

Short overview to the Examination Regulations (Prüfungsordnung)

Please pay attention to the fact that this document refers to the Examination Regulations of the Faculty of Physics and Astronomy for the Master of Science (M.S.) Degree Program in Photonics. It only represents a short overview of most important details and does not make any claim of completeness or disengage from the obligation to read the Examination Regulations as well.

Period of study:

- Regular means 2 years (120 credit points (CP)) – 60 CP per year (1 CP = 30 hours of academic work)
- First two semesters: modules Adjustment, Fundamentals 1 and Fundamentals 2
- Second and third semester: modules Specialization 1 and Specialization 2
- First to third semester: practical modules (labs, internships, research labs)
- Fourth semester: master`s thesis

Registration for a module examination:

- Within six weeks after the beginning of courses → within this time module cancelation is possible without explanation, but afterwards the registration for the module is binding
- Please register by handing in the module enrolment form to the responsible professor
- Registration for a module = binding registration for the module examination
- Deregistration for a module is only possible within the first six weeks of the semester

Examination dates and times:

- Module examinations (first year) → to be finished at the latest by end of the second year
- Module examinations (second year) → to be finished at the latest by end of the third year
- → If not done so the module examinations are counted as failed for the first time (retake rights remain unchanged)
- All examinations including the master`s thesis must be completed by the end of the third year
- Enrolment after the third year is not possible (except cases of hardship)

The candidate is responsible for ensuring that he or she completes all examinations within the allowed time. In particular, the candidate must be aware of how frequently modules are offered and in what order they have to be taken.

Failing an examination, Absence at examinations:

An examination is graded as failed (5.0) not only if the candidate fails the examination but also if the candidate does not show up at the date and time set for the examination and does not have a sufficient reason. The same follows for the failure to turn in an essay, internship report, master`s thesis, or other written examination by the deadline.

Sufficient reason:

- Sickness or injury of the candidate or a child in his or her care proofed by a written medical certificate (*Attest*) from a doctor or if requested also from a public health officer (*Amtsarzt*)
- The medical certificate has to be issued for the date of the exam
- The candidate has to inform the responsible professor that he or she is not attending the examination and hand in the proofed reason to the examination office

Important: Immediately submit a written and signed account of the reason to the examination office (at the latest within three working days)!

Important: Once the examination was taken no retrospectively shown medical certificate will be accepted!

Retaking Examinations:

- One retake is possible → completed by the beginning of the following semester
- Date and time of retake examination will be given at module announcements (in doubt, please ask your professor)

Important: A second repetition of a module examination will only be accepted in exceptionally cases (but not for elective modules or if another module examination has been failed. A written request has to be submitted to the examination committee (please hand it in to the examination office) within the first six weeks of the following semester. It has to be completed within one year after the failed module exam.

Fraud, breach of Regulations:

- Attempts to influence the results of an examination by deceit or the use of unapproved aids will be graded as failed (5.0)
- A candidate who disrupts the orderly progression of an examination may be expelled from the examination by the examiner or observer; in this case the examination is also graded as failed (5.0). In severe cases, the examination committee may also exclude the candidate from other examinations.

Cases of Hardship:

Convincingly proof (attestation of a doctor (or public health official on request)) that the candidate is not fully able to complete examinations as they are usually offered, due to a lasting or constant physical or mental disability is required → it will be allowed either more time, or a different format for examination

Grading scale:

The calculated module grade will be rounded to the first decimal position.

Average between 1.0 to 1.5 = superior → excellent performance

Average between 1.6 and 2.5 = good → significantly better than average

Average between 2.6 and 3.5 = satisfactory → meets average requirements

Average between 3.6 and 4.0 = sufficient → meets basic requirements

Below 4.0 = not passed → fails to meet the basic requirements

→ or rather passed (bestanden = b) and failed (nicht bestanden = nb)

- a request to the examination committee to review a decision can be sent by the candidate → within one month following the release of examination results

Internships:

- Three internships are integrated (first three semesters)
- Completed either in the faculty or in an institute outside the faculty in a research-intensive business or a scientific institute in an area of optics
- Supervision at the location of the research internship outside of the faculty by a scientific advisor is required
- Content of each internship must be presented to, and approved by an advising instructor in the faculty before the beginning of the internship

- For more details on each internship, please check the module catalogue

Master`s thesis:

Admission requirements:

1. Registration FSU Jena for the Master`s Program in Photonics
2. Demonstration that he or she has earned at least 72 of the required credits in the program,
3. Having finished all three internships required for the course of study, and
4. Not already have failed master`s examination in photonics the maximum number of times, and not currently be engaged in another course of examination.

Important: a written request to begin the master`s thesis is to be submitted to the examination committee → at the latest two weeks before the beginning of the master`s thesis including:

1. Proof of completion requirements
2. Suggestion for the topic and advisor of the master`s thesis
3. Declaration that the candidate has not already failed the master`s examination in photonics that maximum number of times, and is currently engaged in another course of examination.

→ Registration has to take place at the latest within three weeks after the candidate has been informed that he or she has successfully completed the required 90 credits to the Examination office (*Büro für Studentische Angelegenheiten*) in the Faculty of Physics and Astronomy. If the candidate fails to do so, he or she failed the master`s thesis for the first time.

Master`s thesis: Extension of time:

- Usually time is limited to a period of six months
- Request for an extension of up to three months accompanied by a statement from the advisor has to be submitted at the latest 14 days before the end of this period

Master`s thesis: Submission of thesis:

- Three printed and bound copies (hard bound, no ring binding will be accepted) to the examination office of the Faculty of Physics and Astronomy plus an electronic copy (as a PDF file)
- Including a written statement that the work was independently completed, using no sources or aids other than those listed in the work, and that the citation of information, words and ideas from these sources is clear in the document

Master`s thesis: Retake master thesis:

- First failure → registration within 8 weeks to resubmit the thesis to Examination Office (*Büro für Studentische Angelegenheiten*)
- It is not possible to resubmit the master`s thesis more than once

For more details about the completion of Master`s thesis, please check the module catalogue.

Date

Name

Signature