion of the program consists of a Final Certificate and a Certificate of the awarded university degree as well as a Diploma Supplement according to Appendix 2 to 4.

§ 8 Invalidity of the degree

Regarding the decision about the invalidity of the degree or individual examination achievements § 8 sub-section 4 SfAP is applied.

§ 9 Entry into force

- (1) These regulations are valid for all students who take up their studies in the supplementary postgraduate distance learning program in East European Studies (Master of Arts) at the Freie Universität Berlin after these have come into force.
- (2) The present rules come into force on the day after their publication in the official journal of the Freie Universität Berlin.

Appendix 1: Examination achievements during the course of the program and related credits (LP) *

Module	Examination achievement	credit
Preparation of the internship:	Study of the teaching unit, participation, presentation or similar **	5
Disciplines Politics, Society, Law, Economics, Issue 1, Issue 2, Issue 3	Study of the teaching unit, participation, presentation or similar **/exam/paper or similar	6
Disciplines Humanities, Conflict Management	Study of the teaching unit, participation, presentation or similar **/paper (2000-3000 words)***	8
Intercultural Communication, Project Management	Study of the teaching unit, participation, presentation or similar**, paper (3000-4000 words)***	10
Introduction and tools	Study of the teaching unit, participation, presentation or similar** project/paper (4000-5000 words)***	12

* Depending on the possibility to organize certain types of examination (for ex. exam, presentation), there can be changes during the pilot phase of the project.

** Similar exams are for example (several) research proposals, reviews, multimedia presentations etc.

*** It is possible to reduce the volume of the paper, if the module requires other work (presentation etc.).

Appendix 2a: Master – Final Certificate with detailed results (model)

Freie Universität Berlin
Institute for East European Studies

MASTER OF ARTS

Ms./Mr.

date and place of birth

has passed the exam according to the examination regulations for the master program East European Studies of May 5, 2003 (FU-Mitteilungen Nr.-34/2003)

with the overall assessment of

The achievements within the individual modules were graded as follows:

Module	Credits	Grade
Introduction and tools	12	
Politics	6	
Society	6	
Humanities	8	
Law	6	
Economics	6	
Intercultural communication	10	
Conflict management	8	
Project management	10	
Preparation for internship	5	
Issue 1	6	
Issue 2	6	
Issue 3	6	

She/He has proven linguistic proficiency in the following East European languages:

.....
.....

She/He has fulfilled professional practical training at

.....

The master thesis (15 credits) was titled:

“
..... ”

and was evaluated by

receiving the grade

Berlin,

Seal of the Freie Universität Berlin

.....
Chairperson
Council of the Institute for East European Studies

.....
Chairperson
Examination Board

Appendix 2b: Final Certificate (model)

Freie Universität Berlin
Institute for East European Studies

Certificate

Ms./Mr.

date and place of birth

has passed the exam according to the examination regulations for the master program East European Studies of May 5, 2003 (FU-Mitteilungen Nr. 34/2003)

with the overall assessment of

She/He was accepted to the program although she/he does not hold a prior university degree.

The achievements within the individual modules were graded as follows:

Module	Credits	Grade
Introduction and tools	12	
Politics	6	
Society	6	
Humanities	8	
Law	6	
Economics	6	
Intercultural communication	10	
Conflict management	8	
Project management	10	
Preparation for internship	5	
Issue 1	6	
Issue 2	6	
Issue 3	6	

She/He has proven linguistic proficiency in the following East European languages:

.....

.....

She/He has fulfilled professional practical training at

.....

The final paper (15 credits) was titled:

“

.....”

and was evaluated by

receiving the grade

Berlin,

Seal of the Freie Universität Berlin

.....
Chairperson
Council of the Institute for East European Studies

.....
Chairperson
Examination Board

Appendix 3: Master's certificate (model)

Freie Universität Berlin
Institute for East European Studies

C E R T I F I C A T E

The Institute for East European Studies, represented by the chairperson of its Council,
awards

Ms./Mr.

date and place of birth

the university degree

Master of Arts (M.A.)

The exam was passed according to the examination regulations for the master program East
European studies of May 5, 2003 (FU-Mitteilungen Nr. 34/2003)

with the overall assessment

Berlin,

Seal of the Freie Universität Berlin

.....
Chairperson
Council of the Institute for East European Studies

.....
Chairperson
Examination Board

Appendix 4: Diploma Supplement (model)

1. **Name:**
2. **Date and place/country of birth:**
3. **Student identification number:**

4. **Information identifying the qualification**
 - 4.1. **Awarded degree:** Master of Arts
 - 4.2. **Main fields of study for the qualification:** Politics, sociology, law, economics, history and culture of Eastern Europe, intercultural communication, project management, conflict management
 - 4.3. **Awarding institution:** Freie Universität Berlin, Institute for East European Studies
 - 4.4. **Language of instruction/examination:** English
 - 4.5. **Kind of qualification:** Postgraduate supplementary further studies
 - 4.6. **Length of program:** 2 years
 - 4.7. **Admissions requirements:**
 - Bachelor or equivalent as a rule
 - Proof of relevant (professional) experiences in absence of university degree
 - Sufficient knowledge of English
 - Basic knowledge of an East European language

5. Information on the acquired contents and results

5.1. Program details: The distance learning program East European Studies (Master of Arts) provides general and specific insights into transformations and developments in Eastern Europe. The program is set out to be multidisciplinary and focuses on humanities, social sciences, economics and law. Moreover, it integrates various disciplines and addresses future developing prospects. The curriculum combines perspectives on the acquisition and the application of knowledge. The program consists of four different fields of study with a total of 13 modules.

- Introduction (12 credits): Introduction and Tools – 1 Module

Students are introduced to the basic working methods of the different disciplines integrated in the East European Studies Program. They are familiarized with prevalent approaches and theories and their application. As they are expected to have rather diverse backgrounds this introduction also aims at achieving a common basis from which to proceed to the specific modules.
- Disciplines (32 credits): Economics, Society, Humanities, Law, Politics – 5 Modules

Presentation of each discipline's approach towards an analysis of the current developments in Eastern Europe, focussing on basic theoretical approaches and working methods as well as on the relevant elements of knowledge concerning Eastern Europe from the point of view of each discipline.
- Practice (25 credits): Project Management and Preparation for Internship, and the internship itself – 2 Modules

Preparation for professional life constitutes an essential part of the study program. Theory and practice are linked with each other. The project management module conveys knowledge in the area of project design, implementation, control and documentation. Moreover, students have to complete six weeks of practical training (internship) in full time employment. This internship shall give students an insight into potential areas of employment and confront them with the demands of professional situations. The knowledge and skills acquired in the course of the theoretical studies can be tested against the requirements of reality. The internship thus serves as an orientation and shall guarantee that education and training fulfill the expectations of employers. The internship is an integral part of the program, for which the students are prepared within the module "Preparation for internship".
- Multidisciplinarity (36 credits): Intercultural Communication, Conflict Management, Issue 1, Issue 2, Issue 3 – 5 Modules

Intercultural Communication conveys basic terms as well as knowledge about concepts of culture and value systems, enables to assess and classify examples and imparts working methods and skills to manage real life situations.

Conflict management imparts emergence, evolution and regulation of international and transnational social and cultural conflicts.

The three issue modules treat topics in a multidisciplinary way, focussing on innovative theoretical and methodical concepts. The Issues are chosen before the program starts or taken from any emerging discussion. Possible topics include interpretation of space, globalisation and European integration.

5.2. Program results: The degree in the distance learning program East European Studies qualifies students to analyze and interpret developments and situations within Eastern Europe and to assess them within their respective political, social, legal, economic, historical and cultural contexts.

Moreover, students will acquire skills to identify regional questions and problems in an interdisciplinary way and to draw practical conclusions.

As the participants study with a learning management system they acquire skills in the handling of such distance learning forms. They have to organize their studies on their own.

All Students have to write a master thesis (15 credits) of 40 pages (ca. 12.000 words).

5.3. Grading scheme and grading distribution (referring to participants of the program):

The whole program comprises 120 credits (ECTS).

Grades given are: A (excellent = 1,0-1,5), B (very good = 1,6-2,0), C (good = 2,1-3,0), D (satisfactory = 3,1-3,5), E (sufficient = 3,6-4,0) and F (fail = 4,1-5,0).

The final grade is the average of all individual module grades plus the thesis' grade.

5.4. Access to further study

Students have access to all programs requiring an M.A..

5.5. Professional qualification: Students are qualified for any profession with East European concern.

5.6. Further information: