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**Study and Examination Regulations for the Master's study program in  
Materials Science  
at Otto von Guericke University as part of a program-based cooperation  
at the Vietnamese German University (Vietnam)**

dated August 27, 2024

On the basis of §§ 13 paragraph, 1 sentence 1, 67a, paragraph 2 no. 3a) and 77, paragraph 2 of the Saxony-Anhalt Higher Education Act as published in the announcement dated July 01, 2021 (Law & Ordinance Gazette LSA 368, 369), Otto von Guericke University Magdeburg has enacted the following Study and Examination Regulations as a statute:

## Contents

I. General Section .....	3
§ 1 Scope, program-based cooperation with the VGU .....	3
§ 2 Program objective .....	3
§ 3 Academic degree .....	4
§ 4 Admission to the program / admission requirements .....	5
§ 5 Commencement and duration of studies .....	5
§ 6 Organization and scope of studies .....	6
§ 7 Course structure .....	6
§ 8 Types of course .....	7
§ 9 Subject guidance .....	8
III. Examinations .....	8
§ 10 Board of Examiners .....	8
§ 11 Examiners and assessors .....	9
§ 12 Recognition of periods of study, study credits and examination results .....	9
§ 13 Types of examination during the program .....	9
§ 14 Compensation for disadvantage .....	11
§ 15 Admission to and deadlines for module examinations during the program .....	11
§ 16 Assessment of examinations and calculation of module grades .....	12
§ 17 Repetition of examinations .....	15
§ 18 Additional examinations .....	16
§ 19 Failure to attend, withdrawal, cheating, breach of regulations .....	16
IV. Master's degree .....	17
§ 20 Admission to the Master's thesis and issuing of the topic .....	17
§ 21 Submission of the written thesis in the Master's thesis module .....	18
§ 22 Colloquium and assessment of the Master's thesis module .....	19
§ 23 Repetition of the Master's thesis module .....	19
§ 24 Overall result of the Master's degree .....	20
§ 25 Transcripts and attestations .....	20
§ 26 Degree certificate .....	21
V. Final Provisions .....	21
§ 27 Right to view the examination files .....	21
§ 28 Invalidity of examination results .....	21
§ 29 Decisions, appeal procedure .....	22
§ 30 Withdrawal/revocation of the academic title .....	22
§ 31 University-wide announcements by the Board of Examiners .....	22
§ 32 Entry into force .....	22
Annex A: GPA conversion between different grading systems .....	24
Annex B: Study and Examination Schedule - Master's Study Program in Materials Science .....	25

## I. General Section

### § 1

#### Scope, program-based cooperation with the VGU

- (1) The regulations govern the objective, content and structure as well as the examinations and the degree awarded upon completion of the Master's study program in Materials Science.
- (2) The program is delivered by OVGU within the framework of a program-based cooperation with the Vietnamese-German University (VGU) in Ho Chi Minh City in Vietnam. The latter provides OVGU with local support.
- (3) The joint objective of OVGU and the VGU is to establish the program as a joint study program in the future.

### § 2

#### Program objective

- (1) The objective of the program is for the students to acquire a broad but at the same time detailed and critical understanding of the specialist subject knowledge applied internationally as well as the ability to work independently according to scientific methods, to familiarize themselves independently with the diverse tasks arising in practice, research and teaching and to deal with the frequently changing array of challenges on an international scale that arise in professional life.
- (2) The content of this Master's degree program builds on a Bachelor's degree program in engineering and/or natural sciences. Students will acquire the skills to enable them to critically examine solutions in their subject area, to solve problems as they arise in a scientifically structured way taking into account neighboring disciplines, and to defend their solution and/or communicate their knowledge at the required level to their international colleagues as well as lay persons. They will be in a position to creatively develop their subject area beyond the current state of the art, to acquire new knowledge for themselves and thus to interact with other specialists worldwide. Graduates will be able to reach scientifically sound decisions, even on the basis of limited information, and in the process take societal and ethical insights into account. They will be able to take on responsibility within a team. Among others, graduates will also acquire the following skills in addition to social skills:
  - the capacity for abstract thought and the independent recognition of problems and methods of resolution,
  - the ability to look at holistic technical contexts based on methodical fundamental analyses,
  - the ability to engage in lifelong learning,
  - interdisciplinarity.
- (3) On the Master's study program in Materials Science, the teaching is interdisciplinary and concentrates on the areas that are relevant to the selection of problem-specific materials. The students learn to collaborate independently on value creation processes in material processing

industries and, as a result of their research-oriented education, to actively participate in science. In particular, they are qualified for responsible roles in industry, technical services and science. In addition, linguistic skills are taught that enable the knowledge gained to be utilized in international situations.

(4) Due to their method-orientated education and the practical consolidation of specialist knowledge, graduates of the Master's study program in Materials Science are able to take on stimulating and challenging roles in many industries. Areas of employment can be found in the manufacturing engineering sector, with its highest turnover industries being mechanical and plant engineering, the vehicle, engine and supply industry, the chemical industry, the pharmaceutical industry, the food industry, the aerospace industry, mining, the steel and metallurgical industry, the textile industry, the electrical appliance industry, medical engineering, the capital and consumer goods industry and more. Areas of application are found in all sizes of company and corporate roles along the industrial value creation chains in appliance manufacturers, component manufacturers, system integrators, engineering service providers, design offices and manufacturing companies. Broad and challenging fields of activity with excellent professional and personal development opportunities are offered on the one hand by managerial and roles self-employed activities in industrial companies as well as, on the other hand, employment in scientifically oriented research and practical development engineering through to employment in science and education in the public sector and in research institutions.

Should they be so inclined, graduates may also find attractive employment in technical sales.

As a result of their training, which is geared towards international research and the global context, including the use of the English language as the language of tuition, graduates are in a position to work competently on projects in international teams in every part of the world.

(5) The students will become qualified to follow various different career pathways after completing their Master's study program.

On the one hand, by participating in scientific research-related project work, the students will gain skills in the fields of research, development and science, whilst on the other hand they will also be trained to become engineers for employment on the free market.

The academic study program leading to an M.Sc. from Otto von Guericke University meets the requirements for further postgraduate study, for example a doctorate in engineering or another related field.

### **§ 3**

#### **Academic degree**

Once the examinations required to graduate have been successfully completed, Otto von Guericke University shall award the academic title of

“Master of Science”, abbreviated to: “M.Sc.”

## II. Scope and Progression of Study Program

### § 4

#### Admission to the program / admission requirements

(1) Individuals who meet the requirements set out in § 27 HSG LSA and the particular requirements specified in greater detail below will be admitted to the Master's study program.

(2) A condition of admission is evidence of a Bachelor's degree or a comparable degree pursuant to § 27, para. 8, line 1 HSG LSA in a relevant subject area (materials engineering, mechanical engineering, civil engineering, mechatronics or related engineering fields) or the natural sciences or a closely related discipline.

The completed degree must include (in accordance with ECTS)

- at least 40 CP in the natural sciences, of which at least 10 CP in mathematics, 10 CP in physics or a sub-discipline, 10 CP in materials science
- 10 CP in principles of engineering.

(3) The preceding degree course must have been completed with a grade of at least 3.1 (or a grade point average of at least 6.5 (10-point scale), or equivalent). (Annex A).

(4) Applicants must, moreover, have adequate knowledge of the English language at level B2 (on a par with IELTS 6.0 or equivalent) in accordance with the Common European Framework of Reference for Languages. Students may apply for a determination of equivalence from the Board of Examiners.

(5) In the case of applicants who are about to complete a course of studies as defined in § 4, para. 2, and who by the date of application for this program have not yet graduated, evidence of the degree in question may be replaced by a complete transcript of grades achieved so far on the program concerned, whereby in the case of 180 CP Bachelor's programs a minimum of 150 CP and in the case of 120 CP Bachelor's programs a minimum of 100 CP (ECTS) must be demonstrated and the average grade calculated from the module examinations must be at least 3.1 (or a grade point average of at least 6.5 (10-point scale) or equivalent). Provided that the other admission requirements are met, they will be enrolled on the program on condition that they present their Bachelor's degree certificate by October 31 in the year of admission.

(6) The decision regarding whether or not the admission requirements are met shall be made by the Board of Examiners or the committee responsible for this at the VGU in the framework of the cooperation (Program Steering Committee pursuant to §10, para. 4).

### § 5

#### Commencement and duration of studies

(1) Enrollment is in the winter semester. The provision of courses is organized accordingly.

(2) The study program is governed by the rules of the VGU. Unlike a study program at OVGU, a semester at the VGU lasts for 18 weeks.

(3) The Master's study program is designed in such a way that the course, including the preparation of the Master's thesis and colloquium, can be completed in a standard duration of four semesters.

## **§ 6**

### **Organization and scope of studies**

(1) This Master's study program is an in-person study program which falls into the "more strongly research oriented" profile category. It is delivered as a full-time study program on the VGU campus. As part of the preparation of the Master's thesis (Master's thesis module), a scholarship or self-funded stay in Magdeburg may be undertaken.

2) The required study load is indicated by the number of credit points (CP) assigned in accordance with the European Credit Transfer System (ECTS).

(3) Altogether the study program amounts to 120 CP, which are divided into compulsory, compulsory elective, free elective and Master's thesis modules. For the successful completion of the Master's degree course, a total of at least 300 CP must be obtained, inclusive of the undergraduate course of studies. The workload is approx. 30 CP per semester. It is also possible for the student to complete additional modules of his or her choice.

The number of CP indicated describes the study effort, which is comprised of the participation in classes, preparing for and reviewing classes, independently processing and consolidating the subject matter and demonstrating study achievements. One CP corresponds to an effort of approx. 30 working hours.

(4) The program is divided into modules. Modules are generally concluded with an examination. Examinations must be completed during the course of studies either during or at the end of the respective module. A certain number of CP are awarded for each successfully completed module.

(5) The content of the course can be found in the Study and Examination Schedule (Annex B) and the published module handbook.

## **§ 7**

### **Course structure**

(1) The range of mandatory courses comprises compulsory and compulsory elective subjects. The scope of the individual areas is defined in the Study and Examination Schedule (Annex A). The student may also freely select additional elective modules.

(2) The designation "compulsory modules" applies to all modules that are required for successful completion of the course of studies in accordance with the Examination and Study Regulations. They ensure that students are educated in the core competences of the program.

(3) Compulsory elective modules enable students to pursue individual inclinations and interests and to take the subject-specific requirements of their future field of professional activity into account. The list of compulsory elective modules may be amended in accordance with developments in the disciplines taught and the availability of teaching staff and adapted to the teaching program of the faculty. Information on this can be found in the module handbook and the module catalog.

(4) All modules that students complete by their own choice in addition to the compulsory and compulsory elective modules are described as free elective modules. Students are at liberty to take examinations in the free elective modules (see § 20 Additional examinations).

(5) The study program concludes with the “Master’s thesis” module in which a written elaboration of a subject is produced and defended in a subsequent colloquium.

(6) The language of instruction is English.

## § 8

### Types of course

(1) The specific types of course that are part of a module are set out in the module handbook. The courses are generally delivered face-to-face in the classroom. The form of delivery will be communicated via the timetable. Digital content and forms of instruction may be integrated in the courses.

(2) The courses may be delivered as

- a) lectures,
- b) tutorials,
- c) seminars,
- d) scientific projects,
- e) internships,
- f) colloquia.

a) The purpose of lectures is to present and communicate cohesive scientific, functional, technical and creative basic and specialist knowledge in common international use as well as methodological skills.

b) First and foremost, the purpose of tutorials is to consolidate and supplement the knowledge conveyed in the lectures and to acquire methodological skills in combination with application-oriented practice. Tutorials in small groups in particular are classes that accompany lectures, which offer the students the opportunity to check their level of understanding of a subject area.

c) Seminars are used for teachers and students to scientifically appraise theoretical and practical issues collaboratively. This can be in a variety of different ways of working (provision of information, presentations, development of theses, discussions) and in groups, whilst ensuring that each student’s individual performance is assessed. Seminars generally require collaboration by

the students, at least in the form of presentations, written elaborations or experimental work in accordance with § 13.

d) Scientific projects help the students to demonstrate that they are cable of working independently. Depending on the stipulations of the module, the project is either worked on individually or in teams (team/group project with individual assessment). Project participants work on complex tasks focusing particularly on theoretical principles on the basis of practical examples. The project work may be supervised by an interdisciplinary team. Access to projects may depend on the students having fulfilled certain requirements, as well as on the module regulations. The findings are presented in a final project paper as is standard in the students' future professional employment in the form of a written elaboration and its defense/presentation in a colloquium (see also § 13).

e) Internships are used to apply the knowledge that has been taught, and thus consolidate it.

f) Colloquia are forms of scientific exchange during the semester between examiners and students that comprise the authoring of a written paper in combination with a corresponding presentation / defense.

## § 9

### Subject guidance

(1) To facilitate students' orientation in their place of study, introductory courses are offered at the beginning of the program.

(2) Subject guidance can be utilized for the study program. The advisors (subject advisors) are listed on the VGU website for the program.

## III. Examinations

### § 10

#### Board of Examiners

(1) A Board of Examiners will be appointed by the Faculty Council of the Faculty of Mechanical Engineering to carry out the tasks assigned by these regulations. The chairperson and their deputy and at least one further member shall belong to the group of university lecturers (§ 60, sentence 1, no. 1 HSG LSA). At least one member will be appointed from the status group as defined by § 60, sentence 1, no. 2 HSG LSA (research assistants and teaching staff with special responsibilities) and at least one member from the status group of students (§ 60, sentence 1, no. 3 HSG LSA).

(2) The Board of Examiners ensures the proper execution of examinations. It ensures compliance with the provisions of these regulations.

(3) The members of the Board of Examiners have the right to participate as observers when the examinations are held.



(4) The work of the Board of Examiners is supported at OVGU by the Examination Office of the Faculty. In the study venue it is supported by the Program Steering Committee (PSC) and the VGU Examination Office. Members are represented on the PSC in accordance with paragraph 1.

(5) The Board of Examiners shall establish rules of procedure that take into account the features of the cooperation with the VGU and may delegate tasks etc. to the PSC through this.

## **§ 11**

### **Examiners and assessors**

(1) The Board of Examiners appoints the respective examiners and assessors taking into account its rules of procedure and the cooperation agreement with the VGU. Examinations may only be assessed by persons who themselves possess at least a Master's degree or equivalent qualification.

(2) Two examiners must be appointed to evaluate written examination scripts if continuing with the study program is conditional upon passing the particular examination.

(3) At least two examiners must be appointed, or one examiner in the presence of an expert assessor, to evaluate oral examinations.

(4) The examiners exercise their duties independently.

(5) The Board of Examiners must ensure that the students are notified of the names of the examiners in good time by means of the publication of the examination schedule by the Examination Office in accordance with § 10, para. 4.

## **§ 12**

### **Recognition of periods of study, study credits and examination results**

Upon written application, the Board of Examiners will decide on the recognition of periods of study, academic achievements and examination results plus skills and expertise acquired outside of higher education. For the purposes of recognition, students must present the necessary original documents or certified copies thereof, otherwise recognition will not be possible.

## **§ 13**

### **Types of examination during the program**

(1) Module examinations comprise all course assessments (in the sense of partial assessments that are included in the overall grade), but should, however, generally only number one. A combination of types of module examination as set out in paragraph 2 is permissible, if the intended aim of a reasonable examination burden is achieved, whilst maintaining the principle of competence-based assessment.

(2) The following types of examination may be held during the program:

- a) written examination,
- b) oral examination,
- c) portfolio examination,
- d) written exposition,

- e) presentation,
- f) experimental work,
- g) defense.

2) In a written examination that is invigilated and taken in a time-limited session with limited aids, students are required to demonstrate their comprehension of standard methodology and problem recognition and solving skills within their specific fields. A written examination shall last for a minimum of 60 minutes and not longer than 240 minutes. The examiner shall decide which aids may be used during the exam.

(3) In an oral examination, students should be able to demonstrate their capacity to recognize and classify complex issues from the specific topic under examination. As part of the oral examination, a reasonable number of written exercises may be set, provided that the oral character of the examination as a whole is not affected.

The oral examination shall take place with several examiners (panel examination) or with one examiner and an expert assessor in the form of an individual or group examination, whereby up to 3 students may constitute a group. The assessor will be consulted before a final grade is awarded.

As a rule, the duration of the examination for each student should amount to at least 15 minutes, however not more than 45 minutes.

The essential points of the examination and the examiners' evaluation must be recorded in writing. This record must be signed by the examiners and the assessors. The results are to be made known to the student directly following the presentation of the oral examination.

c) A portfolio examination is intended to demonstrate that students are capable of producing scientific work independently as well as in a team. This examination may consist of a range of formats in accordance with the module description.

d) A written exposition comprises an independent, in-depth written analysis of a subject-specific or multi-disciplinary problem, where necessary including and evaluating relevant literature, and requires an experimental, empirical or theoretical treatment of the task. The student must demonstrate that he or she is able, within a prescribed period of time, to work independently on a task from the subject area using scientific methods.

e) A presentation comprises an oral presentation or media presentation (using, for example, slides, videos or similar) of an independent, in-depth analysis of a question in the context of a module and communication of the results achieved, which may be followed by a discussion with teachers and other students.

f) An experimental work comprises in particular the theoretical preparation of experiments, their structure and execution as well as the written presentation of the work steps, the test procedure and the results of the experiments. In suitable cases the oral presentation of the results in the form of a lecture with subsequent discussion is possible.

g) In a defense, the presentation and critical analysis of the knowledge acquired in the context of the written thesis takes center stage. The objective of a defense is to reflect on a subject in

theoretical and practical terms to a high professional standard and on the basis of work undertaken. The documentation for the defense must be available in written form for assessment.

(3) The types of examination pursuant to para. 2 may be conducted in a variety of different ways. They may be taken in person or on the computer (online supported), in a specific location or anywhere, with or without supervision.

(4) Remote electronic examinations are exams that are suited by their nature to being conducted in electronic form and without the requirement to be present in person in a specific examination room. Written examinations that, by their design, need not be completed in a prescribed examination room but instead can be taken without supervision, are not remote electronic examinations. Furthermore, remote electronic examinations do not automatically include exam formats that are not conducted with an invigilator. This includes, in particular, term papers or written elaborations that are computer-based (online-supported). This is governed in greater detail by the current version of the Statutes of Otto von Guericke University Magdeburg regarding the execution of remote electronic examinations (EFPO).

(5) Pre-examination requirements may need to be satisfied as a condition of admission to a module examination. If a student fails to successfully complete the necessary assessments he or she may try again. The conditions for completing the pre-examination assessments and the type and scope of these assessments can be found in the module descriptions.

(6) Group projects are also a permissible form of examination. The contribution of each individual student must meet the examination requirements and be clearly discernible and assessable on the basis of sections, pages or other objective criteria.

## **§ 14**

### **Compensation for disadvantage**

Where a student provides credible evidence (medical certificate or disabled person's ID) that, due to a prolonged or permanent illness or a disability, he or she is completely or partially unable to fulfill the examination requirements in the prescribed form, the Board of Examiners must provide the student with the option to take equivalent examinations in a different form, provided that this is necessary to ensure equality of opportunity.

To this end, the length of time allowed for the assessment may be extended to a reasonable degree or approval may be given for the examination to be taken in a different form. Compensation for disadvantage must be applied for in writing to the Board of Examiners. The application should be made no later than when registering for the examination.

## **§ 15**

### **Admission to and deadlines for module examinations during the program**

(1) Anyone who is enrolled on the program specified in §1 may be admitted to module examinations during the program.

(2) Students pursuing this program must register for the module examinations and for repeat examinations by no later than 14 calendar days before the respective examination date and

must do this in the required form (online portal or in writing to the Examination Office in the study venue).

Failure to comply with the relevant registration deadline shall result in admission to the examination being refused, unless the Board of Examiners decides otherwise upon written application by the student.

(3) The Examination Office in the study venue shall verify that the necessary admission conditions are met.

(4) The examinations for the compulsory modules must be completed by the end of the semester specified in the study and examination schedule (Annex B). If this deadline is exceeded by more than 15 months, then any examinations for this module that have not yet been completed shall be deemed to have been failed once. This clause shall not apply if the student is able to demonstrate that the failure to complete the examinations in due time was beyond his or her control.

(5) The absence of a condition of admission or the failure to complete the required pre-examination assessments for module examinations with mixed forms of assessment in accordance with § 13c does not release the student from the requirement to adhere to the examination deadline, unless the responsible Board of Examiners decides otherwise upon application.

(6) Proof of the pre-examination assessments completed must be attached to the application for admission.

(7) Admission must be refused if:

a) the requirements for admission are not met or

b) the documents are incomplete or

c) the module examination has been irrevocably failed or is deemed to have been irrevocably failed.

(8) Registration for an examination may be withdrawn no more than 3 calendar days prior to the respective examination date. In the event of a withdrawal, a new application for admission to the examination must be submitted in accordance with paragraphs 2 and 4 for a later examination date.

(9) The module examinations may be completed prior to the end of the semester indicated in the examination schedule, provided that the requirements for admission to the relevant examination have been satisfied.

## **§ 16**

### **Assessment of examinations and calculation of module grades**

(1) Each examination is assessed and graded by the respective examiners. For written examinations, grades should be announced no later than four to six weeks after the examination has been taken. The examination assessment criteria must be published.

(2) The following grades are to be used for the assessment of examinations:

Grade		
1	Very good	An outstanding performance
2	Good	A performance which is significantly above average
3	Satisfactory	An average performance
4	Sufficient	A performance which, in spite of its shortcomings, is considered to be adequate
5	Insufficient	A performance which, because of substantial shortcomings, does not meet the requirements

To differentiate between examination performances, in addition to whole numbers, intermediate values may be used for grading, with which individual grades may be increased or lowered by 0.3. The following grades are excluded from this: 0.7, 4.3, 4.7 and 5.3.

(3) Passing of examinations

A module examination is considered to have been passed if a minimum grade of “sufficient” (4.00) is awarded.

(a) An examination that is a single assessment is considered to have been passed if a minimum grade of "sufficient" is awarded. The grade for this examination is the grade for the module.

(b) If the overall assessment consists of several individual assessments and examinations, it is deemed to have been passed if the grade awarded for each of the individual assessments is at least “sufficient”. The overall assessment grade (overall grade) is made up of the weighted arithmetic average of all of the individual grades awarded by the examiners cut off after two decimal places.

(c) If the overall assessment is made up of individual grades awarded by several examiners or expert assessors, it is deemed to have been passed if the arithmetic average cut off after two decimal places of the individual grades awarded by the examiners is at least “sufficient” (4.00). If two or more whole grades lie between the grades awarded by different examiners, a further examiner will be called upon. The overall assessment grade (overall grade) will then be made up of the arithmetic average of all grades awarded.

(d) The determination of the grade for the module examination shall in cases b and c be by classification of the overall grade for the assessment in accordance with the table below; irrespective of this, the evaluation of the “Master’s thesis” module is in accordance with the specifications of § 22:

Lower threshold		>1.15	>1.50	>1.85	>2.15	>2.50	>2.85	>3.15	>3.50	>3.85
Grade	1.0	1.3	1.7	2.0	2.3	2.7	3.0	3.3	3.7	4.0

Upper thresh- old	>1.15	>1.50	>1.85	>2.15	>2.50	>2.85	>3.15	>3.50	>3.85	>4.00
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(4) When arriving at a grade by means of averaging, only the first decimal place will be taken into account, all other decimal places will be disregarded without rounding.

Grading structure:

For a grade average of	Grade
up to and including 1.5	Very good
from 1.6 up to and including 2.5	Good
from 2.6 up to and including 3.5	Satisfactory
from 3.6 up to and including 4.0	Sufficient
from 4.1	Insufficient

## § 17

### Repetition of examinations

(1) Examinations that are failed or deemed to have been failed may be repeated once. A second repetition is permissible for a maximum of two examinations that are failed or are deemed to have been failed at the first repeat attempt.

(2) First repeat examinations must be taken at the earliest after 6 weeks and the latest 15 months after failing the original examination.

Second repeat examinations must be taken at the earliest 6 weeks and at the latest by the next available examination date after failing the first repeat examination. These deadlines do not apply if the student is granted an extended deadline for reasons beyond their control.

Students are required to re-register in accordance with § 17 for each repeat examination. § 18 applies accordingly for the assessment. Should the student interrupt his or her studies, or if there are other justified reasons, binding stipulations must be made by the Board of Examiners regarding the completion of repeat examinations.

(3) For examinations for compulsory elective modules that are failed or deemed to have been failed, the possibilities for repetition pursuant to para. 1 may be utilized provided that the deadlines in accordance with para. 2 are adhered to. If the possibilities for repetition of a compulsory elective module are not utilized, an alternative compulsory elective module must be selected.

(4) On one occasion during a Master's study program, a passed examination may be repeated. The better of the grades achieved will apply. If this possibility is not utilized, notwithstanding paragraph 1, on one occasion only, a failed second repeat examination may be taken again or another first repeat examination may be taken a second time.

To make use of this regulation, a written application must be submitted to the Examination Office in the study venue after notification of the grades and before commencing the Master's thesis.

A Master's thesis and Master's colloquium and module examinations that have been graded "insufficient" due to misconduct, especially attempted cheating, are excluded from this.

(5) Module examinations that have already been passed may not be repeated, except in the circumstances set out in paragraph 4.

(6) If the examination candidate has lost their entitlement to be examined, the Master's degree being pursued in the selected program of study shall be deemed to have been failed.

## **§ 18**

### **Additional examinations**

(1) Students may also take examinations in additional modules to those modules in the compulsory and elective parts of the course that are prescribed in the attached examination schedule (additional exams for free elective modules).

(2) Upon application to the Examination Office by the student, the module and the results of supplementary examinations may be included in the academic transcript and/or certificates. The results of supplementary examinations are not taken into consideration when calculating grade point averages and when determining the cumulative grade.

## **§ 19**

### **Failure to attend, withdrawal, cheating, breach of regulations**

(1) A module examination will be deemed to have been graded "insufficient" when students, for no good reason:

- (a) do not attend on a mandatory examination date,
- (b) withdraw from the examination after it has already begun,
- (c) do not take or retake an examination within the specified time frame,
- (d) use the content of another individual's work without citing the source in a written assessment (excluding written examinations).

(2) The justifications provided for any withdrawal or failure to attend must be credible and – via the Program Steering Committee (PSC) at the VGU – immediately presented in writing to the Board of Examiners. Otherwise, the examination will be graded "insufficient".

In case of illness, a medical report must be presented. If, due to illness, the examination candidate is prevented from submitting their doctor's certificate in due time, the Examination Office in the study venue must be notified of this either in writing or electronically by email by the date of the examination. In this case, the doctor's certificate must be submitted to the responsible Examination Office within three working days of the medical determination of sickness. The Board of Examiners – via the Program Steering Committee (PSC) – shall adjudicate upon any exceptions.

Unless the Board of Examiners resolves otherwise, upon recognition of the reasons, the examination must be taken in accordance with §§ 15 and 17.



(3) An examination will be graded "insufficient" if a student attempts to alter the results through deceit or the use of other unauthorized means.

Examiners and supervisors are authorized to exclude from further participation any student who disrupts the orderly conduct of the examination. If this is the case, their examination will be graded as "insufficient". In extreme cases, the Board of Examiners is authorized to exclude the student from any further examinations.

(4) An examination will be graded as "insufficient" if the student does not provide sufficient reason for not having respected the submission deadline for an assessment. Paragraph 2 applies accordingly.

(5) Disruptions in the run up to the examination or during the course of the exam must be reported immediately, if and as soon it is possible and reasonable to report them. Participation in an examination without protest and with knowledge of relevant impairments excludes any subsequent appeal on the basis of impairments of this nature.

#### **IV. Master's degree**

##### **§ 20**

##### **Admission to the Master's thesis and issuing of the topic**

(1) In the compulsory "Master's thesis" module, students must show that they are capable, within a given time frame, of working independently, using scientific methods, on a particular issue from the subject area. The topic and task definition of the written work must correspond to the purpose of the examination and the required workload. The type of task and the project definition must be specified when the topic is assigned. In the colloquium, the candidate must demonstrate that he or she is able to adequately present and explain the problems and defend the solutions on which he or she has been working.

(2) Only students who have obtained at least 75 CP from the range of compulsory and compulsory elective modules and the Research Lab module will be permitted to commence the Master's thesis module.

(3) The topic may only be returned once and only within the first 4 weeks of the time allowed for completion.

(4) Students should be given the opportunity to submit their own proposals for the Master's thesis topic and task definition. This proposal shall not, however, be legally binding.

(5) The written elaboration in the "Master's thesis" module (designated in the context of §§ 20–23 as Master's thesis) must be written in English.

It may be completed in the form of a group thesis. The contribution of each individual student must be clearly discernible and assessable on the basis of sections, page numbers or other objective criteria, and meet the examination requirements as per paragraph 1. The group size is limited to 3 students.

(6) The topic and task definition will be issued by a university lecturer in the Faculty of Mechanical Engineering or by a lecturer on the study program with responsibility for a module.

The individual issuing the topic appoints the expert assessor for the Master's thesis and submits the task definition with the comments of the assessors and supervisors to the Examination Office of the Faculty for Mechanical Engineering; the Examination Office in the study venue will also be notified of this. The task definition must include information about the number of bound copies that are to be submitted (at least one copy).

Before the topic is officially issued to the student, the Examination Office of the Faculty of Mechanical Engineering shall verify that they meet the conditions of admission to the module in accordance with para. 2. Upon official issuing of the task definition, the time permitted for completing the work begins; the first expert assessor will be notified of this.

(7) The Master's thesis module (Master's thesis with colloquium) is worth 30 CP.

## § 21

### **Submission of the written thesis in the Master's thesis module**

(1) The time between the issuing of the topic and the submission of the Master's thesis is up to 20 weeks. In proven cases of illness, the time allowed for producing the thesis will be extended by the duration of the illness, however the extension must not exceed 4 weeks. An attempt to write the thesis that is aborted due to an overlong period of sickness shall not be counted among the number of possible repetitions. In the case of a repeat attempt, the Board of Examiners shall adjudicate upon receipt of a justified written application mediated by the Program Steering Committee (PSC). Between the issuing of the task definition and submission of the Master's thesis, there should usually be a period of at least six weeks.

(2) A justified application by the student to extend the submission deadline by a maximum of 6 weeks must be submitted to the Examination Office in the study venue with the agreement of one or both of the expert assessors by no later than 7 calendar days before the regular submission deadline.

(3) Upon submission of his or her Master's thesis, a student must guarantee in writing that his or her thesis – or identified section in the case of a group thesis – has been written individually and that no sources or tools have been used other than those cited in the bibliography.

(4) One written copy of the Master's thesis and one in digital form (PDF format) must be submitted to the Examination Office in the study venue for checking for plagiarism in accordance with the Guidelines for Completion of Bachelor's and Master's Theses of the Faculty of Mechanical Engineering. The number of written copies shall comply with the number indicated in the task definition (§ 20, para. 6), however there must at least be one copy. The date of submission must be officially recorded. If the Master's thesis is not submitted within the time limit, it shall be graded as "insufficient". If the submission date falls upon a weekend or a public holiday, the next working day shall be deemed to be the final date for submission.

## **§ 22**

### **Colloquium and assessment of the Master's thesis module**

- (1) The examiners should assess and grade the Master's thesis (written thesis) by no later than four weeks from the date on which it is submitted.
- (2) The colloquium is the student's opportunity to demonstrate that he or she is capable of defending the results of his or her scientific work in an academic debate within the chosen field of studies. The colloquium must be open to the public within the university at the VGU or at OVGU. Participation by the other university shall be facilitated by way of video conferencing.
- (3) Admission to the colloquium is conditional upon passing all module exams pursuant to these regulations and a grading of the Master's thesis by the assessors of at least "sufficient" in accordance with § 16 para. 3c.
- (4) The Master's thesis colloquium must be undertaken within 9 months of the official submission of the Master's thesis. If this deadline is exceeded, the colloquium will be deemed to have been failed for the first time. This shall not apply if the student is able to demonstrate that he or she is not responsible for missing the deadline or if the Board of Examiners rules otherwise upon written application by the student. Regulations governing the deadline for repetition are set out in § 23, para. 5.
- (5) The examiners for the colloquium are the expert assessors of the Master's thesis or one expert assessor and a further examiner in accordance with § 11, para. 1, provided that such a person is appointed by the responsible Board of Examiners.
- (6) The colloquium will be held as an individual or group examination. The topic of the Master's thesis and the associated problems and findings must be described in a maximum 20 minute-long oral presentation, after which questions must be answered regarding the presentation. In the case of a group examination, the time shall be reduced to a maximum of 15 minutes per student. As a rule, the total duration of the examination for each student should be 45 minutes, and not more than 60 minutes. § 16 applies accordingly
- (7) The colloquium is deemed to have been passed if the examiners award a minimum grade of "sufficient".
- (8) Notwithstanding § 16, para. 3d, the module grade for the Master's thesis module (written thesis and colloquium) is calculated from the arithmetic average cut off after one decimal place of the grades awarded by the expert assessors and the grade for the colloquium. The module is failed if the grade awarded for the Master's thesis by the expert assessors or the grade awarded for the colloquium is "insufficient".

## **§ 23**

### **Repetition of the Master's thesis module**

- (1) The written thesis in the Master's thesis module may be repeated once with a new topic if it has or is deemed to have been graded "insufficient".

- (2) If a Master's thesis is repeated, returning a topic is only permissible if no use was made of this possibility in accordance with § 20, para. 3 the first time.
- (3) The new topic of the Master's thesis will be issued in a timely manner, generally within three months.
- (4) Repetition of a successfully completed Master's thesis is not permitted.
- (5) The colloquium in the Master's thesis module may be repeated once if it has or is deemed to have been graded "insufficient". The repetition must take place within 4 weeks, unless the student is awarded an extension to this deadline if reasons exist that are beyond his or her control.
- (6) Repetition of a successfully completed Master's thesis colloquium is not permitted.

## **§ 24**

### **Overall result of the Master's degree**

- (1) The Master's degree's examination is considered to have been passed when all of the continuous assessments in the compulsory and compulsory elective modules plus the Master's thesis module have been awarded a grade of at least "sufficient".
- (2) The overall classification of the degree is calculated proportionally from the arithmetic average weighted according to credit points of the grades for the module examinations (including the grade for the Master's thesis with colloquium).  
When calculating the overall classification, only the first decimal place is taken into account.
- (3) If the average of the cumulative grade is better than 1.3, then the classification "passed with distinction" shall be awarded. Otherwise, § 18 applies.
- (4) The Master's degree shall be deemed to have been irrevocably failed if a module examination / assessment or the Master's thesis has received a grade of "insufficient" or is deemed to have been graded "insufficient" and no further repetitions are permitted.

## **§ 25**

### **Transcripts and attestations**

- (1) A transcript of records is to be issued without delay, if possible within four weeks of the final Master's degree's examinations having been passed. The transcript shall bear the date on which the last examination was completed. It must be signed by the chair of the Board of Examiners and stamped with the OVGU stamp.
- (2) If a student has attained the Master's degree, then he or she shall receive a transcript detailing the results. The transcript will include the module grades, the grade for the Master's thesis, the overall grade and the ECTS grade. Furthermore, the transcript will indicate the topic of the Master's thesis together with – should the student request it – the result of examinations in additional modules.
- (3) Together with their transcript, the student shall receive a Diploma Supplement that also contains their ECTS grade.

(4) If the Master's degree is not awarded or is deemed to have been failed, then the Board of Examiners will issue the student with written notification of this fact, including a transcript containing the grades for the examinations taken.

(5) If students choose to leave the university or change study program, they may be issued with a transcript showing the examinations taken and grades achieved.

## **§ 26**

### **Degree certificate**

(1) With the transcript, students also receive a degree certificate for the Master's degree bearing the same date as the transcript.

(2) The degree certificate is signed by the Dean of the Faculty of Mechanical Engineering and the Chair of the responsible Board of Examiners and is also furnished with the OVGU stamp.

## **V. Final Provisions**

### **§ 27**

#### **Right to view the examination files**

(1) Up to one year after completion of their degree, upon written application to the Board of Examiners, students are entitled to view their study and examination records. The examination files do not contain the requirements necessary for the module for the awarding of credit points. The application must be made to the responsible Board of Examiners. The chairperson of the responsible Board of Examiners will determine the time and place for reviewing the documents.

(2) For a period of up to 6 weeks after publication of the examination results, students have the option of viewing the graded pieces of written assessment without needing to apply to the Board of Examiners. Central viewing appointments may be suggested by the module coordinator for this purpose.

### **§ 28**

#### **Invalidity of examination results**

(1) If a student has cheated in an examination and this becomes known after the degree has been awarded, the Board of Examiners is authorized to declare an examination to have been failed either partially or in its entirety.

(2) If the conditions for admission to the examination were not met but without any intentional deception, and this only becomes known after the degree has been awarded, the deficiency is deemed to have been righted if the examination was passed. If a student has deliberately used unfair means to gain admission, the Board of Examiners, taking into consideration relevant legal provisions, will decide as to the revocation of unlawful administrative acts.

(3) Prior to such a decision, the affected student is to be given the opportunity to make a statement on the matter to the Board of Examiners.

(4) The incorrect transcript must be recovered, and if necessary replaced with a new transcript or attestation in accordance with § 25 para. 5. The Master's degree certificate must be recovered, if the Master's degree's examination is declared to have been failed as a result of the act of deception. No ruling may be made pursuant to paragraphs 1 and 2 after a period of five years has elapsed.

## **§ 29**

### **Decisions, appeal procedure**

(1) All decisions made in accordance with these regulations, and which constitute an administrative act are to be justified in writing, furnished with instructions on how to appeal, and announced. A written appeal may be submitted to the Board of Examiners within one month of receipt of the decision.

(2) The Board of Examiners will decide as to the validity of the appeal. If the appeal involves a grade, the appeal will be sent to the examiner or examiners for their review. The Board of Examiners will declare the objection to have been remedied if the grade is changed in accordance with the appeal. Otherwise, the Board of Examiners shall only review the decision in terms of

- (a) whether or not the examination procedures were properly conducted,
- (b) whether or not the examiner relied on unfounded facts or circumstances,
- (c) whether generally applicable assessment principles were observed,
- (d) whether or not the examiner was influenced by immaterial considerations.

## **§ 30**

### **Withdrawal/revocation of the academic title**

The Master's degree shall be withdrawn or revoked in accordance with § 21 HSG LSA.

## **§ 31**

### **University-wide announcements by the Board of Examiners**

Decisions and other measures relating to these regulations, especially with regard to admission to examinations, refusal of admission, registration periods for examinations during the program, the examination dates and deadlines as well as examination results, will be made known University-wide in the institution's customary manner by the VGU or, in the case of the final thesis, by OVGU or the VGU. In so doing, data protection regulations will be observed.

## **§ 32**

### **Entry into force**

These Study and Examination Regulations shall enter into force following their publication in the official announcements of OVGU.

Issued by virtue of the resolution of the Faculty Council of the Faculty of Mechanical Engineering dated June 26, 2024 and the statement of the Senate of OVGU dated July 10, 2024.

Magdeburg, August 27, 2024

Prof. Dr.-Ing. Jens Strackeljan  
President  
of Otto von Guericke University Magdeburg

Annex:

A – GPA conversion between different grading systems

B – Study and examination schedule

## Annex A: GPA conversion between different grading systems

(from the Admission Regulations for Master's Study Programs of the VGU (AR-MSP-VGU: status March 2023))

German grade	10-point (Vietnam)
1.0	10
1.1	9.8
1.2	9.6
1.3	9.5
1.4	9.3
1.5	9.1
1.6	9.0
1.7	8.8
1.8	8.6
1.9	8.5
2.0	8.3

German grade	10-point (Vietnam)
2.1	8.1
2.2	8.0
2.3	7.8
2.4	7.6
2.5	7.5
2.6	7.3
2.7	7.1
2.8	7.0
2.9	6.8
3.0	6.6

German grade	10-point (Vietnam)
3.1	6.5
3.2	6.3
3.3	6.1
3.4	6.0
3.5	5.8
3.6	5.6
3.7	5.5
3.8	5.3
3.9	5.1
4.0	5.0

Classification	100-point (percentage) (Australia)	10-point (Vietnam)	4-point (USA, India)	Conversion rule: GPA scale 10 = GPA scale 4 x a + b
Excellent	90 - 100	9.0 - 10	3.6 - 4.0	a = 2.5; b = 0
Very good	80 - 89	8.0 - 8.9	3.2 - 3.59	a = 2.5; b = 0
Good	70 - 79	7.0 - 7.9	2.5 - 3.19	a = 1.42; b = 3.45
Average	50 - 69	5.0 - 6.9	2.0 - 2.49	a = 4; b = -3

Classification	20-point (France)	10-point (Vietnam)	UK percentage (%)	Conversion rule: GPA scale 10 = UK percentage x a + b
Excellent	18 - 20	9.0 - 10	80 - 100	a = 0.05; b = 5
Very good	16-17.9	8.0 - 8.9	70 - 79	a = 0.1; b = 1
Good	14 - 15.9	7.0 - 7.9	60 - 69	
Average	10 - 13.9	5.0 - 6.9	40 - 59	

Classification	100-point (percentage)	10-point (Vietnam)	5-point (Nigeria, Myanmar)	Conversion rule: GPA scale 10 = GPA scale 5 x a + b
Excellent	90 - 100	9.0 - 10	4.5 - 5.0	a = 2; b = 0
Very good	80 - 89	8.0 - 8.9	4.0 - 4.4	
Good	70 - 79	7.0 - 7.9	3.0 - 3.9	a = 1, b = 4
Average	50 - 69	5.0 - 6.9	1.0 - 2.9	



Annex B: Study and Examination Schedule – Master’s Study Program in Materials Science

<b>Masterstudiengang   Master’s degree program</b>		1. semester	2. semester	3rd semester	4th semester
<b>Computational Methods in Engineering</b>	CP	WiSe	SuSe	WiSe	SuSe
<b>Pflichtbereich   Compulsory area (65 CP)</b>					
Solid State Physics	5	A/E			
Metals	5	A/E			
Heat Treatment of Materials	5	A/E			
Continuum Mechanics	5	A/E			
Engineering Ceramics	5	A/E			
Materials Characterization	5		A/E		
Powder Metallurgy and Sintered Materials	5		A/E		
Mechanics of Materials and Fracture Mechanics	5		A/E		
Refractory Ceramics and Engineering	5		A/E		
Glass	5			A/E	
Polymers	5			A/E	
Inorganic, Non-metallic Binders	5			A/E	
Micro-nano fabrication technology	5			A/E	
<b>Wahlpflichtbereich   Compulsory elective area (15 CP)</b>					
Module 1	5	A/E			
Module 2	5		A/E		
Module 3	5			A/E	
<b>Projektbereich   Project area (10 CP)</b>					
Research Lab	5		A/E		
Team Project	5			A/E	
Masterarbeit mit Kolloquium   Master’s thesis with colloquium	30				A/E
<b>Summe in CP je Semester   Total in CP per semester</b>		30	30	30	30

CP – Credit points in accordance with ECTS

A/E – Assessment / examination according to §13 para. 1