

Non-official translation of the examination regulations MSc FPPE

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In its meeting on 07.06.2022, the Senate of the University of Veterinary Medicine Hannover passed the examination regulations for the international Master's degree programme „Food Process and Product Engineering (MSc FPPE)“ at the University of Veterinary Medicine Hannover. The regulations are hereby published.

Examination regulations for the international Master's degree programme MSc Food Process and Product Engineering (MSc FPPE) at the University of Veterinary Medicine Hannover

§ 1 Aim of the programme and degree

(1) The objective of the Master's degree programme is to provide students with an education leading to the acquisition of in-depth knowledge and practical skills in the fields of food technology and engineering as well as natural sciences and process economics. Central contents of the Master's programme are process and product engineering, natural science subjects such as microbial ecology, food microbiology and hygiene, food toxicology, statistics and data science.

The Master's examination is a further professional qualification. It is intended to establish the ability to carry out in-depth scientific work.

(2) After passing the Master's examination, the University of Veterinary Medicine Hannover shall award the academic degree of "Master of Science (MSc)". The certificate shall be in the form of Annex 4.

(3) Each module is a teaching and examination unit, usually extends over one semester and concludes with an examination (module examination). The distribution of ECTS credit points among the modules is listed in Annex 1.

§ 2 International design

(1) The European Credit Transfer System (ECTS) shall be applied for the international transferability of examination achievements.

(2) The language of instruction including examinations in the Master's degree programme is English.

§ 3 Commission MSc FPPE

(1) The Senate of the University of Veterinary Medicine Hannover shall appoint a "Commission MSc Food Process and Product Engineering" (Commission MSc FPPE), which shall be responsible for all regulations of the regulations on admission and admission as well as the examination regulations concerning the study MSc FPPE and the tasks assigned to it therein.

(2) The MSc FPPE Commission shall consist of persons who are significantly involved in the Master's degree programme. The Commission MSc FPPE is composed as follows:

- three members of the group of university teachers, at least two of whom exercise their activity in a full-time position at the TiHo,
- one member of the group of scientific staff,
- one member of the student group,
- up to two advisory members (without voting rights).

The student member shall only have an advisory vote on questions of assessment and crediting of examination achievements.

(3) The term of office of the members of the MSc FPPE Commission is two years, that of the student member one year.

(4) The chair and the deputy chair must be held by members of the university teaching staff, both of whom exercise their activity in the main office at the TiHo. The MSc FPPE Commission may revocably transfer powers to the chair and vice-chair. The chairperson prepares and executes the decisions of the MSc FPPE Commission, reports to the MSc FPPE Commission on this activity on an ongoing basis and exercises professional supervision over the study coordination office.

(5) The MSc FPPE Commission shall adopt its resolutions by a majority of the votes cast. Abstentions shall be considered as votes not cast. The MSc FPPE Commission constitutes a quorum if the majority of the voting members are present.

(6) The meetings of the MSc FPPE Commission shall be minuted. The minutes shall record the main items of discussion and the decisions of the MSc FPPE Commission.

(7) The MSc FPPE Commission may use a commissioned body to fulfil its tasks. The MSc FPPE Commission may delegate partial tasks to other members of the group of university teachers or the group of academic staff or consult them in an advisory capacity.

(8) The members of the MSc FPPE Commission shall have the right to observe the taking of examinations in accordance with these regulations.

(9) The meetings of the MSc FPPE Commission are not public. The members of the MSc FPPE Commission are subject to official secrecy. If they are not in public service, they shall be bound to secrecy by the chairperson.

§ 4 Duration and structure of the Master's degree programme

(1) The standard period of study is four semesters.

(2) The time required for the attendance study and the self-study shall amount to a total of 120 ECTS at 30 hours each. The study programme shall be divided into three sections. The first section comprises the first and second semesters. The second section comprises the third semester. These sections include modules of the compulsory and elective areas including "Intensive Case Study" according to Annex 1. The third section as the fourth semester includes the Master's thesis.

(3) Re-registration for the second section is only possible after all module examinations of the first section have been successfully completed.

(4) Each module is a teaching and examination unit, usually extends over one semester and concludes with an examination (module examination). The distribution of ECTS to the modules is listed in Annex 1.

§ 5 Examiners

As a rule, the respective lecturers who are responsible for the modules offered act as examiners. The MSc FPPE Commission may make other arrangements. It must be taken into account that examinations may only be taken by persons with a doctorate who themselves possess the qualification to be established by the examination or an equivalent qualification and who can also present either at least four semesters of teaching experience or the habilitation or equivalent achievements.

§ 6 Structure of the examinations/types of examination performance

(1) The Master's examination consists of the examinations of the compulsory and elective modules according to the module plan (Annex 1) as well as the Master's thesis with disputation.

(2) The module examinations take place during the course of study. They must be taken within four weeks after the end of the respective module. Exceptions require the approval of the MSc FPPE Commission.

(3) Examinations can be conducted as written or oral examinations. Written examinations are seminar papers, protocols, project reports, written examinations and multiple choice examinations (examinations in which, by solving at least 30 written tasks, students must indicate which of the 3 - 5 answers presented with the tasks are considered to be correct) and protocols; oral examinations are structured oral examinations according to Annex 2 and lectures. A combination of different examination forms is possible. The type of examination performance and its weighting in the individual module examinations result from the respectively valid module catalogue.

(4) Examinations are prepared and assessed by the respective module supervisors. Written examinations and multiple choice examinations can be carried out under supervision on paper or on an electronic input device. The technical execution of written examinations on electronic input devices (electronic examination) is regulated in Annex 3.

(5) The duration and scope of written examinations depend on the type of module (compulsory or elective module) as well as possible combination with other examinations. In the case of individual performances in compulsory modules, the duration of written examinations should not exceed two teaching hours and the length of seminar papers should not exceed 25 pages; for compulsory elective modules and in the case of combined performances, the duration and length shall be reduced accordingly.

(6) An oral examination usually lasts 30 minutes. It shall take place in private in the presence of an assessor. For the qualification of the assessor, § 5 p. 3 shall apply accordingly. The essential items and the assessment of the examination performance shall be recorded in a protocol.

(7) Examination performances in the form of group work are permissible, provided that this is planned and the individual contributions can be clearly delimited and assessed separately.

§ 7 Admission to the module examinations

Students enrolled in the Master's degree programme FPPE at the University of Veterinary Medicine Hannover shall be admitted to the module examinations. Admission is denied if at least one comparable examination has been definitively failed in a similar degree programme. Comparability is determined by the MSc FPPE Commission.

§ 8 Master's thesis with disputation

(1) Students who have passed all modules of the first and second semester (1st - 3rd semester) shall be admitted to the Master's thesis with disputation. The Master's thesis must be registered in writing, stating the English title, and submitted in English within six months after the issue of the topic. It includes the experimental treatment of a topic using scientific methods and a 30-minute disputation. The submission deadline may be extended by three additional months in justified exceptional cases. Exceptional cases are in particular periods of absence due to illness, which must be proven by a medical certificate, or delays in the experimental part of the Master's thesis, which occur through no fault of the student.

(2) The Master's thesis with disputation shall be assessed by two examiners appointed by the MSc FPPE Commission. The grading shall be carried out in accordance with § 9 Para. 1 and 2. The Master's Commission may also admit an external examiner.

(3) Students who belong to the best 10% of their year in the overall grade for the first and second section of the Master's programme may be recommended by the MSc FPPE Commission for transfer to a PhD programme ("Fast Track") instead of admission to the Master's thesis. Further details are regulated by the PhD regulations.

§ 9 Assessment and grading

(1) Written examinations are usually assessed by the examiners within two weeks. The grade levels are based on the proportion of correct answers according to the following scheme:

0.7 98% to = 100%

1.0 94% to < 98%

1.3 90% to < 94

1.7 87% to < 90%

2.0 84% to < 87%

2.3 80% to < 84%

2.7 77% to < 80%

3.0 74% to < 77%

3.3 70% to < 74%

3.7 65% to < 70%

4.0 60% to < 64%

5,0 <60%

(2) Oral examinations shall be graded immediately after completion of the examination. The following grade levels are to be used:

0.7 excellent = a particularly outstanding performance

1.0; 1.3 very good = an outstanding performance
 1.7; 2.0; 2.3 good = a performance considerably above the average requirements
 2.7; 3.0; 3.3 satisfactory = a performance that meets average requirements in all respects
 3.7; 4.0 sufficient = a performance which, despite its shortcomings, meets the minimum requirements
 5.0 insufficient = a performance which, due to considerable deficiencies, no longer meets the requirements.

(3) A module examination is passed if the associated examination performances have each been assessed with at least "sufficient". The average grade of a module examination is calculated as the weighted arithmetic mean of the weighted grades of the examination performance assigned to this module examination (§ 6 Para. 3). When calculating the average grade according to sentence 2, the first decimal place after the comma shall be rounded. If the second decimal place is less than or equal to 5, it shall be rounded down, otherwise rounded up.

(4) The overall grade N for the Master's degree is calculated according to the following formula:

$$N = \frac{1}{n} \sum_{i=1}^n (N_i * \omega_i)$$

where Ni is the grade of the i-th examination, wi is the associated weight, which is calculated from the proportion of ECTS awarded for the i-th module according to Annex 1. The weights are calculated taking into account the ECTS of the graded modules only. Para. 2 sentences 3 and 4 shall apply accordingly.

(5) The overall grade for the Master's examination shall be as follows

- excellent for an average of up to 1.0
- very good for an average above 1.0 up to 1.49
- good with an average of 1.5 to 2.49
- satisfactory with an average of 2.5 to 3.49
- with an average of 3.5 to 4.0 sufficient
- with an average above 4.0 not sufficient

6) For international comparability, in addition to the grade according to Para. 4, a certificate of the relative ECTS grade distribution is issued in the form of a grading table based on the successful completion of the last three years. The determination is based on the ECTS Users' Guide of the European Commission as amended.

Grading Table (sample):

Grades used (from best to weakest pass grade)	Number of pass grades awarded in the reference group	Percentage per grade in relation to total pass grades awarded	Cumulative percentage of pass grades awarded
up to 1.0			
above 1.0 to 1.49			
from 1.5 to 2.49			
from 2.5 to 3.49			
from 3.5 to 4.0			100%
Total	Sum of degrees of the last 3 years	100%	

§ 10 Additional examinations

(1) Students may take further examinations than those prescribed (additional examinations). The results of these additional examinations shall be included in the transcript or certificates pursuant to § 17 upon application. They shall not be taken into account in the formation of the average grade.

(2) Registration for the supplementary examinations shall be in accordance with the requirements of the examiners.

§ 11 Recognition and credit

(1) Study and examination achievements obtained in Germany or abroad shall be recognised on application if, in accordance with the Convention on the Recognition of Qualifications concerning Higher Education in the European Region of 11 April 1997 (Lisbon Convention), there are no substantial differences between them and the study and examination achievements to be obtained in accordance with these Examination Regulations. In case of doubt, opinions of the Central Office for Foreign Education shall be obtained. The burden of proof for the existence of substantial differences shall be borne by the University of Veterinary Medicine Hannover.

(2) Achievements and competences acquired outside the higher education system shall, in the case of equivalence in terms of content and level, be credited to an extent of up to half of the credit points provided for the degree programme. The burden of proof for non-equivalence or for substantial differences shall be borne by the University of Veterinary Medicine Hannover.

(3) The MSc FPPE Commission decides on recognition and crediting.

(4) For recognised and credited achievements, the grades are taken over or, in the case of a deviating grading scale, converted, the study times attributable to them are recognised and credit points are awarded according to the module plan. If a grade conversion is not possible, the performance remains ungraded. Recognition and credit will be marked on the transcript.

§ 12 Repetition

(1) Failed examinations in the first and second study sections may be repeated twice. If the examination performance is again assessed as "insufficient" in the second repetition or is deemed to be assessed as "insufficient", the examination performance is definitively failed.

(2) Repeat examinations may be taken no earlier than three weeks after an unsuccessfully taken examination. They shall be taken within the framework of the examination dates of the respective following semester at the latest. The 2nd resit examination shall be conducted as an oral examination. The candidate shall be informed of the consequence of para. 1 before the second resit examination.

(3) Unsuccessful attempts to take a comparable examination in the same or a corresponding course of study at a university or university of applied sciences, including the University of Veterinary Medicine Hannover, shall be counted towards the possibilities of repetition according to paragraph 1.

(4) A failed Master's thesis or disputation may be repeated once.

§ 13 Failure, withdrawal

An examination performance shall be deemed to have been assessed as "unsatisfactory" if the candidate, without good reason

1. fails to appear at an examination date,
2. withdraws from the examination after it has begun,
3. does not complete the examination performance in accordance with § 6, Para. 3 within the scheduled processing period.

In deviation from this, the examination performance shall be deemed not to have been undertaken if the reasons asserted for the withdrawal or the failure are notified to the MSc FPPE Commission in writing without delay and are made credible. Exmatriculation and leave of absence as such are not valid reasons. In the case of illness, a medical certificate must be submitted immediately after the examination date. The MSc FPPE Commission or the chairperson or his/her deputy may demand the submission of a medical certificate. If the reasons are acknowledged, a new date, as a rule the next regular examination date, will be scheduled. In this case, the examination results already obtained shall be credited.

§ 14 Deception, attempted deception

If the student attempts to influence the result of the examination performance by deception or the use of unauthorised aids or to interfere with the course of the examination, the examination performance in question shall be graded as "unsatisfactory". A student who is guilty of a breach of the examination regulations may be excluded from continuing the examination performance in

question; in this case, the examination performance in question shall be deemed to have been assessed as "not sufficient". The decision according to sentences 1 and 2 is made by the Master's Commission after hearing the candidate. Until the decision of the MSc FPPE Commission, the candidate shall continue the examination unless, according to the decision of the supervising person, a temporary exclusion of the candidate is indispensable for the proper continuation of the examination.

§ 15 Inspection of examination files

Within the scope of organisational possibilities, the candidate shall be granted access to his/her written examination papers and to the examination records within one year of taking an examination. As a rule, the examiner shall determine the time and place of inspection.

§ 16 Invalidity of examinations

(1) If cheating was committed in an examination and this fact only becomes known after the certificate has been issued, the MSc FPPE Commission may subsequently correct the grades for those examination performances in the performance of which the candidate cheated accordingly and declare the examination wholly or partially "failed".

(2) If the requirements for admission to an examination were not fulfilled without the candidate intending to deceive, and if this fact only becomes known after the certificate has been issued, this defect shall be remedied by passing the examination. If the admission was intentionally obtained unlawfully, the MSc FPPE Commission shall decide on the withdrawal of unlawful administrative acts in compliance with the legal provisions.

(3) The candidate shall be given the opportunity to discuss the matter with the MSc FPPE Commission before a decision is taken.

(4) The incorrect examination certificate shall be withdrawn and replaced by a correct certificate or a certificate pursuant to § 17 Para. 2. Together with the incorrect examination certificate, the certificate shall also be withdrawn if the examination was declared "failed" due to deception. A decision under subsections (1) and (2), second sentence, shall be excluded after a period of five years from the date of the examination certificate.

§ 17 Certificates and attestations

(1) A certificate in accordance with Annex 4 of these Regulations shall be issued for the Master's examination passed. The date of the certificate shall be the date on which the examination was first passed. On the same date, a certificate of the academic degree awarded shall be issued in accordance with Annex 5. In addition, a Diploma Supplement shall be issued in accordance with Annex 6.

(2) A written notification shall be issued about the final failed Master's examination.

(3) In the cases of Paragraphs 1 and 2 as well as in the case of other withdrawals from the Master's degree programme at the University of Veterinary Medicine Hannover, a certificate shall be issued listing the examinations passed, their assessments and the credit points awarded for them. In the case of Para. 2, the certificate shall indicate that the examination has been definitively failed.

(4) All certificates and attestations shall be issued in German and English.

§ 18 Further procedural regulations

(1) The MSc FPPE Commission allows students who provide evidence of a disability or a chronic illness by means of a medical certificate to take examination performances in an equivalent other form, on other dates or within other deadlines.

(2) The general provisions of administrative law as well as the statutory regulations on maternity protection and parental leave shall apply mutatis mutandis in the examination procedure.

(3) Burdensome administrative acts shall be justified in writing, accompanied by instructions on how to appeal and announced.

§ 19 Entry into force

These regulations shall enter into force on the day following their publication in the official gazette of the University of Veterinary Medicine Hannover.

Hanover, xx.xx.2022

Note:

The Diploma Supplement and other enclosures can be found in the official German version of the examination regulations.

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