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Examination regulations for the master's programme in Geography with specialisations in Geographical Development Studies, Terrestrial Systems and Environmental Hydrology

Preamble

On the basis of § 14 par. 1 (2) of the *Teilgrundordnung (Erprobungsmodell)* of Freie Universität Berlin dated 27 October 1998 (FU Official Journal 24/1998) the Departmental Council of the Department of Earth Sciences of Freie Universität Berlin enacted the following Examination Regulations on 11 July 2007:*

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*Confirmed until 30 September 2009 by the Senate Department responsible

§ 1 Applicability

Supplementary to the *Satzung für Allgemeine Prüfungsangelegenheiten (SfAP)* (statutes for general examination matters) of Freie Universität Berlin, these regulations regulate the requirements and procedure necessary to obtain a degree in the master's programme in Geography with specialisations in Geographical Development Studies, Terrestrial Systems and Environmental Hydrology.

§ 2 Official length of programme

The official length of the programme is four semesters.

§ 3 Scope of examination and study performance

(1) In the master's programme in Geography with specialisations in Geographical Development Studies, Terrestrial Systems and Environmental Hydrology, evidence of an examination and study performance totalling 120 credits has to be provided, comprising

- 20 credits in the core area (§ 4 of the Study Regulations),
- 70 credits in one of the specialisations Geographical Development Studies (§ 5 of the Study Regulations), Terrestrial Systems (§ 6 of the Study Regulations) or Environmental Hydrology (§ 7 of the Study Regulations) and
- 30 credits for the master's thesis and the oral examination.

(2) Module exam requirements (continuous assessment), admission requirements for the individual modules, details about mandatory attendance at the courses, and the credits assigned to each of the modules are given in Appendix 1.

§ 4 Master's thesis and oral examination

(1) The master's thesis should show that the student is able to work independently on a research task from the field of geography using scientific methods, and to present and assess the results independently.

(2) On application, students will be accepted for a master's thesis provided that they

1. have last been enrolled at Freie Universität Berlin in the master's programme in Geography and
2. have successfully completed the modules of the core area and the respective specialisation with the exception of the modules of the cognate disciplines.

(3) The application for admission to the master's thesis must be accompanied by proof that the requirements stated in par. 2 have been met, and also by written confirmation by an authorised examiner that he/she is prepared to supervise the master's thesis. The decision on admission is made by the examination board responsible; if written confirmation of agreement to supervise the master's thesis in accordance with sentence 1 has not been submitted, the examination board will appoint an advisor. Students may propose their own topics; approval of the proposal is not mandatory.

(4) The maximum length of the master's thesis should be about 18,000 words.

(5) The 16-week period allowed for the thesis begins on March 1 or October 1. On application and if valid reasons are given, the deadline may be extended by a maximum of six weeks after consultation with the thesis advisor.

(6) The examination board, in agreement with the thesis advisor, assigns the topic of the master's thesis. The topic should be manageable within the given period. The date of assignment and punctual thesis submission must be recorded.

(7) The master's thesis must be written in German or English. On application and after consulting with the thesis advisor, the examination board may give permission for the master's thesis to be written in another language.

(8) The time allotted for completing the thesis begins on the date that the topic is assigned by the examination board. The topic can be refused only once within the first three weeks and is then regarded as not assigned. On handing in the thesis, the student must attest in writing that he/she has written the thesis independently using no sources or aids other than those specified.

(9) The master's thesis is to be assessed by two examiners named by the examination board; one of the examiners should be the thesis advisor. The examination board should receive the assessments ten weeks after submission of the thesis.

(10) The results of the master's thesis are defended in an oral examination. The prerequisite for admission to the oral examination is successful completion of the master's thesis. The defence takes place as soon as possible after the master's thesis. The student is given due notice of the date set for the defence.

(11) The oral examination lasts about 40 minutes and comprises a presentation of the master's thesis (about 20 minutes) followed by a discussion (about 20 minutes).

(12) The oral examination is conducted by two examiners. They should be identical with the examiners of the master's thesis.

(13) The grade for the master's thesis counts for five sixths, the grade for the oral examination for one sixth of the combined grade for the master's thesis and oral examination.

(14) The master's thesis, including its oral examination, counts as passed if the combined grade according to par. 13 is at least "sufficient" (4.0); otherwise, the examination may be repeated once.

§ 5 Written and oral examinations

(1) An oral presentation (*Vortrag*) lasts up to 45 minutes, followed by questions addressed to the speaker and a discussion about the contents or form of presentation. Subject to the agreement of the speaker, the presentation is open to members of the university.

(2) A paper (*schriftliche Ausarbeitung*) consists of max. 5000 words.

(3) A written examination (*Klausur*) lasts 90 minutes.

(4) Assignments (*Hausaufgaben*) can accompany seminars, advanced-level seminars, exercises, field seminars and laboratory practicals. They may take written or oral form and be completed individually or in groups.

(5) Records and reports are written notes of the contents of seminars, advanced-level seminars, field seminars and laboratory practicals. They describe the progress and/or the outcome of the course.

(6) An oral examination is conducted by an instructor who is an authorised examiner; it may take individual or group form. It last about 20 to 30 minutes per examinee. If the examinee agrees, the examination is open to members of the university. Oral examinations are conducted in the presence of an observer.

§ 6 Graduation

(1) In order to graduate, students must have completed the degree requirements in § 3 par. 1 above in conjunction with §§ 3 to 7 of the Study Regulations. Appropriate proof should be appended to the application for graduation. The programme's Examination Board decides on the application.

(2) Having passed their examinations, students receive a certificate of grades (*Zeugnis*), a degree certificate (*Urkunde*) (appendices 2 and 3) and a diploma supplement (English and German versions). In addition, a transcript is issued with details of the individual modules and their components. On application, the certificates will be translated into English.

(3) If the completed modules of the cognate disciplines according to § 5 par. 4, § 6 par. 4 and § 7 par. 4 of the Study Regulations have been assigned a higher number of credits than the number required, the module with the worst module grade counts towards the overall grade only proportionally, with the number of credits necessary to obtain the number required for the respective cognate discipline.

(4) When the final grade is determined, no account will be taken of modules of the cognate disciplines according to § 5 par. 4, § 6 par. 4 and § 7 par. 4 of the Study Regulations that have already been completed during an earlier academic course of study.

§ 7 Entry into Force

These regulations enter into force on the day after their publication in *FU-Mitteilungen* (Official Journal of Freie Universität Berlin).

Appendix 1: Module examination requirements, admission prerequisites, attendance requirements and credits

Explanations:

In the following details are given about

- prerequisites for admission to the modules,
- types of examination,
- mandatory regular attendance and
- credits for each module.

Along with active participation and passing the required examinations, regular attendance, if mandatory, is a prerequisite for obtaining the credits assigned to the respective module. Regular attendance means that a student was present during at least 85 % of the contact hours stipulated for the courses of a module. Even if regular attendance at the courses of a module is not mandatory, it is nevertheless strongly recommended. Instructors of courses for which attendance is merely recommended are not permitted to insist on compulsory attendance.

The number of credits allotted to a module depends on the student work hours necessary to complete the module successfully. This workload includes contact hours and self-directed study time (preparation and follow-up, examination preparation etc.). One credit corresponds to about 30 hours.

One module examination has to be taken per module; instead of one examination, several partial-module examinations can be stipulated. Students are awarded credits only when the entire module has been successfully completed – i.e., if they have regularly attended and actively participated in the course units and passed the module examination or, as the case may be, all partial-module examinations of the module.

The Study Regulations describe contents and aims, teaching and learning methods of the module, the estimated student workload for successful completion of the module, forms of active participation, standard duration of the module and the frequency with which it is offered.

1. Core area

Module: Geographical skills and techniques for advanced students		
Prerequisites: none		
Teaching and learning methods	Module examination	Mandatory regular attendance
Seminar I	Portfolio examination, comprising a paper (about 1500 words) and an oral presentation (about 30 minutes); the two parts are weighted equally in the final module grade.	yes
Seminar II		yes
Credits: 5		

Module: Remote sensing and Geographical Information Systems for advanced students		
Prerequisites: none		
Teaching and learning methods	Module examination	Mandatory regular attendance
Lecture	Portfolio examination, comprising a written examination (90 minutes), a paper (about 3000 words) and an oral presentation (about 30 minutes); the grade for the written examination accounts for 50%, the grades for the written assignments and the presentation each account for 25% of the final module grade.	yes
Seminar		yes
Credits: 10		

Module: Human-environment relations		
Prerequisites: none		
Teaching and learning methods	Module examination	Mandatory regular attendance
Lecture	Portfolio examination, comprising an oral presentation (about 45 minutes) and a paper (about 5000 words); the two parts are weighted equally in the final module grade.	yes
Advanced-level seminar		yes
Credits: 5		

2. Specialisations

2.1. Specialisation in Geographical Development Studies

Module: Basics of Geographical Development Studies		
Prerequisites: none		
Teaching and learning methods	Module examination	Mandatory regular attendance
Lecture	Portfolio examination, comprising an oral presentation (about 30 minutes) and a paper (about 3000 words); the two parts are weighted equally in the final module grade.	yes
Seminar		yes
Credits: 5		

Module: Regional Studies – Regional geography of South and Central Asia		
Prerequisites: none		
Teaching and learning methods	Module examination	Mandatory regular attendance
Lecture	Portfolio examination, comprising an oral presentation (about 30 minutes) and a paper (about 3000 words); the two parts are weighted equally in the final module grade.	yes
Seminar		yes
Credits: 5		

Module: Project I – Empirical development studies		
Prerequisites: Successful completion of the module "Basics of Geographical Development Studies"		
Teaching and learning methods	Module examination	Mandatory regular attendance
Advanced-level seminar	Portfolio examination, comprising an oral presentation (about 45 minutes), a paper (about 3000 words) and a final report (about 5000 words); the three parts are weighted equally in the final module grade.	yes
Field seminar		yes
Credits: 10		

Module: Work placement	
Prerequisites: none	
Teaching and learning methods	Mandatory regular attendance
Subject-related work placement	yes
Colloquium	yes
Credits: 10	

Module: Decentralisation and municipal development		
Prerequisites: none		
Teaching and learning methods	Module examination	Mandatory regular attendance
Seminar I	Portfolio examination, comprising an oral presentation (about 30 minutes) and a paper (about 3000 words); the two parts are weighted equally in the final module grade.	yes
Seminar II		yes
Credits: 5		

Module: Development practice and methods of regional planning		
Prerequisites: none		
Teaching and learning methods	Module examination	Mandatory regular attendance
Seminar I	Portfolio examination, comprising an oral presentation (about 30 minutes) and a paper (about 3000 words); the two parts are weighted equally in the final module grade.	yes
Seminar II		yes
Credits: 5		

Module: Project II – Development Cooperation		
Prerequisites: Project I module		
Teaching and learning methods	Module examination	Mandatory regular attendance
Advanced seminar	Portfolio examination, comprising an oral presentation in the advanced seminar (about 45 minutes), a paper (about 3000 words), a report (about 1500 words), and a colloquium talk (about 45 minutes); all parts are weighted equally in the final module grade.	yes
Field seminar		yes
Colloquium		yes
Credits: 10		

2.2 Specialisation Terrestrial Systems

Module: Research topics Terrestrial Systems and Environmental Hydrology		
Prerequisites: none		
Teaching and learning methods	Module examination	Mandatory regular attendance
Seminar I	Portfolio examination comprising an oral presentation (up to 15 minutes) and a paper (about 900 words) for each seminar; the grades for the oral presentations are each weighted as 20%, the grades for the papers each have a 30% weight in the final module grade.	yes
Seminar II		yes
Credits: 5		

Module: Regional Studies - Relief and soils of selected major regions		
Prerequisites: none		
Teaching and learning methods	Module examination	Mandatory regular attendance
Lecture	Portfolio examination, comprising an oral presentation (about 45 minutes) and a paper (about 3000 words); both parts are weighted equally in the final module grade.	yes
Advanced-level seminar		yes
Credits: 5		

Module: Project I – Palaeo-environmental research		
Prerequisites: none		
Teaching and learning methods	Module examination	Mandatory regular attendance
Advanced-level seminar	Portfolio examination, comprising an oral presentation (about 45 minutes), a paper (about 3000 words) in the advanced-level seminar and a report (about 3000 words, maps etc.); for the final module grade, the grades for the oral presentation and the paper are weighted as 25% each, and the grade for the report as 50%.	yes
Field seminar		yes
Laboratory practical		
Credits: 10		

Module: Archaeology		
Prerequisites: none		
Teaching and learning methods	Module examination	Mandatory regular attendance
Lecture	Paper (about 3000 words).	yes
Exercise		yes
Credits: 10		

Modul: Project II – Terrestrial Systems		
Prerequisites: Successful completion of module Project I – Palaeoenvironmental research		
Teaching and learning methods	Partial-module examination	Mandatory regular attendance
Advanced-level seminar	Portfolio examination, comprising a project report (about 6000 words) and an oral presentation (about 45 minutes); the grade for the project report is weighted as two-thirds, the grade for the presentation as one-third of the final module grade.	yes
Colloquium		yes
Credits: 10		

Module: Modern Ecosystems (10 credits)		
Prerequisites: none		
Teaching and learning methods	Partial-module examinations (weighting/credits)	Mandatory regular attendance
Practical A	Paper (about 5000 words) 8	yes
Practical B		yes
Seminar	Oral presentation (about 45 min) 2	yes
Credits: 10		

Module: Palaeobotany (10 credits)		
Prerequisites: None		
Teaching and learning methods	Partial-module examinations (weighting/credits)	Mandatory regular attendance
Lecture I	Written examination (45 min) 3	yes
Exercise I	Written examination (20 min) 1	yes
Lecture II	Written examination (35 min) 2	yes
Exercise II	Written examination (35 min) 2	yes
Exercise III	Report 2	yes
Credits: 10		

Module: The Earth I (10 credits)			
Prerequisites: none			
Teaching and learning methods	Partial-module examinations	(weighting/ credits)	Mandatory regular attendance
Lecture	Written examination (90 min)	6	yes
Seminar	Portfolio of 8-11 experimental, mathematical or graphical tests (usually done in the weekly exercise courses) on lecture topics. Begin during class, completion during the respective following week.	2	yes
Practical	Portfolio of 8-11 mineral and rock identification tests, usually set weekly. Begin during class, completion during the respective following week.	2	yes
Credits: 10			

Module: Sedimentology and stratigraphy (6 credits)			
Prerequisites: none			
Teaching and learning methods	Partial-module examinations	(weighting/ credits)	Mandatory regular attendance
Lecture	Written examination (90 min)	2	yes
Exercise	Portfolio of 8-11 experiments or descriptive tests (usually set weekly) using hand specimens or different types of geological data (maps, cross-sections, etc). Tests are completed during class, or else begun in class and completed as assignments, usually within a week	2	yes
Lecture	Written examination (90 min)	2	
Credits: 6			

Module: Geology of Europe (for geographers)			
Prerequisites: Successful completion of module The Earth I			
Teaching and learning methods	Partial-module examinations	(weighting/ credits)	Mandatory regular attendance
Lecture	Written examination (60 min)	3	yes
Seminar	Portfolio of assessments of max. three oral presentations, max. written abstracts, and max. three short written assignments (e.g. literature search, discussion contributions)	3	yes
Credits: 6			

The Earth II module: see Examination Regulations for the bachelor's programme in Geological Sciences.

Basics of Meteorology, Physical Climatology and Synoptic Meteorology modules: see Examination Regulations for the bachelor's programme in Meteorology.

Work Placement module: see 2.1.

2.3 Specialisation Environmental Hydrology

Module: Regional Studies on Environmental Hydrology		
Prerequisites: none		
Teaching and learning methods	Module examination	Mandatory regular attendance
Lecture	Portfolio examination, comprising an oral presentation (about 45 minutes) and a paper (about 3000 words); both parts are weighted equally in the final module grade.	yes
Advanced-level seminar		yes
Credits: 5		

Module: Project I – Environmental Hydrology		
Prerequisites: none		
Teaching and learning methods	Module examination	Mandatory regular attendance
Advanced-level seminar	Portfolio examination, comprising an oral presentation (about 45 minutes), a paper in the advanced-level seminar (about 3000 words) and a report (about 3000 words, maps, etc.); for the final module grade, the grades for the oral presentation and the paper are weighted as 25% each, and the grade for the report as 50%.	yes
Field seminar		yes
Laboratory practical		yes
Credits: 10		

Module: Environmental Hydrology in practice		
Prerequisites: none		
Teaching and learning methods	Partial-module examination	Mandatory regular attendance
Lecture	Portfolio examination, comprising an oral presentation (about 45 minutes) and a paper (about 3000 words); both parts are weighted equally in the final module grade.	yes
Advanced-level seminar		yes
Credits: 5		

Module: Modelling in Environmental Hydrology		
Prerequisites:		
Teaching and learning methods	Module examination	Mandatory regular attendance
Lecture	Paper (about 3000 words, hydrological simulation)	yes
Seminar		yes
Credits: 10		

Module: Project II – Environmental Hydrology		
Prerequisites: Module Project I – Environmental Hydrology		
Teaching and learning methods	Module examination	Mandatory regular attendance
Advanced-level seminar	Portfolio examination, comprising a project report (about 6000 words) and an oral presentation (about 45 minutes); the grade for the project report is weighted as two-thirds, the grade for the presentation as one-third of the final module grade.	yes
Colloquium		yes
Credits: 10		

Research topics Terrestrial Systems and Environmental Hydrology module: see 2.2.

Work placement module: see 2.1.

App. 2: Grades certificate (example)
English version pending



Freie Universität Berlin
Fachbereich Geowissenschaften

Zeugnis

über die bestandene Prüfung im Masterstudiengang Geographie
mit dem Studienschwerpunkt [XX]
gemäß der Prüfungsordnung vom [Tag/Monat/Jahr] (FU-Mitteilungen Nr. [XX]/Jahr)

Frau/Herr

geboren am

in

hat die Prüfung im Masterstudiengang Geographie mit dem Studienschwerpunkt [XX] mit der

Gesamtnote

...

bestanden.

Die Masterarbeit hatte das Thema: [XX]

Berlin, den

(Siegel)

Die Dekanin/Der Dekan

Die/Der Vorsitzende des Prüfungsausschusses

Notenskala: 1,0 – 1,5 sehr gut; 1,6 – 2,5 gut; 2,6 – 3,5 befriedigend; 3,6 – 4,0 ausreichend
Die Leistungspunkte entsprechen dem European Credit Transfer System

App. 3: Degree certificate (example)
English version pending
Freie Universität Berlin
Fachbereich Geowissenschaften



U r k u n d e

Frau/Herr

geboren am

in

hat die Prüfung im Masterstudiengang

Geographie
mit dem Studienschwerpunkt [XX]

bestanden.

Gemäß der Prüfungsordnung vom [Tag/Monat/ Jahr] (FU-Mitteilungen [XX]/Jahr)

wird der Hochschulgrad

Master of Science (M.Sc.)

verliehen.

Berlin, den

(Siegel)

Die Dekanin/Der Dekan

Die/Der Vorsitzende des Prüfungsausschusses