

This English translation is intended to allow English-speaking students a better understanding of the Examination Regulations. It is solely for information purposes and only the German version is legally binding.

**Reading version of Examination Regulations for the
"Master of Science" Study Programme in Translational Neuroscience
at the Faculty of Medicine of Heinrich Heine University Düsseldorf of 11.07.2016**

**This reading version is based on:
Examination Regulations of 11.07.2016
1. Change Regulations of Examination Regulations of 18.12.2017**

Pursuant to § 2 Paragraph 4 and § 64 Paragraph 1 of the Law on the Universities in the Federal State of North Rhine-Westphalia (University Act - HG) of 16.09.2014 (GV.NRW, P. 547), last changed of 07.04.2017 (GV.NRW, P. 414) Heinrich Heine University Düsseldorf has issued the following examination regulations:

List of Contents

§ 1	Scope
§ 2	Study programme: Objective
§ 3	Study programme; Structure
§ 4	Examining Board
§ 5	Examiners
§ 6	Masters examination: Purpose
§ 7	Masters examination: Admission
§ 8	Masters examination: Rules
§ 9	Recognition of study and examination achievements
§ 10	Module examinations: Rules
§ 11	Module examinations: Registration, withdrawal, closing dates
§ 12	Module examinations: Assessment, grading scale
§ 13	Module examinations: Pass and fail
§ 14	Module examinations: Repetition
§ 15	Module examinations: Non-attendance, withdrawal, deception and infringement of rules
§ 16	Masters thesis: Choice of theme
§ 17	Masters thesis: Assessment and acceptance
§ 18	Masters thesis: Repetition
§ 19	Additional modules
§ 20	Access to examination files
§ 21	Masters examination: Assessment
§ 22	Masters examination: Failure
§ 23	Masters examination: Academic grade, transcript, certificate
§ 24	Masters examination: Invalidity
§ 25	Entry into force and publication

Subject-specific appendix: Masters Study Programme in Translational Neuroscience

§ 1 Scope

- (1) These Examination Regulations apply for the Study Programme in Translational Neuroscience leading to the qualification as Master of Science at the Faculty of Medicine of Heinrich Heine University Düsseldorf. The subject-specific rules are found in the appendix which is part of these regulations.

§ 2 Study programme: Conditions and objectives

- (2) Enrolment for the Masters study programme requires a first qualification permitting entry into a profession and in the subject of the Masters study programme or a closely related subject as well as special aptitude for scientific study. Details and the exact procedure are governed by the "Entry and Admission Regulations" for the respective Masters study programme.
- (3) The study programme aims to provide students with an education in the subject of Translational Neuroscience at a high scientific level. Advanced specialist knowledge, skills and methods are taught which are necessary for scientific work and professional activities with a scientific focus and which enable students to critically review new scientific findings and to use them in professional practice. Education in various foundation and elective modules aims to guarantee a breadth of specialist knowledge and introduce students to the current status of research. The study programme is run by the Faculty of Medicine of Heinrich Heine University. Other organizational units involved in the study programme are: The Faculty of Mathematics and Natural Sciences of Heinrich Heine University (the Scientific Units for Biology, Physics and Mathematics) as well as the Institute of Neuroscience and Medicine (INM) of Forschungszentrum Jülich, the Institute of Complex Systems (ICS) of Forschungszentrum Jülich and the Leibniz Research Institute for Environmental Medicine (IUF) in Düsseldorf.

§ 3 Study programme: Structure

- (1) The duration of study within which the Master grade can generally be attained (regular duration of study) is four semesters including the taking of all module examinations (§ 10) and compilation of the Masters thesis.
- (2) The Masters study programme is designed in such a way that it can be completed with an average workload of 900 hours per semester.
- (3) The rules for selecting courses are such that students can set their own priorities in the framework of the compulsory elective modules offered and have sufficient scope to expand the material themselves and examine it in greater depth.
- (4) The Masters study programme is structured in modules in further detail through the subject-specific appendix. In general, each module is concluded with a module examination.
- (5) Any specification of programme content by the Examining Board or persons responsible for the teaching of the courses which goes beyond these Examination Regulations and the subject-specific appendix is only allowed if the possibility of completing the study programme to be completed within the regular duration of study is maintained.

§ 4 Examining Board

- (1) For the organization of the examinations and for the tasks assigned as a result of these Examination Regulations, the Faculty Council of the Faculty of Medicine elects an Examining Board. Its title is the "Board for the Masters Examination in Translational Neuroscience at Heinrich Heine University Düsseldorf" and it is referred to hereafter in the shortened form of "Examining Board".
- (2) The Examining Board comprises the Study Programme Leader and four further members of the Faculty of Medicine and the Faculty of Mathematics and Natural Sciences. At least three of these four further members must be members of the Faculty of Medicine. Two members are elected from the group of university lecturers or the group of teaching staff involved in the Masters study programme; one member is elected from the group of scientific staff of the institutes participating in the Masters

study programme; one member is elected from the student body of Heinrich Heine University Düsseldorf. The Faculty Council of the Faculty of Medicine elects a chairperson and a deputy chairperson. A deputy is appointed accordingly for each of the members of the Examining Board. The term of office of the members is two years; re-election is permitted.

- (3) The Examining Board ensures that the provisions of these Examination Regulations are adhered to and that examinations are properly implemented. It is in particular responsible for the recognition of study and examination achievements in accordance with § 9 and for decisions on objections against decisions made in examination procedures.
- (4) The Examining Board can transfer execution of its tasks for all regular cases to the chairperson or the deputy chairperson. This does not apply to decisions concerning objections.
- (5) The Examining Board is quorate if in addition to two members from the group of university lecturers involved in the Masters study programme or from the group of teaching staff at the Faculty of Medicine and the Faculty of Mathematics and Natural Sciences involved in the Masters study programme at least one further member is present. The Board reaches its decisions by simple majority vote by the members present; in the event of a tie the chairperson has the casting vote or in the case of his or her absence the deputy chairperson has the casting vote. The student members of the Examining Board are not entitled to vote on assessment, recognition or crediting of study and examination achievements nor in the appointment of examiners and observers. Deputies may participate in meetings of the board, but only have voting rights if the member they represent is absent.
- (6) Meetings of the Examining Board are closed sessions. Members of the Examining Board and their deputies are obliged to respect official secrecy. Insofar as they are not civil service employees, they must be bound to secrecy by the chairperson or the deputy chairperson.
- (7) Members of the Examining Board are entitled to be present at examinations.

§ 5 Examiners

- (1) The Examining Board assigns examiners for module examinations. It can transfer the task of assigning examiners to the chairperson. For cumulative module examinations it applies throughout that the person responsible for the course is assigned. Assignment of examiners for the Masters thesis is governed by § 16.
- (2) Only such persons may be assigned as an examiner for examinations in modules who
 - 1.) belong to the group of lecturers participating in the Masters study programme and
 - 2.) have exercised an independent teaching activity for which they were personally responsible in the module to which the examination refers. Should compelling reasons demand it, the Examining Board may approve a deviation from these conditions.
- (3) It generally applies that that person is assigned as examiner for module examinations who was last responsible for running the module in which the examination is held.
- (4) Examiners are independent in their examination tasks.
- (5) In the case that an oral examination is to be repeated, the examinee may propose a new examiner with written justification. Paragraph 2 must be observed. The examinee's proposal should be taken into consideration where possible; the proposal does not, however, constitute any claim.
- (6) Examination achievements in repeat examinations where no possibility to offset a final fail is foreseen must be assessed by at least two examiners.
- (7) For oral examinations the Examining Board assigns the observers. It can transfer the task of assigning observers to the chairperson. Only such persons may be assigned as observers for oral examinations in Translational Neuroscience who have completed the final examination in this Masters study programme or holds an equivalent qualification. A maximum of two observers are assigned for an oral examination.
- (8) The examiners are obliged to respect official secrecy. Insofar as they are not civil service employees, they must be bound to secrecy by the chairperson or the deputy chairperson. Observers are bound to secrecy by the examiners assigned.

§ 6 Masters examination: Purpose

- (1) The Masters examination forms the completion of the Masters study programme and qualifies graduates for entry into a profession. The purpose of the examination is to determine whether the objectives defined in §2 (2) have been achieved.

§ 7 Masters examination: Admission

- (1) Only such persons may be admitted to the Masters examination who are enrolled at Heinrich Heine University Düsseldorf for the Masters Study Programme in Translational Neuroscience or who are admitted as guest students in accordance with § 52 Paragraph 2 of the NRW University Act.
- (2) Admission to the Masters examination must be refused if the condition according to Paragraph 1 is not fulfilled or if the examinee has finally failed an examination in the same or a closely related study programme at a scientific higher education institution within the jurisdiction of German Basic Law.
- (3) A student is registered for the Masters examination as soon as he or she has registered for a module examination for the first time in accordance with §11.

§ 8 Masters examination: Rules

- (1) The Masters examination comprises the module examinations throughout the study programme in accordance with §10 and the Masters thesis in accordance with §16. The Masters examination should generally be completed before the end of the fourth academic semester.
- (2) Students must generally attain a total of 120 credit points in the framework of the module examinations, the Masters thesis and creditable study achievements in accordance with the subject-specific appendix. Exceptions are listed in the subject-specific appendix.
- (3) A credit point (CP) within the meaning of these Examination Regulations equates to an ECTS credit point (European Credit Transfer System) and is awarded for an achievement which requires a workload of about 30 hours, if the success of this work is substantiated by corresponding examination achievements.
- (4) Examination achievements within the meaning of these Examination Regulations are attained through graded examinations and are the basis for the module grade in accordance with §12.
- (5) Study achievements within the meaning of these Examination Regulations are attained through active participation in courses. Study achievements are ungraded.

§ 9 Recognition of study and examination achievements

- (1) Upon application, study achievements and examination achievements are recognized which have been attained in the same or a closely related study programme at another university or higher education institution of equal status.
- (2) Study achievements and examination achievements in other study programmes and at other universities and higher education institutions are recognized provided their equivalence has been established.
- (3) The equivalence of study and examination achievements is considered as given if these in essence correspond to or surpass in terms of content, scale and requirements those of the Masters study programme governed here, whereby no schematic comparison is to be undertaken but instead an overall inspection and evaluation.
- (4) When recognizing and crediting qualifications and study and examination achievements attained outside the jurisdiction of German Basic Law, the equivalence agreements as approved by the Conference of Ministers of Education and Cultural Affairs and the German Rectors' Conference as well as arrangements made in the framework of university partnerships must be observed. In the case of study and examination achievements attained in countries which have acceded to the Convention on the Recognition of Qualifications concerning Higher Education in the European Region of

11.04.1997 (what is known as the Lisbon Recognition Convention), achievements are only then not taken into account if considerable differences are established between the achievements under comparison.

- (5) Upon application, the Examining Board may recognize other skills and qualifications on the basis of documents submitted (up to the scale of 60 CP), if these skills and qualifications (academic competencies which are equivalent to scientific studies) are equivalent in terms of content and level to the examination achievements which they are intended to substitute.
- (6) The Examining Board is responsible for recognition and crediting in accordance with Paragraphs 1 to 5 and for classification in the individual modules of the study and examination achievements to be recognized. The student must present the documents required for crediting of his or her achievements. The person responsible for the module must be consulted before equivalence is established.
- (7) If study or examination achievements for the Masters Study Programme in Translational Neuroscience at Heinrich Heine University Düsseldorf are recognized, the grades – insofar as the grading systems are comparable – must be accepted and integrated in accordance with these Examination Regulations into the calculation of the overall grade. In the case of grading systems which are not comparable the notation “Pass” is entered. Indication of such recognition in the Transcript of Records is permitted.

§ 10 Module examinations: Rules

- (1) The object of a module examination is the contents of a module. Examination achievements are attained throughout the course of studies and close in time to attendance of the courses in the module concerned.
- (2) A module comprises one or more courses which take place in a semester whereby the examinee may not choose the same course as a component of various modules in a study programme.
- (3) For each module, the contents of the required examination and/or study achievements are announced by the Examining Board. These contents are generally specified in the module descriptions published by the Examining Board.
- (4) Type and exact implementation of a module examination are specified by the examiners assigned in accordance with § 5. For each module examination, students are given the following information at the beginning of the courses in the module via the Internet or an announcement on the notice board:
 - Admission conditions (e.g. certain study achievements);
 - Number, type, scale and duration of the examination achievements to be attained;
 - Permitted aids;
 - The procedure with which the grade or a successful result is determined;
- (5) Module examinations are generally offered on three dates at intervals of at least 4 weeks:
 1. Shortly after the last course in the module.
 2. Within 6 months after the first date.
 3. Within 6 months after the second date.

Dates of examinations are announced at the beginning of the courses in the module or at the latest three months before each examination. In the case of oral examinations, time windows instead of concrete dates are announced.

- (6) Module examinations generally take the shape of a module final examination. They comprise the subject matter of the entire module. The examiner can specify whether module final examinations take place as written tests, oral examinations or in another form (e.g. talks, presentations, transcripts, final reports, poster presentations). They generally take place after the last course in the module. Cumulative module examinations comprise the examination achievements in individual course segments completed in the framework of a module. At least one examination achievement must be attained in each module.
- (7) A written test is a paper written under supervision on a topic set by the examiner and graded. The duration of a written test should not be less than 1 hour and not more than 4 hours.
- (8) An oral examination is an individual or group examination with a maximum of 6 examinees. The overall duration of an oral examination should not be less than 15 minutes and not more than 60 minutes per examinee. The examination is held by the examiners assigned. The subjects and results of the examination must be recorded in a transcript. The examiner sets the grade. Before it is set, an

observer present at the examination must be consulted. The examinee must be notified after the examination of the result of the oral examination.

- (9) In case of oral module final examinations, an audience may attend depending on the number of places available. This permission does not extend to consultation on and announcement of the examination result. Upon written application by the examinee when registering for the examination, an audience can be excluded from the examination. The examiners have the right to exclude members of the audience during the examination should they suspect that they are disturbing the course of the examination.
- (10) Other types of examination are specified in the subject-specific appendix to these Examination Regulations.
- (11) If the examinee can demonstrate credibly by means of a medical certificate that he or she is unable as a result of a longer continuous illness or a permanent psychological or physical incapacity to sit an examination in full or in part in the form and time foreseen, it is him or her in terms of handicap compensation to be made possible by the Examining Board to produce equivalent examination achievements in another form. Prior to any decisions by the examining board the representative for students with disability or chronic illness can upon approval of the candidate be requested for his vote.
- (12) Upon application by the candidate the examining board has to decide, if after ending of specified time periods individual examination achievements can be taken within a time frame to be defined. The reasons are to be stated in the application and are to be made plausible.
- (13) In exceptional cases, the Examining Board can specify that a module examination is held as a cumulative module examination. Such an examination comprises several examination achievements, which each cover an individual part of the subject matter attributed to the module.

§ 11 Module examinations: Registration, withdrawal, closing dates

- (1) Registration for a module examination must occur at least two weeks before the date of the examination in the Student and Examination Administration Department of Heinrich Heine University Düsseldorf.
- (2) Registration for certain module examinations may be dependent on specific requirements which are defined in the subject-specific appendix.
- (3) Withdrawal from an examination as well as registration for resits at the Student and Examination Administration Department is permitted up to one week before the date of the examination.
- (4) For individual module examinations, the Examining Board can regulate the procedure for registration and withdrawal in consultation with the Student and Examination Administration Department in a different way to that prescribed in Paragraphs (1) to (3).
- (5) Registered candidates who have not fulfilled the admission requirements by the time of the examination are considered as not registered.
- (6) The examiner must notify the Student and Examination Administration Department of the examination achievements or where relevant any note of non-fulfilment of the admission requirements for all candidates at the latest four weeks after the end of an examination.

§ 12 Module examinations: Assessment, grading scale

- (1) The following grades must be used to assess examination achievements:
 - 1 = An excellent achievement (Very Good)
 - 2 = An achievement which considerably surpasses average requirements (Good)
 - 3 = An achievement which corresponds to average requirements (Satisfactory)
 - 4 = An achievement which despite its shortcomings satisfies the requirements (Sufficient)
 - 5 = An achievement which due to considerable shortcomings does not satisfy the requirements (Insufficient).For differentiation, the grades can be lowered or raised by 0.3, whereby the grades of 0.7 and 4.3 and 4.7 and 5.3 are excluded.
- (2) The examiners assigned for the respective module examination are responsible for awarding the grade.

- (3) For modules with a cumulative module examination (§10 Paragraph 12), the grades awarded for the individual examination achievements in accordance with Paragraph 1 are averaged. When averaging, the examination achievements for various courses must be weighted in a ratio to the credit points attributed to the individual courses. This mean value is the module grade, whereby the grade is rounded to one decimal place.

§ 13 Module examinations: Pass and fail

- (1) An examination achievement is successfully attained and the module examination has been passed when it has been graded as at least “Sufficient” (better than or equal to 4.0).
- (2) A module examination is considered a “Fail” when it has been graded as “Insufficient” (5.0).
- (3) The cumulative module examination in a module has been passed when all required examination achievements have been graded as “Sufficient” or higher and all required study achievements have been attained. The cumulative module examination is otherwise graded as “Insufficient” (5.0).
- (4) In passing the module examination all the credit points have been attained which are attributed to the module concerned in accordance with the appendix.

§ 14 Module examinations: Repetition

- (1) Repetition of examinations in which a pass has been attained is not permitted.
- (2) If a module examination has not been passed, the Student and Examination Administration Department notifies the examinee in writing. This notification also states whether and, where relevant, in which form and within which time period the examination can be repeated. It must also include instructions on legal recourse.
- (3) A module examination which has not been passed or a related examination achievement which has not been passed can be repeated twice. Exceptions to this rule can be found in the subject-specific appendix. Failed attempts at the same examination in the same study programme at another university within the jurisdiction of German Basic Law reduce the number of possible resits.
- (4) Repetition of a module examination which has not yet been passed should take place on the next possible date (or in the case of an oral examination: time window).
- (5) The type of the resit does not have to be the same as the type of the original examination. The examiner sets the type of the resit.
- (6) Within a cumulative module examination, only those examination achievements can be repeated which are graded as “Insufficient” (5.0). The repeated cumulative module examination has been passed when the conditions in § 13 Paragraph 3 are fulfilled.
- (7) A module examination is finally considered a “Fail” if it was graded each time in the maximum number of permitted resits as “Insufficient” (5.0).

§ 15 Module examinations: Non-attendance, withdrawal, deception and infringement of rules

- (1) An examination achievement is considered to be unsuccessful if the examinee fails to appear on the date and at the time of an examination without good reason or if he or she withdraws from the examination without good reason after the examination has commenced.
- (2) The reasons given for non-attendance or withdrawal must be presented and made credible immediately and in writing to the Examining Board via the Student and Administration Department. In case of illness a medical certificate must be provided. The medical certificate must be presented to the Examining Board no later than 3 days after the scheduled date of the examination. If the Examining Board accepts the reasons, the examinee is notified in writing. He or she is considered as registered for the next possible examination date.
- (3) Should an examinee attempt to influence his or her examination result through deception or use of aids which are disallowed, the examination affected is considered as a “Fail”.

This English translation is intended to allow English-speaking students a better understanding of the Examination Regulations. It is solely for information purposes and only the German version is legally binding.

- (4) If an examinee disturbs the proper conducting of the examination, then he or she can, following a caution, be excluded from continuing the examination by the respective examiner; in this case the examination affected is considered to be a "Fail".
- (5) The examinee may insist within four weeks that the decision in accordance with Paragraph 3 or 4 be reviewed by the Examining Board. The Examining Board must notify the examinee immediately and in writing of incriminating decisions. Such decisions must be substantiated and accompanied by instructions on legal recourse. The examinee must be given the opportunity for a fair hearing before such a decision is reached.

§ 16 Masters thesis: Choice of topic

- (1) The Master thesis is the final scientific paper in the framework of the Masters study programme. With this thesis, the examinee should demonstrate that he or she is capable of academic work on a translational neuroscience topic within a prescribed period of time and of presenting this work in a commensurate manner.
- (2) Choice of topic and supervision of the Masters thesis are the responsibility of a university lecturer or a professorial candidate or a scientific employee holding a doctoral degree who is employed at one of the organizations participating in the study programme. Exceptions from Sentence 1 are governed by the Examining Board. The examinee may propose a supervisor. The supervisor is assigned by the Examining Board.
- (3) The application for admission and choice of topic for the Masters thesis must be submitted by the examinee via the Student and Examination Administration Department to the Examining Board. The application may only be made once 90 credit points in accordance with § 10 Paragraph 1 have been attained. The application may not be submitted later than four weeks after passing the last module examination.
- (4) The application for admission and choice of topic for the Masters thesis should include a proposal for a relevant topic in the field of translational neuroscience, a proposal for a supervisor in accordance with Paragraph 2 and his or her written agreement. In this case, admission and choice of topic of the Masters thesis are undertaken immediately by the Examining Board.
- (5) If the conditions stated in Paragraph 3 are met, an examinee may apply for the Examining Board to assign to him or her a topic for the Masters thesis and to appoint a supervisor without he or she submitting his or her own proposals or without the agreement of a supervisor. In this case, admission and choice of topic as well as appointment of a supervisor are undertaken by the Examining Board within one month.
- (6) The examinee must ensure that the topic can be assigned to him or her within a time period of four weeks. If the topic is not assigned by due date, then the 28th day after admission by the Examining Board counts as the date on which the topic was assigned.
- (7) The topic of the Masters thesis and the time and date of its assignment must be documented by the Student and Examination Administration Department.
- (8) The examinee may give back the assigned topic only once and only within four weeks after its assignment. In this case, a new theme is set in accordance with Paragraph 4 or 5.
- (9) The written Master thesis must be submitted at the latest six months after assignment of the topic. Topic and assignment are set such that work on them during these six months requires the examinee's full dedication. On the other hand, they must be set in such a way that they can be handled within the time limit. The length of the written Masters thesis should not exceed 80 pages. Upon justified request and following consultation with the supervisor, the Examining Board may prolong in accordance with Paragraph 8 the time limit for submission of the Masters thesis once by a maximum of six weeks. The application must include the particular circumstances for which the examinee is not responsible and which have prevented completion of the Masters thesis by due date. This application must be presented to the Examining Board at the latest two weeks before the date for the submission of the thesis.
- (10) When submitting the written Master thesis, the examinee must guarantee in writing that he or she has compiled the thesis independently and used no sources and aids other than those stated.

§ 17 Master thesis: Assessment and acceptance

- (1) The written Master thesis must be delivered in an electronic format (PDF-File) by due date, i.e. no later than the end of the time period foreseen for its compilation in accordance with §16 Paragraph 9; the submission takes place by uploading the PDF document in the student portal (Translational Neuroscience study programme). The date of submission must be recorded by the SPV. If the Masters thesis is not submitted by due date, it is graded as "Insufficient" (5.0). At the request of the chairperson of the examining board, the candidate will immediately submit in addition two bound hard copies of the written Master thesis to the first examiner.
- (2) The written Master thesis must be assessed by two examiners who are qualified to assign topics in accordance with § 16 Paragraph 2. At least one of these examiners must come from the group of university lecturers who are employed at an organization involved in the study programme. The first examiner is the supervisor of the Master thesis. The Examining Board is responsible for assigning examiners for the Master thesis.
- (3) The first examiner assesses the written Master thesis and justifies his or her assessment in writing. The second examiner can follow this assessment and justification or make a deviating assessment, which must then equally be justified in writing. The assessments take the shape of grades in accordance with § 12 Paragraph 1.
- (4) The grade of the written Master thesis is the arithmetic average rounded to one decimal point of the grades awarded by the two examiners in accordance with Paragraph 3, insofar as these are both at least "Sufficient" (4.0) and do not differ from each other by more than 2.0. If both grades are "Insufficient" (5.0), then this is also the grade of the written Master thesis. In all other cases, the Examining Board assigns a further examiner in accordance with Paragraph 2 who awards a third grade for the written Master thesis and justifies it in writing. The grade for the Master thesis is then the arithmetic average rounded to one decimal point of the two best grades of the three grades awarded in total, insofar as these best grades are both at least "Sufficient" (4.0), otherwise the grade of the written Masters thesis is "Insufficient" (5.0).
- (5) The Examining Board must notify the examinee of the assessment of the Master thesis at the latest six weeks after it has been submitted or at the latest eight weeks after its submission if a third examiner has been consulted.
- (6) A Master thesis graded as "Sufficient" (4.0) or better is accepted. For an accepted Master thesis all the credit points foreseen for it are awarded (please refer to the subject-specific appendix). If a Master thesis is graded as "Sufficient" (4.0) or better, the student completes a final colloquium on his Master thesis at the latest four weeks after the assessment of the written Master thesis has been announced. The colloquium lasts a maximum of 30 minutes and comprises a presentation of the results of the Master thesis by the student (10 minutes) as well as a discussion on the topic, method and results of the thesis (20 minutes).
- (7) If the written Master thesis is not accepted, the Examining Board must notify the examinee in writing and inform him or her whether the written Master thesis can be repeated (§18). Notification of non-acceptance of the written Master thesis must be accompanied by instructions on legal recourse.
- (8) § 15 applies analogously for the Masters thesis. For a Master thesis graded as at least "Sufficient" (4.0), the examinee is awarded 30 credit points.

§ 18 Master thesis: Repetition

- (1) A Master thesis accepted in accordance with § 17 Paragraph 6 cannot be repeated.
- (2) A Master thesis graded in accordance with § 17 Paragraph 7 or 8 as "Insufficient" and thus as not accepted may be repeated once. A second repetition is ruled out.
- (3) The application for admission and choice of topic (§ 16) for the repetition of the Masters thesis must be submitted at the latest three months after receipt of the notification by the examinee in which he or she is notified of the assessment of the rejected Master thesis.
- (4) Assignment of the topic in the case of a repeated Master thesis takes place in accordance with § 16.

§ 19 Additional modules

- (1) In the framework of the Masters examination, the examinee may take module examinations in more than the modules prescribed in the subject-specific appendix for his or her study programme or a closely related study programme (additional modules). Upon the examinee's request, the result of the examination in these modules is included in the Transcript of Records, but is not taken into account when setting the overall grade. The Examining Board can prohibit participation in additional modules, particularly for reasons of teaching capacity.

§ 20 Access to examination files

- (1) Within one month after the results are announced, an appointment is offered for each examination where the examinee may inspect his or her examination file.
- (2) After completion of the Masters examination and upon application, the examinee is granted access by the Student and Examination Administration Department to all examination transcripts and assessment reports which concern him or her. The application must be submitted in writing within one month after the Transcript of Records has been issued.

§ 21 Masters examination: Assessment

- (1) The Masters examination is passed when the Masters thesis has been accepted and when all the module examinations have been passed in accordance with the subject-specific appendix.
- (2) The final grade of the Masters examination is calculated on the basis of the weighted average of the grades of the module examinations and the grade of the accepted Masters thesis. The weighting of the modules is defined in the subject-specific appendix.
- (3) The final grade of the passed Masters examination is rounded to one decimal point.
- (4) For a passed Masters examination a classification will be assigned according to the following grading scheme:
 - Final Grade 1,0 – 1,5: very good
 - Final Grade 1,6 – 2,5: good
 - Final Grade 2,6 – 3,5: satisfactory
 - Final Grade 3,6 – 4,0: sufficient
- (5) In addition an ECTS-rating chart will be stated in the the Diploma Supplement which shows the statistical distribution of the grades obtained within the respective group of students. Due date for compilation of the ECTS-grading chart is the 31.12. of each year. The calculation basis is derived from the overall grades of all graduates of the respective study programme over the period of the previous five years. The ECTS-rating chart will be established according to the following scheme:

Total number of graduates in Master study programme:		
Grading step	Ratio in	Accumulated ratio in
1,0 - 1,2		
1,3 - 1,6		
1,7 - 1,9		
2,0 - 2,2		
2,3 - 2,6		
2,7 - 2,9		
3,0 - 3,2		
3,3 - 3,6		
3,7 - 4,0		

§ 22 Masters examination: Failure

- (1) The Masters examination is finally classed as a "Fail" if a repeated Masters thesis is not accepted (§ 17), or if a module examination has finally been classed as a "Fail" (§ 14 Paragraph 8).
- (2) The Examining Board notifies the examinee in writing that he or she has not passed the Masters examination. This notification must be accompanied by instructions on legal recourse.

§ 23 Masters examination: Academic grade, Masters transcript, certificate

- (1) On the basis of the passed Masters examination, the Faculty of Medicine of Heinrich Heine University Düsseldorf awards the academic grade of Master of Science (abbreviated: "M. Sc.") in the subject of Translational Neuroscience.
- (2) If the examinee has passed the Masters examination, he receives a Masters transcript in which the final grade as well as the module examinations taken with the respective grades and credit points are listed. In addition, the topic of the Master thesis and its grade and number of credit points are stated. The Master transcript bears the date of the day of the last examination and the signature of the chairperson of the Examining Board.
- (3) Upon application by the examinee, examination results from additional modules in accordance with § 19 are included in the Masters transcript.
- (4) A Diploma Supplement in German and English are added to the Masters transcript. The Transcript of Records contains a description of the qualification attained through this study programme as well as the final grade achieved (§ 21 Paragraph 3), the classification (§ 21 Paragraph 4) and the ECTS-rating chart (§ 21 Paragraph 5). The ECTS-rating will be listed only, when 5 years after beginning of the study programme have passed and at least 30 students have completed the study programme.
- (5) Together with the Masters transcript, the examinee receives a Masters degree certificate with the date of the Masters transcript. This certifies that the Masters grade in accordance with Paragraph 1 has been awarded.
- (6) The Masters degree certificate is signed by the Dean of the Faculty of Medicine of Heinrich Heine University Düsseldorf and of the chairperson of the Examining Board and bears the seal of the Faculty.
- (7) If an examinee has not yet or not finally passed the Masters examination, then upon application a written certificate is issued which contains the credit points so far attained as well as the module examinations completed with their respective grades, the still missing examination achievements are listed which are required to pass the Masters examination and which indicates that the Masters examination has not yet or not yet finally been passed.

§ 24 Masters examination: Invalidity

- (1) If the examinee has been deceptive in an examination and should this fact only become known after the Masters transcript has been issued, the Examining Board may subsequently correct the grades for those examination achievements where the examinee has been deceptive and declare the examination to be a fail or partial fail.
- (2) If the conditions for admission to an examination were not fulfilled without the examinee intending to deceive and if this fact only becomes known after the examination results have been announced or the Masters transcript has been issued, then this fault is remedied by the passing of the examination.
- (3) If the examinee has intentionally obtained admission to an examination by wrongful means, then the Examining Board decides on the legal consequences under consideration of the Administrative Procedure Act of the State of North Rhine-Westphalia of 21.12.1976 (NRW Gazette of Laws and Ordinances, P. 438) as last amended.
- (4) The person concerned must be given the opportunity to comment before such a decision is reached by the Examining Board in accordance with Paragraph 1 or 3.
- (5) The incorrect Masters transcript is withdrawn and if relevant a new one is issued. The Masters degree certificate is withdrawn together with the Masters transcript if the examination was declared a "Fail" as a result of deception.

This English translation is intended to allow English-speaking students a better understanding of the Examination Regulations. It is solely for information purposes and only the German version is legally binding.

§ 25 Entry into force

- (1) These Regulations become effective on the day following their publication in the Official Bulletin of Heinrich Heine University Düsseldorf.

Issued on the basis of the resolution of the Faculty Council of the Faculty of Medicine of 16.11.2017.

Düsseldorf, 18.12.2017

The President
of Heinrich Heine University Düsseldorf

Anja Steinbeck
(Univ.-Prof. Dr. iur.)

For Information Only

This English translation is intended to allow English-speaking students a better understanding of the Examination Regulations. It is solely for information purposes and only the German version is legally binding.

Subject-specific Appendix to the Examination Regulations for the Study Programme in Translational Neuroscience leading to “Master of Science” at the Faculty of Medicine of Heinrich Heine University Düsseldorf of 11.07.2016

Ad. § 3 (3) Structure of the Masters Study Programme in Translational Neuroscience

No.	Module	Type	H/WK teaching form	Academic semester	Credit points	Weighting of module grade
1	Masters Module 1	C	4 L, 3 P, 1 S	1	10	10
2	Masters Module 2	CE	1-2 L, 2-4 P, 0-1 S	1	6	6
3	Masters Module 3	CE	2-4 L, 3-18 P, 0-2 S	1	14	14
4	Masters Module 4	CE	2 L, 3-5 P, 1 S	2	8	8
5	Masters Module 5	CE	2-4 L, 3-18 P, 0-3 S	2	14	14
6	Masters Module 6	C	1 L, 4 P, 1 S	2	8	8
PP1	Pilot Project	C	P, S,	3	15	15
PP2	Project Proposal	C	P, S, L	3	15	15
MT	Masters thesis	C	MT, S	4	30	30
	Masters programme - Total				120	120

C: Compulsory module; CE: Compulsory elective module; S: Seminar; L: Lecture; P: Practical exercise; MT: Masters thesis; CP: Credit points; H/WK: Weekly hours per semester

Masters grade

The Masters grade consists of the grades from the module examinations and of the Masters thesis. The grades are weighted according to the number of credit points.

Masters modules (6, 8, 10 or 14 credit points)

Six Masters modules must be successfully completed, of which Module 1 and Module 6 are compulsory modules. Students must complete a compulsory elective module in each of Modules 2 to 5. The examination modalities for the modules are specified in the Module Handbook.

Pilot Project (15 credit points) compulsory: The pilot project is a placement in a laboratory which serves to demonstrate research activities in the working groups. Students are assigned to a specific project in which they can work under one-to-one supervision.

Project Proposal (15 credit points) compulsory: The project proposal is a placement in a laboratory which serves as a preparatory exercise for the Masters thesis. After its completion, a concept (project sketch) for the Masters thesis is to be drawn up.

Masters Thesis (30 credit points) compulsory: The Masters thesis is a 6-month experimental work based on the project proposal. Students complete the experimental working phase with a concluding written Masters thesis and an oral presentation of own results in form of a colloquium.

Ad. § 25 (1): Effective date for validity

The effective date in accordance with § 25 (1) is 11.07.2016.