

Eberswalde University for Sustainable Development

Faculty of Forest and Environment

STUDY and EXAMINATION REGULATIONS

for the International Master Study Programme *Global Change Management* (“Master of Science”)

*valid from winter semester 2021/22
version of 09.12.2020*

Only the original German version of these regulations is legally valid.

Content

§ 1	Scope
§ 2	Subject and objectives of the study programme
§ 3	Learning and study programme objectives
§ 4	Consecutivity and image
§ 5	Admission to the study programme
§ 6	Structure and crediting of the study programme
§ 7	Mobility of students
§ 8	Type, scope and assessment of examinations
§ 9	Deadlines and resitting examinations
§ 10	Master thesis and defence
§ 11	Master degree certificate and master degree document
§ 12	Master degree
§ 13	Entry into force

§ 1 Scope

These regulations govern and specify the objective, content, structure and sequence of the degree programme and the examination procedures for the *Master of Science* degree in the 4-semester *Global Change Management* study programme, based on the general study and general examination regulations of the University of Applied Sciences Eberswalde (HNEE). It is complemented by the curriculum and the module descriptions.

§ 2 Subject and objectives of the study programme

The study programme qualifies students for a professional activity dedicated to the challenges of global change. A particular focus is on solutions of natural resource management to reducing global environmental change and its impact on social and ecological systems.

Graduates will be qualified to initiate learning processes in national and international governmental and non-governmental organisations and to act as "change agents", for example in the fields of nature conservation, forest management or development cooperation. This is done on the basis of acquired social skills and knowledge of proactive risk management and strategic planning. As transdisciplinary and problem-solving oriented generalists, they are capable of systemically comprehending complex, non-linear processes of global change and of communicating them to target groups.

§ 3 Learning and study programme objectives

These special study programme objectives should prepare graduates, in terms of demand and use in practice, for the following application areas:

- Experts for the prevention and reduction of global change: graduates will be able to develop, communicate and politically implement projects for the prevention or reduction of global environmental change.
- Graduates will be qualified to design, implement and/or direct management approaches to adapting to the unavoidable impacts of environmental change.
- Graduates will be qualified to identify potential changes in organisations at international, national and local level, to initiate learning processes and, as a political advisor, to recognise and use leeway.
- Graduates support public administrations (e.g. cities, rural districts, etc.) with the development and implementation of sustainability strategies (e.g. as sustainability referees). A special focus lies on the development of strategies for climate change mitigation as well as the adaptation to climate change impacts and further change proceedings (e.g. as climate change referees).
- Graduates will be able to work scientifically and independently at research institutions or other organisations based on a comprehensive knowledge of the systemic processes and contexts of global change.

The following skills shall be taught in order to achieve these objectives:

- system-theoretical, scientific and social-scientific knowledge and methodical competence
- Decision-making skills and competence to act in the field of change management
- Presentation and communication skills
- team spirit, mediation and conflict resolution skills
- Intercultural and social skills in the field of international and interdisciplinary project and research work

§ 4 Consecutivity and profile

The programme is a consecutive offer for undergraduate study programmes in International Forest Ecosystem Management, Forestry and Forest Science, Landscape Use and Nature Conservation as well as other undergraduate natural science-ecological-environmental science study programmes.

§ 5 Admission to the study programme

- (1) The study programme starts in the winter semester of each year.
- (2) German applicants can apply directly to the HNEE until 15 July of the respective year. International applicants (i.e. all applicants who did not obtain their first degree in Germany) can apply until 01 May of the respective year. International student applications, with the exception of applications from graduates of partner universities, undergo an external fee-based preliminary examination by UNI-ASSIST (Arbeits- und Servicestelle für internationale Studienbewerbungen; www.uni-assist.de).
- (3) Requirements for enrolment for the master's study programme are
 - a first job qualifying university degree (Bachelor, Diplom, Ingenieur, Magister or Master) with a standard study period of at least 6 semester respectively a volume of at least 180 ECTS Credits as well as a
 - proof of a good knowledge of English (pursuant to § 5(5))
- (4) The following documents should be submitted for selection and allocation of study places:
 - Curriculum vitae (including documents that certify scientific and technical qualifications (e.g. a proof of (international) project work, teaching activities, organisation / participation in workshops, list of publications, specialized voluntary or private activities, etc.))
 - Letter of motivation (no longer than 2 pages)
- (5) As a requirement for admission, all candidates must demonstrate a good knowledge of English: Common European Framework of Reference for Languages (CEFR) Level B2 (see Appendix 3), or where English is the native language in their country of origin. In order to verify the native language of a country, information about countries from the German Foreign Office shall apply (see Appendix 4). Graduates of English study programmes, in particular graduates of the "International Forest Ecosystem Management" (B.Sc.) study programme at the HNEE, do not need to provide any further linguistic evidence. If a candidate is still awaiting proof of English competence at the time of admission, then provisional admission may be granted. The corresponding proof must then be submitted by the second semester. Knowledge of the German language is no required.

The number of study places is published annually in the "Regulation on the Determination of Admission Numbers" of the State of Brandenburg (e.g. 25 study places per academic year). 40% of the study places are given priority to applicants from abroad. If the number of applicants exceeds the number of available study places, the allocation of study places is carried out according to the statutes of the university selection procedure of the HNE Eberswalde in the currently valid version.
- (6) If the number of national or international applicants does not reach the defined quota, the missing study places can be compensated by the more abundant cohort and the respective percentage may be exceeded.
- (7) To ensure that admitted students have the necessary pre-requisites to achieve the objectives of the study programme, the individual technical qualifications will be checked carefully by the faculty's study programme representative (see Appendix 5). Furthermore, if enrolment is granted, then special advice is offered on selecting suitable modules. In addition, there is also the possibility of attending additional (non-credited) modules from other master or bachelor study programmes.

§ 6 Structure and crediting of the study programme

- (1) The official length of the study programme is four semesters. The full-time study programme is divided as follows:
 - 1st and 2nd semester: Teaching the natural and social-scientific as well as the system-theoretical basis for the analysis and understanding of global change
 - 3rd semester: Realisation of an independent research project at the EUSD or at selected institutions in Germany or abroad, accompanied by an internet-based research colloquium
 - 4th semester: Master thesis and summarizing master colloquium
- (2) The structure and objective of the study programme and/or classes are described in the curriculum. The curriculum is part of the study and examination regulations (see Appendix 1).
- (3) The entire study programme is modular and includes mandatory and elective modules. Teaching language is English.
- (4) Credit points (credits) are awarded for the modules according to the European Credit Transfer System (ECTS) after successful completion of the examinations. Per semester, 30 credit points must generally be achieved from all modules offered (mandatory and elective). The workload to achieve 1 ECTS credit point is 25 time hours. The minimum number of credit points to achieve the master study programme is 300 ECTS credit points. It is intended that 120 ECTS credit points of these be acquired in the GCM study programme, building on a degree with at least 180 ECTS credit points.
- (5) In addition, further modules can be taken as elective modules according to § 5 para. 3 RSPO. These do not contribute to the credit points according to Paragraph 4; however, they can be listed in the transcript upon application by the student.
- (6) The ECTS credit points to be earned in the elective area are transferable between semesters. Provided that the prerequisites necessary for enrolment are met, elective modules from higher semesters can be brought forward or, in individual cases, made up from lower semesters. For mandatory modules from higher semesters, this is only possible upon application to the examination board.
- (7) Modules can be offered in one semester or across semesters and can be composed of several module components.
- (8) In the area of elective modules, as a rule up to 6 ECTS credit points can be acquired through specialisation modules. Specialisation modules are elective modules that are not bound to the curriculum and serve to expand and specifically supplement the objectives of the study programme formulated under § 3. Specialisation modules can represent currently introduced offers in one's own study programme as well as be selected from other master study programmes of the EUSD, another university or a science-related institution. The acquisition of the maximum credit point limit is cumulative and does not require a specific module size. In the case of exceeding the maximum creditable ECTS credit points, the excess credit points of the elective module are cancelled and not taken into account for the credit point total. The application needs to be approved by the head of study programme.
- (9) Elective modules can only be chosen once. If the number of applicants for a particular elective module exceeds the number of places available, applicants from the semester in which the elective module is offered according to the curriculum are given priority. 10% of places may be awarded directly by lecturers. The registration and selection procedures for assigning students to facultative and elective modules will be carried out by the head of the study programme by the beginning of the examination period for the previous semester (exception: in the first semester, registration and selection shall be carried out in the first week of the lecture period). All other conditions for attending elective modules can be found in the relevant module descriptions.

§ 7 Mobility of students

The modules are offered by the EUSD and, where applicable, also in cooperation by the partner institutions of the study programme. Depending on the offers available, classes take place in Eberswalde or at other locations. A corresponding willingness for mobility on the part of the students is a prerequisite. Costs may have to be covered by the students themselves; the faculty will attempt to obtain appropriate subsidies.

§ 8 Type, scope and assessment of examinations

- (1) The type and scope of the module examinations are defined in the curriculum and in the module descriptions. Examinations are normally held at the end of each module or during the examination period of each semester.
- (2) The independently designed and carried out research project in the 3rd semester, to be approved by the head of the study programme, is assessed with success / without success (cf. Annex 1).
- (3) A module examination is passed if the module grade is at least "sufficient" (4.0). If several graded examinations (partial examinations) are to be completed in a module, the overall grade is calculated from the arithmetic average of the partial grades, taking into account the weighting of the partial examinations defined in the curriculum. All (partial) examinations in a module must be passed. It is not possible to offset examinations that have already been passed against examinations that have not been passed.
- (4) The selection and enrolment procedures for elective and facultative modules will be implemented by the end of the lecture period of the previous semester. At the beginning of the first semester, the selection procedure will be carried out within the first week of lectures. If a module cannot be taught due to an insufficient number of participants (<5) students must be divided among the remaining elective modules.
- (5) By registering for an elective module, the corresponding module is treated as a mandatory module with regard to examinations. When registering for a module, students are automatically registering for the module examinations.
- (6) The type and scope of academic performance achieved during the study programme shall be accredited according to the European Credit Transfer System (ECTS). Credits are accumulated in order to achieve a master's degree. The master's examination shall be considered passed, if the candidate
 - a) has passed the required module examinations with a grade of at least "sufficient";
 - b) has successfully completed the independent research project;
 - c) has completed the master thesis including the defence with a grade of at least "sufficient".
- (7) The overall grade of the master's examination is calculated as the average grade based on the weighted individual grades of the modules. The weighting is analogous to the allocation of credits. The credits of the research semester ("Research project – implementation of change management" and "Internet based research colloquium", study programmes are completed only "with success") are not considered for the calculation of the overall grade.
- (8) Students with proven physical, mental or psychological impairments and disabilities shall be provided with compensation for disadvantages upon application.

§ 9 Deadlines and resitting examinations

- (1) The module examinations necessary to achieve the semester performance requirement (30 credits) must be taken by the end of each semester. A cancellation – except for the case of illness - must be submitted to the Campus Management System of the EUSD no later than 7 calendar days before the start of the examination. If a student fails to attend an examination and has not been excused, the examination is graded as a "fail". In case of illness a medical certificate needs to be handed in within three days after the examination day.
- (2) Resits will usually take place during the examination period of the subsequent semester.
- (3) Failed examinations can be retaken twice.
- (4) Trial examinations are only permissible for examinations within the standard study period that are taken by the standard examination deadline in accordance with the programme-specific Study Programme and Examination Regulations. Only one failed module examination taken during the first 2 study semesters can be waived. Applications to have a failed module examination count as a trial examination and must be submitted to the Examinations Office 4 weeks before the start of the next examination period at the latest. Only one request per module is permitted. The module examination, for which the trial examination is claimed, must be taken within the examination period of the 2 semesters following the trial examination. Withdrawal or an unexcused absence from the trial examination results in the loss of the right to sit a trial examination. Use of the trial examination regulation cannot lead to an extension of the study period. The trial examination can also be applied for partial module exams, but the attempt counts as a full trial exam attempt. If a trial exam is passed, the better result of the two exams will be taken.
- (5) The master's examination is failed if the last possible resit is graded as "unsatisfactory".

§ 10 Master thesis and defence

- (1) The study programme includes the completion of a scientific Master's thesis of 26 ECTS credit points.
- (2) Candidates are required to decide for themselves on a subject for their master thesis and to ensure they have a tutor, who will generally also act as the first assessor, and a second assessor.
- (3) The topic of the Master's thesis can only be issued or confirmed by the professors or honorary professors representing the subject area of the Faculty of Forestry and Environment. The Master's thesis must be assessed by at least 2 examiners from the subject area to which the thesis relates. One examiner must fulfil the employment requirements for professors according to the BbgHG and exercise independent teaching responsibility at the university in the subject area to which the thesis relates. The examination board decides on exceptions with the involvement of the respective subject area representative. If the Master's thesis is supervised outside the university, at least one examiner must be a member of the EUSD.
- (4) The student should register the thesis not later than 6 months before the end of the standard period of study.
- (5) The master thesis is to be registered and recorded at the dean's office.
- (6) The processing time for the Master's thesis is 16 weeks.
- (7) The form of the master thesis must meet the standards valid for scientific reports.
- (8) The thesis shall normally be written in either English or German, in consultation with the faculty representatives. Theses not written in the German language must include a summary in German.

- (9) On registering their thesis, a candidate shall declare whether he or she agrees to let the university publish their master thesis or parts thereof, and to grant the university use and exploitation rights, and that if the master thesis is blocked for library use, the exploitation rights are withdrawn for the blocking period.
- (10) The thesis' subject will be issued for the thesis and defence at the earliest after the successful termination of the explicit majority of studies and examinations, generally after the achievement of at least 75% of the total number of credits of the study programme less the credits for the Master thesis and Master Defence. After the completion of all study programme and examination achievements the subject of the thesis shall be issued four weeks after the registration at the latest. If the registration of the master thesis does not occur after all examination results have been achieved or if the given time frame for the master thesis has not been met, the master thesis counts as failed.
- (11) The subject of the thesis may only be returned once within four weeks of registration.
- (12) Unless otherwise agreed with the examiners, three printed and bound copies (at least one copy) of the Master's thesis must be submitted to the Dean's Office by the deadline or sent to the Dean's Office by the postmark of the last day of the deadline at the latest. The date of submission shall be recorded in the Dean's Office. In the Master's thesis, the person to be examined must affirm in writing that he/she has written the thesis - in the case of a group thesis, his/her correspondingly marked part of the thesis - independently and has not used any sources and aids other than those specified.
- (13) In addition, at least one of the hardback copies of the master thesis (for the 1st assessor) must be submitted with a CD/DVD (or another appropriate digital storage device) containing a copy of the entire work and all the basic and metadata related to the work (in an editable form e.g. docx, xlsx etc.).
- (14) The master thesis will be evaluated by two assessors. The arithmetic average of the two grades, which have to be sufficient at least, is counted by 70% in the evaluation of the master thesis. If the grades from the two assessors differ by more than 1,0, a third assessment must be compiled. In this case, the overall grade is the arithmetic average of the at least "sufficient" passed grades from all three assessments. The examining board shall determine the third assessor.
- (15) The master thesis and defence should be evaluated by at least two examiners from the thesis' subject area. One of the examiners, normally the first examiner, needs to fulfil the qualification for employment of a professor according to the higher education act of Brandenburg and to teach self-dependent in the area of the thesis' subject at the HNEE. The examiner can also be employed as a junior professor in the subject.
- (16) The master thesis should be evaluated within six weeks.
- (17) The blocking period or release of the master thesis for library use should be stated on all deposit copies.
- (18) Master theses are to be incorporated into and to be archived.
- (19) If a master thesis including its defence is failed, there is the possibility of rewriting the thesis if the maximum study period has not been exceeded. The thesis must be registered no later than 6 months after the announcement of the results of the first examination attempt. In case of non-compliance with the time limits, the examination right forfeits.
- (20) The thesis may be completed by a group of maximum 3 students, if the individual candidate's contribution to be assessed as his or her examination performance can be clearly distinguished and is assessable based on the use of sections, page numbers or other objective criteria.
- (21) The master thesis is concludes with a defence. The minimum "sufficient" passed grade for the defence counts as 30% of the final grade for the master thesis. The public examination is divided into a 20-minute presentation and a subsequent 30-minute discussion. The defence is conducted promptly after the availability of the experts' reports. The examining board shall decide on any exceptions. The examining committee consists of at least two lecturers of the EUSD, whereby the Faculty of Forests and Environment is to be involved through the head of the study programme.

§ 11 Master degree certificate and master degree document

The master's degree certificate ("Transcript of Records") and the master's degree document shall be issued in two languages (German/English). The transcript of records contains all the grades of the completed module examinations and the grade of the master thesis, and also lists the overall weighted grade in accordance with the academic credits achieved. The degree certificate will be issued with the date of last passed exam.

§ 12 Master degree

If the master's examination is passed, a Master of Science degree is awarded. The common international abbreviation "M.Sc." shall apply.

§ 13 Entry into force and transitional provisions

- (1) These Study and Examination Regulations shall come into effect upon publication on the home page of the EUSD website.
- (2) These Regulations apply for all students who matriculate in the Master Study Programme Global Change Management after these regulations have come into effect.
- (3) The Study and Examination Regulations for the Global Change Management Master's programme, valid since winter term 20018/2019, cease to be in force after the end of the double period of study after these provisions come into effect. Applicable examination requirements must be fulfilled by this time. Students who have not completed the study programme by the time the Study and Examination Regulations cease to be in force no longer have the right to examination.

Appendix to the Study and Examination Regulations:

1. Curriculum and module descriptions
2. Diploma supplement