

STUDY GUIDE:

Master in International Economics and Public Policy (MIEPP)

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This study guide informs you about the rules and policies for the Master's program in International Economics and Public Policy (MIEPP). It is based on the official examination regulations (the German "Prüfungsordnung" or "PO"). Only the Prüfungsordnung is legally binding.

General Information

What type of degree will I have when I have finished?

Once you have successfully completed the study program and passed all of your exams, you will be awarded a "Master of Science" degree in International Economics and Public Policy by the Department of Law, Business and Economics at Johannes Gutenberg University Mainz.

What will my final grade be made up of?

Your final grade for the Master's degree will be made of your grades from the three following components:

- Grades earned in modules and seminars which you will take throughout the program
- Grade earned in the research colloquium (master thesis)
- Grade earned in the written Master's thesis

Basic Program Structure

What is the basic structure of the Master's program?

The Master's degree in International Economics and Public Policy is made up of a total of 120 credits. These credits must be broken down as follows:

Core modules	30 credits
Elective modules	60 credits
Master's thesis	25 credits
Research colloquium (Master thesis)	5 credits

What exactly is a "module"?

The various courses that form the Master's program are offered as part of *modules*. A module is made up of one course or of several individual courses which cover similar topics and are coordinated within the timetable.

Each module is worth a certain number of credits/ECTS (known as Leistungspunkte or LP in German). A module's credit number roughly reflects the amount of time you need to spend in order to complete the module; this includes time spent going to all of the classes, preparing and revising the course materials, completing any performance-related assessments, preparing for the exam and completing the module exam. One credit/ECTS is equivalent to 30 hours of work.

Do I have to register for modules and courses?

In order to attend courses and complete modules, you have to register for the modules and the courses within the set registration period. Furthermore, you are not allowed to take part in a module exam, unless you are registered for the module and the courses of the module.

How do I complete a module? When will I be awarded the credits?

You will only be awarded the credits for a module once you have successfully passed the module exam.

Duration of the Program

How long will it take me to complete the Master's in International Economics and Public Policy?

Regular study time for the Master's program is two years (four semesters), but individual time spent in the program can vary.

Is there a timeline that I should follow?

There is no set timeline, on average, you should strive to achieve 30 credits per semester.

When should I register for my thesis?

You **have to** register for your Master's thesis before the end of 6th semester at the latest. If you fail to do so, your first attempt for writing the Master's thesis will be recorded as failed.

Grading System

How will my work be graded?

German universities use the following system to grade exams and any other pieces of work. (Here you should note that in Germany the comma is used instead of the decimal point so 1,3 is the same as 1.3 in English)

1,0; 1,3	=	Very good	=	An outstanding performance
1,7; 2,0; 2,3	=	Good	=	Performance lies significantly above the average requirements
2,7; 3,0; 3,3	=	Satisfactory	=	Performance corresponds to average requirements
3,7; 4,0	=	Sufficient	=	Despite deficiencies, performance still meets requirements
5,0	=	Not sufficient	=	Due to presence of too many deficiencies, performance does not meet requirements

How is the overall grade for the Master's degree calculated?

All grades earned throughout the program are multiplied by their corresponding number of credits, then added together and divided by the total number of credits.

Exams

How do I pass a module exam?

You will have successfully passed a module exam as soon as you have completed all of the credits which make up the module with a grade of at least "sufficient" (4,0).

How many times can I repeat an exam?

You have three attempts for every exam in the program.

What happens if I fail an exam for a (core) module three times?

If you fail to successfully obtain the credits and you have run out of chances to repeat an exam for a **(core) module**, you have failed the Master's degree as a whole and can no longer continue studying for a Master's degree in International Economics and Public Policy.

What happens if I fail an exam for an elective module?

You also have three attempts to pass your elective modules. During the course of your studies you have two "Jokers" in total. This means that you can replace one elective module with another.

What will happen if I am caught cheating in an exam or piece of coursework?

If you are found to be guilty of cheating or to be in possession of unapproved resources during an exam, you will be given a grade of "not sufficient" (5,0). The same applies if it is proven that you have used further resources in a piece of coursework in addition to those listed in your bibliography.

What happens if I am absent from an exam? Or if I want to withdraw from an exam?

If you fail to turn up or if you withdraw from the exam once it has already started without valid reasons, the exam will be given a grade of "not sufficient / 5,0". Reasons for absence or withdrawal from an exam will be considered "valid" if they have been presented to the Study Office in written form with sufficient evidence.

What happens if I am ill and cannot take the exam?

If you have to miss or withdraw from an exam due to illness, you must provide the Study Office with a doctor's certificate within three days. Please find the exact conditions on the form provided by the Study Office.

Master's Thesis

Will I work alone? Does my subject need to be approved first?

You will complete your thesis under the guidance of a supervisor.

Before starting your Master's thesis, you must first agree with your supervisor upon the subject you will address.

If your supervisor agrees, you may also complete your Master's thesis in the form of group work. Your own individual part of the group work that is due to be graded must be clearly marked so that it can be assessed.

When and where do I register for the Master's thesis? How much time do I have to complete it?

Once you and your supervisor have agreed upon a subject, you have to register for the Master's thesis at the Study Office. You will be required to hand in confirmation that your subject has been accepted by your supervisor.

Once you have successfully completed 60 credits you may register for your Master's thesis. This must happen prior to the end of your 6th semester, otherwise your first attempt at the Master's thesis will be counted as failed.

Once registered, you will have 4 months to complete your Master's thesis.

Can I change the subject of my thesis once I have registered?

The subject of your thesis can only be changed once, and if so, this must be within the first two weeks after your registration with the Study Office. You and your supervisor must then agree upon a new subject as quickly as possible; within a maximum four weeks.

What is the process for submitting the Master's thesis?

You must submit your thesis to the Study Office via email (studienbuero-fb03@uni-mainz.de). This must include a signed declaration stating that you completed the work alone and that you did not use any resources other than those listed in your bibliography. Your Master's thesis will be graded as "not sufficient / 5,0" if you do not hand it in by the deadline.

How do I pass the Master's thesis? What happens if I fail?

In order to pass the Master's thesis, you must get a total grade of at least "sufficient / 4,0". If you fail your thesis, you are able to repeat it once. The repeat of the thesis must be started within six month of the first attempt. The examination board will make sure that you have a new subject within that timeframe.

You will not be able to repeat the Master's thesis more than once.

Research Colloquium

What is the research colloquium?

The research colloquium is based on the contents of your Master's thesis and will include questions concerning the subject area covered in your thesis and in your field of specialization. During the colloquium you may have the chance to present your work, however, this can only take between 30 and 45 minutes.

When does the research colloquium take place? How long does it last?

The research colloquium can take place anytime between when you first register for your Master's thesis and a maximum of ten weeks after submission of your thesis. As soon as your supervisor has set a time and date for your research colloquium, you will receive written confirmation of your appointment.

The research colloquium will last between a minimum of 30 minutes and a maximum of 45 minutes.

Transcript of Records, Certificate and Diploma Supplement

Once you have successfully passed your Master's degree, you will receive a German and English transcript of records, it will list all grades and the subject of your Master's thesis, and a certificate awarding you the Master of Science in International Economics and Public Policy.

You will also receive a diploma supplement according to the European Union/Council of Europe/Unesco Diploma Supplement Model.

Credits from other Universities and Programs

I have already completed credits at a Master's level at another university, can I use them here to count towards my degree?

Your credits may be recognized toward your degree, please contact the Study Office to guide you through the process.

Will my credits be counted if I decide to study abroad for a semester?

If you are planning to study abroad you should contact the Study Office about the possibility of recognizing foreign credits.