

Information on the course of studies “Master of Science in Integrative Neuroscience” for English-speaking students

Regulations for degree programme “Master of Science in Integrative Neuroscience”

On the basis of the Universities Act of the state of Saxony-Anhalt dated 2014, Otto von Guericke University Magdeburg has enacted the following statutes:

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I. General part

§ 1

Applicability

(1) The present Study and Examination Regulations govern the study objectives, content and structure of, as well as examinations in and graduation from the degree programme “Master of Science in Integrative Neuroscience” in the Faculty of Natural Sciences and the Medical Faculty at the Otto–von–Guericke University Magdeburg.

(2) This full–time degree programme is classified as a “consecutive” and “more research oriented” degree programme. The language of instruction is English.

(3) Individualized part–time study is possible, in accordance with the corresponding framework regulations of the Otto–von–Guericke University Magdeburg.

§ 2

Study objectives

(1) The degree programme addresses particularly motivated and able students. It conveys an unusually broad range of neuroscientific knowledge, a competence for independent neuroscientific research, as well as general abilities suitable for diverse and changing fields of professional endeavour.

(2) Over the course of the programme, students are expected to acquire basic knowledge in three, and advanced knowledge in at least two of the following areas of neuroscientific research:

- *A Molecular and cellular neuroscience*
- *B Systems and behavioural neuroscience*
- *C Theoretical and computational neuroscience*
- *D Clinical and applied neuroscience*

In addition, students are expected to acquire general professional competences, professional competences specific to conducting scientific research, as well as a comprehensive preparation for further professional qualification in the form of a doctoral dissertation.

(3) Qualification objectives:

Scientific qualifications: The master degree programme “Integrative Neuroscience” covers the neuroscientific foundations for understanding animal and human behaviour. The obligatory components of the programme encompass the entire range of neuroscientific research on how brains generate behaviour at different levels of description (molecular, cellular, physiological, behavioural, cognitive, and theoretical levels). In addition, the elective components of the programme provide more advanced knowledge of a subset of these areas. In short, the degree programme takes a holistic approach to the emergence of behaviour by emphasizing the interdependencies of different levels of description. Accordingly, graduates possess the conceptual and methodological flexibility to usefully combine different levels of description and to readily absorb further research approaches outside the scope of the programme.

Professional qualifications: “Integrative Neuroscience” is a research-oriented degree programme, which mainly prepares for a subsequent doctoral dissertation in neuroscience or in neuroscience-related areas of natural science and engineering science. In addition, graduates develop a characteristically systemic or holistic style of thought and analysis. This ability is crucial for many leadership or consulting functions, as it facilitates the comprehension of complex relationships and the concurrent and impartial evaluation of problem complexes from multiple points of view. As the programme is taught exclusively in English and to an international student body, graduates are also experienced in intercultural communication and cooperation.

Personal development: By acquiring key competences such as self-reliance, self-organisation, teamwork ability, sense of responsibility, and communicative competences, graduates have developed more confident and engaged personalities.

§ 3

Academic title

After the successful completion of all examinations necessary for graduation, the Otto-von-Guericke University awards the academic title of

“Master of Science”, abbreviated: “M.Sc.”

II. Structure of Study Programme

§ 4

Admission to the programme / admission requirements

(1) The conditions for being admitted to the degree programme are:

a) Proof of having completed a Bachelor degree, a university diploma, or a comparable degree awarded by a state or state-recognized college of advanced vocational studies, a Magister degree, or another degree programme that concludes with a state examination.

b) Proof of sufficient prior knowledge relevant to neuroscience. The general rule for the minimally required course credits is 120 CP in one and 30 CP in a second of the following areas:

- *Biological or chemical subjects*
- *Medical or physiological subjects*
- *Mathematical, physical, or engineering subjects*
- *Psychological or cognitive science subjects*

If neuroscientifically relevant prior knowledge cannot be demonstrated to this extent, and if the shortfall does not exceed 30 CP, a conditional admission to the programme is possible. In this case, the Board of Examiners may require the completion of additional course credits in natural science within two semesters. If this condition is not fulfilled in time, the conditionally admitted student is deregistered from the university at the end of the second semester.

c) Successful completion of the procedure to determine suitability ("Eignungsfeststellungsverfahren"), as specified in the regulations of the internal selection for the degree programme "Integrative Neuroscience".

d) Proof of sufficient facility in English, in either one of the following ways:

- *Test of English as a Foreign Language (TOEFL), at least 79 of 120 points (TOEFL iBT), or at least 213 of 300 points (TOEFL CBT), or at least 550 of 677 points (TOEFL paper).*
- *International English Language Testing System (IELTS), at least 6.5 of 9 points.*
- *Cambridge English Proficiency, at least grade C.*
- *Unicert English Level III or IV.*

(2) The Board of Examiners decides whether or not each individual applicant meets the conditions for admission.

§ 5

Commencement and duration of studies

- (1) Enrolment is possible only in the winter semester.
- (2) The standard period of study (“Regelstudienzeit”) is four semesters, including preparation of the Master thesis and oral defense in a colloquium.
- (3) The degree programme is designed to be completed within the standard period of study.

§ 6

Organization and scope of studies

- (1) The degree programme is divided into modules, which are concluded by the corresponding examinations. The Master thesis is concluded with a written thesis and an oral defense (“Colloquium”).
- (2) The study effort is quantified in terms of credit points (CP). One CP corresponds to a study effort of ca. 30 working hours, which includes participation in teaching units, preparation and repetition times, independent homework time, preparation time for and sitting time of examinations, among others.
- (3) The workload of the degree program is 120 CP, which includes obligatory teaching units, mandatory elective teaching units, and the Master thesis.
- (4) The workload is spread uniformly over the standard period of study and amounts to ca. 30 CP per semester.
- (5) The contents of the teaching units are detailed in the Module Handbook (“Modulhandbuch”) and in the attached Standard Schedule of Study (“Regelstudienplan”) and the Study and Examination Schedule (“Studien- und Prüfungsplan”) (Attachments 1 and 2).

§ 7

Course Structure

- (1) The course programme includes obligatory, mandatory elective, and optional teaching units.
- (2) The designation ‘obligatory’ (“Pflichtfach”) describes teaching units that are required for the successful completion of the degree programme. The extent and details of these units are specified in the Standard Schedule of Studies (“Regelstudienplan”, Attachment 2).
- (3) The designation ‘mandatory elective’ (“Wahlpflichtfach”) describes teaching units of which only a certain subset is required for the successful completion of the degree programme. The number, extent and details of the units offered and the units required are specified in the Standard Schedule of Studies (“Regelstudienplan”, Attachment 2).

(4) Mandatory elective teaching units permit each student to emphasize areas of study according to his or her individual interests. If necessary, the contents of mandatory elective units are modified to match the evolving research and teaching interests of the members of the Faculties. Upon application to the Board of Examiners (“Prüfungsausschuss”), teaching units offered in the context of other Master degree programmes of the Otto-von-Guericke University may also be recognized as mandatory elective units.

(5) The designation ‘optional’ (“Wahlfach”) describes all teaching units which are not required for the successful completion of the degree programme, but which may be attended on a voluntary basis. The extent and details of these units are specified in the Standard Schedule of Studies (“Regelstudienplan”, Attachment 2).

(6) All modules and teaching units are offered at least once per study year.

(7) For each successfully completed module a certain number of credit points (CP) is awarded in accordance with the European Credit Transfer System (ECTS). Details are described in the Standard Schedule of Studies (“Regelstudienplan”, Attachment 2).

(8) Obligatory and mandatory elective modules conclude with a module examination, which may consist of several separate examinations. In general, all examination performance is graded. Details are described in the Study and Examination Schedule (“Studien- und Prüfungsplan”, Attachment 1).

(9) In the obligatory modules, students may apply to have up to two individual examination performances graded as “pass/fail”. Details are described in the Study and Examination Schedule (“Studien- und Prüfungsplan”, Attachment 1).

(10) Students may sit examinations also in optional teaching units. If desired, the examination performance will be noted in the Academic Transcript (“Studienbuch”) and the Degree Certificate (“Abschlussurkunde”), but will not be counted towards the final grade (see § 20 Supplementary examinations).

§ 8

Types of teaching units

(1) Teaching is provided in the form of *lectures, seminars, tutorials, laboratories, and projects or laboratory rotations.*

(2) Lectures (“Vorlesungen”) convey a comprehensive overview over current issues, research methods, and research results in a particular area of neuroscience.

(3) Seminars (“Seminare”) teach independent scientific thinking and practice. Guided by a responsible lecturer, students prepare academic papers, give oral presentations, or participate in discussions.

(4) Tutorials (“Übungen”) serve to level differences in prior knowledge. They complement core courses by repeating difficult or extensive course material. Tutorials offer a particularly supportive format and are aimed at students with deficiencies in the covered area.

(5) Laboratories (“Praktika”) provide practical experience with neuroscientific research topics and research methods. They are held in small groups and require a high degree of practical independence. Under guidance and supervision, empirical/experimental tasks are investigated and analyzed independently. The results are typically documented in a written laboratory report.

(6) Projects or lab rotations (“Projekte”) denote the independent investigation of an original research question in a hosting research group, which is chosen individually by each student. In addition to at least four weeks of project work guided by a responsible supervisor, a project also includes a written final report and an oral presentation.

(7) Group assignments (“Gruppenarbeit”) are possible at the discretion of the responsible lecturer or supervisor.

§ 9

Academic counselling

(1) To facilitate the orientation of new students at the Otto–von–Guericke University, introductory courses and events are offered prior to the beginning of the degree programme.

(2) For individual planning of the course of study, the Module Handbook and the Standard Schedule of Study contain all essential information.

(3) The two academic counsellors (“Studienberater”) of the degree programme are named on the websites of the degree programme and of the Faculty of Natural Sciences.

(4) Academic counselling can be called upon at any time and is especially useful in the following cases:

- initial difficulties upon commencement of studies,
- choice of areas of concentration,
- failure to comply with the standard period of study ,
- failed examinations,
- change of degree programme or university,
- studies abroad and individual study plan organization.

(5) Students who have completed less than 32 CP after two semesters are required to take consultation with an academic counsellor.

§10

Individualized Schedules of study

- (1) Individualized schedules of study are possible with the approval of the Board of Examiners.
- (2) The aim of individualized schedules of study is to facilitate completion of the degree programme within the standard course duration when this is jeopardized by special circumstances (for example, circumstances pertaining to family or medical conditions).
- (3) The academic counsellors of the degree programme will advise students seeking to develop an individualized schedule of study.

III. Examinations

§ 11

Board of Examiners

- (1) To perform the duties and bear the responsibilities specified in these Examination and Study Regulations, a Board of Examiners (“Prüfungsausschuss”) is established with nine (9) members. The chair, deputy chair, and three additional members are university professors, three (3) further members are postdoctoral fellows, and two (2) members are enrolled students.
- (2) The members of the Board of Examiners are appointed by the Faculty Councils of the Faculty for Natural Sciences and the Faculty for Medicine. The composition of the members ensures that all institutions contributing to the degree programme – including the Leibniz Institute of Neurobiology – are adequately represented.
- (3) Each topic group A through D (see §2, section 2) is represented by at least one university professor. The chair and deputy chair are members of the Faculty for Natural Sciences and the Faculty for Medicine, respectively.
- (4) The Board of Examiners ensures the conduct of examinations. It oversees compliance with the present Examination and Study Regulations and suggests modifications of, or improvements to these regulations. In doing so, timely completion of the degree programme and compliance with examination deadlines is awarded particular importance.
- (5) The Board of Examiners decides by the majority of cast votes. In case of an even split, the chair or, when absent, the deputy chair, has the casting vote. The Board of Examiners is quorate when the majority of its members, including at least three professorial members, are present.
- (6) The professorial and post-doctoral members of the Board of Examiners remain in office for two years. Student members remain in office for one year. Any member may be re-elected.

(7) The Board of Examiners may delegate certain powers and authorities to the chair or to the deputy chair. Any such delegation is revocable and restricted to particular, well defined issues, The chair prepares and executes the resolutions of the Board and regularly informs the members as to his or her activities.

(8) The members of the Board of Examiners have the right to participate as observers in all examinations.

(9) The members of the Board of Examiners are obliged to maintain confidentiality. Unless they are members of the civil service, members are pledged to confidentiality by the chair.

(10) In conducting its affairs, the Board of Examiners is supported by the examinations office of the Faculty for Natural Sciences.

§ 12

Examiners and assessors

(1) The Board of Examiners appoints the examiners and assessors. Professors, junior professors, university lecturers, academic staff with a teaching role, teaching staff, and persons with experience in professional practice and training are authorized to conduct examinations. Examinations may only be assessed by persons who themselves possess at least a Master degree or equivalent qualification.

(2) For the evaluation of written examination scripts, at least two examiners must be appointed.

(3) For the evaluation of oral examinations, two examiners and one additional assessor must be appointed.

(4) Two examiners must be appointed to evaluate the Master thesis, of which one must be a university lecturer (siehe § 22, sec. 2). For the oral defense of the Master thesis ("Colloquium") an additional assessor must be appointed.

(5) Students may propose examiners for oral examinations and the Master thesis. The proposal does not constitute a legal privilege.

(6) The examiners are independent in their duties.

(7) The Board of Examiners is to ensure that students are informed in good time as to the names of the examiners.

§ 13

Recognition of periods of study, academic achievements and examination results

(1) Upon written application, the Board of Examiners will decide on the recognition of prior periods of study, academic achievements and examination results. The application is to be addressed to the Board of Examiners within four weeks from the beginning of the relevant

programme of studies. For purposes of recognition, students must present the necessary original documents or certified copies thereof.

(2) Periods of study, academic achievements and examination results from courses at universities within the scope of application of the German Basic Law shall be credited, provided that no significant difference can be ascertained. Periods of study, academic achievements and examination results obtained abroad shall be credited, provided that there is no significant difference. When crediting periods of study, academic achievements and examination results obtained outside the Federal Republic of Germany, the Lisbon Convention of 11 November 1997, the equivalence agreements approved by the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder and the Rectors' Conference of the Universities of Applied Sciences, together with the regulations set out within the context of university cooperation agreements, must be taken into account.

(3) When academic achievements are recognized, ECTS-grades are transferred to the academic transcript and certificates. They are counted in calculating the cumulative grade.

(4) Where grading systems are comparable, the grades will be adopted and used in calculating the cumulative grade.

(5) Decisions on the recognition of prior periods of study, academic achievements and examination results must be made within three months after submission of all required documents.

(6) Rejections need to be justified and documented to the applicant through the Board of Examiners. The burden of proof lies on the deciding body. Students need to be informed about possibilities that may allow a recognition at a later time point.

§ 14

Types of examinations during the programme

(1) At the beginning of each semester, the board of examiners together with the responsible lectures defines the dates, types and modalities of upcoming examinations.

(2) The following types of examinations are possible:

- Written examination (sec. 3),
- Oral examination (sec. 4),
- Academic paper (sec. 5),
- Oral presentation (sec. 6),
- Experimental project (sec. 7)

(3) In a **written examination**, students are expected to demonstrate their ability to comprehend and solve problems of the subject area with standard methodology in limited time and with limited assisting materials. Written exams are invigilated and last for a minimum of 60 and a maximum of 180 minutes. The results should be made know within four weeks (see § 19, sec. 2). Written exams can be performed in software-supported manner and fully or partially be evaluated in an automated fashion.

(4) In an **oral examination**, students should demonstrate their ability to answer particular questions and to explain the results of the research area. An oral examination takes the form of an individual or group examination with up to 3 students and lasts at least 15 and at most 30 minutes per student. A protocol records the essential points of the examination and its assessment by the examiner and is signed by both examiners and assessors. The results are announced immediately after the examination has been concluded.

(5) A **term / academic paper** investigates a circumscribed topic, which may be completed within *one to four* weeks. Students may apply to extend the time for completion by up to one half of the original time.

(6) An **oral presentation** encompasses an independent and in depth investigation of a particular problem, which also evaluates and takes into account relevant literature, as well as an oral presentation of the results with subsequent discussion. The duration of the presentation is typically 30 minutes.

(7) An **experimental project** encompasses the preparation, setting up, and performance of practical experiments, as well as the written documentation of the experiment, its results, and a critical discussion of these results.

(8) Module examinations in courses offered by other Faculties are governed by the regulations of the relevant Faculty.

§ 15

Protective provisions, compensation for disadvantages

(1) Where a student provides credible evidence (medical certificate) that, due to a prolonged or permanent illness, he or she is completely or partially unable to fulfil the examination requirements in the prescribed form, the Board of Examiners must provide the student with the possibility of taking equivalent examinations in a different form.

(2) Disabled students may be granted additional materials or aids to compensate for disadvantages, provided that this is necessary to establish equality of opportunity. To this end the duration of the assessment may be extended to a reasonable degree or approval may be given for the examination to be taken in a different form. A disabled student is defined as someone who, due to a protracted or permanent physical impediment, is not in a position to complete the examination in the prescribed form, either in part or in full. The impediment must be substantiated. The University may require substantiation in the form of a medical certificate or submission of the student's certificate of disability. Compensation for disadvantage must be applied for in writing to the Board of Examiners. The application should be made no later than when registering for the examination.

(3) The protective provisions pursuant to the Maternity Protection Act and, in accordance with the time limits set out by the Federal Child-Raising Allowance Act as to parental leave, are to be strictly adhered to and promoted in applying these Study and Examination Regulations, especially in terms of the calculation of time limits. During a leave of absence granted on the grounds of family responsibilities, students are free to continue with their studies and examinations. Upon written application to the Board of Examiners, the repetition of a failed examination during the leave of absence is admissible.

§ 16

Public access to oral examinations

As long as they themselves are not registered to take the same examination, students of this programme who have yet to successfully complete the respective examination may be present at the oral examinations as observers. This, however, does not include the counselling and notification of the students being examined regarding their examination results. Pursuant to sentence 1, a student may apply to exclude observers from his or her examination.

§ 17

Admission to participate in examinations during the programme

(1) Anyone who is enrolled at Otto von Guericke University on the course specified in §1 may be admitted to the examinations during the course.

(2) Students of this programme must apply for admission to the examinations and repeat examinations within the period of time specified by the Board of Examiners and *in the form defined*. Failure to comply with the registration deadline shall result in admission to the examination being refused, unless the Board of Examiners decides otherwise upon written application by the student.

(3) Preparatory efforts can be required as a prerequisite for admission to an examination. Failed preparatory efforts can be repeated once. The requirements for passing the preparatory efforts have to be made public at the beginning of the course.

(4) The application may also contain suggestions for the examiners as well as proofs of the fulfilled preparatory efforts in case such documents are not already deposited at the Otto-von Guericke University.

(5) The application may be withdrawn no more than one week prior to the respective examination date. In the event of a withdrawal, a new application for admission to the examination must be submitted in accordance with paragraphs 1 and 2 for a later examination date.

(6) The Board of Examiners is responsible for admission decisions. Admission must be refused if

1. the requirements for admission are not fulfilled or
2. the documents are incomplete or
3. the examination has been irrevocably failed or is deemed to have been irrevocably failed.

(7) Examinations of compulsory and elective modules have to be taken in the same semester in which the module was chosen. If the deadline is exceeded by two semesters, these exams are considered as failed. This does not apply if the student can prove that he or she was not responsible for the delay.

§ 18

Assessment of examination results and determination of module grades

(1) Each examination is evaluated and graded by the respective examiners. For written examinations, grades should be announced no later than four weeks after the examination has been taken.

(2) The following grades are to be used for the assessment of examinations:

Grade Intl. Grade

German grade	International grade			
1	A=4.0	1	very good	an outstanding performance
2	B=3.0	2	good	A performance that exceeds significantly average requirements.
3	C=2.0	3	satisfactory	A performance that meets average requirements.
4	D=1.0	4	sufficient	A performance that, in spite of its shortcomings, meets the requirements.
5	F=0.0	5	insufficient	A performance that, due to substantial shortcomings, fails to meet the requirements.

For the sake of greater differentiation, individual grades may be rounded up or down by 0.3; this does not apply to the following grades: 0.7, 4.3, 4.7 and 5.3.

(3) Ungraded academic assessments are graded as follows: "pass" or "fail"

German grade	International grade	
Bestanden	Pass	A performance that meets the requirements
Nicht bestanden	Fail	A performance that does not meet the requirements.

(4) A multiple choice examination is deemed to have been passed if the examination candidate scores at least 50 percent of the possible points (absolute pass mark) or if the points score achieved by the candidate does not fall short of the average score of all candidates on the specific examination date by more than 22 percent (sliding scale pass mark). The sliding scale pass mark shall only apply if the examination candidate has achieved at least 40 percent of the possible points score. The difference between the relative and absolute pass mark shall be added for each examination candidate in order to determine the individual examination results. This paragraph shall only be applied if the proportion of examination questions in the multiple-choice examination exceeds 50 percent.

(5) For the assessment of written examinations in the multiple-choice format, the grade is computed as follows: If the candidate has reached the minimal score required (see §4), the grade is

very good (1), if the candidate has reached at least 80%,

good (2), if the candidate has reached at least 60% but less than 80%,

satisfactory (3), if the candidate has reached at least 40% but less than 60%,

sufficient (4), if the candidate has reached at least 0% but less than 40%,

of the number of points that were possible in excess of the minimal score required.

(6) When arriving at a grade by means of simple averaging, only the first decimal place will be retained; all other decimal places will be disregarded.

(7) When arriving at a grade by means of weighted averaging of the grades of several examinations each component will be weighted by the number of credit points (CP) assigned to it in the regulations for the Master degree course. Only the first decimal place will be retained; all other decimal places will be disregarded.

(8) An examination is considered to have been passed when the necessary examination has been awarded a grade of at least "sufficient". If a examination comprises several exams, notwithstanding the regulation stipulated in paragraph 2, the grade awarded for the examination shall correspond to the arithmetic average to one decimal place (and if necessary weighted) of all the grades awarded for the partial examinations.

(9) A module examination is considered to have been passed when the necessary examination has been awarded a grade of at least "sufficient". If a module examination comprises several exams, notwithstanding the regulation stipulated in paragraph 2, the grade awarded for the module shall correspond to the arithmetic average to one decimal place (and if necessary weighted) of all the grades awarded for the examinations in the module.

(10) When arriving at a grade by means of averaging, only the first decimal place will be retained; all other decimal places will be disregarded. Grading structure:

For a grade average of	Grade
up to and including 1.5	very good
from 1.6 up to and including 2.5	good
from 2.6 up to and including 3.5	satisfactory
from 3.6 up to and including 4.0	sufficient
from 4.1	insufficient

§ 19

Repetition of examinations

(1) Examinations that are failed or deemed to have been failed may be repeated twice. A third repetition is only possible under exceptional well-founded conditions such as extraordinary personal burdens or health problems if these have been responsible for not passing the second repetition examination.

(2) The results of the examination should be announced in good time to allow an appropriate period of preparation for the repetition of the examination.

(3) Repeat examinations must be taken no sooner than 4 weeks and by no later than 2 semesters after the failure of the examination, unless an extension is granted to the student for specific reasons that are beyond his or her control. The student must reregister for the examination. § 18 applies accordingly for the assessment.

(4) A third repetition of the examination needs to be applied for and justified in written form. The application must be made early in that the deadlines specified in (3) are respected.

(5) § 18 applies for the assessment of the second and third repetition exams.

(6) Should the student interrupt his or her course of studies, or in the case of other justified reasons, binding stipulations must be made by the Board of Examiners regarding the completion of repeat examinations. § 18 applies should the deadline for repetition of the examination be missed.

(7) Unsuccessful attempts at passing an examination in the chosen course of studies at a university that falls within the area of application of the German Basic Law will be counted towards the total permissible number of repetitions.

(8) An examination that has been passed may not be repeated.

§ 20

Supplementary examinations

- (1) Students may also take examinations in other modules, additional to the mandatory and mandatory elective modules prescribed in the attached examination schedule.
- (2) Upon request of the student, the results of supplementary examinations will be included in the academic transcript and/or certificates. The results of supplementary examinations are not taken into consideration when calculating grade point averages and when determining the cumulative grade.

IV. Master Thesis

§ 21

Master thesis registration

- (1) Only students who are enrolled at Otto von Guericke University on the course specified in § 1, who can demonstrate that they have obtained at least 75 credit points in the course of studies at Otto von Guericke University. Missing examination results can be submitted within latest 2 semesters afterwards upon application. The decision is taken by the Board of Examiners.
- (2) Students are to make a written application to the Board of Examiners for admission to write their Master thesis. A proposal for the subject area with which the Master thesis is to deal, and suggested examiners, must be appended to the Master thesis registration application. The confirmation of the suggested examiners must also be turned in.
- (3) The date on which the subject is issued must be documented with the faculty examinations office. The admission of the Master thesis is a binding registration.
- (4) An application to register for a Master thesis may be withdrawn before the beginning of the completion period. In the event of withdrawal, a new application must be made to write the thesis at a later date.

§ 22

Issuing of the topic, submission and assessment of the Master thesis

(1) The Master thesis should demonstrate that students are capable of working independently and in a scientific manner within a given time frame on a specific neuroscientific problem. The topic and task definition of the Master thesis must correspond to the purpose of the examination and the required period of time.

(2) The Master thesis is issued and supervised by a person who is authorized to be an examiner in accordance with § 12 (sec. 1). This person must be a member of the faculty to which the course belongs. The task definition must be confirmed by a university lecturer. If several faculties are involved in a course, this person must belong to one of these faculties. In justified exceptional cases, the topic may, however, with the approval of the Board of Examiners, be issued by a person who is authorized to be an examiner who does not fulfil this condition. In this case, the second examiner must be a member of the faculty.

(3) The Master thesis may be completed in the form of a group thesis. The contribution of each individual student must be clearly discernible and assessable on the basis of sections, page numbers or other objective criteria, and meet the examination requirements as per paragraph 1. The group size is limited to 2 students.

(4) The maximum time between the issuing of the topic and the submission of the Master thesis is *6 months*. If the student is prevented from complying with this deadline for reasons beyond his or her control, the time for completing the thesis may be extended once by up to 6 weeks upon written application to the Board of Examiners. A written statement of the supervisor must be attached.

(5) Upon submission of his or her Master thesis, a student must verify in writing that his or her thesis – or identified section in the case of a group thesis – has been written individually and that no sources or tools have been used other than those cited in the bibliography.

(6) Examiners should appraise and grade the Master thesis within four weeks from the date on which it is submitted. §17 applies accordingly. The combined grade of the Master thesis is computed with weight 2/3 from the grade of the written thesis and will weight 1/3 from the grade of the colloquium. If either the written thesis or the colloquium is graded “insufficient”, the Master thesis shall be deemed to have been failed.

§ 23

Colloquium

- (1) The colloquium for the Master thesis is the student's opportunity to demonstrate that he or she is capable of defending the results of his or her scientific work in an academic debate within the chosen field of studies.
- (2) For the student to be admitted to the colloquium, the Master thesis must have been graded at least "sufficient" by both examiners.
- (3) The colloquium on the Master thesis will be held as an individual examination by the Master thesis examiners. The Board of Examiners may appoint additional examiners. The topic of the Master thesis and the associated problems and findings must be described in a maximum 20 minute-long oral presentation, after which questions must be answered regarding the subject area. The total duration of the colloquium should be 45 minutes, or in case of a group examination 90 minutes.
- (4) The colloquium is successfully completed if the examiners award a minimum grade of "sufficient".

§ 24

Repetition of the Master thesis and the Master thesis colloquium

- (1) There is the possibility to return the topic of a Master thesis once and to register a new topic. A return of a topic counts as a repetition of the thesis. An attempt to write the thesis that is aborted due to an overlong period of sickness shall not be counted among the number of possible repetitions.
- (2) A Master thesis may be repeated once with a new topic if it has or is deemed to have been graded as "insufficient".
- (3) If a Master thesis is repeated, returning a topic is only permissible if no use was made of this possibility the first time.
- (4) The new topic of the Master thesis will be issued in a timely manner, generally within three months.
- (5) Repetition of a successfully completed Master thesis is not permitted.
- (6) The colloquium for a Master thesis may be repeated once if it has or is deemed to have been graded as "insufficient". The repetition must take place within 4 weeks.
- (7) A second repetition of the Master thesis colloquium is not permitted.
- (8) Repetition of a successfully completed Master thesis colloquium is not permitted.

§ 25

Overall result of the Master degree

- (1) The Master examination shall be deemed to have been passed if all mandatory and mandatory elective module examinations required in accordance with the study schedule and the Master thesis and colloquium have been awarded a minimum grade of "sufficient".
- (2) The grades for the module examinations are summarized as a weighted cumulative grade (grade point average). To this end, all grades for the module examinations are weighted with the associated credit points and the arithmetic mean is calculated. The transcript of records shows the weighted cumulative grade with three decimal places after the decimal point.
- (3) The final grade of the Master degree is made up as the arithmetic mean of the cumulative grade of the Master thesis and the weighted cumulative grade of the module examinations. The transcript shows the final grade with one decimal place after the decimal point (accordingly, § 15 paragraph 5).
- (4) If the arithmetic mean mentioned in paragraph (3) is better than 1.3, then the classification "**passed with distinction**" shall be awarded.
- (5) A Master examination shall be deemed to have been irrevocably failed when a course examination or Master thesis and colloquium have received a grade of "insufficient" or are deemed to have been graded "insufficient" and no further repetitions are permitted.

§ 26

Academic transcripts and certificates

- (1) Academic transcripts are to be issued in English language. The transcript bears the date on which the last examination was completed and has to be issued within four weeks. It must be signed by the Dean of the Faculty of Natural Sciences and by the Dean of the Medical Faculty, and furnished with the Otto von Guericke University stamp.
- (2) Simultaneously, he or she shall receive a transcript of records detailing the results. The transcript will include the module grades, the grade for the Master thesis and the overall grade and ECTS grade. Furthermore, the transcript will indicate the topic of the Master thesis.
- (3) Together with their transcripts, students receive a Diploma Supplement.
- (4) If the Master degree is not awarded or is deemed to have been failed, then the Board of Examiners will issue the student with written notification of this fact, including information regarding whether and to what extent examinations may be repeated.
- (5) If students choose to leave the University or change their programme of studies, upon application they will be issued with a certificate showing the examinations taken and grades achieved. This will indicate the examinations remaining to be completed as well as whether or not the Master examination has been failed or irrevocably failed.

§ 27

Degree certificate

(1) With the transcript, students also receive a degree certificate bearing the same date as the transcript. This also includes the certification of the award of the title of Master.

(2) The degree certificate is signed by the Chair of the responsible Board of Examiners and the Dean of the Faculty of Natural Sciences together with the Dean of the Medical Faculty , and is also furnished with the Otto von Guericke University stamp.

V. Final Provisions

§ 28

Accessing the examination files

Up to one year after completion of their degree, upon written application students are entitled to view their study and examination records. The application must be submitted to the examination office for the Faculty of Natural Sciences, which will determine the time and place for reviewing the documents.

§ 29

Non-attendance, withdrawal, cheating, breach of regulations

(1) An examination will be deemed to have been graded "insufficient" when students, for no good reason:

- do not attend on a mandatory examination date,
- withdraw from the examination after it has already begun,
- or do not retake an examination within the established time frame.

(2) The justifications provided for any withdrawal or non-attendance must be credible and immediately presented to the Board of Examiners. Otherwise, the examination will be graded as "insufficient". In case of illness, a medical report must be presented. Unless the Board of Examiners resolves otherwise, upon recognition of the reasons for non-attendance or withdrawal, the examination must be taken on the next regular examination date.

(3) An examination will be graded "insufficient" if a student attempts to alter the results through deceit or the use of other unauthorized means. Examiners and supervisors are authorized to exclude from further participation any student who disrupts the orderly conduct of the examination. If this is the case, the examination will be graded as "insufficient". In extreme cases, the Board of Examiners is authorized to exclude the student from any further examinations.

(4) An examination will be graded as "insufficient" if the student does not provide sufficient reason for not having respected the submission deadline for an assessment. Paragraph 2 applies accordingly.

§ 30

Invalidity of examination results

(1) If a student has cheated in an examination and this becomes known after the degree has been awarded, the Board of Examiners is authorized to declare an examination to have been failed either partially or in its entirety.

(2) If the conditions for admission to the examination were not met but without any intentional deception, and this only becomes known after the degree has been awarded, the deficiency is deemed to have been righted if the examination was passed. If a student has deliberately used unfair means to gain admission, the Board of Examiners, taking into consideration relevant legal regulations, will decide as to the revocation of unlawful administrative deeds.

(3) Prior to such a decision, the affected student is to be given the opportunity to make a statement on the matter to the Board of Examiners.

(4) The incorrect transcript must be recovered, and if necessary replaced with a new transcript or certificate in accordance with § 26 paragraph 5. The Master degree certificate must be recovered, if the Master examination is declared to have been failed as a result of the act of deception. No decision may be made in accordance with paragraphs 1 and 2 after a period of five years from the date of the transcript being issued has elapsed.

§ 31

Decisions, appeal procedure

(1) All decisions made in accordance with these Examination Regulations and which constitute an administrative deed are to be justified in writing and furnished with instructions on appeal in compliance with Art. 41 of the Administrative Procedures Act of Saxony-Anhalt (VwVfG LSA). An appeal against this decision may be submitted within one month of notification. The appeal must be submitted in writing or by recorded declaration to the Board of Examiners of the Faculty of *Natural Sciences*.

(2) The Board of Examiners will decide as to the validity of the appeal. If the appeal involves a grade, the appeal will be sent to the examiner or examiners for their review. The Board of Examiners will declare the objection to have been remedied if the grade is changed in accordance with the appeal. Otherwise, the Board of Examiners shall only review the decision in terms of

1. whether or not the examination procedures were properly conducted,
2. whether or not the examiner relied on unfounded facts or circumstances,
3. whether or not generally valid principles of grading were applied,
4. whether or not the examiner was influenced by immaterial considerations.

§ 32

Withdrawal/revocation of the academic title

Withdrawal or revocation of the Master degree is in accordance with § 20 of the Universities Act of Saxony-Anhalt.

§ 33

University-wide announcements by the Board of Examiners

Decisions and other measures relating to these Examination Regulations, especially with regard to admission to examinations, refusal of admission, registration and examination dates and deadlines as well as examination results, will be made known University-wide in the institution's customary manner. In doing so, data protection regulations will be observed.

§ 34

Transitional Regulation

These regulations shall apply to all students enrolled in the degree programme *Integrative Neuroscience* beginning with the *winter semester 2014/15*. Previously enrolled students may apply to accede to these regulations. The application must be submitted to the Board of Examiners in writing and may not be revoked.

§ 35

Effective date of regulations

These Study and Examination regulations shall enter into force on the day after they are published in the official announcements of Otto von Guericke University.

Issued by virtue of the resolutions of the Faculty Council of the Faculty of Natural Sciences dated 15.01.2014, the Faculty Council of the Faculty of Medicine dated dd.mm.yyyy and the Senate of Otto von Guericke University dated dd.mm.yyyy.

Magdeburg, dd.mm.yyyy

Prof. Dr.-Ing. habil. Jens Strackeljahn
President of Otto von Guericke University Magdeburg

Appendices: 1.) Glossary
2.) Study and examination schedules
3.) Programme variant

Glossary / Glossar

Academic Counsellor	Studienberater
Academic Transcript	Studienbuch
Administrative Procedures Act of Saxony-Anhalt (VwVfG LSA)	Verwaltungsverfahrensgesetz Sachsen-Anhalt (VwVfG LSA)
Board of Examiners	Prüfungsausschuß
Core course	Hauptfach
Degree Certificate	Abschlußurkunde
Degree Programme	Studiengang
Diploma supplement	Diplomzusatz
Doctoral dissertation	Promotion
Faculty Council	Fakultätsrat
Faculty examination office	Prüfungsamt
Faculty of Natural Sciences	Fakultät für Naturwissenschaften
Laboratory	Praktikum
Laboratory rotations	Laborrotationen
Mandatory elective course	Wahlpflichtfach
Master Degree	Masterabschluß
Master Thesis	Masterarbeit
Medical Faculty	Medizinische Fakultät
Module Handbook	Modulhandbuch
Obligatory course	Pflichtfach
Optional course	Wahlfach
Procedure to determine suitability	Eignungsfeststellungsverfahren
Standard Period of Study	Regelstudienzeit
Standard Schedule of Study	Regelstudienplan
Study and Examination Regulations	Studien- und Prüfungsordnung