Master INS

How to Proceed
Modules and Module Completion Exams, especially Protocols:

The duration of the practical is stipulated in the study manual and may not be altered. Only in very rare cases (deficient equipment, illness), a student may apply for a prolongation that has to be addressed to the chairperson of the examinations board via the examinations office.

Deadlines for the protocol are fixed and documented by the module responsible, the latest possible date being four weeks after the end of the practical.

The working process lasts two (minimum) to four (maximum) weeks full time (i.e. two to five CP workload). Protocols have to comprise 10 – 30 pages and are to be written conform to scientific publications in the respective area of neuroscience. The student has to add and sign a declaration that the latter requirement has been respected.

Working in groups is only exceptionally possible and on condition that the achievement of the individual student can be clearly distinguished and thus be individually evaluated.

The module is completed the very day of the examination, i.e. the very day the student submits the version of the protocol that is to be graded. No subsequent modification – even agreed on between supervisor and student – may be subject to a modification of the grading.

If a student fails to submit a protocol (or other examination) the very day of the deadline the module completion exam is graded „not sufficient“ (5.0).

The study regulations oblige the examiner to evaluate the work six weeks after delivery. Brief reasons for evaluation should be written in English because the student may review the evaluation.

Grades that have eventually been given other achievements during the module are not to be considered for the final grading.

In order to sustain a smooth course of studies the module responsible has to immediately send the original of the grading form with his original signature and a stamp together with the protocol (or other examination) to the programme coordinator. A protocol may be sent via mail if it is the version that has been corrected and graded.

i.A.
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Examinations Office

November 15, 2016

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Examinations Office for the Masters Interdisciplinary Neuroscience
Physical Biology of Cells and Cell Interactions
Molekulare Biotechnologie

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