

Master PBioC

How to Proceed

Modules and Module Completion Exams, especially Protocols:

The duration of the practical is stipulated in the study manual and may not be altered. Only in very rare cases (deficient equipment, illness), a prolongation may be necessary but has to be fixed in accordance between the person in charge of the module and the student. In cases of doubt the examination office has to be involved.

Deadlines for the protocol are fixed and documented by the person in charge of the module, the latest possible date being six weeks after the end of the practical.

Protocols are to be written conform to scientific publications in the respective area and have to comprise 10 – 30 pages.

Working in groups is only exceptionally possible and on condition that the achievement of the individual student can be distinguished and thus be individually evaluated.

The module is concluded the very day of the examination, i.e. the very day the student turns in the version of the protocol that is to be graded. No subsequent modification – even when agreed on between supervisor and student – may be subject to a modification of the grading.

If the student fails to render an examination (protocols included) in due time the module completion exam is graded „not sufficient“ (5.0).

When submitting the work the student must assure in writing that she or he wrote it on their own and that all sources and aids used are acknowledged in the work. Furthermore, she/he has to declare that the work - not even parts of it - has not yet been used as a performance assessment in another programme.

The study regulations oblige the examiner to evaluate the work at the latest six weeks after submission. Brief reasons for evaluation should be written in English because the student has the right to review the evaluation.

Grades that have eventually been given for conformation of completion or other achievements during the module are not to be considered for the final grading.

In order to sustain a smooth course of studies the module responsible has to immediately send the original of the grading form with his original signature and a stamp together with the written examination (or the protocol of the oral examination) to the examinations office. A protocol may be sent via mail if it is the version that has been corrected and graded.

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Examinations Office