

**Examination and Study Regulations
for the Master's Programme
History & Economics
at the University of Bayreuth
(version date: July 15 2016)**

Article 13 para 1 sentence 2 in conjunction with Article 58 para 1 sentence 1 and Article 61 para 2 sentence 1 of the Bavarian Higher Education Act (*BayHSchG*) forms the framework for the following Examination Regulations issued by the University of Bayreuth.

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§ 1

Purpose of the master's examination

¹The master's examination, as the culmination of the master's programme History & Economics, is designed to assess whether the candidate displays the following competencies:

- identifying and assessing long-term economic changes;
- critically collecting and classifying historical economic data;
- grasping complex economic relationships between different countries and economic areas;
- the ability to clarify current politico-economic controversies from history, economics, and the social sciences with insights from economic history;

and has acquired the subject-related understanding described in the present regulations when applying the methods of empirical economic history, critically appraising sources, and historical contextualization.

²Upon passing the master's examination, the University, by way of the Faculty of Cultural Studies, awards the academic degree "Master of Arts" (abbreviated as M.A.).

§ 2

Admission to the programme; qualification

(1) ¹Admission prerequisites for the master's programme are as follows:

1. a bachelor's degree (or completed programme of study) with a grade of "gut" ["good"] or better in the bachelor's programmes Economics, European History, or Philosophy & Economics at the University of Bayreuth, or an equivalent degree;
2. a solid command of the English language. Applicants who did not gain their higher education entrance qualification or initial degree in the English language can demonstrate their English language skills by way of a thesis in a university programme taught in English at a higher education institution, or by way of a B2-level language certificate according to the Common European Framework. With the approval of the chair of examiners, the test may be omitted if the language qualification can be documented on the basis of other equivalent evidence.

3. for applicants who did not earn their higher education entrance qualification or initial degree at a German-speaking institution, evidence of the required proficiency in the German language by way of achieving the result A 1 in the CEFR or an equivalent examination; and
4. To the extent that a degree given in number 1 or an applicant as described in para 4 does not meet the average grade requirement, a further requirement shall be determining aptitude for the programme of study in a process as described in Annex 2.

²With the approval of the chair of examiners, evidence as described in numbers 2 and 3 may be submitted up to the end of the second semester.

- (2) ¹If previous study is not found to be equivalent in content and scope to the bachelor's programme Economics, European History, or Philosophy & Economics at the University of Bayreuth, the applicant may be accepted on the condition that he or she is to complete up to 30 credits from the bachelor's programme within one year in addition to the master's programme requirements; otherwise, the prerequisites for admission are not to be considered fulfilled. ²In such cases, the examination and study regulations for the bachelor's programmes Economics, European History, and Philosophy & Economics (as amended) shall apply.
- (3) Decisions such as those described in para 2 are to be made by the board of examiners established under the terms of § 4.
- (4) ¹If the bachelor's certificate or equivalent diploma has not yet been issued, a confirmation of all individual grades for all examinations and coursework completed up to the date of registration must be submitted. ²Such credit for examinations and coursework must amount to a total of at least 150 ECTS points

and the overall grade for performance must correspond to the grade "*gut*" ["good"].³ Applicants who fulfil the requirements of sentence 2 are to be enrolled on the condition that they submit the relevant degree certificate with a grade of "*gut*" ["good"] or better by the end of the first semester of study. ⁴ Applicants who submit partial evidence as described in sentence 2 and for whom there is a possibility that they may not succeed in achieving the required grade for their degree given in para 1 number 1 are to undergo the aptitude assessment process as given in Annex 2.

§ 3

Structure of full-time and part-time study and the master's examination; standard period of study

(1) The master's programme History & Economics is divided into modules in the following areas:

- Foundations of Economic History
- Skill Convergence
- Skills and Methods
- Specialization
- Research and Debate
- Career Profile
- Master's Thesis

(2) 1. Full-time study:

The standard period of study is four semesters, including the examination periods and the master's thesis.

2. Full-time and part-time study:

¹The master's programme History & Economics can be completed as a full-time or part-time student. ²Upon enrolment, the applicant must decide whether he or she wants to complete the programme of study as a full-time or part-time student. ³Changing from full-time to part-time study or from part-time to full-time study is only possible within the enrolment period of each new semester. ⁴The programme comprises four semesters of full-time study including the master's thesis (standard period of study). ⁵The programme comprises eight semesters of part-time study including the master's thesis.

⁶In part-time study, a maximum of 20 credit points may be earned each semester.

⁷Unless special provisions are made in the present regulations, the deadlines specified for full-time study also apply to part-time study.

- (3) A total of 120 credit points must be earned in accordance with the European Credit Transfer System (ECTS).
- (4) New students can begin the programme in the winter semester.

§ 4

Board of examiners

- (1) ¹A board of examiners shall be formed to make the necessary decisions with regard to the admission to the master's programme and the organizational execution of the master's examination. ²The board of examiners shall administer the examination proceedings in accordance with the present regulations and make all decisions with the exception of the examinations and the assessment thereof. ³The members are to be taken equally from the areas of history and economics. ⁴The board is made up of a chair and three additional members; the chair and the additional members shall each have one substitute. Each faculty council shall select one member of the board of examiners and one of the substitutes from among the professors and junior professors (Article 2 para 1 sentence 1 numbers 1 and 2 *BayHschPG*) of the Faculty of Cultural Studies to serve a three-year term. ⁶The board of examiners shall elect a chair and deputy chair from among its members.
- (2) ¹The board of examiners constitutes a quorum if the majority of members are present and entitled to vote after an invitation had been sent to all members at least three days prior to the meeting. ²The decisions taken by the board of examiners in its meetings are to be made on the basis of majority vote. ³Vote abstention, secret voting, and proxy voting are prohibited. ⁴If votes are equally divided among its members, the chair's vote shall be decisive.

- (3) ¹The chair of examiners shall ensure that the provisions of these regulations are followed. ²He or she shall convene the meetings of the board of examiners and shall act as chair of its proceedings and decisions. ³With regard to matters that cannot be postponed, he or she is authorized to make decisions on behalf of the board of examiners. ⁴He or she must promptly inform the other members of any such decision - at the next meeting at latest. ⁵In addition, unless otherwise provided by the present regulations, the board of examiners can transfer (until revoked) the right to perform other duties of the board to the chair. ⁶The chair can delegate tasks to members of the board of examiners.
- (4) The board of examiners shall regularly report to the relevant faculty councils concerning updates to examination schedules and study periods and may make suggestions for reforming the present regulations.
- (5) ¹Any notices the board of examiners issues under the terms of the present regulations are to be published together with a rationale and information concerning legal remedies available. ²Notices of appeal shall be issued by the president in consultation with the board of examiners.

§ 5

Examiners and co-examiners

- (1) ¹Any person who is authorized to administer examinations at institutions of higher education according to the Bavarian Higher Education Act (*BayHSchG*) and the *HSchPrüferV*, as amended, may serve as examiner. ²Any member of the University of Bayreuth who is a graduate of an equivalent or comparable programme of study may serve as co-examiner.
- (2) ¹If a member of the University of Bayreuth who is an authorized examiner leaves the University, he or she may remain an examiner for a reasonable period. ²Authorization to administer examinations shall generally remain valid for up to three years.
- (3) ¹Unless otherwise decided by the chair of examiners, the relevant instructor shall also serve as examiner. ²If that instructor is not authorized to administer examinations as laid out in para 1, the chair of examiners shall appoint an examiner at the beginning of the semester in which the examination is to be held.

§ 6

Disqualification due to personal involvement; confidentiality.

- (1) Disqualification from consultation and voting on the board of examiners as well as other activities relating to examinations on the basis of personal involvement is governed by Article 41 para 2 of the *BayHSchG*.
- (2) The non-disclosure obligation that holds for members of the board of examiners, as well as examiners, co-examiners, and anyone else involved in the examination process is governed by Article 18 para 3 of the *BayHSchG*.

§ 7

Admission to the examinations

Students who are enrolled in the master's programme History & Economics are considered *ipso facto* to be admitted to the examinations.

§ 8

Credit transfer

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

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

where x is the grade to be calculated, N_{\max} is the highest possible grade, N_{\min} is the highest passing grade, and N_d is the actual grade; in this calculation, the grade to be calculated is only given to one decimal place and is not adjusted to fit the grading scale given in § 16.

³If the grading systems are not analogous, the remark "*bestanden*" ["passed"] shall appear in place of a grade; in this case, the course shall not be taken into account when calculating the final grade. ⁴The board of examiners in consultation with the relevant representative from the subject area shall decide whether the requirements have been met for credit transfer. ⁵If credit transfer is denied, the person concerned can appeal the decision by submitting a request for the University Board to review the decision within four weeks of notification of denial. ⁶The University Board shall provide the board of examiners with a recommendation on how to proceed with the request.

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

§ 9

Times for holding examinations; announcing examination times and examiners

- (1) ¹The module examinations are to be carried out shortly after the conclusion of the module, and the examination schedule and time line for submitting graded assignments is to be published university-wide by the examiner prior to the start of the course. ²An additional examination time may be scheduled for the beginning of the following semester.
- (2) ¹If not listed in the annex, the examination times and the form and duration of examinations shall be determined by the relevant examiner and announced university-wide at the start of the semester. ²A change of examiner on short notice shall only take place if there are urgent grounds for doing so.
- (3) Students are to register for examinations by the published deadline, according to the process determined by the board of examiners.

§ 10

Elements of the examination

- (1) The master's examination comprises the module examinations listed in Annex 1 and the master's thesis.

- (2) The examinations serve to demonstrate that the examinee has satisfied the desired learning outcomes of the individual modules.

§ 11

Form of examinations

- (1) ¹Examinations are held in the form of written examinations, oral examinations, presentations, term papers, MA research reports, essays, and talks. ²The possible forms of examination in the modules are given the annex.
- (2) ¹Assessment of examinations is to be carried out according to the process announced by the board of examiners. ²Notifications will not be sent individually. ³Students are required to familiarize themselves independently with the terms of the present regulations pertaining to repeating examinations; they are responsible for informing themselves of examination results in a timely manner.
- (3) ¹If an examination is assessed by more than one examiner, the grade shall be determined by taking the average of the grades assigned and truncating (not rounding) the number to one decimal digit. ²In the case described in para 8, sentence 1 does not apply.
- (4) ¹Written examinations are to be between one and two hours in duration. ²The relevant examiner shall decide which resources may be used during the examination. ³An examination record sheet is to be kept. ⁴The invigilator shall confirm the accuracy of the record by providing his or her signature. ⁵The examination record sheet is to include all aspects of the examination that are relevant to determining the grade.
- (5) ¹If a candidate arrives to the examination late, he or she shall not be given additional time to finish the examination. ²Candidates may leave the room during an examination if permission is granted by the invigilator. ³The time and duration of absence are to be noted on the question paper.
- (6) ¹Written examinations are generally graded by the examiner who was appointed by the chair of examiners. ²The relevant examiners are to determine the grades for the individual examinations under the terms of § 16. ³An assessment of each written examination shall be provided no later than four weeks after the examination.

⁴If an examinee receives the grade "*nicht ausreichend*" ["unsatisfactory"] on a written examination, a second examiner shall also provide an assessment. ⁵The graded written examination shall remain in the examination records.

- (7) ¹Written examinations may be conducted fully or in part using multiple choice testing. ²If written examinations are conducted only in part using multiple choice testing, the terms of paragraphs 4 and 6 sentences 1,2, and 4 apply for the portion that is not multiple choice. ³The questions in the multiple choice section are to be written by the first and second examiners. ⁴Prior to the examination time, the examiner shall decide which answers are correct and how many points are to be awarded for each correct answer, i.e. how to weight correct answers in relation to the total points. ⁵If the written examination is conducted only in part by using multiple choice testing, weighting for the individual parts must also be stipulated. ⁶Grading of examinations may be carried out with the help of an optical mark sense reader.
- (8) ¹A multiple choice examination is considered passed, if the examinee achieves a certain absolute number of correct answers (at least 50% of the total points) or on a relative basis. ²The relative cut-off grade is to be determined by taking the average of the points achieved by those examinees taking the examination for the first time, less 10%. ³The relative cut-off grade is only to be taken into account if it is below the absolute cut-off grade. ⁴Cut-off grades that are not whole number values shall be rounded in favour of the student. ⁵An examination is considered passed if a grade of "*ausreichend*" [sufficient] (4,0) or better is achieved. ⁶If an examination is conducted using multiple choice testing and the lowest passing grade (the relative cut-off grade if it is below the absolute cut-off grade, otherwise the latter) or better is achieved, the grades shall be as follows:
- 1,0 ("sehr gut"/ excellent), for 90% or better
 - 1,3 ("sehr gut"/ excellent), for 80% or better but less than 90%
 - 1,7 ("gut"/ good), for 70% or better but less than 80%
 - 2,0 ("gut"/ good), for 60% or better but less than 70%
 - 2,3 ("gut"/ good), for 50% or better but less than 60%
 - 2,7 ("befriedigend"/ satisfactory), for 40% or better but less than 50%
 - 3,0 ("befriedigend"/ satisfactory), for 30% or better but less than 40%
 - 3,3 ("befriedigend"/ satisfactory), for 20% or better but less than 30%
 - 3,7 ("ausreichend"/ sufficient), for 10% or better but less than 20%

- 4,0 ("ausreichend"/ sufficient), if the cut-off grade has been achieved, but less than 10% of the possible points beyond the lowest passing grade were achieved.

⁷Cut-off grades that are not whole number values shall be rounded in favour of the student.

⁸If the lowest passing grade (cut-off grade) is not reached, a grade of 5,0 ("nicht ausreichend"/ insufficient") is assigned. ⁹If an examination is conducted using multiple choice testing, the following details are to be included when determining the results:

- cut-off grades,
- grade achieved,
- percentage of the number of points exceeding the lowest passing grade, or percentage of the number of points.

¹⁰If the examination is only carried out in part via multiple choice testing, grades shall be assigned for the individual parts. ¹¹In this connection, § 16 para 2 applies accordingly.

¹²The details above also apply to the multiple choice portion.

- (9) ¹Oral examinations are to be held over a period of 20 to 60 minutes, depending on the requirements of the particular course. ²Oral examinations are to be conducted in English, and are to be administered by two examiners or one examiner and one co-examiner. ³One examiner or the co-examiner shall complete an examination record sheet for the oral examination that includes the following: location, start time, and duration of the examination; examination subject-matter and results (grade); names of the two examiners or of the examiner and co-examiner; and any noteworthy incidents. ⁴The record sheet is to be signed by the two examiners or by the examiner and co-examiner. ⁵The examiners are to determine the grades for performance in the oral examinations under the terms of § 16.
- (10) ¹If the audience for an oral examination must be limited due to room capacity, those students who wish to take the same examination within the next two semesters are to be given preference. ²The examination can be conducted without an audience if so requested by the candidate. ³Discussion and announcement of the examination results (grade) shall not be conducted in public.
- (11) ¹Homework assignments are to be completed following the course in which they were assigned. ²The topic is to be assigned by the relevant examiner in consideration of the candidate's request.

³The time limit for seminar term papers shall be up to eight weeks. ⁴The topic of the work is to be such that it can be completed within this time limit. ⁵The chair of examiners may extend this deadline by up to one weeks at the request of the candidate and after having heard the supervisor in case of reasons beyond the candidate's control. ⁶If the candidate demonstrates via a medical certificate that he or she was unable to work on the thesis, the deadline is to be extended accordingly. ⁷The completed assignment must be submitted to the instructor no later than three weeks prior to the start of lectures the following semester. ⁸Term papers that are not submitted by the stated deadline are to be graded as "*nicht ausreichend*" ["unsatisfactory"]. ⁹The examiner shall determine the grade under the terms of § 16. ¹⁰If an assignment is graded as "*nicht ausreichend*" ["unsatisfactory"], a second examiner shall provide an assessment. ¹¹One graded copy of the term paper shall remain in the records.

- (12) ¹Presentations and talks are to be held in the framework of the seminar in which they were assigned. ²The topic, type of written work involved, duration, and scope of in-class presentations shall be clarified with the relevant instructor. ³In-class presentations can last between 15 and 30 minutes, depending on the workload. ⁴The examiner shall determine the grade under the terms of § 16.
- (13) ¹Essays comprise up to 10 pages, and the time limit for working on them with full concentration is up to two weeks. ²The assignment of the topic and supervision are to be applied to this. ³The time limit from assignment of the topic to submission of the essay is to be decided by the supervisor when assigning the topic. ⁴This time limit may not exceed four weeks for full-time students or eight weeks for part-time students. ⁵The examiner shall determine the grade under the terms of § 16.
- (14) MA research reports ("presentations") are held orally in the context of the Thesis Seminar and are not graded.

§ 12

Master's thesis

- (1) ¹The candidate's master's thesis should demonstrate that he or she is able to utilize relevant resources and adequately address and write about current issues in the field using scientific methods. ²The topic may include interdisciplinary issues.
- (2) ¹The chair of examiners is to determine an examiner to act as supervisor and assessor, if possible in consideration of the candidate's wishes. ²The topic of the master's thesis is to be assigned by an examiner (§ 5 para 1) from the Faculty of Cultural Studies or the Faculty of Law, Business & Economics who is active in the appropriate field by way of the chair of examiners. ³Record is to be made of the date on which the topic was assigned.
- (3) ¹The master's thesis is to be integrated into the programme of study and shall correspond to a workload of 900 hours. ²The master's thesis is to be submitted no later than six months after the topic was assigned in the case of full-time study or twelve months in the case of part-time study. ³The chair of examiners may extend this deadline by up to 12 weeks in the case of full-time study or 18 weeks in the case of part-time study at the request of the candidate and after having heard the supervisor if there are reasons beyond the candidate's control. ⁴If the candidate demonstrates via a medical certificate that he or she was unable to work on the thesis, the deadline is to be extended accordingly. ⁵Theses that are not submitted by the stated deadline are to be graded as "*nicht ausreichend*" ["unsatisfactory"].
- (4) ¹The master's thesis is generally to be written in the English language or, in agreement with the supervisor, in the German language. ²The master's thesis shall contain a statement at the end in which the author confirms that he or she wrote the thesis independently and did not make use of any sources or materials that are not cited in the thesis. It shall also be confirmed that the thesis had never before been submitted toward fulfilment of an academic degree. ³A synopsis in the German language is to be included if the master's thesis was written in English.

- (5) ¹The thesis is to be submitted to the chair of examiners or his or her deputy or the Examinations Office by the deadline given. ²Record is to be made of the date on which the thesis was submitted.
- (6) ¹Three typewritten, paginated, and bound copies of the master's thesis are to be submitted. ²The thesis must contain a table of contents and bibliography. ³An additional copy is to be submitted electronically.
- (7) ¹The candidate may return the topic to the board of examiners once within the first two weeks. ²Paragraphs 1 to 6 also apply when assigning and working on a new topic.
- (8) ¹The chair of examiners shall forward the thesis to the appropriate assessor (supervisor) and appoint an additional assessor from among the examiners described in § 5. ²The grades shall be made available no later than two months after submission of the thesis. ³Each assessor shall provide a recommendation as to whether the thesis is to be accepted or rejected and assign a grade in accordance with § 16. ⁴In special cases, the board of examiners may call upon an additional assessor, especially if the grades assigned vary by more than one point.
- (9) ¹If different grades are assigned, the grade for the master's thesis shall be the arithmetic mean of the assessments. ²In this calculation, the grade shall only be given to one decimal place; the remaining digits are to be truncated (not rounded).
- (10) If the master's thesis is deemed "*nicht ausreichend*" ["unsatisfactory"], the chair of examiners or his or her deputy shall inform the candidate of the decision.
- (11) One copy of the master's thesis is to remain on record.

§ 13

Credit point system

- (1) ¹A record of credit points for completed modules is to be kept by the University of Bayreuth's Examinations Office for each student who is enrolled in the programme of study.

²The credit points that appear on the transcript are identical with credit points as stipulated in the European Credit Transfer System (see Annex 1). ³One credit point corresponds to a workload of 30 hours.

- (2) The credit points for the modules are given in Annex 1.

§ 14

Consideration of extenuating life circumstances

- (1) ¹Upon request, the following are to be observed with regard to dates and deadlines: §§ 3, 4, 6 and 8 *MuSchG*, dated 20 July 2002, BGBl p. 2318 - as amended), periods set aside under the laws concerning parental leave (*BEEG*, dated 5 December 2006, BGBl p. 2748 - as amended), and periods reserved for care of a family member (as stipulated in *PflegeZG*, dated 28 May 2008, BGBl pp. 874, 896 - as amended) who requires care as described in §§ 14 and 15 of *SGB XI*, dated 26 May 1994 (BGBl pp. 1014 and 1015), as amended. ²The appropriate evidence must be furnished; any changes in status are to be reported immediately.
- (2) ¹If duly requested, periods during which study was impossible or only possible to a limited extent for reasons beyond the student's control (especially illness) shall not be taken into account with regard to the examination schedule. ²Corresponding evidence must be furnished; medical certificates must be presented in the case of illness. ³Any changes in status are to be reported immediately.

§ 15

Consideration of the special needs of disabled persons

¹For the sake of ensuring equal opportunities, the particular needs of disabled examinees are to be appropriately accommodated. ²Upon written request, the board of examiners shall determine on the basis of the degree of disability in what form a disabled examinee is to take the examination; alternatively, an extension may be granted. ³Evidence of disability is to be provided by way of a medical certificate, which confirms that the candidate is unable (entirely or in part) to take the examination in its usual form due to a lasting or permanent disability.

⁴The request is to be submitted together with the examination registration. ⁵If the request is submitted later, it shall only be valid for subsequent examinations.

§ 16

Examination grades

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

"sehr gut" (excellent)	= 1,0 or 1,3
"gut" (considerably better than average)	= 1,7 or 2,0 or 2,3
"befriedigend" (average performance)	= 2,7 or 3,0 or 3,3
"ausreichend" (performance that meets the minimum requirements despite deficiencies)	= 3,7 or 4,0
"nicht ausreichend" (performance that does not meet the minimum requirements due to considerable deficiencies)	= 5,0

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

average grade of 1,5 or better	= "sehr gut"
for an average grade of 1,6 up to and including 2,5	= "gut"
for an average grade of 2,6 up to and including 3,5	= "befriedigend"
for an average of 3,6 up to and including 4,0	= "ausreichend."

§ 17

Final grade

- (1) ¹The overall grade for the master's examination is calculated by taking the arithmetic mean of the module grades (including the grade for the master's thesis), weighted according to the credit points awarded for each module. ²In this calculation, the grade shall only be given to one decimal place; the remaining digits are to be truncated (not rounded).

³If more modules than the ones required by the present regulations are taken in a module area, only the best grades shall be used in the calculation of the final grade. ⁴Additional voluntary examinations are not to be taken into account in the calculation of the final grade.

- (2) Candidates who pass the master's examination are to receive a final grade as follows: an average grade of 1,2 or better is "*ausgezeichnet*" ["excellent"], up to 1,5 is "*sehr gut*" ["very good"], up to 2,5 is "*gut*" ["good"], up to 3,5 is "*befriedigend*" ["satisfactory"], up to 4,0 "*ausreichend*" ["sufficient"].
- (3) Calculation of the final grade is to be carried out by the chair of examiners; the certificate or an attached document shall indicate how the final grade was calculated.
- (4) ¹In addition to the degree certificate, an ECTS grading table will be issued as stipulated in the ECTS guidelines in the version dated 6 February 2009. ²This table displays what percentage of programme graduates in a given time frame received the same final grade as described in para 2. ³Those programme graduates who were awarded their diplomas in the previous eight semesters shall serve as the reference group as long as it includes at least 30 persons. ⁴The date of the last examination shall be decisive in assigning graduates to a particular semester. ⁵If the minimum number of graduates is not reached, the number of previous semesters is to be extended until the minimum number is reached. ⁶If the programme of study does not yet have as many graduates as the minimum number required of the reference group, an ECTS grading table will be issued as soon as the minimum number is reached. ⁷For degrees awarded before the minimum number is reached, an ECTS grading table will be issued at a later date upon request once the minimum number has been reached. ⁸The graduate's own graduating class is also to be included in the reference group. ⁹The size of the reference group and the time frame is to be included.

§ 18

Passing the master's examination

- (1) ¹Passing the master's examination requires a grade of "*ausreichend*" ["sufficient"] or better for the master's thesis and each module; in addition, all 120 credit points must be earned and all requirements mentioned in § 2 para 2 must be fulfilled.

²If more modules than the ones required by the present regulations are taken in a module area, failed examinations do not affect the passing of the master's examination as long as the required credit points given in sentence 1 were earned. ³There is no obligation to repeat failed examinations taken for the purpose of earning additional credits.

- (2) ¹If the candidate has not fulfilled the requirements given in para 1 by the end of his or her sixth semester in full-time study or twelfth semester in part-time study due to reasons under his or her control, then the candidate shall be considered as having failed the master's examination on the first attempt. ²Examinations that were taken on time and for which the candidate received a passing grade need not be repeated.
- (3) ¹If the missing examinations are not passed by the student within a year of the deadline given in para 2 sentence 1 for reasons under his or her control, or if all possibilities to repeat the examinations have been exhausted, then the candidate shall be considered as having failed the master's examination on the final attempt. ²The deadline shall not take into account periods of leave and periods during which the candidate withdrew from study. ³Notice shall be sent to inform the candidate that he or she has failed an examination on the final attempt in accordance with § 4 para 5 in conjunction with Article 41 *BayVwVfG* as amended. ⁴The board of examiners may grant the student an extension of the deadline stated in sentence 1 for circumstances beyond his or her control.

§ 19

Repeating examinations in individual areas

- (1) ¹Any examination that was failed on the first attempt can be repeated once.
- (2) ¹Up to two module examinations can be repeated voluntarily for the purpose of improving one's grade. ²Voluntarily repeating additional examinations that were already passed or the master's thesis is not permitted.
- (3) ¹Repeating an examination for a second time is only permitted for up to three examinations. ²Students who fail the second repetition of an examination are to be considered as having failed the master's examination on the final attempt. ³The second resitting of an examination can be carried out in oral form, even if the previous examinations were in written form, as determined by the examiner.
- (4) ¹The master's thesis can be repeated with a new topic if the student receives a failing grade for the thesis. ²Repeating the master's thesis for a second time is not permitted.

- (5) Administrative measures shall be taken to ensure that it is possible to repeat the failed examinations or a failed master's thesis within six months.

§ 20

Notice of failing the master's examination

If a candidate has failed the master's examination on the final attempt, then a written notice shall be sent to him or her within two weeks upon request; the notice shall include a list of the individual examination grades as well as the missing examination elements.

§ 21

Access to examination documents

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

§ 22

Defects in the examination proceedings

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

§ 23

Non-appearance, withdrawal from examinations, cheating, and policy violations

- (1) ¹Candidates who have registered for an examination may withdraw without providing a rationale by submitting a written statement of withdrawal by the deadline announced by the board of examiners. ²If the candidate fails to appear for an examination for which he or she was registered for reasons under his or her control or withdraws subsequent to the deadline stated in sentence 1, he or she will be considered to have failed the examination.
- (2) ¹The grounds for failing to appear - or as long as para 1 sentence 1 do not apply - for withdrawal must be submitted to the board of examiners without delay and substantiated by *prima facie* evidence. ²The same applies to inability to take the examination due to circumstances arising during the examination. ³Inability to take the examination due to illness must be documented with a medical certificate. ⁴If the board of examiners accepts the reasons given, a new examination time is to be offered under the terms of § 9 within six months.
- (3) If withdrawal or failure to appear is caused by reasons beyond the candidate's control, examinations completed up to that point are to be recognized.
- (4) ¹If the candidate attempts to influence the result on an examination by cheating or making use of materials that are not permitted, he or she shall be given the grade "*nicht ausreichend*" ["unsatisfactory"]. ²Any candidate who causes considerable disruption to the course of an examination may be removed by the invigilator and barred from continuing the examination; in this case, he or she shall be given the grade "*nicht ausreichend*" ["unsatisfactory"].

§ 24

Invalidating the master's examination

- (1) If a candidate cheats during an examination and this fact does not come to light until after the degree certificate is issued, the board of examiners may retroactively change the relevant grades accordingly and declare the master's examination to be failed either in part or entirely.
- (2) ¹If the registration requirements for the examinations were not met by the candidate without this having involved any cheating on the part of the candidate, and if this fact does not come to light until after the degree is issued, then this fault shall be considered rectified via the candidate's passing of the master's examination.

²If the candidate registered by intentionally providing false information, the board of examiners shall decide whether to revoke any unlawful administrative acts on the basis of the general principles of administrative law.

- (3) The candidate shall be permitted to make a statement prior to the decision.
- (4) The inaccurate degree certificate is to be taken away and, if applicable, replaced with a new one.

§ 25

Awarding the master's degree; diploma

- (1) ¹A diploma and a certificate for successful completion of the master's examination are to be issued within four weeks of demonstrating completion of the required module credits. ²The diploma is to include the title of the programme of study. ³It is to be signed by the Dean of the Faculty of Cultural Studies and stamped with the seal of the University. ⁴Upon issuance of the diploma, the graduate is given the right to bear the title "Master of Arts". ⁵This title is to be abbreviated "M.A." and placed behind the surname.
- (2) ¹The certificate is to include the title of the programme of study, the final grade, all completed modules, all module examinations undertaken (including credit points and grades achieved), as well as the topic of the master's thesis and the grade received for the thesis. ²The grades for additional examinations that were passed as described in § 17 para 1 are included in the certificate as long as the student does not submit a request to the contrary to the Examinations Office. ³The certificate is to be signed by the chair of examiners. ⁴The date to be used is the day of the last examination or the date on which the last graded assignment was submitted. ⁵In addition, an English translation of the diploma and a Diploma Supplement are to be issued; the translation of the diploma is to be signed by the Dean of the Faculty of Cultural Studies, and the Diploma Supplement is to be signed by the chair of examiners. ⁶In addition to the certificate, an ECTS grading table is to be issued under the terms of § 17 paragraph 4.
- (3) Revoking the degree "Master of Arts" is to be carried out in accordance with the legal regulations (Article 69 *BayHSchG*).

§ 26

Academic advising

- (1) General student advising is offered by the University of Bayreuth's Student Advising Office.
- (2) The programme advisor for the master's programme History & Economics is to be responsible for questions relating to the master's programme (i.e. structure of the programme, organization of studies, course selection, and questions concerning examinations).
- (3) ¹In the course of the semester, the programme advisor shall offer advising for all students enrolled in the master's programme. ²Programme-specific advising is recommended especially for the following persons:
 1. new students,
 2. students who recently failed an examination,
 3. students who have considerably less than 30 credit points per semester in full-time study or 10 credit points per semester in part-time study,
 4. students transferring from a different degree programme or university,
 5. those changing from full-time study to part-time study or from part-time study to full-time study,
 6. students choosing the courses for their specialization area.

§ 27

Effective date

¹These regulations shall take effect on the day following their publication. ²They shall be valid for those students enrolling in this programme for the first time in the winter semester of 2016/17 or later.

Annex 1: Modules, Credit Points, and Examinations

	Course type ¹	Form of examination ²	Contact hours	ECTS
(1): Foundations of Economic History				
Foundations I: Economic Growth/ Development/ Crises	L + T	E/O	4	8
Foundations II: Global Economy	L + T	E/O	4	8
Foundations III: State and Institutions	L + T	E/O	4	8
Foundations P: Lecture in Foundation I, II or III + Writing Seminar (instead of tutorial)	L + WS	WP	4	10
Total in this module area <i>(total of three modules)</i>			12	26
(2): Skill Convergence				
Introduction to Economics	L + T	E/O	4	6
Introduction to Empirical Methods	L + T	E/O	3	6
<i>or</i>				
Introduction to Economic History	L + T	E/O	4	6
Introduction to History	S	WP	2	6
Total in this module area <i>(total of two modules)</i>			6/7	12
(3): Skills and Methods				
Advanced Empirical Economics I	L + T	E/O/P/CE	4	8
Quantitative Methods in Economic History	L + T	E/O/P	4	6
Historical Methods in Economic History	S	WP	2	6
Total in this module area <i>(total of three modules)</i>			10	20
(4): Specialization				

¹ L = Lecture/Vorlesung; T = Tutorial/Übung; WS = Writing Seminar; S = Seminar; C = Colloquium/Kolloquium

² E = Written Examination/Klausur; O = Oral Examination/Mündliche Prüfung; WP = Written Paper/Schriftliche Arbeit; P = Presentation/Präsentation; R = Report/Bericht; CE = Computer based Examination/Computergestützter Test

Courses in economic history and other departments / Summer Schools / Language Courses	open	open		
Total in this module area <i>(total of two to four modules)</i>			6-12	14
(5): Research and Debate				
Research Colloquium	C		6	6
Total in this module area <i>(total of three modules)</i>			6	6
(6): Career Profile				
Internship (Preparation und Follow-Up)		R		12
Total in this module area <i>(total of one module)</i>				12
(7): Master's Thesis				
Master's Thesis (including Thesis Seminar)	S	P + WP	1	30
Total in this module area			1	30
Total			41-48	120

Annex 2: Aptitude assessment process

1. Purpose of aptitude test

The applicant's aptitude for studying in the master's programme History & Economics at the University of Bayreuth should be determined on the basis of the process under the terms of Article 43 para 5 *BayHSchG* in accordance with § 2 para 1 number 4 of the present regulations.

2. Board responsible for the aptitude assessment process

¹An admission committee is responsible for preparing and conducting the aptitude assessment process. ²The admission committee is made up of members of the board of examiners along with at least one additional university lecturer involved in the programme of study. ³The additional university lecturer is to be elected by the faculty council of the Faculty of Cultural Studies and the Faculty of Law, Business & Economics from among the professors and junior professors of these faculties for a period of five years. ⁴At least one additional university lecturer is to be appointed as a substitute. ⁵A student representative and a representative of those primarily employed as academic staff may belong to the committee in an advisory capacity. ⁶The committee elects a chair who is a university lecturer from among its members.

3. Process for determining aptitude

3.1 ¹The aptitude assessment process is administered once every year, in the winter semester. ²Applications for admission to the aptitude assessment process via the forms published by the University of Bayreuth are to be submitted to the Dean of the Faculty of Cultural Studies by 15 July of that year (application deadline). ³Documents as described in number 3.2 can be submitted up to 15 August.

3.2 The following are to be enclosed with the completed application as described in number 3.1 sentence 2:

3.2.1 ¹A written rationale of up to two pages in the English language explaining the applicant's choice of the master's programme History & Economics in which the applicant explains the specific talents and interests that make him or her particularly suitable for the programme of study.

²The academic quality of the argumentation can be demonstrated, for example, by reference to concrete research problems in economic history and coherent argumentation. ³A clear statement of personal interest for choosing the programme of study may include, in addition to persuasive argumentation, among other things reference to internships, visits abroad, or voluntarily attending courses in addition to required courses. ⁴If applicable, evidence is to be provided.

3.2.2 A statement that the cover letter containing the applicant's motivation for choosing the programme of study was written independently, without the help of others, and that any thoughts taken from other sources were identified as such.

3.2.3 ¹The bachelor's certificate along with confirmation of individual grades for the examinations and coursework completed during one's studies. ²If the bachelor's certificate or equivalent diploma has not yet been issued, a confirmation of all individual grades for examinations and coursework completed up to the date of registration must be submitted. ³Such credit for examinations and coursework must amount to a total of at least 150 ECTS points. ⁴The bachelor's certificate is to be submitted by the end of the first semester of study.

3.2.4 a list of modules from the applicant's bachelor's studies for which evidence of completion cannot yet be submitted

3.2.5 a CV as supplementary information to serve as a basis for the interview (number 5.3).

3.2.6 if applicable, a request for compensation for disadvantages as described in § 15 of the present regulations.

4. Admission to the aptitude assessment process

4.1 Admission to the assessment process requires that the documents listed in number 3.2 be submitted on time and in the required form.

4.2 The aptitude assessment process (number 5) is to be administered to those applicants who fulfil the requirements.

- 4.3 Applicants who are not admitted are to be sent a notice of denial with a rationale and information concerning legal remedies available; number 6.1 applies *mutatis mutandis*.

5. Overview of the aptitude assessment process

- 5.1 ¹On the basis of the application documents submitted, the board of examiners shall determine whether the applicant is suited for studies in the master's programme History & Economics in view of his or her qualification and the specific talents and abilities he or she described. ²The evaluation process is to be conducted on the basis of the following criteria:

- 5.1.1 ¹The qualifications that are presented in the applicant's written statement are to be assessed on a scale of 0 to 4.0. ²The content of the written statement is to be assessed in view of the maximum points given in parentheses on the basis of the following criteria:

- verbal expression (0.5 points)
- logical outline, clear structure (0.5)
- academic quality of the argumentation, reference to concrete research problems in economic history (1 point)
- rationale for choosing the programme of study, clear statement of personal interests (2 points).

- 5.1.2 ¹The subject-specific coursework and examinations from the bachelor's programme or an equivalent programme of study are to be graded on a scale of "0" to "4.0". ²Work in the following areas is considered subject-specific: economic and social history, general German and European history of the 19th and 20th centuries, company history, global history, consumer history, historical theories and methods, the history of economic thought, micro- and macro-economics I and II, institution economics, evolutionary economics, international economics, monetary theory and currency policy, development economics, empirical economics, economic sociology, management and organization theory, or marketing. ³Non-subject-specific work may be considered if it contributes to proven skills and abilities for reaching the goals of the programme of study.

⁴The relevant individual criteria are laid down in the annex describing the aptitude assessment process. ⁵Specific conversion factors may be applied for foreign applicants.

5.1.3 ¹The number of points for the assessment is calculated as the sum of the individual assessments (number 5.1.1 to 5.1.2). ²The number of points for the applicant is determined by taking the arithmetic mean of the individual assessments of the committee members. ³The score is to be rounded to one decimal place behind the comma.

5.2 Applicants who received 5.5 points or more shall be sent a confirmation - signed by the chair of the admission committee - of having passed the aptitude assessment process.

5.3 ¹The remaining applicants with less than 5.5 points are to be invited to an interview. ²The date and time of the interview are to be announced at least one week in advance. ³Periods set aside for the any interviews that need to be carried out are to be scheduled prior to the application deadline. ⁴The applicant is to comply with the date and time of the interview. ⁵Anyone who fails to appear on the date and time announced will be denied admission. ⁶If a reason beyond the applicant's control prevents him or her from participating in the interview, a new appointment is to be scheduled no later than two weeks prior to the start of lectures upon justified request.

5.4 ¹The interview is to be conducted individually in the English language for each applicant. ²The interview is to last between 15 and 30 minutes for each applicant and should demonstrate whether it is to be expected that the aim of the programme of study can be achieved given the applicant's skills and abilities. ³The interview, which is conducted in English, should corroborate the impression that he or she is suited for the programme of study.

5.4.1 ¹In the interview, the candidate's academic/theoretical aptitude is first to be assessed with a view to the requirements of the programme of study. ²The applicant should demonstrate in the English language that he or she is in a position to adequately analyse, reflect on, and discuss quantitative methods and methods of source criticism.

5.4.2 ¹Second, the applicant's own interest in the historical development of economizing societies is to be assessed.

²The applicant should be demonstrated via an understanding of current debates or an intensive analysis of problems relevant to history and economics that he or she has actively dealt with the research problems of economic history.

- 5.5 ¹The interview is to be conducted by two members of the admission committee. ²Each member is to assign a grade for the interview on a scale of 0 to 4.0. ³The score for the interview is equally divided between academic/theoretical aptitude and the applicant's interest, where 0 is the lowest score and 4 the highest. ⁴The number of points for the applicant is determined by taking the arithmetic mean of the individual assessments of the committee members. ⁵The score is to be rounded to one decimal place behind the comma.
- 5.6 ¹The overall assessment of the aptitude assessment process is made up of the score for the interview and the previous studies as described in number 5.1.2. ²Applicants who received 5.5 points or more in the second stage of the aptitude assessment process shall be sent a confirmation of having passed the aptitude assessment process.
- 5.7 ¹A written record shall be made of the interview by a minute taker, indicating the date, duration, location, name of committee members involved, the name of the applicant, the assessment of the committee members involved, and the overall outcome. ²The record must show the topics of the interview with the applicant and the rationale for the assessment. ³The reasons and topics may be listed in note form. ⁴The record sheet is to be signed by the committee members.

6. Notification of the outcome

- 6.1 ¹The outcome of the aptitude assessment process is to be sent to the applicant in writing. ²The notice is to be signed by the chair of examiners. ³ A notice of denial containing a rationale and information concerning legal remedies available is to be signed by the chair of the board. ⁴As part of its supervisory duties in accordance with Article 20 para 3 sentence 1 *BayHSchG*, the chair of examiners, on behalf of the University Governing Board, shall check a random sample of 10 % of denials of admission.

- 6.2 Admission based on the aptitude assessment process for the master's programme History & Economics shall remain valid for future applications to this programme of study as long as the content and goals of the programme do not change so significantly that aptitude for this programme can no longer be demonstrated by having undergone the aptitude assessment process at an earlier date.

7. Repetition and conditional enrolment

- 7.1 Applicants who did not provide evidence of aptitude for the master's programme History & Economics may register for the aptitude assessment process one more time.
- 7.2 Applicants who are not yet able to submit a bachelor's certificate or a degree certificate that has been recognized as equivalent and who do not pass the aptitude assessment process may enrol for one semester if it is possible for them to submit the degree certificate by the end of the first semester and to earn at least 5.5 points as described in 5.2 or an overall examination grade of "*gut*" or better as described in § 2 para 1 number 1.

Appendix to the aptitude assessment process:

The subject-specific coursework and examinations from the candidate's bachelor's studies (number 5.1.2) are assessed according to the following table:

POINTS	ASSESSMENT
3.5 – 4.0 points	outstanding work that displays a clear focus on the area of economic history with a grade of 1,5 or better
2.4 – 3.4 points	work that displays a clear focus on the area of economic history with a grade that was below 1,5 or work that is considered subject-specific with a grade of 1,5 or better
1.3 – 2.3 points	work that is considered subject-specific with a grade that was below 1,5
0.6 – 1.2 points	Non-subject-specific work that meets the demands of the programme History & Economics despite some shortcomings