

## **Summary of Study and Examination Regulations for the Master's Programme "Internationale Humanitäre Hilfe" at RUB**

The following summary serves as a translation of the Study and Examination Regulations for the Master's Programme "Internationale Humanitäre Hilfe" at RUB. It is no official document and therefore not legally binding for the RUB or its institutions. For the Official document, please visit the [NOHA Website](#).

Pursuant to §§ 15-22 of the Study and Examination Regulations, a candidate receives the degree "Master of Arts (M.A.)" after successfully completing the NOHA Master's Programme. This is a brief summary of said provisions.

### **I. Extent of the Master's Degree**

#### **1. General**

Generally, the Master's Degree consists of the successful completion of the modules, the Master's Thesis and its Oral Defence. The Master's Thesis consists of the written Thesis and its Oral Defence.

#### **2. Thesis**

The Master's Thesis has a word count of 30.000 (+/- 2%). It is a written examination, which proves that the master exam candidate is able to scientifically and autonomously answer questions of their own choice in the area "Humanitarian Action" in a certain amount of time. The Thesis and its Oral Defence grant 30 CP. The Thesis is written over a timespan of four months. The Board of Examiners may take reasons into account that justify a prolonging of this timeframe. In single cases, the candidate may receive another four weeks of time. In case of illness the master exam candidate must provide a doctor's note. The available time may then be prolonged for the duration of the illness to maximum of six weeks. Should the duration of illness exceed six weeks, the Thesis has to be retaken.

The topic of the Thesis may be changed once (including the repetition of the Thesis), if the candidate provides reasons to do so during the first month of working on the Thesis.

The Board of Examiners assigns for each master exam candidate two examiners. The 1<sup>st</sup> examiner needs to be an academic staff member or associated member of the IFHV. The 2<sup>nd</sup> examiner shall be an academic staff member or associated member of the NOHA Master universities at which the candidate conducted his/her 2<sup>nd</sup> or 3<sup>rd</sup> semester mobility. If the respective NOHA Master universities do not assign a 2<sup>nd</sup> examiner for any reason, the Board of Examiners assigns an academic staff or associated member of the IFHV as 2<sup>nd</sup> examiner. The master exam candidate may propose a topic and supervisor for their Thesis (i.e., the first examiner of the master exam). The official assignment of the thesis topic and supervisor is the responsibility of the Board of Examiners. This assignment shall take place at the end of the third semester and is final.

## **II. Admission**

Persons, who participate in the NOHA Master's Programme at RUB, who have registered for the Master's Thesis without participating in a similar examination and who have successfully completed modules worth 75 CP, can be admitted to the Master's Thesis.

## **III. Acceptance and Grading**

The Master's Thesis must be submitted to the examination office on time and in two printed and bounded copies. Additionally, it must be submitted digitally via email to the examination office. The candidate must assure that they worked independently and without assistance by a written and signed statement of authorship. The Thesis will be graded by two examiners within eight weeks after submission.

## **IV. Retaking the Master's Thesis**

The Master's Thesis can be retaken once. The deadline is determined by the Board of Examiners. If the candidate fails to comply with the deadline without reason, retaking the Thesis is inadmissible.

## **V. Oral Defence**

### **1. Admission**

The Oral Defence of the Master's Thesis is admissible, if the candidate completed modules worth 90 CP, submitted the Thesis on time and it was graded with 4.0 or better. The Board of Examiners decides about the admission to the Oral Defence. The Oral Defence shall take place at the end of the fourth semester.

### **2. Extent**

During the Oral Defence, the candidate presents their Master's Thesis in a 15-minute-presentation. After that, the candidate and the Examination Committee<sup>1</sup> conduct a scientific discussion about the Thesis' topic for 15-30 minutes. Regularly, the Oral Defence takes place between one candidate and the Committee. After the Oral Defence, the candidate receives the grade for the Oral Defence with feedback.

## **VI. Successful Completion**

The Master's Programme is completed successfully once the candidate fulfills the requirements under I. 1. and thus achieved 120 CP.

This completion concludes the Master's Programme. The final grade is calculated from the grades of the first, second and third semester as well as the grade of the Master's exam (i.e., Thesis (2/3) and Oral Defense (1/3)).

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<sup>1</sup> The Examination Committee consists of the thesis supervisor/1<sup>st</sup> examiner and one academic staff member or associated member of the IFHV who is assigned by the Board of Examiners.

If the candidate definitely fails to finish a module or the second attempt of the Master's Exam (5.0), the Programme is failed. The candidate receives a notification containing the relevant legal information.

### **Formal Requirements for Registration:**

Certain Form Sheets are required in order to initiate procedures regarding the Master's Thesis and its Oral Defence. They can be found on the NOHA RUB Website using the following link: <http://ifhv.de/index.php/noha-master/examination-office>

Form Sheets A and B: Must be provided prior the commencing with the Master's Thesis. The requirement of 75 CP must be fulfilled.

Form Sheets C and D: Must be provided prior to the Oral Defence. The requirement of 90 CP must be fulfilled.

The Sheet "Other Matters" concerns reasons to excuse non-participation.

The Sheet "Statement of Authorship" concerns the assurance under III., namely that the Thesis was produced independently, without admissible means of assistance and with proper academic practices.