

Examination Regulations
for the Master of Arts (M.A.) Course of Study in
Intellectual Encounters of the Islamicate World
of the History and Cultural Studies Department
of the Free University of Berlin

Preamble

On the basis of Section 14 para. 1 no. 2 of the Limited Basic Regulations (Teilgrundordnung) and as a preliminary model (Erprobungsmodell) of the Free University of Berlin dated 27 October 1998 (FU Memorandum 24/1998), the Faculty Council of the History and Cultural Studies Department of the Free University of Berlin has issued the following Examination Regulations for the Master of Arts (M.A.) Course of Study “Intellectual Encounters of the Islamicate World”, offered by the History and Cultural Studies Department of the Free University of Berlin, on 17 April 2013:¹

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¹ The Office of the President has officially confirmed the present Examination Regulations on 26 August 2013.

Section 1 Scope of Validity

As a supplement to the Statutes for General Examination Matters (Satzung für Allgemeine Prüfungsangelegenheiten/SfAP) of the Free University of Berlin in the respectively valid version, these Regulations govern the requirements and procedures concerned with academic performance in the post-graduate* Master of Arts (M.A.) Course of Study “Intellectual Encounters of the Islamicate World”, offered by the History and Cultural Studies Department of the Free University of Berlin (M.A. Course of Study).

Section 2 Examination Board

The Examination Board appointed by Faculty Council of the History and Cultural Studies Department of the Free University of Berlin for this Master of Arts (M.A.) Course of Study are responsible for the organisation of examinations and further tasks designated in the Statutes for General Examination Matters of the FU Berlin (SfAP).

People with practical experience in the profession and in training, who have a PhD and all the relevant qualifications, may be appointed to be examiners.

Section 3 Standard Duration of Studies

The standard duration of studies for this Course of Study is two semesters.

Section 4 Scope of Performance

(1) A total sum of altogether 60 credit points (CP) must be obtained through the fulfilment of performance requirements in studies and examinations, of these

1. 40 CP in the context of the required module in accordance with Section 4 para. 2 of the Study Regulations for this M.A. Course of Study,
2. 20 CP for the M.A. thesis with the corresponding presentation of results.

(2) Attachment 1 provides information about the mandatory examinations assigned to the respective modules, the duty to regularly attend the respective modes of teaching and learning, as well as the credit points (CP) allocated to the respective modules.

Section 5 Repetition of Examinations

(1) Examinations, which have been successfully passed, may not be repeated.

(2) Module examinations, which have not been successfully passed, may be repeated twice. Should the last possible, i.e., second repetition of the examination receive the grade “insufficient (nicht ausreichend)”, this means that the examination has been failed conclusively. Should the failure of an examination exclude the successful conclusion of the given course of study, the performance for the overall examination must be considered to be unsuccessful. In the latter case, the Examination Board shall issue a written notice with information about legal recourse for the student, which contains the information that the final grade of “insufficient” for the overall examination implies conclusive failure, as well as a certificate of all previous study and examination results for the student.

(3) Should the examination in question under number (2) above be the final examination needed to complete a course of study, the student may petition the Examination Board to allow that this final examination be carried out in the same semester as the previous and unsuccessful examination.

* Cp. “weiterführende Magisterstudiengänge”.

Section 6

M.A. Thesis

(1) The Master of Arts (M.A.) thesis is intended to substantiate that the student is capable of independently working on a problem from an academic discipline of his/her studies in accordance with scientific methods, and is able to adequately present as well as scientifically analyse and document the corresponding results.

(2) Students may petition to be granted admission as a candidate to write an M.A. thesis, provided that they have been previously enrolled in the Master of Arts (M.A.) Course of Study at the Free University of Berlin.

(3) The petition for admission as a candidate for the M.A. thesis must have evidence attached to it that the prerequisites according to para. 2 of these Regulations have indeed been fulfilled. The Examination Board responsible for such cases must make the final decision about the petition. The submitted petition should also contain the official certification of a qualified teacher authorised as a university-level examiner, who proclaims his/her readiness to function as an advisor for the M.A. thesis in question; otherwise, the Examination Board shall appoint an advisor for this purpose.

(4) In consensus with the advisor of the M.A. thesis, the Examination Board officially assigns the subject of the thesis. The subject matter and projected research must be so conceived as to allow the conclusion of the work within the scheduled deadline. The official assignment of the M.A. thesis and the observance of the scheduled deadline must be documented on file.

(5) The M.A. thesis must be completed within a time period of six (6) months. The thesis must be written as an accompaniment to a regular course of study.

(6) The M.A. thesis should have approximately forty (40) pages. The thesis must be composed in the English language.

(7) The date on which the Examination Board officially assigns the subject of the M.A. thesis is at the same time the official beginning of the deadline for its completion. The subject may be revoked once within the first three (3) weeks, in which case that subject shall no longer be considered to be officially assigned. When the student submits the completed M.A. thesis, the student must affirm in writing that he/she has completed the work independently and that no other source material and resources other than those indicated have been used in the process.

(8) The M.A. thesis is to be evaluated by two (2) authorised examiners appointed by the Examination Board, one of which should be the advisor of the thesis. The evaluative procedure for the M.A. thesis should not exceed four (4) weeks

(9) The results of the M.A. thesis are to be presented as the oral part of the M.A. thesis (approximately 10 minutes) and must be defended in a scientific disputation (approximately 20 minutes). The prerequisite for admission to the disputation is a M.A. thesis grade of at least "sufficient (ausreichend) (4.0)". The disputation must take place in the context of a colloquium at the conclusion of studies.

(11) The presentation of results from the M.A. thesis shall be witnessed by two authorised examiners. These examiners should be identical with the examiners appointed to evaluate the written part of the M.A. thesis.

(12) The grade for the M.A. thesis is used to four-fifths (4/5) and the grade for the disputation is used to one-fifth (1/5) in order to calculate the composite grade for the M.A. thesis and its presentation.

Section 7

Graduation

(1) The prerequisite to complete this Course of Study is the successful completion of the course requirements put forth in Sections 4 and 5 of these Examination Regulations.

(2) The completion of this Course of Study is excluded, should the student not have fulfilled course requirements conclusively, not successfully completed examinations, or currently be

involved in pending examination procedures in the same course of study at another institution of higher learning, or in the same department, or in a similar or comparable module to one required for the successful completion of the M.A. Course of Study and the determination of the overall grade at the Free University of Berlin.

(3) The petition to obtain certification for the successful completion of studies must have evidence regarding the requirements pursuant to Section 7 para. 1 of these Regulations attached to it, as well as the official affirmation of the candidate that none of the circumstances put forth in Section 7 para. 2 of these Regulations apply to his/her person. The Examination Board responsible for such cases must make the final decision about the petition.

(4) The successful completion of the final examination and studies is the basis for the bestowal of the graduate degree of Master of Arts (M.A.). Students receive a certificate, a diploma (Attachments 2 and 3), as well as a diploma supplement. In addition to this, a certificate supplement with information about the individual modules and their respective contents (transcript) can be provided on request (petition). Furthermore, German versions of the certificate and diploma shall be issued.

Section 8 Initial Date of Legal Force and Transitional Provisions

These Regulations take effect the day after their publication in the “FU-Mitteilungen” (FU Memoranda, the official publication of the Free University of Berlin).

Attachment 1: Performance, Admission Prerequisites, Duties of Participation, and Credit Points (CP)

Detailed Information:

In the following section, information will be given for each module of the the Master of Arts (M.A.) Course of Study on:

- the prerequisites for admission to the respective modules,
- the type of examinations involved,
- duties of regular participation,
- the credit points (CP) assigned to each module.

To the extent duties of regular participation have been determined for the respective modes of teaching and learning, this duty of regular participation, along with active participation in the modes of teaching and learning as well as the successful completion of the examination concluding the module, is then the prerequisite for the acquisition of the achievement points assigned to those respective modules. Regular participation means that the student is present at least 85% of the time during the on-site courses scheduled in the modes of teaching and learning for each module. Should no duty of participation exist for the modes of teaching and learning offered by a given module, such active participation is nonetheless urgently recommended. Duties of attendance may not be imposed by teachers for modes of teaching and learning where participation has merely been recommended in the following text.

Determinative for the number of credit points (CP) assigned to a given module is the estimated amount of work expenditure in hours required for the successful completion of the module. In this context, time in attendance and phases of online study have been taken into consideration (preparation and later consolidation of course work, preparation for examinations, etc.). One credit point (CP) corresponds to thirty (30) hours.

The examination at the conclusion of every module must be successfully completed. Modules are always concluded by a single examination (module examination). The module examination is based upon the qualification objectives of that module and tests the attainment of these objectives in a schematic manner. For this purpose, the length of the module examination shall be kept to a necessary minimum. In modules offering alternative forms of examination, the mode of examination for the respective semester must be determined by the responsible teacher during the first day of regular instruction at the latest.

Credit points (CP) are to be awarded only after the entire module has been successfully completed, i.e., subsequent to regular and active participation in the modes of teaching and learning and the successful completion of the module examination.

The Study Regulations for Master of Arts (M.A.) Course of Study provide information about contents and qualification objectives, modes of teaching and learning for the modules, the estimated work expenditure for students in order to successfully complete modules, forms of active participation, the standard duration of studies, and the frequency with which the modules are offered.

Module: History of Ideas A		
Admission prerequisites: None		
Types of teaching & learning	Module examination	Duties of regular participation
Introductory event (block/presence)	Homework (10 to 15 pages)	Yes
Seminar (online)		Yes
Exercise (online)		Yes
Credit points: 10		

Module: History of Ideas B		
Admission prerequisites: None		
Types of teaching & learning	Module examination	Duties of regular participation
Seminar (online)	Oral examination (approx. 30 minutes) – <i>may take place as a group examination – (approx. 30 minutes per candidate)</i>	Yes
Group work (online)		Yes
Colloquium (block; presence)		Yes
Credit points: 10		

Module: Law and Legal Methodology		
Admission prerequisites: None		
Types of teaching & learning	Module examination	Duties of regular participation
Seminar (online)	Homework (10 to 15 pages)	Yes
Exercise (online)		Yes
Credit points: 10		

Module: Material culture/social history		
Admission prerequisites: None		
Types of teaching & learning	Module examination	Duties of regular participation
Seminar (online)	Oral examination (approx. 30 minutes) – <i>may take place as a group examination – (approx. 30 minutes per candidate)</i>	Yes
Group work (online)		Yes
Colloquium (block; presence)		Yes
Credit points: 10		