



UNIVERSITÄT  
HOHENHEIM

**Examination Regulations  
for the Master's programs in**

**"Biotechnology"**

**"Food Science and Technology"**

**"Earth and Climate System Science"**

*This Reading Edition is not legally binding.*

**Examination Regulations for the Master's Degree Programs**  
**"Biotechnology", "Food Science and Technology",**  
**"Earth and Climate System Science"**  
**at the University of Hohenheim's Faculty of Natural Sciences**

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## **I. General Provisions**

### **Section 1 Area of applicability**

- (1) These regulations apply to the Master's degree programs
  - Biotechnology
  - Food Science and Technology
  - Earth and Climate System Science
- (2) The degree programs' objectives, content, structure, and work requirements are set down in the respective specific degree program provisions in these examination regulations. Based on the specific degree program provisions, the Faculty is to create a curriculum and module catalog for each degree program.

### **Section 2 General Objectives of Programs, Academic Degree**

- (1) In the Master's programs, the scientific and methodological qualifications obtained in the Bachelor's or Diplom program are to be deepened and expanded. The graduates should be able to independently apply scientific knowledge and methods and evaluate their importance and scope for solving complex scientific and societal problems.
- (2) When the Master's examination has been passed, the academic degree "Master of Science" (abbreviated: M.Sc.) is awarded.

### **Section 3 Standard Period of Study, Workload, Program Structure**

- (1) The standard period of study for completing the Master's degree in the degree programs listed above is two academic years; one academic year is made up of two semesters.
- (2) The Master's examination consists of module examinations completed during the course of studies and the final Master's thesis. To successfully complete the Master's examination, at least 120 credits need to have been obtained. The modules in the Master's programs "Biotechnology" and "Food Science and Technology" are offered as blocks; each semester, four blocks lasting four weeks each are planned. The modules in the Master's program "Earth and Climate System Science" are offered throughout the semester. Typically, modules are each completed with a graded or ungraded module examination. Details can be found in the curriculum and the module catalog.
- (3) The type, number, and point in time for the examinations (module examinations) that are to be done during studies are set down in Part III of these examination regulations.
- (4) Obtaining credits requires the student to pass the module examination according to Sec. 4(1).
- (5) The Master's program includes compulsory, elective, and additional modules according to the specific degree program provisions in Part III of these examination regulations. Additional modules are not required for the successful completion of the Master's examination and are not included in the overall grade for the Master's examination. If a request is sent to the Examinations Office, they are marked as such in the transcript of records.

### **Section 4 Module Examinations**

- (1) Each module concludes with an examination. A module is passed if all required coursework has been passed and the examinations have been evaluated with a score of at least "sufficient" (4.0).

- (2) Modules relevant for the final grade are given a grade according to Sec. 20 and used to calculate the overall grade for the Master's examination. Modules that are not relevant for the final grade can either be given a grade or evaluated with "pass" / "fail". They are not used to calculate the final grade of the Master's examination.
- (3) In the module examinations, the students must show that they have achieved the learning objectives included in the module description and have obtained the corresponding competences. The aids permitted for the module examinations will be announced in a timely manner by the examiner.
- (4) In the context of the modules of the Master's degree program, written and oral exams are usually to be completed within the designated exam periods; other exam performances (Prüfungsleistungen) such as minutes, reports, presentations, etc., may be completed in the course of the semester. Each module is assigned two examination periods in the respective semester. The examination periods are set by the examination committee in the previous semester and announced by the Examinations Office.
- (5) Admission to the module examinations according to Sec. 4(1) may be made dependent on completing ungraded coursework. More details can be found in the module descriptions.

### **Section 5 Provisions for Imported Modules**

For examinations that are offered by the University of Hohenheim's Faculty of Agricultural Sciences or Faculty of Business, Economics and Social Sciences,

- the form and duration of the module examination,
- the admission requirements, the exam components and required coursework for admission to the exam,
- and the time of the examination

are determined by the provisions of the Faculty offering the examination.

Sentence 1 applies accordingly to examinations that are taken at other universities in the context of cooperation degree programs with the University of Hohenheim. This includes examinations that are in the University of Hohenheim's degree program curriculum but are completed as course imports at another university.

### **Section 6 Deadlines**

- (1) The curricula are planned such that students can complete all module examinations from the compulsory, semi-elective, and elective modules by the end of the standard period of study, which is four semesters.
- (2) Students lose the right of admission to an examination and admission to the degree program if the module examinations are not completed at the latest three semesters after the end of the standard period of study unless the student is not responsible for the reason this deadline was missed.
- (3) Students who have a child under the age of three for whom they have custody, live in the same household, and are predominantly responsible for childcare, have the right to complete individual coursework and examinations after the deadlines listed in Sec. 6(2) have passed. Deadlines for re-take examinations may only be extended by up to two semesters. This right ends with the conclusion of the semester in which the requirements

listed in sentence 1 are no longer met; the deadline for losing the right of admission to an examination according to Sec. 34(2) of the State Higher Education Act (LHG) starts with the loss of this right.

### **Section 7 Language of instruction**

The language of instruction and examination in the compulsory modules is English. Individual modules in the elective area may also be offered in whole or in part in German as long as there is a sufficient number of modules available in English to ensure that the degree program can be completed entirely in English. The language of each elective module is stated in the module catalog.

### **Section 8 Examination Committee**

- (1) The examination committees for the respective degree programs are determined by a decision by the Faculty Council of the Faculty of Natural Sciences. A committee may be responsible for one or more than one degree program.
- (2) Each examination committee consists of five members of the research staff primarily employed by the University, and three of these members must be employed as professors. The term of office is three years. Two student members also belong to the examination committee in an advisory function. Their term of office is one year. All members may be re-appointed more than once.
- (3) The chair and assistant chair, who are appointed by the Faculty of Natural Sciences' Faculty Council, are each professors and each represent one member for the quota of professorial members. The chair carries out the examination committee's daily business. The examination committee may delegate some of its tasks to the chair if there are no statutory provisions that prohibit this; this applies in particular to routine, standard cases.
- (4) The examination committee decides by a simple majority vote; if there is a tie, the chair casts the deciding vote. Secret ballots and voting by proxy are not permitted. The examination committee has a quorum if at least two voting members including one professor are present in addition to the chair or the assistant chair. Meetings of the examination committee are not open to the public.
- (5) The examination committee members have the right to sit in on examinations.
- (6) The members of the examination committee and their substitutes are obligated to respect official secrecy. If they are not public employees, the chair is to require them to maintain secrecy.
- (7) When the examination committee decides to reject a request, the affected people are to be informed immediately in writing with the reasons. This notification shall include a legal notice.
- (8) The Procedural Order for Committees and Commissions at the University of Hohenheim applies in its respectively valid version.

### **Section 9 Examiners and Observers**

- (1) The examination committee appoints the examiners for examinations. The exam observers are appointed by the examiner and confirmed by the examination committee.

- (2) Examiners may only be appointed from among the Faculty of Natural Sciences' professors primarily employed by the University and other persons with the right to examine, in particular university and private lecturers who instructed the courses in the module for which the examination is being carried out unless there are important reasons to deviate from this.
- (3) Those who are appointed as exam observers must have completed at least the Master's examination or an equivalent degree in the degree program being examined or a related degree program.
- (4) The examination dates and names of the examiners appointed for the individual modules will be announced with a posted notification or in another appropriate form in a timely manner. There is no legal right to be assigned a certain examiner. The examiners are required to carry out the module examination within the set time periods if they are not prevented from doing so by good reasons that they must report to the chair of the examination committee in a timely manner.
- (5) Sec. 8(6) applies to examiners and exam observers with the appropriate changes.

### **Section 10 Recognizing Study Periods, Recognizing Coursework and Module Examinations**

- (1) Coursework and examinations that were completed in another study program at the University of Hohenheim, at another state or state-recognized university or cooperative education university within Germany, or in degree programs at foreign state or state-recognized universities will be recognized insofar as competencies or degrees obtained are not significantly different to those which they are to replace.
- (2) When recognizing coursework and examinations, they are considered to not be significantly different as intended in Sec. 10(1)
  - for a compulsory module if the competencies obtained are in line with at least 75% of the learning and qualification objectives for the compulsory module listed in the Hohenheim module catalog. If there is any doubt, the module supervisor can be consulted.
  - for an elective module if the competencies obtained correspond to the level of those in the respective Master's program.
- (3) Knowledge and skills obtained outside of the university system can be recognized if the requirements for university entrance valid at the time the work is to be recognized are fulfilled, if the knowledge and skills are equivalent in terms of content and level to the coursework and examinations which they are to replace, and if the criteria for recognition have been reviewed during an accreditation process. When determining equivalency, an overall review and evaluation is to be made. In terms of content and requirements, the equivalency determination is oriented on the learning objectives and the competences to be taught in the module. Equivalency exists if the knowledge and skills obtained outside of the university system largely correspond to the content of the modules and the requirements. Knowledge and skills obtained outside of the university system may only be recognized up to a maximum of 50 percent of the credits in a degree program. A subject-area placement test is permitted. The responsible examination committee decides on the necessity and structure of the placement test.
- (4) Recognition of coursework and examinations is done upon written request. The person submitting the request is responsible for providing the required information on the work

that is to be recognized. The examination committee decides on recognition of coursework and examinations. If there is any doubt, the examination committee may consult module supervisors responsible for similar modules. The burden of proof that a request does not fulfill the requirements for recognition lies with the examination committee.

- (5) Recognition for coursework and examinations completed at another university may only be requested at the same time as admission or directly after being admitted, at the latest within three months after the start of the semester for which admission is granted. If the Examinations Office does not receive the request together with the necessary documentation on time, the right to recognition is lost.
- (6) If coursework and examinations are recognized, the grades are to be included according to Sec. 20 insofar as the grading systems are comparable and used for calculating the module grades and overall grade. If the grading systems are not comparable, the grade "passed" is recorded. For compulsory modules, the number of credits of the Hohenheim coursework or examination that is being replaced is used for the recognized coursework or examination. The module title of the recognized coursework or examination remains unchanged. For semi-elective and elective modules, the credits and module title of the recognized coursework or examination is used. These credits are included in calculating the overall grade according to the provisions of these examination regulations. Recognized coursework and examinations are marked in the transcript of records.
- (7) Study periods are counted if the recognized coursework and examinations are allocated to the appropriate number of credits. Typically, a semester can be counted if at least 30 ECTS credits have been recognized. Participation in recognized distance-learning units is counted toward study periods in the same manner as an on-campus study program. The examination committee shall decide on recognition. Counting study periods according to Sec. 19 of the Ordinance on Higher Education Selection Process (Hochschulvergabeordnung) in the respectively valid version remains unaffected by this.
- (8) The Federal Republic of Germany's agreements with other states on university equivalency (equivalency agreements) and any agreements in the context of university partnerships must be observed.

## **II. Examinations in the Master's program**

### **Section 11 Organization of Module Examinations**

- (1) The dates for the module examinations are set by the person responsible for the module according to the provisions of Sec. 4(4). The dates are coordinated with the Examinations Office if it is responsible for organizing the examination. For module examinations that are organized by the Faculty, the office responsible for the organization informs the Examinations Office of the examination dates in a timely manner, at the latest before the start of the registration period.
- (2) Students register for the module examinations within the registration period set and communicated by the Examinations Office (registration period). Registration is done online, in exceptional cases in written form, with the Examinations Office. When registering for exams during the second examination period, registration is possible until

7 days before the examination date. When registering for the examination, students determine whether the module is an elective or additional module. This selection may be changed one time before the transcript of records is issued with a request to the examination committee.

- (3) When students register for an examination, they may cancel their registration for that examination without giving any reason. It is only possible to cancel registration for all of the examinations in a module. Registration must be cancelled online with the Examinations Office at the latest seven calendar days before the examination date. Deregistration afterwards is not possible. The date on which the Examinations Office receives the cancellation of registration online is what determines whether the deadline has been met. If a module examination is made up of more than one examination component, then the earliest examination component determines the deadline for cancelling registration. Withdrawing after this time period or withdrawing before re-taking an examination is only possible according to the provisions in Sec. 23.
- (4) The curriculum and courses offered ensure that the examinations can all be completed within the set deadlines. Examinations can also be completed before the set deadlines if the requirements for admission are met and all required coursework and examinations are complete.

### **Section 12 Admission to Module Examinations**

- (1) Students who fulfill the following requirements may be admitted module examinations:
  - a) Enrolled at the University of Hohenheim in the respective Master's program,
  - b) Fulfills the criteria for the module examination as described in the module catalog,
  - c) Have not lost their right of admission to an examination, and
  - d) Have not failed that module examination with no option to re-take it.
- (2) Admission is to be denied if the requirements set down in Sec. 12(1) are not fulfilled at the time of exam registration and/or proof is not shown by the end of the registration period. If proof of the requirements according to Sec. 12(1) let. b is not shown by the registration deadline, the students are admitted to the exam by way of derogation from sentence 1 under the condition that the proof of the requirements according to Sec. 12(1) let. b is shown at the latest before the module examination starts. If proof is not provided within the specified time, admission to the module examination is revoked. If the student still takes the module examination, it is invalid. Admission is revoked for students who no longer fulfill the requirements in Sec. 12(1) at the time the examination is to be taken.

### **Section 13 Computer-Based Module Examinations**

- (1) Computer-based module examinations are similar to written examinations that are taken on a computer and include open-ended questions, gap exercises, matching exercises, or multiple-choice questions. The answers are transmitted electronically by the students and, if possible, automatically assessed. The content of the exam is created by an examiner. When designing and assessing the exam, an "exam observer" is involved.
- (2) Before the computer-based examination, the examiner must ensure that the electronic data can be clearly identified and attributed unmistakably and permanently to the individual students. Proof of this is given to and kept by the Examinations Office. Technical assistance is to be ensured so that the computer-based examination runs



without problems. The examination must be carried out in the presence of a person competent in the subject.

- (3) All additional conditions for a computer-based examination are subject to the provisions that apply for written module examinations (Sec. 14 of these regulations).

#### **Section 14 Written Module Examinations**

- (1) Written module examinations are written exams that can include multiple-choice questions and other written work including the Master's thesis.
- (2) The duration of the written exams including the computer-based module examinations should usually be at least 60 minutes and a maximum of 120 minutes. For multiple-choice questions, for each question three or four choices are given of which only one is correct. Points for answering a question are only given if the correct answer is chosen; points are not taken away for incorrect answers. More details can be found in the module descriptions.
- (3) For multiple-choice questions and all other type of questions that permit automatic assessment, the examination tasks, questions, and answer possibilities, the weighting factor, number of points for the individual questions, and the total number of points are set by an examiner. The examination tasks must be drawn from the content taught in the module and enable reliable examination results.
- (4) Written module examinations with multiple-choice questions are considered passed if the student achieves at least 54 percent of the possible points (minimum number of points). If the average number of points achieved by all students in the module examination is less than 60 percent of the possible points, then the module examination is considered to have been passed if the percentage of points achieved is no less than 10 percent below the average number of points achieved by the students on that examination date. The range between the number of points that can be achieved and the minimum number of points for passing the examination set in this way is divided linearly across the individual grades 1.0 to 4.0 in the table according to Sec. 19(3).
- (5) Before determining the examination results, the multiple-choice questions are to be checked by the examiner using the results to ensure that they did not include errors. Examination tasks that included errors may not be included in the calculation of the total number of points. However, if a correct answer was given for questions containing errors, points are granted. If more than 20 percent of the multiple-choice questions in an examination included errors, then the examination is invalid and must be re-taken.
- (6) The process for evaluating written module examinations and the Master's thesis should not exceed eight weeks after completion of the module.

#### **Section 15 Oral Module Examinations**

- (1) Oral module examinations can include oral examination discussions as well as reports or presentations. Oral module examinations are typically completed as group or individual examinations by an examiner according to Sec. 9(2) in the presence of an observer. Before setting the grade, the examiner hears the opinion of the observer.
- (2) The duration of the oral exams should usually be at least 20 minutes and a maximum of 45 minutes per student. More details can be found in the module description.

- (3) The key subjects and results of the examinations are written down in minutes.
- (4) Students who would like to take the same exam on a later day should be admitted as listeners if there is space in the room unless the student being examined objects. However, the audience may not listen to the consultation about the grade or the announcement of the grade. For important reasons or upon the request of the person being examined, the public can be excluded from listening to the exam.

### **Section 16 Coursework**

Coursework is done within a module and may be a requirement for being admitted to the module examinations. They are not graded but only marked with "pass" or "fail".

Coursework can include research papers, project work, minutes, or presentations. More details can be found in the module description.

### **Section 17 Master's Thesis, Assignment, and Time for Working on the Thesis**

- (1) Admission to the module "Master's thesis" is only granted to those students who
  - have completed at least 78 credits,
  - are enrolled at the University of Hohenheim in the respective Master's program,
  - have not lost their right of admission to an examination, and
  - have not failed the module "Master's thesis" with no option to re-take it.
- (2) If the requirements in Sec. 17(1) are fulfilled, students may take the request for topic allocation to a person with the right to examine (supervisor) who represents the respective discipline in the Faculty. The students may express preferred topics. They have the right to a topic being set by the supervisor within six weeks after submitting the request. In the Master's program Earth and Climate System Science, in addition to persons eligible to take examinations from the own faculty, eligible persons from neighboring faculties who are involved in the curriculum can supervise a Master's thesis.
- (3) The topic of the Master's thesis is assigned by the supervisor when the student is admitted to the Master's thesis.
- (4) Usually, the Master's thesis is to be completed at a University of Hohenheim institution. In exceptional cases, the Master's thesis can be worked on at an institution outside of the University of Hohenheim where the conditions for university-level research work can be ensured. This kind of external Master's thesis must be requested before starting work on the thesis and must be approved by the examination committee with the following information:
  - Working title of the Master's thesis,
  - Detailed abstract of the Master's thesis,
  - Reason why the Master's thesis should be worked on outside of the university,
  - Name of the supervising person who has the right to examine according to Sec. 9,
  - Name of the second examiner according to Sec. 18(4).

If the Master's thesis is to be assigned and supervised by someone who is not primarily employed by the Faculty of Natural Sciences, or for Earth and Climate System Science employed by the University of Hohenheim, but has an equivalent qualification to those

with the right to examine as described in Sec. 9, then this must also be approved by the examination committee.

- (5) The Master's thesis can also be written as a group work. Group work is only allowed if the individual contribution is clearly identifiable and assessable.
- (6) The topic of the thesis and time it is allocated (Request for Admission to the Master's Thesis) must be submitted to the Examinations Office for its records. This Request for Admission to the Master's Thesis must be submitted at the latest 6 months after the successful completion of the final module according to the curriculum (the date of successful completion is the date on which the Examinations Office publishes the exam results). The deadline for completing the thesis starts when the topic is assigned.
- (7) Students have a maximum of six months to complete the thesis. Based on a justified request, the examination committee may extend the deadline for submitting the thesis by a maximum of two months. The request for an extension of the time to work on the thesis must be received by the examination committee no later than two weeks before the deadline, and the supervisor must approve of the extension. If the student becomes ill, the responsible examination committee may extend the deadline proportionately or, in particular for long illnesses, may permit the student to withdraw from the thesis according to Sec. 23. In the case of illness, a medical certificate must be submitted immediately to the examination committee; in cases of doubt, the examination committee may require that the medical certificate be issued by a doctor the committee selects.
- (8) The topic may only be returned by the student one time and only within the first month of working on it. The student has the right to receive a new topic within four weeks according to Sec. 17(2). In addition, Sec. 21(3) sentence 4 applies.
- (9) If the deadline for requesting admission according to Sec. 6(2) is missed without a valid reason, the Master's thesis is considered to have been evaluated with "fail" for the first attempt. In all other respects, Sec. 12 applies.

### **Section 18 Submission and Grading of the Master's Thesis**

- (1) Two copies of the Master's thesis must be submitted to the Examinations Office by the deadline with permanent binding. For testing purposes, another copy must be submitted to the Examinations Office on an electronic storage medium (CD/DVD). When submitting the thesis, students must declare that they wrote the work independently and used no sources or aids other than those noted - for group work, this applies to the corresponding section.
- (2) If the thesis is not submitted by the deadline with the correct formalities, the thesis will be evaluated with the grade "fail" (5.0) unless the person being examined is not responsible for the reason the deadline was missed.
- (3) The grading process for the Master's Thesis module includes the written exam (Master's thesis) and a colloquium depending on the topic being worked on. When allocating the Master's thesis (see Sec. 17), the supervisor determines whether a colloquium is an element of the grading process and how this grade will be weighted in relation to the grade of the Master's thesis. The result is rounded mathematically to one decimal place. Results worse than 4.0 are always rounded down to 5.0 ("fail").
- (4) The Master's thesis is typically graded by two examiners. The examiners should be the supervisor of the Master's thesis and another person with the right to examine. If the

supervisor is not a member of the Faculty (not primarily employed by the Faculty or for Earth and Climate System Science not primarily employed by the University of Hohenheim), then the second person must be a member of the Faculty or for Earth and Climate System Science member of the University of Hohenheim. Additional provisions may be set down in Part III of these regulations. If there are grades from more than one examiner, the arithmetic average of the grades is calculated. The result is rounded mathematically to one decimal place. Results worse than 4.0 are always rounded down to 5.0 ("fail").

### **Section 19 Grading the Module Examinations (including the Master's Thesis), Calculating the Overall Grade**

(1) The grades for the individual examinations are set by the respective examiners. The following grades are to be used for examinations:

1	very good	Excellent work
2	good	Work that is considerably above the average requirements.
3	satisfactory	Work that corresponds to the average requirements
4	sufficient	Work that fulfills the minimum requirements despite faults
5	fail	Work that does not fulfill the minimum requirements due to serious faults

Interim grades of plus or minus 0.3 may be used in addition to the grades listed above. However, the grades 0.7; 4.3; 4.7; and 5.3 may not be given.

(2) The overall grade for the Master's degree is calculated using the weighted arithmetic average from all module grades that are relevant for the final grade including the grade for the Master's Thesis module. In the calculation, the module grades and the grade of the Master's thesis are weighted according to Part III of these examination regulations. The result is rounded mathematically to one decimal place. Results worse than 4.0 are always rounded down to 5.0 ("fail"). (3) All grades are shown according to the following table:

Individual grade	Final grade	Designation of grade	
		German	English
1.0 1.3	1.0 - 1.5	sehr gut	very good
1.7			
2.0 2.3	1.6 - 2.5	gut	good
2.7			
3.0 3.3	2.6 - 3.5	befriedigend	satisfactory
3.7			
4.0	3.6 - 4.0	ausreichend	sufficient

> 4.0            5.0            nicht ausreichend            fail

### **Section 20 Passing and Failing Module Examinations**

- (1) A module examination has been passed when the result is evaluated with at least "sufficient" (4.0) or "pass."
- (2) If a module examination was not passed or is considered not to have been passed, then Sec. 21 of these regulations apply.
- (3) The module examination "Master's Thesis" has been passed when the written work (Master's thesis) and any colloquium required according to Sec. 18(4) sentence 2 have each been evaluated with at least the grade "sufficient" (4.0).
- (4) If the module examination "Master's Thesis" is not passed or is considered not to have been passed, then the Examinations Office sends the student written notification of this fact with the information according to Sec. 21(3). This notification shall include a legal notice.

### **Section 21 Repeating Module Examinations**

- (1) Module examinations that are evaluated with "fail" (5.0) or are considered to have been failed may be re-taken one time if not stated otherwise in Part III of these examination regulations. It is not possible to repeat a module examination that has already been passed.
- (2) Module examinations must be repeated in the set examination periods (Sec. 4(4)). Students need to register for re-take examination dates (Sec 11(2)). Re-take examinations are only possible in the examination periods of the semester in which the module is offered unless the Programme-Specific Regulations regulate otherwise.
- (3) A Master's thesis that is graded with "unsatisfactory" (5.0) or is considered to have been failed may be repeated one time. The request to repeat the thesis must be submitted at the latest two months after notification of the result of the first attempt at the thesis. If this deadline is missed, the right of admission to an examination is lost unless the student is not at fault for the reason the deadline was missed. Returning the topic for the Master's thesis is only permitted if the person being examined did not return the topic of the thesis during the first attempt at the Master's thesis.

### **Section 22 Failing the Final Attempt at the Master's Examination**

- (1) The Master's examination is definitively failed if
  - a) the second attempt at the module "Master's Thesis" is failed or considered to have been failed,
  - b) a repeat examination according to Sec. 21 is failed or considered to have been failed and there is no further possibility to repeat the examination,
  - c) the right of admission to an examination has been lost due to missing a deadline.
- (2) Students who definitively fail their Master's examination receive written notification of this with information on rights to appeal.
- (3) Sec. 26(2) applies accordingly.

### **Section 23 Absence and Withdrawing from an Examination**

- (1) An examination is evaluated with "unsatisfactory" (5.0) if the person to be examined misses an examination date without a valid reason or if the person withdraws from the examination after the deadline for withdrawing (Sec. 11(3) sentence 3) without a valid reason. The same applies if a written examination is not completed by the set deadline.
- (2) The reason claimed for the absence or withdrawal must be reported in writing together with proof within 7 calendar days after the examination. In the case of illness, a medical certificate is required; in cases of doubt, the examination committee may require that the medical certificate be issued by a doctor the committee selects. If the reason is recognized as valid, the examination results that have already been graded are counted.

### **Section 24 Cheating, Disturbing Examination Procedures**

- (1) If someone attempts to influence their examination results by cheating or using prohibited aids, then the affected examination is evaluated with "unsatisfactory" or "fail". This includes in particular copying content word-for-word from the internet or other sources without citing these properly. If someone disturbs proper examination procedures, then the examiner or invigilator may exclude that person from continuing the examination. In this case, the examination is evaluated with "unsatisfactory" or "fail". In serious cases, the examination committee can exclude the person being examined from completing any more examinations.
- (2) The person affected by this decision may request within two weeks that the decision is reviewed by the examination committee. Notification of negative decision is to be given immediately in writing with reasons and must include information on rights to appeal.

### **Section 25 Protective Periods**

- (1) If deadlines for first-time registration for examinations, repeating examinations, reasons for missing examinations, or for examinations are affected, the illness of the person being examined is equivalent to an illness of a child under the care of the person being examined.
- (2) For pregnancy, maternity leave, and taking care of family obligations, upon request the examination committee is to enable the person being examined to be waived from participating in the examination.
- (3) In the same manner, the deadlines for parental leave according to the respectively valid statutes (BERzGG) are to be considered upon request. At the latest four weeks before the time when the candidate wants to start parental leave, the examination committee must be informed in writing with the necessary documentation about the period for which parental leave will be taken. The examination committee must review whether the legal requirements are fulfilled that would require an employer to grant parental leave and will inform the student of the results of the review and, if applicable, the new examination times immediately. The time for working on a Master's thesis cannot be interrupted by parental leave. The thesis is considered not to have been assigned. After the end of the parental leave, the candidate receives a new topic.
- (4) Upon request, periods in which students have family obligations are to be considered for setting deadlines. Requests are to be made informally to the Examinations Office, which

sends them to the examination committee. The request should include the required documentation.

### **Section 26 Completing the Degree**

- (1) The Master's examination has been passed when all module examinations in the degree program including the Master's thesis have been passed with at least the grade "sufficient" (4.0) or "pass" and at least 120 ECTS credits have been obtained.
- (2) If the student does not complete the Master's program successfully, then together with the certificate of exmatriculation, he/she will receive a certificate documenting all successfully completed examinations and coursework together with the grades for these.

### **Section 27 Right of Inspection**

Within one year after completing the examination process, the person who was examined may inspect the written examinations, the reviews of the written examinations, and the examination minutes by request in an appropriate form to the examination committee. Sec. 29 of the State Administrative Procedure Act (Landesverwaltungsverfahrensgesetz) remains unaffected.

### **Section 28 Transcript of Records, Diploma Supplement, Degree Certificate**

- (1) The student is issued a transcript of records for the passed Master's program within four weeks after passing the final module examination. The transcript includes the name of the degree program, the ECTS Grading Table according to Sec. 28(2), the modules taken in the course of the Master's program including the grades received, the topic and grade of the Master's thesis, and if applicable, the colloquium on the topic of the thesis as well as any additional modules. The date on the transcript of records is the date of the final module examination and it is signed by the chair of the examination committee.
- (2) An ECTS Grading Table (as described in the ECTS Users' Guide from 2009) is included with the transcript that shows the statistical distribution of the overall grades in percentages in the form of a standard table. The basis for calculating the ECTS Grading Table is all overall grades for the passed Master's examination in the respective Master's program within the two academic years before the transcript was issued.
- (3) A diploma supplement is included with the transcript of records; the date of the diploma supplement is the date of the final module examination and it is signed by the chair of the examination committee. Besides the personal information of the graduate, the diploma supplement includes information about the type and "level" of the degree, the status of the University of Hohenheim, and detailed information about the degree program in which the degree was awarded.
- (4) At the same time as they receive the transcript, graduates receive the Master's degree certificate with the same date as the transcript. The certificate attests that the Master's degree has been awarded according to Sec. 2(2). The Master's degree certificate is signed by the Dean of the Faculty and includes the University of Hohenheim's seal.
- (5) The transcript of records, the diploma supplement, and the degree certificate are issued in English.

## **Section 29 Revocation of Academic Degree**

- (1) If the person being examined cheated during an examination, and if this fact is not discovered until after the transcript of records has been issued, then the grades of the module examinations in which the student cheated can be corrected. If appropriate, the module examination can be declared to have the grade "unsatisfactory" (5.0) or "fail" and the Master's examination can be declared to have been failed.
- (2) If the requirements for admission to an examination were not fulfilled without the person being examined intentionally deceiving about this fact, and if this is not discovered until after the transcript of records is issued, passing the examination remedies this problem. If the student intentionally deceived to gain admission to the examination, the module examination can be declared to have the grade "unsatisfactory" (5.0) or "fail" and the Master's examination can be declared to have been failed.
- (3) Before a decision is made, the student is to be given an opportunity to make a statement.
- (4) The incorrect transcript of records is to be recalled and, if appropriate, a new transcript of records is to be issued. Together with the incorrect transcript of records, the Master's degree certificate and diploma supplement are also to be recalled if the Master's examination is declared to have been failed due to cheating.
- (5) A decision based on Sec. 29(1) and Sec. 29(2) sentence 2 is not possible after 5 years from the date the transcript of records was issued.
- (6) The process for revoking the academic degree follows the respective legal provisions.



### **III. Specific Provisions for the Individual Degree Programs**

#### **Section 30 Structure des Master's Program "Biotechnology"**

(1) The module offers are categorized into compulsory and elective modules according to the curriculum. During studies, modules totaling at least 120 credits must be successfully completed.

At least 37.5 credits from compulsory modules are to be completed from the following list:

- Food Microbiology
- Biotechnology
- Recombinant Proteins
- Chemical Analytical Methods
- Project Work

In addition, elective modules on Master-level totaling at least 52.5 credits complement the curriculum. Depending on the offers, these may be flexibly integrated into the program structure. The program is completed with the module "Master's Thesis Biotechnology" (30 credits).

(2) It is possible to repeat module examinations as described in Sec. 21(1) one time; for one single module it is possible to repeat the examination twice.

(3) Grading the Master's thesis: The Master's thesis is graded by two examiners. These are the supervisor and another person with the right to examine. If the supervisor is not primarily employed in one of the following departments, then the second person must be primarily employed in one of the following University of Hohenheim's departments:

- Department of Food Microbiology and Hygiene (150a)
- Department of Biotechnology and Enzyme Science (150b)
- Department of Yeast Genetics und Fermentation Technology (150f)
- Department of Bioorganic Chemistry (130b)
- Department of Bioprocess Engineering (150k)
- Department of Food Chemistry and Analytical Chemistry (170a)

(4) The weighting of the module grades to calculate the overall grade corresponds to the number of credits given for the respective module.

#### **Section 31 Structure des Master's Program "Food Science and Technology"**

(1) The module offers are categorized into compulsory and elective modules according to the curriculum. During the degree program, modules totaling at least 120 credits must be successfully completed, of which at least 45 credits must come from compulsory modules in the list below:

- Analysis and Quality Assurance in the Food Production
- Applied Mathematics for the Life Sciences
- Food Process Design I – Efficient Processing and Transport Phenomena
- Soft Matter Science I – Food Rheology and Structure
- Soft Matter Science II – Food Physics
- Project Work

In addition, elective modules totaling at least 45 credits complement the curriculum. Depending on the specialization, these may be flexibly integrated into the program structure during the first three semesters. The program is completed in the fourth semester with the module "Master's Thesis Food Science and Technology" (30 credits).

- (2) A list of the elective modules can be found in the curriculum. Besides this list, in the elective area students may choose from the modules offered in the University of Hohenheim's natural science Master's programs. In addition, upon request to the examination committee, modules from other Master programs at the University of Hohenheim, another German university, or a university abroad may be chosen for the elective area.
- (3) It is possible to repeat module examinations as described in Sec. 21(1) one time; for one single module it is possible to repeat the examination twice.
- (4) Grading the Master's thesis: The Master's thesis is graded by two examiners. These are the supervisor and another person with the right to examine. If the supervisor is not primarily employed in one of the following departments, then the second person must be primarily employed in one of the following departments:
  - Department of Process Engineering and Food Powders (150c)
  - Department of Plant Foodstuff Technology and Analysis (150d)
  - Department of Dairy Science and Dairy Technology (150e)
  - Department of Food Materials Science (150g)
  - Department of Process Analytics and Cereal Science (150i)
  - Department of Yeast Genetics und Fermentation Technology (150f)
  - Department of Food Microbiology and Hygiene (150a)
  - Department of Bioprocess Engineering (150k)
  - Department of Flavor Chemistry (150h)
  - Department of Food Informatics (150l)
- (5) The weighting of the module grades to calculate the overall grade corresponds to the number of credits given for the respective module.

## Section 32 Structure of the Master's program "Earth and Climate System Science"

(1) The module offers are categorized into compulsory and elective modules according to the curriculum. During the degree program, modules totaling at least 120 credits must be successfully completed.

- Compulsory modules totaling at least 48 ECTS according to the graphic below
- Elective modules totaling at least 42 credits
- The module "Master's Thesis" (30 credits)

<b>Compulsory Modules</b>	48	credits
Agricultural Production of Biobased Resources	6	credits
Chemistry of the Earth System & Pollution	6	
Climate History and Evolution of the Earth System	4	
Debate Seminar	2	
Economics and Management	6	
Energy and Water Regime at the Land Surface	6	
Lecture Series Earth System Science	2	
Mathematics and Computational Sciences of the Earth System	4	
Measurement, Modeling and Data Assimilation I	6	
Weather and Climate Physics	6	
<b>Master's Thesis</b>	30	credits
<b>Elective Modules</b> (Details provided in the curriculum)	42	credits
<b>In total</b>	<b>120</b>	<b>credits</b>

- (2) A list of the elective modules can be found in the curriculum. Besides this list, in the elective area students may choose from the modules offered in the University of Hohenheim's natural science Master's programs and the agricultural science programs listed below from the University of Hohenheim: Agricultural Economics, Environmental Protection and Agricultural Food Production, Environmental Science - Soil, Water and Biodiversity, Nachwachsende Rohstoffe und Bioenergie. In addition, upon request to the examination committee, modules from other Master programs at the Universities of Hohenheim and Tübingen, another German university, or a university abroad may be chosen for the elective area.
- (3) It is possible to repeat module examinations as described in Sec. 21(1) twice.
- (4) The weighting of the module grades to calculate the overall grade corresponds to the number of credits given for the respective module.

**Legal notice according to Sec. 8 of the State Press Act (Landespressegesetz)**

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