

**Examination Regulations
for the Scientific Course of Studies in
“Complex Condensed Materials and Soft Matter”
(COSOM) (International Master Program)
at the University of Regensburg**

September 21, 2004

Only the German version of these Examination Regulations is legally binding. In case of vagueness it is referred to the German document.

The University of Regensburg based on Art. 6 in conjunction with Art. 81, Paragraph 1 and Art. 86a of the Bavarian University Legislation (BayHSchG) and based on § 51 Paragraph 1 of the qualification regulations (BayRS 2210-1-1-3 UK/WFK) hereafter issues the examination regulations.

Prior remark to linguistic usage:

In accordance with Art. 3, Paragraph 2 of the German Constitution, men and women have equal rights. All persons and functions described in the following statutes are therefore equally valid for both men and women.

I. General Regulations

§ 1

Scope of the Regulations

- (1) The University of Regensburg, the University of Versailles/St. Quentin, and the University of Florence (hereafter referred as partner universities) conduct collectively an European Master course

“Complex Condensed Materials and Soft Matter” (COSOM).

The partner universities constitute a collective post-graduate study program with a cooperation treaty allowing the acquisition of a combined Master degree after a successful study at the participating universities which is acknowledged in all three countries. The participation of other European universities should be possible and is explicitly desired. The examination regulation at hand must be applied to these cooperations, too.

- (2) The available examination regulation arranges the acquisition of achievements of studies and examinations and also the grant of the academic degree “Master of Science” in this course of study at the University of Regensburg. The acquisition of achievements and the grant of the master degree at the partner universities are arranged by their regulations, respectively.
- (3) Concerning the achievement of studies and examinations the Master course is to be run in accordance with Art. 86a, Paragraph 1, of the Bavarian University Legislation. Otherwise, if nothing else is stated, the general diploma examination regulations of

the reformed diploma study course in chemistry (DPOC) of the University of Regensburg (September 3, 2001, KMWBI II 2002, page 1110) are valid in their relevant version.

§ 2

Aim of the Master Course

- (1) The final master examination leads to a professionally qualifying degree. The requirements of the examinations ensure the standard of the education with regard to the regular period of study (four semesters) as well as the latest developments in research and the demands of professional practice.
- (2) The purpose of the Master examination is to ascertain whether
 - the student has adopted a deepened knowledge in the field of “complex condensed materials and soft matter”,
 - the student exhibit the ability to work accordingly to scientific methods,
 - the student can apply scientific findings to job-relevant questions and
 - the student surveys the relationship of his own discipline to other areas of natural sciences and recognises his responsibility for society and environment.

§ 3

Qualification Preconditions

- (1) The qualification for the study program is given if the following preconditions are fulfilled:
 1. Proof of the general or the subject linked qualification for university entrance according to the by-law of qualification or the assessment propositions of the Central Office for Foreign Education (“Zentralstelle für ausländisches Bildungswesen”), respectively.
 2. Evidence of a first final degree on the basis of an at least triennial university study in natural or technical science with above-average success. An above-average success is given, if the total degree is at least “good” or if the applicant belongs to the best 30% part of students within the respective examination time.
 3. Proof of the aptitude and of the motivation for this study course. The proof is given by the representation of the curriculum vitae, of the study course and also of the future profession concept; relevant subject matters and also extracurricular activities should be documented.
- (2) The examination board makes decisions about the evaluation of the proofs via the proceeding of the statement of qualification (See annex).
- (3) Negative decisions are to be justified and the notification must contain advice on legal remedies.

§ 4

Degrees of the Master studies

- (1) After successfully passing the appropriate examinations students will be awarded an academic degree entitled “Master of Science (M.Sc.)” by the University of Regensburg.

The partner universities also will award this title, if essential parts of the study course at these universities are performed successfully.

- (2) The title “Master of Science“ acquired at partner universities as a multiple degree may be awarded on one common document.
- (3) A Master of Science degree is an internationally recognised professional/research qualification.

§ 5

Standard Period of Study and Arrangement of Studies

- (1) The study is arranged according to the following topics:
 - a) a period of three semesters, meanwhile readings, exercises, seminars and practical courses have to be attended, and
 - b) a Master thesis with a duration of six months.
- (2) The amount of courses which are necessary for the entire regular study covers 120 semester periods per week and 120 Credit Points (CP) based on the European Credit Transfer System (ECTS), distributed among four semesters. 60 CP must be achieved during the first two semesters either in Regensburg or at another partner university according to the requirements of the respective examination regulation. The courses are divided into modules.

The study comprises the following lectures (L), exercises (E), seminars (S) and practical courses (P) merged into modules (HPW = hours per week, CP = credit points):

Module Colloidal Chemistry (12 CP)

Course	HPW	CP
Introduction into the Chemistry of Colloids and Interfaces I	2L + 2E	5
Introduction into the Chemistry of Colloids and Interfaces II	2L + 1E	4
Thermodynamics at Interfaces	2L + 1E	3

Module Formulations (11 CP)

Course	HPW	CP
Introduction into the Chemistry of Formulations	2L + 1E	4
Practical Course	5P	5
Seminar with Oral Contributions	2S	2

Module Condensed Materials (9 CP)

Course	HPW	CP
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Electrochemistry	2L	2
Physical Chemistry of Liquids and Solutions	2L	2
Practical Course	5P	5

Module Solid State and Inorganic Materials (9 CP)

Course	HPW	CP
Inorganic Chemistry of Solid State	2L	2
Supramolecular Inorganic Chemistry	2L	2
Practical Course	5P	5

Module Organic Materials (12 CP)

Course	HPW	CP
Organic Materials and Structure Elucidation	2L	2
Practical Course in Organic Chemistry for Advanced Students	6P + 1S	7
Practical Course in Combinatorial Chemistry	2S + 1S	3

Module Biomaterials (2 CP)

Alternatively one of the following Courses	HPW	CP
Materials in Pharmacy	2L	2
Materials in Bioanalytics	2L	2
Biological Macromolecules	2L	2
Biological Tissues	2L	2

Module Language and Culture (5 CP)

Course	HPW	CP
Language Course in French or Italian I	2E	2
Language Course in French or Italian II	2E	2
Applied Geography of France or Italy	1E	1

In the first year of study up to 20 CP from these courses can be obtained at a partner university and be approved on application by the Examination board as equivalent to study courses in Regensburg during the same period.

During the second study year also 60 CP have to be acquired: 30 CP for courses in the third semester and 30 CP for the Master thesis.

If the credit points in the first study year are acquired at the University of Regensburg, then the 60 credit points of the second year must be acquired at a partner university according to the examination requirements of this university.

If the 60 CP of the first study year are predominantly acquired at a partner university (at least two third), then the 60 CP of the second study year can be obtained at the university of Regensburg with the following partitioning:

- 25 CP from course modules in Physical Chemistry, Inorganic Chemistry, Organic Chemistry, Analytical Chemistry, Medicinal Chemistry or Biochemistry according to the preceding table.
- 5 CP from courses in German language for foreign students
- 30 CP from the Master thesis

The Examination board can change or supplement this list upon request.

- (3) The regular duration of studies including the Master thesis comprises four semesters, irrespectively of a minor exceeding resulting from the examination procedure and of which the student is not responsible.

§ 6

Collateral Examinations

- (1) The CP for the courses from the first to the third semester are acquired by collateral examinations according to § 6 of the DPOC. A final master examination will not take place.
- (2) Upon application retention periods of § 3, clause 2 and § 6, clause 1 of the law of maternity protection and also the time limits for the admission of parental leave according to item 88 clause 1, sentence 1 No. 2 of the Bavarian law for public servants (§§ 12 to 15 vacation prescription) are not imputed to the time limits of examinations.

§ 7

Master Thesis in Regensburg

- (1) The Master thesis is an examination paper terminating the scientific education. It shall show the ability of the applicant to treat a problem of the area of the master course according to scientific methods and to present the results properly and understandingly in adequate manner. The thesis can be drafted in German or in English. In case of another language the prior affirmation of the examination board is necessary. If the thesis is written in a foreign language it must contain a German summary of the results.
- (2) As an exception the Master thesis can also be executed at another institute as the Institutes of Chemistry of the Faculty of Chemistry and Pharmacy at the university of Regensburg according to the affirmation of the examination board.
- (3) The subject of the Master thesis can be handed out at the earliest after the successful termination of first two semesters and at the latest by the end of the third semester.
- (4) The subject of the Master thesis is selected by a professor and given out via the chairman of the examination board. The date of the issue is to be fixed on records. On

application of the candidate the chairman will take care that within the scope of the existing work places the applicant will receive the subject for a Master thesis in a reasonable period.

- (5) The period of the master thesis from the date of issue of the subject until the hand over of the thesis shall not exceed six months. On application by given reasons of the candidate the period of working on the thesis can by exceptionally elongated up to two months. If the candidate can proof by medical attestation that he is hindered by illness to continue his work, the submission deadline will be extended by the examination board in accordance with the medical certificate.
- (6) Four hardback copies of the Master thesis containing a summary must be submitted to the chairman of the examining board within the limit of time. The date of the delivery is to be fixed on records. It has to contain a declaration of the candidate that he has elaborated the thesis independently using only the sources and devices mentioned in the thesis. If the Master thesis is not submitted in due-date time, it is graded as “not sufficient“.
- (7) If the Master thesis is graded at least “sufficient“ (4,0), the candidate will be asked for an official colloquium. In this colloquium the student shall point out and vindicate the essential features of his thesis.
- (8) the Master thesis can only be opened to the public if the candidate and the supervisor have given their agreements.

§ 8

Grading and Repetition of the Master Thesis

- (1) The Master thesis has to be appraised within six weeks after the delivery of the work by the tutor as a first referee and of a second being an authorised examiner determined by the Examination board. The second referee can be proposed by the first referee. In justified cases he can also be a member of another faculty or university, especially if he belongs to a partner university.
- (2) The referees evaluate the thesis independently. In cases of different evaluation the examiners shall agree on only one grade even in the differentiation of grades according to § 14 clause 1; if this is impossible the Examination board shall decide. If the applicant does not deliver the Master thesis in due-date time (§ 7 clause 5) or if the Master thesis is graded “not sufficient”, this part of the master examination has failed.
- (3) For the complete passing of the master examination the colloquium must be graded “passed” by the two referees but it is not marked separately.
- (4) If the master thesis is graded “not sufficient” or “failed”, it can be repeated once again. If so the applicant has to apply for a new topic within two months after the notification of the appraisal. In that case the return of the subject is not admitted. The time limit cannot be exceeded in case of leave of absence or removal from the register of students. If the time limit is failed the master examination is considered as definitely not passed unless the Examination board allows the candidate an expansion of time in case of outstanding causes not argued by himself. A second repetition is impossible.

§ 9

Examination Board

- (1) The clauses concerning the Examination board, § 5 of the DPOC hold accordingly.
- (2) The chairman of the Examination board meets at least once annually with the representatives of the Examination boards of the partner universities in order to coordinate the contents of the courses at the particular universities.
- (3) The Examination board decides about modifications of the concerted program of study and the module descriptions. Once annually it announces the concerted program of study and the module descriptions in the valid version hanging it out at the notice board and entering it into the internet. In case of modification the claim of the students of protection of confidence is taking into consideration.

§ 10

Exclusion in Case of Personal Participation, Obligation of secrecy

- (1) The exclusion from consultation and voting in the Examination Board and also from examinations in case of personal participation is regulated according to article 50 of the Bavarian University Legislation (BayHSchG).
- (2) The obligation of secrecy of the members of the examination board, of the examiners, the observers, and all persons involved with examination cases is assigned by article 18, clause 4 of the Bavarian University Legislation (BayHSchG).

§ 11

Account of Credit Points, Transcript, Diploma Supplement

- (1) The faculty is keeping an account for every candidate listing only the successful achievements of the acquired studies and examinations. A confirmed statement of account is necessary as a prerequisite for the claim of issuing the certificate.
- (2) The student will receive a confirmed statement of his account as a record of study at the end of his studies; clause 1 sentence 2 holds accordingly. A Diploma Supplement is issued according to the Diploma Supplement Model of the European Commission.
- (3) The account of the student about his study achievements is to delete in the electronic version one year after the removal from the register of students.

§ 12

Absence, Withdrawal, Fraud, Violation of the Rules

- (1) An examination will be graded "not sufficient" (a fail), if the candidate fails to appear on the date of examination without sufficient reasons or if he/she withdraws from the examination after it has already begun.
- (2) The candidate must communicate and substantiate his/her reasons for defaulting or withdrawing from the examination to the examination board or to the respective

examiner in writing and without delay. The same is valid for an examination inability appeared before or during the examinations. In case of illness a medical certificate must be submitted, unless the illness is evident. The certificate must be based on a medical examination, which is carried out at the same day as the examination inability is asserted. In justified cases of doubt the chairman of the examination board can demand a certificate of the local health authority. If the reasons stated are acknowledged, a new examination date, usually the next regular one, will be fixed. Examination results already obtained will be recognized in this case.

- (3) If the absence or the withdrawal are acknowledged the results of the oral examinations of the thitherto accomplished subjects are imputed. The examination board decides a time limit for the missed examinations. If the missed examinations are not made up in due time the examination performance will be graded "not sufficient" (a fail).
- (4) If the candidate attempts to influence the result of an examination by deceiving or using forbidden aids, the examination will be graded "not sufficient" (a fail). Candidates who violate the examination rules may be denied continuing the examination by the corresponding examiner or the supervisor; in this case the corresponding examination will be graded "not sufficient" (a fail). The decisions if the candidate will be excluded from the further examination participation will be made by the examination board after hearing the candidate.
- (5) The candidate can desire in writing within seven days that the decisions according to clause (4) should be audited by the examination board. An incriminating decision is to notify and to justify to the candidate immediately in written form. The notification must contain advice on legal remedies.

§ 13

Failings of the Examination Procedure

- (1) If the examination procedure was afflicted with faults affecting the results of the examinations, it can be ordered at the request of the candidate or ex officio, that the whole examination or parts of them must be repeated by certain or by all candidates.
- (2) Faults of the examination procedure must be asserted immediately to the chairman of the examination board or to the respective examiner.
- (3) Orders according to clause (1) must not be made ex officio after six months after the ending of the examinations.

§ 14

Grading of Examination Performances, Marks, and Passing of Examinations

- (1) Every examination achievement will be graded by the respective examiners. To grade single examinations, numbers 1 to 4 must be used. All grades must correspond to this system when the final grade is determined.

The following single grades may be used:

- 1.0 = excellent = an exceptionally outstanding result
- 1.3 = very good = an outstanding result
- 1.7 / 2.0 / 2.3 = good = a result considerably above average
- 2.7 / 3.0 / 3.3 = satisfactory = a result which is average in every respect
- 3.7 / 4.,0 = sufficient = a result which is deficient but which meets the minimum requirements
- 5.0 = fail = a result too deficient to meet the requirements

(2) For the sake of greater differentiation, the respective examiners according to (1) may raise or lower these grades by 0,3. However, grades 0,7, 4,3, 4,7, and 5,3 are excluded. If the performance is graded by two examiners, it will be considered a pass on condition that both examiners grade it "sufficient" or better. The total grade is determined by taking the average of the single grades given by the examiners.

(3) In case of a module or an examination, respectively, consisting of several examination achievements, the final grade of the module or the total grade of the examination respectively, is calculated by the average of the weighted grades of the single examination achievement. It is made out in the following:

- very good an average of 1.0 – 1.5
- good an average of 1.6 – 2.5
- satisfactory an average of 2.6 – 3.5
- sufficient an average of 3.6 – 4.0
- fail an average of more than 4.0

To be considered a pass, an examination performance must be graded at least "sufficient".

(4) Generating an average of grades conforming clauses 1 to 3 only the first decimal place after the point is taken into consideration; all the final digits will be deleted without rounding.

(5) For the conversion of Points of the French Grading System (Cols. 2 and 3) and of the Italian Grading system (Cols. 4 and 5) into the marks according to (1) to (3) the following equivalences are valid:

German Marks	Points in France	German and French Grading	Points in Italy	German and Italian Grading
1.0	20/19/18/	1 = très bien = very good	30/29	1 = ottimo benissimo = very good
1.3	17	2 = bien = good	28/27	1 = benissimo = very good
1.7	16		26	2 = benissimo = good
2.0	15		25	
2.3	14,5		24	
2.7	14	3 = passable = satisfactory	23	3 = bene = satisfactory
3.0	13		22	
3.3	12		21	

3.7	11	4 = satisfaisant = sufficient	20	4 = suffisiente = sufficient
4.0	10		19/18	
5.0	0-9	5 = insatisfaisant = not sufficient	0 - 17	% = insufficiente = not sufficient

- (7) The total grade is generated as mean of the grades of all courses in natural sciences including the master thesis weighted by the respective Credit Points.

§ 15

Special Regulations for Disabled Persons

- (1) The situation of severely disabled candidates must be taken into account conveniently. Especially the duration of written examinations can be prolonged by a quarter of the standard duration, if the disability of the candidate necessitates this.
- (2) If a candidate suffering from prolonged or permanent physical disability substantiates his complete or partial inability to take an examination wholly or partly in the prescribed way, the Examining Board may allow him more time to complete the examination or make it possible for him to take an equivalent examination in a different way. The Examining Board may request a medical certificate.
- (3) The notices of the Examination Board must be presented at the examination registration.

§ 16

Certificate and Deed

- (1) In case of passed Master examination a certificate and a deed are to be issued within a period of four weeks. The Master examination is passed if the entire 120 CP are achieved. The date of issue is the day of fulfilling all the examination achievements. The certificate is to be signed by the chairman of the Examination board. After the hand out of the certificate the candidate is authorised, to hold the respective academic degree.
- (2) The certificate is containing the following specification:
 - a. The grades of the study achievements in the collateral examinations of all the courses of natural science.
 - b. The grade of the Master thesis.
 - c. The evidence of the successful participation on language courses or courses of cultural history.
 - d. The total grade for the examinations determined and the master thesis as the weighted average of the unrounded grades, weighted by the ECTS points.
- (3) If a candidate fails finally in the examination, a certificate showing only the actual examination results and study achievements and pointing out that the master examination has not been passed will be issued at his.
- (4) If a candidate fails in the Master examination or is considered to have failed in it, he will be notified in writing by the chairman of the examining board and be told whether, and if so, to what extent, when or within what period the examination can be

retaken. If a candidate fails finally in the Master examination, the notification must contain advice on legal remedies.

§ 17

Permission to See the Examination Records

- (1) If the candidate requests it, he/she will be allowed to see his/her written examination work, the examiners' notes and the examination reports after the completion of the examinations.
- (2) Application for this has to be made to the examining board not later than one month after the result has been made known or the candidate has been notified of his/her failure in the examination. The examining board will determine when and where the candidate will be allowed to see his/her examination records.

§ 18

Invalidity of Examinations

- (1) If a candidate has cheated in an examination and the fact does not become known until the Master certificate has been handed over, the examining board may subsequently change the grades accordingly and declare that the examination has been failed partially or completely.
- (2) If a candidate has unintentionally not fulfilled the requirements for admission to an examination and the fact does not become known until the Master certificate has been handed over, the defect will be cured by the candidate's passing of the examination. If admission has deliberately been obtained by illegal means, the examining board will render a decision on the revocation of illegal administrative acts in accordance with the legal requirements.
- (1) (3) Before such a decision is made, the candidate must be given the opportunity to discuss the matter with the examining board.
- (3) The incorrect Master certificate must be withdrawn and replaced by a correct certificate according to § xx. If the examination is declared failed due to deception, the corresponding Master certificate must be withdrawn. A decision according to (1) and (2) sentence 2 will only be permissible within a period of five years from the date of the diploma.

§ 19

Cancellation of Academic Degrees

The cancellation of the master degree conforms to art. 89 clause 1 BayHSchG.

II. Final Regulations

§ 20

31.2..1. Validity

The Examination Regulations come into force the day after publication.

Ascertained by virtue of the decision of the Senate of the University Regensburg, January 10, 2004 and by the authorisation of the Bavarian Ministry of Science, Research, and Arts
XX.XX.XX No. XXXXXXXXX

Regensburg, XX. XX XXXX
University of Regensburg
The Rector

(Prof. Dr. Alf Zimmer)

These articles are put down on paper on XX. XX 200X by the University of Regensburg. The putting down is promulgated on XX. XX 200X . The date of promulgation is XX. XX 200X.

Proceedings of the Statement of Qualification

- (1) The qualification of the applicant for the study course COSOM is to be stated by the examination board according to the criteria of §3 clause 1. The proceedings of the statement of qualification will be performed annually in the summer term. The applications for admission to the proceeding of the statement of qualification for the following winter term are to be made until July 15 (term of exclusion).
- (2) The application must contain:
 - 1.1 Proof of the qualification for university entrance (§3, clause 1 No 1)
 - 1.2 Proof of the first final degree (§3, clause 1 No 2). If the above-average qualification of the examination degree is not apparent, the applicant must explain the above-average qualification otherwise.
 - 1.3 Representation of the curriculum vitae of the applicant, of the previous study course and also of the future profession concept (§3, clause 1 No 3). Special interests and abilities of the applicant which can be relevant for the studies should be pointed out. Appropriate documents (Certificates, letters of recommendation, certificates of practical course and others) should be added.
- (3) The examination board evaluates the documents submitted by the applicant and establishes with their help the decision. The decision is “admitted” or “not admitted”. The decision is to be communicated to the applicant in written form.
- (4) The decisions of the examination board must be recorded in writing. The record must contain the name of the applicant, the names of the attended members of the examination board, the result of the decision, location and date. The record is to be signed by the chairman of the examination board.
- (5) Applicants, who have not effected the proof of qualification for the study course “Complex Condensed Materials and Soft Matter” (COSOM), can repeat their application for the proceedings of the statement of qualification in the following year. A further repetition is not possible.