

Examination Regulations for the European Master on Embedded Intelligence Nanosystems Engineering – from Nanoscale Technologies to Ubiquitous Smart Sensors (EMINENT)

at

the Hellenic Mediterranean University, Greece, the University of Siegen, Germany, the Vilnius Gediminas Technical University, Lithuania, the University of Orléans, France and the New University of Lisbon, Portugal

[Date]

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§1

Scope of the Examination Regulations

(1) These Examination Regulations apply to the Erasmus Mundus Master of Science on Embedded Intelligence Nanosystems Engineering – from Nanoscale Technologies to Ubiquitous Smart Sensors

(EMINENT) at the Hellenic Mediterranean University (HMU), Greece, the University of Siegen (USIEGEN), Germany, the New University of Lisbon (UNL), Portugal, the Vilnius Gediminas Technical University (VILNIUS TECH), Lithuania and the University of Orléans (UO), France. The Examination Regulations are in line with the EMINENT Partnership Agreement, signed on [DD-MM-YYYY] between the five partner universities. They regulate the admission and study of the EMINENT master's degree programme.

(2) These regulations can be further supplemented by the Examination Regulations or their equivalent in existence at each of the universities, provided these are not in contradiction with national legislation, the EMINENT Partnership Agreement and these Examination Regulations. Accordingly, universities shall in principle conduct examinations and assessments in accordance with local policies and procedures and in compliance with national law, but without prejudice to the regulations set out in these Examination Regulations and in accordance with the decisions of the bodies referred to in these Regulations.

§ 2

Objectives of the programme and purpose of the master's examination

(1) This master's programme aims at providing graduate students with the knowledge, skills, and methods for a career as future-oriented professionals in the field of advanced technologies. Students will gain expertise from the nanoscale to the geometry of intelligent sensing elements to the macroscale of integrated sensing systems for IoT applications. Besides the technical knowledge, it is intended to supply students with important soft skills and international experience as well as with the capability to critically assess complex problems and apply modern and practical methods to solve them.

(2) The Examination Regulations determine whether the student has achieved the intended learning outcomes and acquired the in-depth knowledge and scientific skills, necessary for practising in his or her aspirational profession.

(3) Learning Outcomes: Upon successful completion of the EMINENT core educational programme, students will have the knowledge and skills:

- to understand and apply fundamental engineering and physical principles of nanotechnology fabrication techniques and functional nanomaterials.
- to apply and integrate knowledge in the fields of nanodevices, nanoelectronics, embedded systems and sensorics.
- to understand and design control systems, embedded processing, machine learning, signal processing and data communication for intelligent system development.
- to develop key soft and research skills for their career advancement such as oral and written communication, active listening, cultural intelligence, team building, intercultural communication, time management, academic writing and reviewing skills.
- to evaluate and reason on constraints, such as ethical, regulatory, political, social and economic perspectives, encountered when solving problems embedded intelligent systems.
- Students will have the learning skills to allow them to continue to study in a manner that may be largely self-directed or autonomous, and to perform a critical analysis of research literature.

The specialisation in each track has the following additional specific learning outcomes:

- to understand, design, develop and apply knowledge on functional materials for energy harvesting and optoelectronic applications (HMU track)
- to understand, design, develop and apply knowledge on embedded intelligent sensorics and their nanotechnological realisation, particularly for image sensors (USIEGEN track)
- to understand, design, develop and apply knowledge on the use of natural materials for green electronics, intelligent systems and environmental monitoring (UNL track)
- to understand, design, develop and apply knowledge on microsystems, data infrastructures, smart devices and integration technologies for the internet of things (UO track)
- to understand, design, develop and apply knowledge on smart systems and data processing for large data infrastructures (VILNIUS TECH track)

§ 3

Joint master's degree

Students that successfully complete the master's degree programme will be awarded the academic degree of a "Master of Science" (M.Sc.). The degree will be awarded jointly by the universities at which the student has been awarded at least 30 ECTS.

§ 4

Administration of the programme

(1) The EMINENT Steering Committee

As defined in the EMINENT Partnership Agreement (§ 5.2), the EMINENT Steering Committee is responsible for all decisions regarding the execution of the programme. The Steering Committee consists of the academic coordinators at the five partner universities. All academic coordinators must be full or associated professors. The Consortium Coordinator (USIEGEN) provides the chair of the EMINENT Steering Committee who is at the same time the director of the programme.

(2) The EMINENT Examination Committee

The EMINENT Examination Committee is formed for the tasks specified in the examination regulations. It is responsible for organising the examinations and ensuring that the provisions of the examination regulations are met. In particular, the EMINENT Examination Committee is responsible for deciding on appeals against decisions made in examination proceedings. Furthermore, the committee decides on the recognition of previous degrees and the crediting of coursework and examinations. Moreover, the committee is responsible for the evaluation of master thesis proposals: a master thesis can only be carried out after the proposal and the supervisors have been approved by the Examination Committee. The Examination Committee is also responsible for the internal quality assurance of the EMINENT programme. It defines the QA policy and suggests any changes of this policy to the EMINENT Steering Committee, that will make the final decision. Moreover, it supervises the internal quality assurance activities of the programme as described in section 7.1 of the Partnership Agreement. Last, the Examination Committee is responsible for determining the ethical acceptability of attitudes, behaviours, and projects (e.g., MSc theses' projects), and to issue gender balance and inclusion policies within the EMINENT community and the investigation of fraud cases as well as making proposals for the resulting penalties.

The EMINENT Examination Committee consists of one full or associate professor from each of the five partner universities, two members representing the academic staff (non-professors, but holding a PhD) and two students of the EMINENT programme. The committee is chaired by the professor of the coordinating institution. The academic members of the EMINENT Examination Committee are nominated and elected by the five faculty councils of the faculties offering the modules for the EMINENT programme. While professors are elected for a period of two years, academic staff will be elected for a period of one year. Re-election is possible. The nomination of academic staff members shall follow a rotation system so that each university elects one academic

staff member in two successive years: first year - university A & B, second year - university B & C, third year - university C & D, fourth year - university D & E, fifth year - university E & A and so forth. Elections for the student representatives take place each November. All students enrolled in the EMINENT programme are eligible to vote and to be elected – independently of their semester (written vote, simple majority). Student representatives will be elected for a period of one year. Re-election is possible.

A member who leaves prematurely shall be replaced by re-election. The end of the term of office of the subsequently elected member shall be determined as if he or she had taken office in due time. All decisions within the committee will be made by a simple majority of the votes cast. If necessary, the Examination Committee may consult other expert advisory members.

(3) The EMINENT Admission Committee

As defined in the EMINENT Partnership Agreement, the EMINENT Admission Committee is responsible for the selection and admission of students. It consists of one delegate from each partner institution. The delegate at the coordinating university represents the chair of the committee. He/she is responsible for the reporting of the outcome of the selection process to the EMINENT Steering Committee and the respective students.

(4) The Administrative Coordinator

The Administrative Coordinator, appointed by the director of the programme, acts as an interface between and advisory member of the Steering Committee (i.e., the decision-making body) and the other committees (i.e., the consulting bodies). The Administrative Coordinator participates in all committee meetings as an advisory member without voting rights. His/her role is to summarise and present each consulting body's decisions and claims to the Steering Committee. Vice versa, the Administrative Coordinator will inform the consulting bodies on decisions made by the Steering Committee.

§ 5

Admission requirements and barriers to enrolment

(1) Students applying for the EMINENT master's programme are eligible for admission if they fulfil the following minimum requirements:

1. Holding a Bachelor's (BSc) degree in Electrical and Electronic Engineering, Mechanical Engineering, Physics, Material Science, Computer Science or equivalent programmes (Bachelor of Science, Bachelor of Engineering or equivalent) with at least 180 ECTS. The

final grade will be translated to the German grading system using the modified Bavarian formula. The translated grade should be at least a 2.0 (“*gut*”). The BSc must have been obtained by a nationally recognised university and be recognised by all partner institutions’ national legislation.

2. Good command of English language skills: B2 level validated by a certification e.g., TOEFL iBT (minimum score 93) or IELTS Academic (minimum score 6.5 with no individual score under 6). The result of the test should be valid at least 14 days after the application deadline. Candidates that have obtained their bachelor’s (or master’s) degree in a study course fully taught in the English language in an EU country or in Australia, Canada, Ireland, New Zealand, the United Kingdom, the USA, or Switzerland do not require an English test result. For nationals of countries where English is the ONLY native language, proof of English language skills is also not required.

(2) Information on the documents to be submitted during the application procedure is made publicly available on the programme website.

(3) The admission number is specified based on the currently available capacities at the universities hosting the whole cohort of students in the first and second semester. Accordingly, a total number of up to 35 students is expected to be admitted to the programme per year. In case of a higher number of applications from eligible students, applicants will be ranked according to their suitability for the programme (§ 5,4). All eligible applicants will be invited to take a mandatory online multiple-choice aptitude test. Invitations to this online test are sent out once a month during the application period. The test must be completed within 14 days of the invitation. The - according to their application and their result of the multiple-choice test - best up to 100 candidates will be invited to an online interview with one of the lecturers of the programme. The interview serves to gain an impression of the students’ motivation and knowledge level. Afterwards, the lecturer will give a recommendation for either admitting or rejecting the focal candidate. In case more than 35 candidates will be recommended for admission, the ones with the higher score will be admitted. In addition, a reserve list, containing the names of the 15 students that have been placed next according to their total score, is prepared. In case of equal scores of several students, the one(s) with the highest score in education and academic merit will be placed first. If there is still an equal score of several students, female students will preferentially be admitted in order to support the involvement of females in engineering. Moreover, students with handicaps will be preferentially admitted in case of equal scores with their competitors.

(4) Admission to the master's programme will be based on the interviewers’ recommendation and the following criteria:

- Education and academic merit (max. 50 points): based on the transcript of records and the degree certificate(s) of the applicant as well as on the result of a short online multiple-choice test (§ 5,3), the academic merit will be evaluated.
 - Soft skills, publications and relevant experience (laboratory, or working experience) (max. 20 points)
 - Recommendation letters (10 points)
- (5) Applications must be submitted latest in March. The exact date of the application deadline will be announced on the EMINENT website at least two months in advance. Applications that are submitted after the application deadline will not be processed.
- (6) Application is also possible, if the proof of qualification (bachelor's degree according to § 5, 1) is not yet available at the time of application. In this case, proof of enrolment at the current home university, an official statement from this university stating the expected graduation date, the missing courses, the current performance data and an average grade must be submitted. These documents must not be older than one month at the time of application. The average grade will be considered in the selection process instead of the final grade. If the original language in the document is not English, a certified translation must be submitted as well. The final degree certificate and transcript of academic records must be submitted before August 1st in the respective year to finalise the admission procedure. Otherwise, admission and enrolment in the Master programme will not be granted.
- (7) All applications will first be checked for eligibility (§ 5, 1), followed by an evaluation of all eligible applications according to the admission criteria (§ 5, 4) by the EMINENT Admission Committee. The ranking list, the list of students recommended for admission following the personal interviews, the minutes of the selection meeting as well as a conflict-of-interest statement will be signed by all members of the Admission Committee as well as by the director of the programme (i.e., the chair of the Steering).
- (8) Applicants will be informed whether their application was successful before the end of June. Candidates that have been put on the reserve-list will be informed about their status to ensure that they are prepared for a potential acceptance in case one or several of the selected candidate(s) withdraw(s) from the programme.
- (9) Admitted students will receive a Student Agreement (Annex 2), as well as information regarding the necessary next steps to take to validate their admission. These steps include signing and returning the Student Agreement, applying for visa and signature of the scholarship contract (if applicable). After the student has officially accepted to enrol in the programme, the Consortium Coordinator (USIEGEN) will send him/her all relevant information regarding accommodation, insurance, programme content and structure.

- (10) Students that have not been admitted to the programme may follow an appeal to the selection decision within one week after receiving the notification of their rejection. The response will be prepared by the Admission Committee and must be approved by the Steering Committee. The response to the appeal shall be sent to the enquirer within 14 days after submission of the appeal.

§ 6

Modularisation of the programme, workload and credits

- (1) The master's programme consists of modules and follows a credit points system according to the European Credit Transfer System (ECTS). Modules are thematically and timely determined closed units that can be composed of different teaching and learning methods (lectures, seminars, practical courses etc.).
- (2) After successful completion of a module, the students will be awarded with credit points. The calculation of the credit points is based on the estimated workload of the students. At USIEGEN and UO, one credit point is equivalent to a 30-hour workload. At HMU one credit is equivalent to 26, at UNL one credit point is equivalent to 28 and at VILNIUS TECH to 26.7 hours workload. As a rule, 60 credit points are awarded per academic year.

§ 7

Duration, scope and structure of the study programme

- (1) The standard period of studies is four semesters including master's thesis and master's examinations. To obtain the degree, students must earn a total of 120 ECTS points.
- (2) Students spend their 1st semester at the Hellenic Mediterranean University. Four mandatory and one elective module totalling 30 ECTS must be taken, focusing on the building of the fundamental theoretical and experimental knowledge in the field of nanomaterials and on the application of these materials on sensing devices as well as on building relevant research skills.
- (3) The 2nd semester will be spent at the University of Siegen. Students must take five mandatory modules and one elective module, focused on sensors, sensing devices and embedded systems. The knowledge acquired in the 1st year will be the basis for the specialisation tracks, chosen in the 3rd semester.
- (4) Students spend the 3rd and 4th semester at one of the partner universities, depending on their chosen specialisation (see § 5). During the 3rd semester, students will conduct a mandatory research lab course that can serve as a preparation for the master's project. In addition, elective modules must be taken, so that a total of 30 ECTS is completed in the 3rd semester.

The 4th semester is fully dedicated to the master's project. Students should implement their master's project in the topic of their specialisation track.

- (5) If a student earns more than 30 ECTS, i.e., takes more elective modules than required, the elective modules completed with the better grades will be included in the final grade.
- (6) The EMINENT programme requires a minimum of two semesters of mobility during the course of studies. This minimal mobility is ensured as all EMINENT students will spend the first semester in Greece and the second semester in Germany. After the second semester, they may choose to which of the five partner universities they will go. In case a student has his or her permanent residence in Germany or Greece, he/she must visit one of the other three universities within the third and/or fourth semester to cover two semesters of mobility.
- (7) Mandatory and elective modules are listed in the EMINENT Module Handbook (Annex 1).
- (8) Failed coursework and examinations can be retaken as stated in § 12. If a student has to retake an entire course in physical attendance (for example due to too many days of absence), he or she will still be admitted to continue studies as planned. However, he or she must return to the respective university the following year to retake the failed course. In order to avoid prolonging the studies, it is recommended that the student continues his/her studies in parallel with repeating the failed course, e.g., by choosing the specialisation track at the university he/she returns to or by carrying out the master's project at that university. If a student with permanent residence in Germany or Greece has to return to HMU or USIEGEN in the second year of his/her studies, he/she must spend either the third or fourth semester at one of the three other universities in order to fulfil the minimum mobility requirement (§7, 6).

§ 8

Coursework

- (1) Modules may stipulate that coursework must be completed as part of courses. Coursework refers to all ungraded course achievements that can be earned by all forms of learning, the presentation of learning content or ungraded testing of acquired knowledge and competences. Coursework serves the purpose of student self-monitoring success and ensures the practice of research-based learning, testing of various text and lecture formats, independent deepening of knowledge and competences acquired in seminars and lectures, and, where applicable, the preparation for examinations. Coursework can be delivered in various formats. These can be

1. an oral presentation, e.g., about a scientific publication or an experiment conducted during the course
 2. a written performance, e.g., essay questions
 3. a practical performance, e.g., the development of an experimental setup
- (2) The format of the coursework for a respective course is specified in the Module Handbook (Annex 1). If several possible forms of delivery are envisaged, the respective lecturer must indicate the format at the latest four weeks after the start of the course.
- (3) If a coursework is a prerequisite to be admitted to an examination within the module, this needs to be specified in the Module Handbook (Annex 1).
- (4) Failed coursework can be retaken without restriction (§ 12). Coursework may be graded, but these grades are not included in the respective module grade.
- (5) Students must register for courses at the university where they will take them. Students are obliged to inform themselves about all dates and deadlines for registration (e.g., examination office, campus management system).
- (6) The students must be informed about the result of their coursework within six weeks after performance/submission.

§ 9

Examinations

- (1) Modules are usually concluded with one examination that is based on the intended learning outcomes defined for the module. Examination performances are graded. This grade is the final module grade and will be included in the calculation of the final grade for the study programme (§ 15, 4).
- (2) Examiners are those teaching in the module. The EMINENT Examination Committee may also appoint other persons as examiners for a module that have at least a master's or equivalent degree in the respective field.
- (3) Examinations can include several examination elements, resulting in an overall examination performance for the respective module (cf. §15, 4). The individual examination elements and their weighting are given in the EMINENT Module Handbook (Annex 1).
- (4) The announcement of examinations as well as the registration procedure depend on the local regulations of each respective partner university. For example, students have to register via the Campus Management System or responsible facility (e.g., examination office) at the university where they will take the examinations. Students are obliged to inform themselves about the rules, dates and deadlines regarding the registration.

(5) Students can only register for an exam credit if they are enrolled in the EMINENT master's programme and have achieved the necessary prerequisites (e.g., certain coursework within a module) as defined in the respective module description (Annex 1).

(6) In case a student does not take an examination within 18 months after having achieved the necessary prerequisites, he/she may be excluded from the programme. Absence intervals according to § 17 or §18 extend this time limit.

The following formats for an examination are possible:

1. a written examination, e.g., a written exam (60 – 90 minutes), a homework assignment (10 – 20 pages)
2. an oral examination, e.g., an oral exam (15 – 60 minutes)
3. a practical examination, e.g., a practical performance (30 – 60 minutes)

Individual forms can also be combined with each other, e.g., a laboratory project with a written final report. The form of the examination to be taken in each case is specified in the EMINENT Module Handbook (Annex 1). If several possible forms of delivery are assigned to an examination, the respective teaching staff will announce the form and scope of the examination no later than four weeks after the start of the course.

(7) An examination may be taken using the multiple-choice method if the examiner has set the examination himself/herself. If the examination is also taken by students who no longer can retake a failed examination (cf. § 12), the examination should be jointly prepared by two persons authorised to examine. If the examination was not jointly prepared by two persons authorised to examine, the second examiner has his or her own scope for assessment. He or she is not bound to an existing evaluation scheme.

(8) Oral examinations must be conducted by several examiners or by one examiner in the presence of an expert assessor. The minutes of the oral examination need to be taken and signed by all examiners and, if present, the assessor.

(9) Students of the EMINENT programme shall be allowed to participate in oral examinations as listeners unless the candidate objects. Participation does not extend to the discussion and announcement of the examination result to the candidate.

(10) In appropriate cases, examinations may be carried out as group work or as group oral examination at the discretion of the examiner, provided that the individual contribution of each candidate is clearly recognisable and assessable.

(11) All forms of examinations shall be carried out in English language.

(12) The student must be informed about the grade for his or her examination performance within six weeks after the examination/submission.

§ 10

Online-examinations

(1) Coursework and examinations may also take place in electronic form or by electronic communication (online examinations).

(2) A coursework or examination takes place in electronic communication if

1. the examination result is handwritten, practically or electronically prepared in the sphere of the participant and after completion is transmitted exclusively electronically to the examiner or the examination office for evaluation, or
2. the examination is conducted orally by means of video communication.

Coursework or examinations in electronic communication may be conducted in written form (e.g., term papers and open-book examinations), oral form (e.g., oral examinations and lectures), practical form (e.g., laboratory exercises), and combinations of the above. Whether a coursework or an examination is conducted in electronic communication shall be determined and announced by the examiner.

(3) A coursework or an examination takes place in electronic form if it is conducted exclusively digitally in that the participant enters his/her performance directly into a data processing device (e.g., computer, smartphone, tablet, etc.) and the data is stored outside his/her sphere of influence.

(4) In the context of online examinations, personal data required for the proper conduct of the online examination, in particular authentication or in the event of suspected cheating, may be processed in accordance with the respective national regulations in conjunction with these regulations.

(5) Coursework or examinations can be conducted as online examinations if

1. it is a coursework or an examination with oral communication or
2. no supervision of the participants is required during the coursework or examination, or
3. the coursework or examination is conducted on the premises of the participating universities with supervisory personnel.

In the case of oral online examinations, the participant must be given the opportunity to take the examination on the premises of the participating universities upon request.

§ 11

Authentication in Online-examination

- (1) For the purpose of carrying out an identification check at the beginning of an online examination or to clearly assign an examination to a participant, the following procedures are possible:
1. for oral online examinations: Matching of a valid identification document and the face of the examinee at the beginning of the audio-video conference by the examiner. In particular, student ID cards and identity cards can be considered as identification documents. Non-relevant data of the identification document (e.g., ID number) can be covered during authentication or taped off beforehand. In the case of group examinations, authentication can be carried out to the exclusion of the other participants if desired.
 2. for all other online examinations: Other appropriate authentication or authentication procedures, e.g., requiring that the exam be submitted for grading by the participant via a university email address or logging in via university-provided platforms.
- (2) Participants who do not identify themselves will be excluded from taking the online exam. Performances that are not submitted via the university email address may be excluded from the evaluation.
- (3) The personal data processed in the course of identification and authentication may not be stored permanently. Technically necessary temporary storage of this data must be deleted immediately.

§ 12

Retaking coursework and examinations

- (1) Passed examinations cannot be retaken for the purpose of improving a grade.
- (2) Examinations and coursework are passed if they have been graded with a 4.0 (converted grade in the German system, cf. §15,1), which usually corresponds to 50 % of the maximum number of points to be achieved) or better. If an examination consists of several examination elements (cf. § 8, 2 and § 12, 3), the examination is passed if the overall examination is passed after completion of all examination elements.
- (3) Coursework and examinations are not passed if they have been graded worse than 4.0. If an examination consists of several examination elements, the examination is not passed if the overall examination is not passed. In this case, all examination elements of the examination must be retaken.

- (4) Coursework that has not been passed can be retaken without restriction. Examinations can only be repeated twice, if they are not passed or are considered as not passed. Repeat examinations for which there is no provision for compensation in the event of a final failure must be assessed by at least two examiners.
- (5) The form of a repeat examination may differ from the form of the original examination. For example, it may be conducted virtually if the student has already left the university at the time of the repeat examination.
- (6) If an examination has been definitively failed, the respective examiner will inform the EMINENT Examination Committee by contacting the local professor, who is member of the committee. The chairperson of the Examination Committee shall inform the candidate with a written notification. The notification shall be accompanied by an information on the student's right to appeal.

§ 13

Master's thesis and master's thesis defence

- (1) The fourth semester is dedicated to the master's project, supervised by a professor at the university where the student is currently staying and a second supervisor that holds at least a master's degree, or equivalent, in engineering. The second supervisor can be from any of the five partner institutions or a representative from a company (associated partners).
- (2) In the master's thesis and the master's thesis defence, the candidate must demonstrate that he or she is able to work independently on the topic chosen in the specialisation phase within a given period of time. In addition, the student must show that he or she is able to adequately document and present his or her results. The master's thesis should be maximum 90 pages long, excluding annexes. Upon successful completion, the candidate will be awarded 30 credit points. The thesis and defence are to be completed in English.
- (3) The topic of the master's thesis and the supervisors can be proposed by the candidate by submitting a written form to the Examination Committee. The supervisors must be approved by the EMINENT Examination Committee. The topic must be approved by the supervisors as well as by the EMINENT Examination Committee. After approval, the candidate must submit his/her thesis within six months.
- (4) The master's thesis and its defence are graded by the two supervisors of the master's thesis. One single grade will be awarded for both, the master's thesis and its defence as the defence is regarded as an integral part of the thesis (cf. § 13, 6). In case of a discrepancy of the grades

given by the supervisors, the arithmetic mean of both grades will be formed. In case one supervisor grades the thesis as failed or in case the grades given by the supervisors differ by more than two full grades according to the German grading system (e.g., 1.3 and 3.7), a third examiner will be consulted to evaluate the master's thesis. In this case the arithmetic mean of the three grades will form the final grade.

- (5) The master's thesis can only be set after at least 80 ECTS credit points have been achieved. The EMINENT Examination Committee shall rule on exceptions on request.
- (6) The master's thesis defence is an integral part of the master's thesis. It will last about 45 minutes. In the first 30 minutes, the candidate will present the scientific questions, key stages of the work and his or her results. The second part of the defence is dedicated to a discussion about the thesis and its results. The defence will be carried out in English. It should not exceed a maximum duration of 60 minutes. Students of the EMINENT programme, students of related fields, research staff members shall be allowed to participate in oral examinations as listeners unless the candidate objects. The defence may be carried out in a hybrid format so that external supervisors can attend online. In this case § 11 and § 12 apply accordingly.

§ 14

Acceptance of the master's thesis

- (1) The master's thesis must be submitted within six months after registration to the EMINENT Examination Committee. The student shall be informed about the deadline for submission in written form when registering for his/her master's thesis. In case the master's thesis is submitted per mail, the date of the post mark is decisive. In case a master's thesis is submitted after the deadline it will be graded as "failed".
- (2) Upon substantiated request, the deadline of submission may be extended by up to eight weeks. Requests for an extension of the submission deadline must be submitted to the EMINENT Examination Committee before the regular submission deadline. The Examination Committee decides individually whether the request can be accepted. Valid reasons for a postponement of the submission may be physical or mental illness, immutable technical difficulties, taking care of one's children aged 12 years and under, nursing or caring for a direct relative, a spouse or registered civil partner or a first-degree relative by marriage. Upon request, the candidate must present proof of a "valid reasoning" (e.g., in form of a medical certificate.)

§ 15

Grading formation

- (1) The results of coursework (if graded), examinations and the master's thesis are given as a local grade, according to the national grading culture of the university where the module or master's thesis takes place.
- (2) Final module grades awarded to students of the EMINENT programme will be transmitted to the administrative personnel at USIEGEN, who will convert the grades to the German grading system using the grade conversion table given below. The converted grades will be registered in the campus management system of USIEGEN.

Grade Conversion Table (passing range)

USIEGEN	HMU	UNL	UO	VILNIUS TECH	Result
4.0					Sufficient
3.7	5	10	10	5	
3.3		11	11		Satisfactory
3.0	6	12	12	6	
2.7	7	13	13	7	
2.3		14			Good
2.0	8	15	14	8	
1.7		16	15		
1.3	9	17	16	9	Excellent
1.0	10	18	17	10	

- (3) In case of a discrepancy in the assessment by two examiners, the grade of an examination performance is calculated from the arithmetic means of both examiners. If one examiner grades an examination as failed, or if the grades awarded by the two examiners differ by more than two full grades, a third examiner will be consulted. In this case, the final grade of the examination will be calculated as the arithmetic means of all three grades. If the final grade is below the pass mark set for the respective university, the examination is failed.
- (4) In case a module includes several examinations (§ 9, 3), the final grade of the module is calculated as the average grade according to the proportional weighting given in the Module Handbook (Annex 1).
- (5) The final overall grade is formed on the basis of the German grading system. For this purpose, the grades for the individual modules are transferred to the German grading system in accordance with § 15,2. The overall grade is then calculated from the arithmetic mean of the individual grades, which are weighted according to the ECTS credit points on which the respective module is based.

- (6) The grading process of the master's thesis and defence and its reasons must be documented and signed by the examiners, i.e., the two supervisors. The final grade will be calculated as the average of the grades awarded by the supervisors (but see § 12, 2). The grade for the master's thesis is calculated from the grade for the master's thesis itself, with a weighting of 75 % and the grade for the defence, with a weighting of 25%. The student must be informed about the result within ten weeks after submission.

§ 16

Passing and retaking of the master's examination

- (1) In accordance with § 6, the master's examination has been passed when the student has passed all mandatory and enough elective courses (see Annex 1) to obtain 30 ECTS points in the first, second and third semester and completed his or her master's thesis and master's defence at least with a 4.0 ("sufficient", § 15). In total, the student needs to have obtained 120 ECTS credit points for the completion of the master's programme (§ 6, 3).
- (2) The master's examination consists of the master's thesis and its defence. Each supervisor grades the master's thesis and its defence together, i.e., with one grade for both performances (cf. § 10,4 and § 10, 6). In case of a fail grade, the candidate is allowed to rewrite the thesis and repeat the defence once. A third attempt is not allowed. If the candidate does not pass the master's examination within two attempts, he or she is considered to have finally failed the master's examination and therewith his or her studies.
- (3) In case of a permanent failure of the master's examination, the student may ask for a transcript listing of all courses and examinations that have been completed, including grades. This list will be handed out to the student once he or she has submitted his or her certificate of removal from the register of students. The transcript must be signed and sealed by the director of the master's programme.

§ 17

Compensation for disadvantages for disabled and chronically ill students

If a candidate provides suitable evidence that he or she is unable to use his or her existing intellectual abilities in the performance of his or her duties due to a chronic or temporary illness or a disability and is therefore unable to complete all or part of the coursework or examination within the specified deadlines, the EMINENT Examination Committee will allow

an extension of the processing time for the coursework or examinations. In addition, the form of the coursework or examination may be adapted to the needs of the candidate.

§ 18

Regulations for families, downtimes and protective regulations

- (1) On request of a candidate, the maternity protection periods as specified in the Maternity Protection Act in force shall be taken into account. The maternity protection period shall interrupt all time limits determined for the study course; the duration of maternity leave is not included in the time limit.
- (2) Durations of parental leave shall not be calculated as period of studies. If a candidate is planning to go on parental leave, he or she must inform the EMINENT Examination Committee at least four weeks in advance. In a written statement, he or she must announce the exact dates of the beginning and end of the planned downtime.
- (3) Accordingly, candidates can apply for downtimes if they are nursing or caring for a direct relative or first-degree relative by marriage, a spouse or a registered civil partner. Upon request, the candidate must present proof of a “valid reasoning” (e.g., in form of a medical certificate).

§ 19

Absence, withdrawal, deception and violation of regulations

- (1) A coursework or examination is deemed to have been failed if the candidate misses an examination date or a submission deadline set for the examination performance without a valid reason.
- (2) Valid reasons to miss an examination are, for instance, illness, urgent cases of caring for a direct relative, a spouse or registered civil partner.
- (3) Valid reasons must be submitted to the EMINENT Examination Committee within three days after the missed date. In case of illness of the candidate, a medical certificate stating that he/she is unable to take the examination needs to be submitted. The Examination Committee decides whether the submitted reason can be accepted. If not, the credit will be graded as failed.
- (4) In case of an attempt to deceive, for example by using prohibited devices or plagiarism, the respective study performance shall be rated as failed. The decision whether cheating has

occurred shall be made by the Examination Committee after hearing the candidate concerned. The universities participating in the programme may also provide for further procedures and sanctions in the event of an act of cheating if the act of cheating occurs in the context of a module offered by them or a master's thesis supervised by them. Further details can be found in the corresponding regulations of the respective university.

- (5) If a candidate attempts to influence the result of his or her study or examination performance by interfering with examiners, supervisors or examination bodies, the study or examination performance may be graded as failed.
- (6) The coursework or examination of a candidate who disturbs the orderly process of performance by making the coursework or examination or parts thereof available to other candidates during the preparation of the coursework or examination may be graded as failed.
- (7) In case of multiple or other serious attempts at cheating, the candidate may also be exmatriculated and excluded from the entire degree programme.
- (8) A candidate who disrupts the orderly conduct of an examination may be excluded by the respective examiner or invigilator. In this case, the respective examination is graded as failed. Before the decision is made, the candidate must be given the opportunity to explain himself/herself to the respective examiners. The hearing and the reasons for exclusion must be recorded in the files. In case of an exclusion of the candidate, he/she may request that this decision shall be reviewed by the EMINENT Examination Committee.
- (9) The EMINENT Examination Committee must inform the candidate immediately of any adverse decisions in a written statement. This statement must be approved by the Steering Committee.

§ 20

Master's certificate

- (1) Candidates that have successfully completed the master's programme, will receive a joint official certificate, confirming the award of the master's degree (see § 3). This certificate is printed on paper including the watermarks and holograms of those universities, where the student has earned at least 30 ECTS. The certificate includes the topic and the grade of the master's thesis as well as the overall grade given according to § 15 (5).
- (2) The certificate is signed by the director of the EMINENT programme. The date of the certificate shall be the date on which the last examination was performed.
- (3) A duplicate will be stored by administrator of the coordinating university (USIEGEN).

§ 21

Diploma Supplement and Transcript of Records

- (1) In addition to the joint official certificate, the graduate receives a diploma supplement and a transcript of records.
- (2) The Diploma Supplement contains information on the contents on which the degree is based, the programme structure and the competences acquired with the degree. Moreover, it contains information about the conversion and calculation of grades. It is supplemented by information about the study system of the involved universities.
- (3) The Transcript of Records contains a list of all completed modules including the number of acquired credit points and grades obtained within a course and for each completed module.
- (4) The Diploma Supplement and the Transcript of Records are signed by the chairperson of the EMINENT Examination Committee and by the Director of the EMINENT programme. A duplicate will be stored by the administrators of the coordinating university (USIEGEN).

§ 22

Access to the examination files

After completion of an examination, master thesis or master defence, candidates can, upon request, gain access to their written examination results and the related reports as well as the examination records. Requests must be addressed to the chairperson of the EMINENT Examination Committee.

§ 23

Invalidity of records and dispossession of the master's degree

- (1) If the requirements for admission to an examination were not fulfilled without the candidate intending to deceive, and if this fact only becomes known after the announcement of the examination result, this defect is remedied by passing the examination. If the candidate has intentionally obtained the admission wrongfully, the EMINENT Examination Committee shall decide on the consequences according to the German national law.

- (2) If the candidate has cheated during an examination and this fact only becomes known after the announcement of the examination result or after the certificate has been issued, EMINENT Examination Committee can adjust the grades for those examination performances subsequently or declare the examination as failed. The invalid certificate has to be returned.
- (3) The degree may be withdrawn if it is subsequently found that it has been acquired by deception or if essential requirements for the award have been erroneously considered to be fulfilled. The decision to withdraw the degree is made by the EMINENT Examination Committee and must be approved by the Steering Committee.
- (4) Before the decision is made, the candidate shall be given the opportunity to give a statement.
- (5) After a duration of five years, a withdrawal of the master's degree cannot be made.

§ 24

Coming into force and publication

These regulations come into force with effect from March 1, 2024. It is published in the Official Announcements of the Consortium Coordinator (USIEGEN). These examination regulations apply to all students who begin their studies in the EMINENT master's programme in or after the winter semester of 2024/2025.

Approved by the legal entities of the University of Siegen, the Hellenic Mediterranean University, the University of Orléans, the New University of Lisbon and the VILNIUS Gediminas Technical University of Vilnius.

Siegen, [DATE]

The Rector