



Rules governing the Joint Master of Science in Geography of Environmental Risks and Human Security

with the Faculty of Mathematics and Natural Science
at the Rheinische Friedrich-Wilhelms-Universität
Bonn (University of Bonn)

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Section 1 Applicability

§ 1 Applicability

- (1) Students who enrol in the Joint Master of Science programme, “Geography of Environmental Risks and Human Security” at the University of Bonn and the United Nations University after these Rules have taken effect will conduct their studies in accordance with these Rules.
- (2) The Rules for the Joint Master of Science programme, “Geography of Environmental Risks and Human Security” with the Faculty of Mathematics and Natural Science at the Rheinische Friedrich-Wilhelms-Universität Bonn and the United Nations University dated 5 August 2013 (official publication of the University of Bonn, Vol. 43, No. 50, dated 23, August 2013), hereafter referred to as MPO GeoRisk 2013, shall cease to be in force as of 30 September 2020. Exams may be taken in accordance with MPO GeoRisk 2013 up until 30 September 2019. Upon justified request, the Academic Board may extend this deadline for a period of six months.
- (3) Students who began their studies in accordance with MPO GeoRisk 2013, before these Rules took effect, and who have not yet taken all of their exams may:
 - a) continue their course of study in accordance with MPO GeoRisk 2013 in the respective applicable version up until the deadline as outlined in Section 2 Sentence 2, or
 - b) prior to 30 September 2019, shift to these Rules upon written request, which shall be irrevocable.

Students who have continued their course of study in accordance with MPO GeoRisk 2013 and who have not completed their studies as of 30 September 2019, shall officially shift to these Rules as of 30 September 2019. Any exams results prior to this time will be credited.

Section 2

Study Objective, Degree and Standard Period of Study

§ 2

Study Objective and Purpose of the Examination

- (1) The Master of Science in “Geography of Environmental Risks and Human Security” is offered by the Faculty of Mathematics and Natural Science at the University of Bonn together with the United Nations University, Institute for Environment and Human Security (UNU-EHS) as a consecutive and interdisciplinary course of study with a research-oriented profile.
- (2) The course of study contained in the framework of this Master’s Degree programme is intended to convey to the students necessary specialised knowledge, abilities and methods, as well as key professionally relevant qualifications, in such a way that the graduates are capable of scientifically sound work, critical assessments and the application of research findings and methods in professional practice as well as responsible action. In the process, the demands and changes of the professional environment and any interdisciplinary processes shall be taken into account. The study objectives are concentrated primarily on
 - specialist knowledge oriented toward current research questions and based on in-depth basic expertise;

- methodological and analytical skills that enable students to independently expand upon their scientific knowledge, with a central focus on research methods and strategies.

(3) The students should learn to address complex problems and solve them by means of scientific methods, possibly beyond the boundaries of current knowledge. The interdisciplinary focus of the Master of Science programme should enable students to recognise multidisciplinary connections and implement scientific methods and findings independently.

(4) The Master's Examination constitutes the conclusion of further professional qualifications in an in-depth, research-oriented scientific education in the field of Geography of Environmental Risks and Human Security, with a particular focus on areas of application in international cooperative organisations in the fields of "Sustainable Development", "Disaster Risk Reduction" and "Vulnerability".

§ 3

Academic Degree

(1) Once a student has passed the Master's Examination, the Faculty of Mathematics and Natural Sciences of the University of Bonn and the UNU-EHS shall jointly award the academic degree of "Master of Science (M. Sc.)" in "Geography of Environmental Risks and Human Security".

(2) The academic degree of "Master of Science" shall only be awarded if the student has passed the Master's Examination and earned 30 credit points for his/her Master's Thesis in the joint Master's Degree course.

§ 4

Standard Period of Study, Credit Point System, Range of Courses, Curriculum Overview and Language of Instruction/Examinations

(1) The standard period of study for the full-time course, including the Master's Thesis, is four semesters (120 credits).

(2) The course contents have been selected and limited in such a way that the Master's Examination may be completed within the standard period of study. They are communicated in the form of modules, which generally consist of thematically, methodologically or systematically interrelated educational units.

(3) Each module generally concludes with a module examination. For each successfully completed module, the student shall receive credit points (CP) as defined by the *European Credit Transfer and Accumulation System* (ECTS). One credit point corresponds to a calculated study workload (in terms of classroom and private study) of 30 hours.

(4) The course of study comprises modules amounting to 90 CP as well as the Master's Thesis, amounting to 30 CP. The details of the modules, their admission requirements and the number of credits per module are outlined in the Module Handbook (Appendix 1).

(5) To ensure an appropriate structure for the course of study, students shall be provided with a recommended curriculum overview.

(6) The language of instruction and exams is English.

- (7) The course of study may only be commenced in the winter semester.

Section 3
Admission Requirements and Crediting

§ 5
Requirements for Admission to the Study Programme

(1) The Joint Master of Science in “Geography of Environmental Risks and Human Security” is aimed at candidates who fulfil the following admission requirements:

1. a first university degree qualifying for professional employment in the field of geography or a related field, in which they have earned a total of at least 100 credit points in the following three subject areas:
 - Human Geography and Social Sciences, with an emphasis on the topic area of Space, Society and Development;
 - Scientific methodology and empirical research methods;
 - Physical Geography and Environmental Science, with an emphasis on Earth System Science.
 2. English language proficiency at a minimum of Level B2 of the Common European Framework of Reference for Languages (CEFR) as determined by a recognised language test (e.g., TOEFL, IELTS) or equivalent certification.
- (2) Capacity-related admission restrictions (*numerus clausus*) shall remain unaffected.
- (3) The selection of candidates is based on the “Regulations Governing the Selection Process for Participants in the Master of Science Programme in Geography of Environmental Risks and Human Security” (Auswahlverfahrensordnung) that is in force during the application process.

§ 6
Recognition and Crediting of Course Work and Examination Assessments

(1) Credits which have been earned through courses of study at other state or state-approved universities or at state or state-approved vocational academies, or through courses of study at foreign state or state-approved universities, shall be recognised upon request, to the extent that there is no significant variation from the credits being substituted for in terms of the skills acquired. The Academic Board shall credit those to modules in the curriculum. The same applies for credits earned in other courses of study at the University of Bonn. A definitively failed and no longer compensable examination result from a course of study which is substantially similar in content to the consecutive Master of Science in “Geography of Environmental Risks and Human Security” shall be grounds for denying enrolment, to the extent that the examination content is substantially similar.

(2) The standard for the recognition of credits is the degree to which differences are significant. The standard for determining whether or not significant differences exist is a comparison of the contents, scope and requirements that were set in place for the completed results with those that apply to the credits for which recognition is requested. This should not take place in the form of a schematic

comparison, but rather of an overall analysis and evaluation. A difference in the number of credit points required does not, in and of itself, represent a significant difference. The abovementioned provisions also apply to credits earned in an advanced programme of study. If no significant differences exist, the credits earned shall be recognised in full. If an examination in accordance with the principles described above determines that earned credits are only partially recognisable, partial credit will be awarded within the appropriate module. The student will be considered to have passed the module in question only when the missing coursework has been completed; only then will credit points be awarded according to the provisions set forth in these Rules. The Academic Board shall determine the scope and nature of the missing coursework to be completed.

(3) Pursuant to Section 4 § 8 (2) of these Rules, the party responsible for the recognition and crediting process is the Academic Board. The Academic Board determines which courses of study can be considered related to or significantly similar to this one in terms of content. Relevant departmental representatives should be consulted in determining the significance of variations. The decision to award or deny credit shall be communicated to the student within a period of eight weeks and shall be accompanied by information about the appeal procedure. In the event that results are not credited or that only partial credit is awarded, the Academic Board shall provide reasons for this decision; in this respect, the burden of proof falls to the Academic Board.

(4) If examination results are credited, to the extent that the grading systems are comparable, the grades shall be applied and figured into the calculation of the final grade, weighted with the credit points of the module to which the credits are to be applied. If course work is to be credited, they shall be applied without grading and with the notation "passed". The crediting shall be identified as such in the transcript. In the case of results from the courses of study that do not use credit point systems, the Academic Board shall calculate these into credit points, to the extent that the examination in question corresponds to module examinations included in these Rules.

(5) If the conditions outlined in Section 3 § 6 (1) above are in place, the student is entitled to receive credit. It is the student's responsibility to make available the necessary information about the results to be credited. For each respective semester, the Academic Board shall determine the date within that semester by which a request for credit may be submitted. Requests submitted after the date determined may be considered only in the subsequent semester.

(6) For applicants who, on the basis of a placement test may enrol in a higher study semester, the skills and proficiency determined by the placement test will be credited toward the Master's Examination. The grades determined in the placement test report shall be binding for the Academic Board.

(7) Upon request, additional skills and qualifications, as determined by documentation provided, may be credited toward this course of study up to a maximum of 50 percent of the required credit points as outlined in Section 2 § 4 (1) above, provided that these skills and qualifications are equivalent in level and content to the examination results they are intended to replace.

§ 7

Admission to Individual Courses

- (1) If, due to the type or purpose of an individual course, or for any other reasons related to research or instruction, it is necessary to limit the number of participants in that course, and if the number of applicants exceeds the maximum capacity, the Academic Board for the module in question shall, upon request from the lecturer, determine the rules for acceptance.
- (2) Courses for which the number of participants may be limited shall be specified in the Module Handbook. UNU-EHS shall make the maximum number of students public prior to the start of each semester. The criteria for priority in admission are specified in Appendix 2 of these Rules.

Section 4

Academic Board and Examiners

§ 8

Academic Board

- (1) The Director of UNU-EHS shall appoint an Academic Board to oversee the organisation of exams and the execution of the tasks outlined in these Rules. The Director of UNU-EHS is responsible for ensuring that the Academic Board perform its tasks properly and shall provide the Academic Board with the necessary administrative support. An Examination Office for the Joint Master's Degree shall be established to provide administrative support for the Academic Board.
- (2) The Academic Board is responsible for decision-making in the processes of recognising and crediting academic results. The Academic Board reports regularly (at least once per year) to the Director of UNU-EHS on the progress of examination and study periods, including the duration of Master's Theses and the distribution of overall grades. Once each semester, the Academic Board informs the Director of UNU-EHS about any students who have definitively failed the Master's Examination according to Section 8 § 23 below, as determined by a final notice from the Academic Board. The Academic Board may offer suggestions for reforming these Rules and the curriculum overview, and may decide to transfer the execution of certain tasks to the Chair.
- (3) Meetings of the Academic Board are in camera. The members of the Academic Board and their deputies shall keep confidential the information known during their term of office. Summary minutes of the discussions and resolutions of the Academic Board will be prepared and forwarded to the Examination Office for the Joint Master's Degree within ten days after each meeting of the Academic Board.
- (4) The Academic Board consists of a Chair, a Deputy Chair and three additional members. The Chair, the Deputy Chair and one other member shall be appointed from among the Section Heads and Senior Academic Staff of UNU-EHS. Two additional members shall be appointed from among the Academic Staff. Only Section Heads and Academic Staff who are active in the Master's programme are eligible for appointment to the Academic Board.
- (5) One representative of the students enrolled in the course of study of the Master's Degree programme shall be appointed from among the students as an observer and shall not have voting right.

(6) For each member of the Academic Board, one deputy member shall also be appointed. The term of office of the members is three years; the term of office for the student member is one year. Re-appointment is permissible.

(7) The Academic Board shall constitute a quorum if, in addition to the Chair or Deputy Chair, a minimum of two additional members with voting rights or their deputies are present. The Academic Board shall decide by a simple majority of votes. In the case of a tie vote, the Chair shall cast the deciding vote.

(7) The Academic Board shall determine its own procedures and regulations.

(8) Members of the Examination Office for the Joint Master's Degree who are familiar with examination administration may participate in the meetings of the Academic Board, either on a long-term basis, for individual meetings or specific agenda items. Such members shall not have voting right.

Joint Academic Board

(1) In accordance with Article 3.3 of the Framework Agreement between the United Nations University and the Rheinische Friedrich-Wilhelms-Universität Bonn entered into force on 28 February 2017, the Joint Academic Board (JAB) shall be a consultative body. Each party through its representatives on the JAB, shall decide on all academic matters independently of the other party, qua party.

(2) Five individuals shall be appointed by the Director of UNU-EHS and five individuals by the Faculty Council of the Faculty of Mathematics and Natural Sciences of the University of Bonn to oversee the organisation of the examinations and performance of the tasks assigned by these Rules. These ten individuals shall constitute the JAB. Every member of the JAB shall designate a deputy to act on their behalf in their absence.

(3) The JAB shall be headed by a Chair and a Deputy Chair, whereby the positions of Chair and Deputy Chair shall be filled by appointed personnel of either UNU-EHS or the University of Bonn.

(4) The position of Chair and Deputy Chair shall not be held simultaneously by representatives of one university.

(5) The Chair of the JAB shall rotate between the universities every three years.

(6) The JAB shall be constituted as follows:

1. Three senior academic staff members shall be assigned to the JAB by UNU-EHS from among its personnel. The Faculty Council of the Faculty of Mathematics and Natural Sciences shall assign three professors from the Department of Geography to the JAB.

2. The Chair and the Deputy Chair of the JAB shall be appointed from among this group of senior academic staff.

3. Two further members belong to the group of academic staff, of which one member each is elected by the Faculty Council of the Faculty of Mathematics and Natural Sciences and by UNU-EHS.

4. Two further student members from among the students in the joint master's programme shall be appointed by joint agreement between UNU-EHS, and the Faculty Council of the Faculty of Mathematics and Natural Sciences.

5. The term of office of the non-student members of the JAB shall be determined by the JAB. Re-election is permissible.

6. The office of the Dean and of a Vice-Dean of the Faculty of Mathematics and Natural Sciences, as well as that of the Director of UNU-EHS is not compatible with the membership in the JAB.

- (7) Among others, the JAB shall ensure that decisions related to academic appeals are handled in an appropriate manner and that all decisions are communicated to students in a timely fashion. The JAB shall report to the Director of UNU-EHS and the Faculty Council of the Faculty of Mathematics and Natural Sciences regularly, and at least once annually, with regard to the development of the joint programme, examination and study times, the administration of master's theses, and the distribution of final grades.
- (8) The JAB may also make proposals for amending the rules of the joint master's programme and the curriculum. While it may delegate tasks to the Chair, decisions on appeals and the report to the Faculty Council may not be delegated.
- (9) The meetings of the JAB shall be in camera. All members of the JAB shall act with the highest discretion with regard to information discussed in the meetings of the Board. Summary minutes of the proceedings and resolutions of the JAB will be prepared and forwarded to the Director of UNU-EHS and the Dean of the Faculty of Mathematics and Natural Sciences within ten days after the meeting of the JAB.
- (10) A quorum of the JAB shall be constituted when, in addition to the Chair or Deputy Chair, at least three further members or their deputies, including at least two university instructors, are present. The student members of the JAB shall not participate in the assessment and transfer of credits, study and examination requirements, the setting of examination tasks, and the appointment of examiners and observers.
- (11) The members of the JAB shall be entitled to attend all examinations.
- (12) Promulgation of Rules, setting of dates and other notifications of the JAB will be announced with an official notice or in electronic form.
- (13) The Director of UNU-EHS and the Dean of the Faculty of Mathematics and Natural Sciences shall jointly ensure that the JAB properly fulfils its tasks. Upon agreement, they may issue any instructions necessary toward this end.

§ 9

Examiners and Observers

- (1) The Academic Board appoints the examiners and observers. Lecturers from the University of Bonn and UNU-EHS – and, insofar as it is necessary or appropriate to fulfil the purpose of the examination, persons with experience in professional practice and training – are eligible to administer examinations. Only individuals who themselves possess (at a minimum) the qualifications being evaluated in the examination or equivalent qualifications shall be eligible to evaluate examination performance. Only individuals who have completed (at a minimum) the Master's Examination in question or an equivalent examination may be appointed as observers.
- (2) Module examinations are normally administered by the lecturer of the respective module. In the event that a lecturer is prevented from administering an examination in a timely manner due to illness or other extraordinary reasons, the Academic Board shall ensure that an alternative examiner is appointed to administer the module examination.
- (3) In the administration of examinations, examiners shall be independent of any outside influence.
- (4) The Academic Board shall ensure that candidates are given notice of the names of their examiners in a timely manner – normally at least two weeks before the respective examination date.

Section 5
Scope and Implementation of Examinations, Examination Methods and Deadlines

§ 10 Scope of the Master's Examination

- (1) The Master's Examination is intended to provide proof of a higher, in-depth and research-oriented scientific qualification which prepares the candidate for professional practice.
- (2) The Master's Examination consists of:
 1. the module examinations which accompany the course of study and pertain to the course content specified in the Module Handbook (Appendix 1);
 2. evidence of the completion of criteria set forth in the Module Handbook in place of a module examination for the awarding of credit points;
 3. the Master's Thesis.

All examination credits must be completed within the standard period of study outlined in Section 2 § 4 (1).

- (3) Examinations occur all through the course of study. As a general rule, each module – including modules which consist of several courses – is allocated a corresponding module examination whose results are entered into the final transcript. The awarding of credit points is contingent upon the successful completion of the respective module. A module is considered to be successfully completed if:
 - a) the corresponding module examination and/or all partial test results belonging to that module are graded with a minimum mark of "sufficient", or
 - b) the criteria set forth in the Module Handbook in place of a module examination for the awarding of credit points have been shown to be completed.
- (4) If a module consists of more than one course with corresponding partial module examinations, the credit points shall be awarded when the student passes the last partial module examination.
- (5) Examinations shall be conducted in English.

§ 11

Admission to the Master's Examination and to Module Examinations

- (1) The student must apply for admission to the Master's Examination. The application must be submitted to the Academic Board in writing at least four weeks prior to registration for the first module examination. The application must include the following attachments:
 1. documentation of the general requirements for admission outlined in § 5 above;
 2. a certificate of matriculation as proof of the candidate's enrolment as a regular student in this course of study at the University of Bonn and UNU-EHS;
 3. a statement as to whether the student has definitively failed an examination or the Master's Examination in this course of study or whether, at the time of registration for the module examination, the student is currently undergoing a different examination process, the failure of

which would be ground for impeding his or her admission to the present examination. This also applies to examinations in degree programmes which are significantly similar in content to this one.

- (2) The Academic Board can only admit students to module examinations who:
 1. fulfil the requirements for admission outlined in § 11 (1) above and provide documentation thereof. Documentation of admission as a regular student in another course of study at the University of Bonn may take the place of the documentation outlined in § 11 (1) (2) above if, according to its own examination regulations, this course of study imports the module in question;
 2. fulfil any requirements for participation designated for the module in question and any study credits required for the module examination as outlined in the Module Handbook (Appendix 1).
- (3) If the student is unable to produce a document outlined in § 11 (1) (3) in the prescribed manner, the Academic Board may allow him or her to provide proof in another form.
- (4) The decision on a student's admission to the Master's Examination and/or to the module examinations lies with the Academic Board.
- (5) The Academic Board may only refuse admission to an examination if:
 - a) the documents stipulated in § 11 (1) above are incomplete and/or have not been submitted within the specified time limit, despite requests to do so;
 - b) the requirements outlined in § 11 (2) above have not been fulfilled;
 - c) the student has definitively failed an examination or the Master's Examination for which no compensation is possible, either in this course of study or a course of study that is significantly similar in content to this one, or
 - d) the student is currently undergoing an examination at another university as specified in Section 3 § 6 (1) above, in the chosen course of study or in a course of study that is significantly similar in content to the chosen one, insofar as the failure of the examination would lead to definitive failure of the Master's Examination.

§ 12

Module Examinations – Registration and Withdrawal

- (1) For each module exam, the student is required to register electronically with the Academic Board within the prescribed time limit. The option of registering in writing may be granted in justified cases. Registration shall only be permitted insofar and for such period as the student fulfils the admission requirements.
- (2) The Academic Board shall publicise the examination dates and registration deadlines electronically and/or by means of an official notice; these deadlines shall be final.
- (3) A student may withdraw from a written or oral examination without stating any reasons, either in writing or by electronic means, up to one week before the examination date in question. In the case of essays and project work, the candidate may withdraw by electronic means within the time limit announced by the Academic Board in consultation with the lecturer pursuant to Section 4 § 8 (7) above; these deadlines shall be final. The date of receipt by the Academic Board shall be decisive for withdrawal.
- (4) The rules for registration for the Master's Thesis are specified in Section 6 § 19 (2) below.

(5) A student must register for his or her first examination attempt not later than during the fourth semester after the semester in which the course corresponding to that examination was initially scheduled. If the student misses this deadline, he or she shall lose the right to attend the examination unless he or she can prove that he or she is not responsible for the default. Subject to a corresponding decision by the Academic Board, loss of the right to attend an examination can lead to exmatriculation.

(6) Should a student fail an examination, he or she must personally register for the next examination date. Students will not be registered automatically.

§ 13

Examination Conditions and Attendance Requirement

(1) The module exams are based on the content and qualification objectives of the modules outlined in the Module Handbook (Appendix 1).

(2) At the time of the module exams, the student must be enrolled as a regular student or admitted as a visiting student in this course of study at the University of Bonn and UNU-EHS, or in course of study at the University of Bonn which, according to its own examination regulations, imports modules from this course of study.

(3) The module exams shall test the student in the knowledge and skills acquired within the context of the respective modules as well as in his or her ability to understand relationships in a wider context. Module exams may be administered in the form of several graded partial exams. Module exams and partial exams may take place in the form of:

- written exams;
- oral exams;
- essays/course papers;
- project reports;
- presentations; or
- practical exercises.

The examination forms for the respective modules, requirements for admission and any subdivisions into partial exams are defined in the Module Handbook. Deviations from the forms outlined in the Module Handbook are permissible according to § 16 (4) and § 17 (4) below; the concrete form of an examination shall then be determined by the Academic Board in consultation with the examiners and shall be publicised in a timely manner prior to the start of the semester as outlined in § 8 (7) above.

(4) The Module Handbook may specify any prior course work as prerequisites to participate in a module. If those prerequisites are missing, the student may not be admitted to the module examination. Upon request from the lecturer, the Academic Board shall publicise the concrete requirements of the prerequisites prior to the start of the semester in question, as outlined in § 8 (7) above.

(5) Two examination dates shall be set for all module exams administered in the form of written or oral exams. As a general rule, the first exam date shall occur after the lecture period in the semester in which the module or its corresponding courses are concluded. The second exam date shall be scheduled

in such a way that the orderly continuation and conclusion of the course of study are possible within the standard period of study. The Academic Board shall publicise both exam dates in a timely manner, prior to the start of the semester, as outlined in § 8 (7) above. Should a candidate be present at only one of the examination dates and fail to pass the examination, he or she shall not be entitled to a further examination date within the same semester.

(6) Courses in which the qualification objective cannot be achieved without students' active participation may be identified in the Module Handbook as courses for which mandatory regular participation (attendance requirement) is considered a prerequisite for participation in the examination. Prior to the start of the semester, the Academic Board shall specify those courses for which attendance is compulsory, along with the relevant rationale. In this case, the Academic Board shall also specify what shall constitute regular, active and successful participation. Depending on the qualification objective of a course for which attendance is compulsory, absences amounting to a maximum of 30 percent of the course hours are permitted; this also includes absences excused by a medical statement. The Academic Board shall publicise the decisions in accordance with § 13 (2) to (4) prior to the start of the semester, as outlined in § 8 (7) above.

(7) The following rules apply to the assessment of exams:

1. Written examination materials shall be evaluated by at least one examiner. The candidate shall be advised of the evaluation results for written examination materials within a maximum period of four weeks; the evaluation of the Master's Thesis shall be communicated within a maximum period of eight weeks.
2. Performance on oral exams shall always be evaluated by at least two examiners, or by one examiner in the presence of a qualified observer. The main topics and the results of individual examinations shall be recorded in the summary minutes. If the examination is administered by one examiner in the presence of an observer, the examiner shall consult with the observer without the student being present before determining the grade. The candidate shall be notified of the results following the oral examination.

If a student's examination performance is evaluated by two examiners, the final grade shall be calculated from the arithmetic mean of the individual evaluations. If, in this case, the evaluation of only one examiner results in the student's failure of the exam, a third examiner shall be consulted. The grade shall be calculated from the arithmetic mean of the two higher-scoring individual evaluations. Examination performance in written or oral exams which constitute the conclusion of a course of study – as well as retaken examinations for which there is no possibility for compensation in the case of definitive failure – shall be evaluated by at least two examiners.

§ 14

Compensation for Disadvantages and Extension of Deadlines

(1) If a student is able to furnish the Academic Board with credible evidence that due to a chronic illness or an illness that persists for longer than one semester, he or she is incapable of fully realising his or her available intellectual abilities within the framework of the exam and is thus partially or completely unable to complete an assignment in the scheduled form and duration, the Academic Board shall permit him or her to deliver an equivalent examination assignment in a manner appropriate to his/her abilities and/or within a correspondingly extended period of time. The same rule shall apply for course work. The workload of the module in question must be taken into account when determining equivalent requirements. In the determination of compulsory practical work or internships and/or compulsory study

abroad, substitute work may be permitted if, due to the student's illness, participation in these activities cannot be demonstrated even with support from UNU-EHS.

(2) Upon request and if the student furnishes appropriate evidence, in determining the deadline for the first examination attempt as outlined in § 12 (5) above, the Academic Board may take additional time into consideration for:

- a) the care and upbringing of underage children up to a maximum of three semesters per child;
- b) participation as an elected representative in university committees, the student body, student body associations or the student union – up to a maximum of four semesters;
- c) serving as an equal opportunities representative – up to a maximum of four semesters;
- d) effects of a disability or serious illness which prolong the duration of study;
- e) care or treatment of a spouse or registered domestic partner, directly descendent relatives, collateral relatives, second degree collateral relatives or first degree relatives by marriage – up to a maximum of three semesters.

§ 15 Retaking Exams

(1) All examination work that is not passed or is considered invalid may be repeated up to a maximum of two times. Regulations concerning repetition of the Master's Thesis are outlined in § 20 (7) below.

(2) Failing three times in the same module shall result in the student's loss of the right to examination and, subject to corresponding decision by the Academic Board, to exmatriculation.

(3) A module examination that receives a grade of "sufficient" or better may not be retaken.

(4) If the module examination is linked to the course work and spread over the semester, it cannot be retaken within the same semester. In this case, the module examination may only be retaken in the context of a repetition of the entire module.

§ 16 Written Exams

(1) In written examinations, students should demonstrate that within a limited period of time and with the help of limited resources, they are capable of identifying a problem from the subject area of the module in question and of finding approaches to a solution using the standard methods for this area. The examiners shall give due notice of the approved resources.

(2) Written examinations may be handwritten or computer-supported in a proctored setting. Computer-supported written exams consist primarily of free text assignments or close texts which may be edited on a computer.

(3) Each written exam has a minimum duration of 60 minutes and a maximum duration of 180 minutes. § 13 (7) above shall apply accordingly. The Academic Board shall publicise the specific date of the examination prior to the start of the semester.

(4) In agreement with the examiner, the Academic Board may replace a scheduled written exam with an oral exam covering the subject area of the module; this substitution shall be publicised in a timely manner prior to the start of the semester, in accordance with § 8 (7) above.

§ 17 Oral Exams

(1) In oral examinations, the candidate should demonstrate that he or she possesses wide-ranging knowledge of the examination subject, can recognise correlations, and is able to place lines of questioning in these contexts and point out possible solutions.

(2) Oral examinations shall be administered as individual or group examinations, either by several examiners (collegial exam) or by one examiner in the presence of a qualified observer. If the exam is administered by several examiners, the candidate will only be questioned by one examiner per examination area. § 13 (7) above remains unaffected. The examination shall have a minimum duration of 15 minutes and a maximum duration of 45 minutes per candidate and module exam. In the case of group examinations, it must be ensured that the same amount of time is reserved for each candidate within the group.

(3) Students who wish to take the same oral examination at a later date may be permitted to attend the exam as auditors if space allows, provided there are no objections from any of the candidates. The decision shall lie with the examiner; in the case of examinations by a committee, with the committee chair. Permission to attend shall not extend to the consultation and announcement of results. Auditors are not permitted to make recordings during the examination.

(4) In agreement with the examiner, the Academic Board may replace a scheduled oral exam with a written exam covering the subject area of the module; this substitution shall be publicised in a timely manner prior to the start of the semester, in accordance with § 8 (7) above.

§ 18 Essays, Project Reports, Presentations and Practical Exercises

(1) In essays, the candidate should demonstrate that he or she is able to address a specific topic in the subject area of the module in question independently, using the standard methods for that area, and to present his/her work in writing in a manner consistent with the demands of research. Each essay shall consist of a minimum of 15,000 and a maximum of 40,000 characters, including spaces and footnotes. The time allowed for the completion of an essay shall be at least six weeks and not more than 14 weeks after the topic has been assigned. The assignment of an essay, including the topic, should always take place during the semester of the correspondent course. With regard to the semester in which exam registration takes place, the latest submission date for a winter semester is 31 March; for a summer semester, 30 September.

(2) Project reports generally serve to demonstrate students' ability to work in a team and, in particular, their ability to develop, execute and present particular concepts. Here, the candidate should show that he or she is able to identify objectives and develop interdisciplinary concepts and approaches to solutions within the context of a larger or more complex task. The project report is a written analysis

of the project results. The time allowed for completion of a project report shall be two to twelve weeks after the assignment of a topic. In the case of a project report prepared in the form of a group project, each individual candidate's contribution must be clearly recognisable and assessable and must fulfil the requirements stipulated in § 18 (1). The duration of the corresponding presentation should be at least 10 minutes and not more than 45 minutes for each candidate. Project reports must be presented prior to the end of the semester in which the course takes place (in a winter semester, by 31 March; in a summer semester, by 30 September).

(3) Presentations are oral reports with a minimum duration of 10 minutes and a maximum duration of 45 minutes, in which the candidate documents his or her ability to present research results comprehensibly and explain them in a discussion. Presentations shall be supplemented by a written report consisting of between 15,000 and 40,000 characters, including spaces and footnotes. The time allowed for preparation for an oral report shall be 2 to 14 weeks; for the written report, between 6 and 14 weeks after the topic has been assigned. Presentations must be made at the latest during the semester in which the corresponding course is completed.

(4) Practical exercises are assignments pertaining to the respective study units, which the candidate shall solve independently in writing within a reasonable time frame. The examiner shall determine the number of exercises and the time allowed for completion and publicise this information in accordance with § 8 (7) above. Practical exercises must be handed in to the examiner during the semester in which the course takes place and by the dates announced by the examiner according to § 8 (7) above.

(5) In the case of written exams, upon handing in the assignment, the student shall also submit a written statement that he or she has completed the assignment independently without the use of any sources or means other than those cited.

(6) Otherwise, the regulations for evaluating written and oral examinations pursuant to § 13 (7) above shall apply accordingly.

Section 6

The Master's Thesis

§ 19

Registration, Topic and Scope of the Master's Thesis

(1) The Master's Thesis is a written examination paper whose purpose is to demonstrate that within a specified period of time, the candidate is able to independently address a problem in the subject area of the Master of Science in "Geography of Environmental Risks and Human Security" using scientific methods, find a solution to that problem and present it in an appropriate manner. Through the Master's Thesis, the student shall demonstrate his or her qualification to conduct independent scientific research.

(2) The student must register his or her Master's Thesis in person at the Examination Office. The option of an online registration may be permitted in justified cases. The Academic Board shall publicise the latest dates by which a Master's Thesis must be registered in order that the Master's Degree programme may be completed within the standard period of study.

(3) Upon declaring his or her Master's Thesis, the student must specify the examiners with whom he or she wishes to prepare her thesis.

(4) The topic of the Master's Thesis may be assigned by any examiner whom the Academic Board has appointed for the supervision of Master's Theses according to § 9 (1) above. As a general rule, the examiner who assigns the topic also supervises that Master's Thesis. If the Master's Thesis is to be assigned and supervised by another university lecturer who is active in research and teaching, or if the Master's Thesis is to be prepared in a different institution outside UNU-EHS, corresponding consent from the Academic Board shall be required. Such consent may only be granted if appropriate scientific supervision from an examiner is assured.

(5) The topic of the Master's Thesis may be assigned only after the student has earned at least 60 CP and fulfilled the prerequisites outlined in the Module Handbook. The Academic Board shall confirm the topic of the Master's Thesis. The topic of the Thesis and the date of assignment shall be officially recorded. Before declaring his or her Master's Thesis, the student shall be given the opportunity to make suggestions for the area of study from which the topic of the Master's Thesis may be chosen; however, the Academic Board shall not be bound by these suggestions. Upon request from the student, the Academic Board shall ensure that the student is assigned a topic for his or her Master's Thesis in a timely manner as outlined in § 19 (9) below.

(6) The student may reject the topic of the Master's Thesis only one time, and only within the first two months after its assignment. Rejection of a topic shall not be counted as a failed attempt. The newly assigned topic must differ significantly in content from the topic that was originally assigned. Upon consultation with the thesis supervisor, the exact title of the Master's Thesis may be modified within the first two months without altering the topic.

(7) The Master's Thesis may not be accepted in the form of a group project.

(8) The text portion of the Master's Thesis must consist of a minimum of 100,000 and a maximum of 200,000 characters, including spaces and footnotes.

(9) For the Master's Thesis, 30 CP shall be awarded, corresponding to an academic workload of 900 hours. The maximum time allotted for completing the Master's Thesis is six months. The Academic Board shall determine the latest date by which the Master's Thesis may be submitted and shall notify the student of this date. The topic, task and scope of the Master's Thesis shall be limited in such a way that the Master's Thesis may reasonably be completed according to the given requirements within the allotted period of time. Upon justified request and in consultation with the supervisor, the Academic Board may grant an extension period of up to six weeks. The topic of the Master's Thesis shall generally be assigned in the middle of the third semester.

§ 20

Submission, Evaluation and Repetition of the Master's Thesis

(1) The Master's Thesis shall be submitted to the Academic Board in triplicate by the prescribed due date (two copies in paper form and one in a digital version suitable for electronic comparison); the date of submission shall be officially recorded. The candidate may not withdraw his or her Master's Thesis once it has been submitted. If the Master's Thesis is not submitted by the prescribed due date, it shall receive the grade "insufficient".

(2) Upon submitting his or her Master's Thesis, the candidate shall confirm in writing that he or she has composed the thesis independently without using any sources or means other than those specified and has properly cited all quotations. In particular, a Master's Thesis is not considered to be original work if the content or structure and composition used in addressing the topic of the thesis have been dictated by a third party. The Academic Board may require the candidate to provide an affidavit to this effect.

(3) Two examiners shall review and evaluate the Master's Thesis. One of these examiners shall be that individual who assigned the topic of the Master's Thesis; the second examiner shall be appointed by the Academic Board from among the group of examiners as outlined in § 9 (1) above. It is necessary to ensure that one of the examiners is a member of the group of lecturers at the University of Bonn and the other is a lecturer from the UNU-EHS. The candidate has the right to make suggestions; however, he or she is not entitled to the allocation of any particular examiner.

(4) Individual evaluations shall be carried out in accordance with § 23 (1) below and justified in writing. The grade for the Master's Thesis shall be calculated from the arithmetic mean of the individual evaluations to the extent that the difference between them is less than 2.0. If the individual evaluations differ by 2.0 or more, or if any individual evaluation is graded "insufficient", the Academic Board shall appoint a third examiner to evaluate the Master's Thesis. In this case, the grade shall be calculated from the arithmetic mean of the two better-scoring individual evaluations. The calculation of the mean shall be carried out in accordance with § 23 (6) below. Nevertheless, the Master's Thesis may only be graded "sufficient" or better if at least two of the evaluations are graded "sufficient" or better.

(5) The candidate shall be advised of the grade for his or her Master's Thesis no later than eight weeks after the deadline for submission.

(6) For a Master's Thesis graded "sufficient" or better, the candidate shall be awarded 30 CP.

(7) If the Master's Thesis receives a grade of "insufficient" or is considered to be invalid, the candidate may repeat the Master's Thesis one time. The topic of the second Master's Thesis may be chosen from the same subject area as that of the first Master's Thesis; however, it must differ significantly in content. In any case, rejection of the assigned topic for the second Master's Thesis attempt in the manner outlined in § 19 (6) above is only permitted if the student did utilise this option in the preparation for his or her first Master's Thesis. If the second Master's Thesis is also graded "insufficient", the Master's Examination shall be considered as definitively failed. This shall result in the student's loss of the right to an examination and the enforceability of a corresponding decision on the part of the Academic Board, leading to the student's exmatriculation.

Section 7
Procedural Irregularities and Protection Provisions

§ 21
Withdrawal, Failure and Complaints

(1) An examination result shall be graded “insufficient” if the candidate withdraws from the examination without reasonable cause after the prescribed deadline for withdrawal according to § 12 (3) above. The same shall apply if the candidate fails to participate in an examination or to submit an assignment within the prescribed time for completion.

(2) After the prescribed deadline for withdrawal, a candidate who is registered for an examination may withdraw for justifiable reasons, in particular due to an inability to sit an examination due to illness. A withdrawal must be reported to the Academic Board immediately. The grounds for withdrawal or default must be immediately and credibly demonstrated in writing. As proof of inability to sit an examination due to illness, the student must submit a medical doctor’s statement of this inability. If the withdrawal from a written examination takes place after the start of the exam/handing out the exam’s sheet, a doctor should be consulted on the same day in order to determine the student’s inability to take the examination. In individual cases, the Academic Board may require the submission of a statement from a doctor appointed by UNU-EHS, or some other proof that is deemed necessary, if there is sufficient evidence indicating that the student may be assumed capable of taking the exam. As a general rule, withdrawal from an examination shall specifically not be permitted if the candidate has already had access to the results of the exam or has become aware of them by some other means. If the Academic Board recognises the evidence for a reasonable withdrawal due to illness or other justified reasons, the examination attempt shall be considered not to have been undertaken.

§ 22
Protection Provisions

(1) Upon notification from the candidate, maternity protection periods shall be observed; the relevant documentation shall be attached. Maternity protection periods shall suspend all deadlines set forth in these Rules; the duration of the maternity protection period shall not be calculated into the deadlines. Once the relevant documentation has been submitted, the Academic Board shall inform the candidate of the newly scheduled examination deadlines.

(2) Likewise, upon request, periods of parental leave shall be observed. At least four weeks prior to the date at which the candidate wishes to begin his or her parental leave, he or she must inform the Academic Board in writing, accompanied by the relevant documentation, of the time period or time periods for which he or she wishes to avail him- or herself of said leave. The Academic Board shall determine whether the conditions for parental leave exist and shall then immediately notify the candidate of the relevant determination and, if applicable, of any newly scheduled examination deadlines. Consideration periods for examination assignments may not be suspended due to parental leave. The assigned examination topics shall be counted as unassigned. Following the conclusion of parental leave, the candidate shall be assigned a new topic.

(3) Upon request, absences for the purpose of nursing or care of a spouse or registered domestic partner, directly descendent relatives, collateral relatives, second degree collateral relatives or first

degree relatives by marriage, if these individuals require care or treatment. The Academic Board shall determine whether the conditions exist as outlined in § 22 (1). A request should be submitted immediately when these conditions occur and must be accompanied by robust evidence. The Academic Board shall promptly inform the candidate of its determination as well as any newly scheduled examination deadlines. Consideration periods for examination assignments may not be suspended due to such absences. The assigned examination topics shall be counted as unassigned. Following the conclusion of period of absence, the candidate shall be assigned a new topic.

Section 8
Evaluation and Degree Certificates

§ 23
Evaluation of Examination Performance, Calculation of Grades and
Passing the Master's Examination

(1) Grades for the individual examination assignments shall be determined by the respective examiners. If more than one examiner evaluates an exam, the grade shall be calculated from the arithmetic mean of the individual evaluations. § 13 (7) above remains unaffected. The following grades shall be used for the evaluation:

1	Very good	Excellent performance
2	Good	Performance significantly above average requirements
3	Satisfactory	Performance meets average requirements
4	Sufficient	Performance meets requirements despite some deficiencies
5	Insufficient	Due to significant deficiencies, performance does not meet requirements

For the purpose differentiated evaluation of examination performance, individual grades may be raised or lowered by a factor of 0.3, with the exclusion of the values 0.7, 4.3, 4.7 and 5.3.

(2) The examination for a module shall be considered passed when the student achieves a minimum grade of "sufficient". If the module grade is comprised of several partial assessments, the grade shall be calculated according to the weighing of the individual assessments as outlined in the Module Handbook. § 10 (3) above remains unaffected. The module grade is defined as follows:

for an average of up to and including 1.5 = very good
for an average of 1.6 up to and including 2.5 = good
for an average of 2.6 up to and including 3.5 = satisfactory
for an average of 3.6 up to and including 4.0 = sufficient
for an average of 4.1 or more = insufficient.

(3) The candidate shall be notified of the evaluation of his or her written examination results no later than four weeks after the examination and of the evaluation of his Master's Thesis no later than eight weeks after the deadline for submission. The announcement shall be made via posted notice or in electronic form in the organisational system for examinations, in accordance with data protection requirements. Notification shall take place prior to the conclusion of the standard period of study.

(4) The Master's Examination shall be considered passed if the student passes all of the required module exams pursuant to § 4 (4) above as well as the Master's Thesis with a grade of "sufficient" or better and when he or she has thereby earned 120 CP.

(5) Graded modules will be included in the calculation of the overall grade. Each individual module grade shall be weighed via multiplication by the number of credit points for the module in question. The sum of all module grades weighed in this manner shall be divided by the total number of credit points for all graded modules (weighed arithmetic mean). § 22 (2) above shall apply accordingly. Deviating from this, an overall grade of "outstanding" shall be awarded when the overall grade achieved is 1.3 or better and the Master's Thesis is graded "very good" (1.0). Modules which, due to a lack of comparability in the grading system, are recognised as "passed" shall not be included in the calculation of the overall grade.

(6) In the composition of the module grade and the overall grade, only the first digit after the decimal point shall be considered; all further digits shall be truncated without rounding.

(7) In order to facilitate international comparison, the overall grade shall be assigned the corresponding relative classification pursuant to the ECTS grading scale.

(8) The Master's Examination shall be definitively failed if

- the candidate has thrice failed to successfully complete a module examination according to § 10 (3) or § 15 (2) above; or
- a repeated Master's Thesis is graded "insufficient".

§ 24 Transcript

(1) Immediately after all grades have been finalised, the candidate shall receive a temporary transcript containing the results of the successful Master's Examination. Thereafter, the student shall be issued a bilingual transcript in both German and English. The transcript shall include

- all modules for which credit points have been earned;
- the semester in which credit points were earned;
- the grades achieved for the individual examinations;
- the topic and grade of the Master's Thesis;
- the date of the final examination; and
- the overall grade for the Master's Examination.

Upon request from the candidate, the transcript may also include the results of additional examinations pursuant to § 30 below; these results are not calculated into the overall grade.

(2) The transcript shall bear the date of issue. It shall be signed by the Chair of the Academic Board of the Faculty of Mathematics and Natural Science and the Chair of the Academic Board of UNU-EHS and stamped with the seal of both Universities.

(3) If a candidate has definitively failed or is considered to have definitively failed the Master's Examination, the Academic Board shall provide the candidate with a written notification accompanied by information about the appeal procedure in accordance with Appendix 3.

(4) If a student leaves the two Universities without completing his or her degree, he or she may, after exmatriculation, request receipt of a transcript of her total completed academic and examination credits. This transcript shall be limited to the portions of the course of study that the student has successfully completed. Furthermore, upon request, the student is entitled to receive a written testimonial stating which examination requirements have not been passed or which requirements need to be completed in order to pass the Master's Examination.

§ 25 Master's Degree Certificate

Together with the transcript of the Master's Examination, the candidate shall be presented with a bilingual Master's Degree Certificate in German and English, marked with the date of the transcript and certifying the award of the academic degree pursuant to § 3 above. The certificate shall be signed by the Chair of the Academic Board of the Faculty of Mathematics and Natural Science and the Chair of the Academic Board of UNU-EHS, as well as by the Dean of the Faculty of Mathematics and Natural Science and the Director of UNU-EHS, and shall be stamped with the seal of the Faculty of Mathematics and Natural Science and that of the United Nations University.

§ 26 Diploma Supplement

The Master's Degree certificate shall be accompanied by a *Diploma Supplement*. The Diploma Supplement is a standardised document in both English and German, which contains the following information:

- the essential contents of the course of study upon which the degree is based;
- the schedule of studies;
- the skills acquired with the degree;
- information on the accreditation of the course of study; and
- information about the universities conferring the degree.

The Diploma Supplement shall also display the relative classification of the overall grade for the Master's Degree on the ECTS grading scale.

§ 27 Access to Examination Records

(1) Upon request, the candidate may be permitted access to his or her written exams; the request must be made within three months after the results of the examination have been announced.

(2) Upon request, within a period of three months after the candidate's transcript has been issued pursuant to § 24 above, the Academic Board may grant him or her access to her examination records.

(3) The Academic Board shall determine the time and place that the records may be examined and shall notify the candidate accordingly in due time.

§ 28

Invalidity of the Master's Examination, Revocation of the Master's Degree

- (1) If a candidate has cheated on an exam and this fact only becomes known once a transcript has been issued, the Academic Board may accordingly adjust the grades for the examination assignments in which the cheating took place, as well as the overall grade, and may declare the examination failed, either in whole or in part.
- (2) If the prerequisites for admission to an examination were not fulfilled, in the absence of any intention of cheating on the part of the candidate, and if this fact only becomes known once a transcript has been issued, the act of passing the examination shall rectify this deficiency. If a candidate is believed to have obtained admission to the exam through intentionally deceitful means, paragraphs 1-35 of Appendix 3 shall apply.
- (3) The incorrect examination transcript shall be revoked and, if appropriate, a new exam transcript shall be issued. If one or more examinations are declared failed due to cheating, the Master's Degree certificate and all other written documentation of the University degree shall be revoked along with the incorrect exam transcript. If a period of five years has passed subsequent to the issuing of the examination transcript, a decision pursuant to § 28 (1) and (2) above shall not be permitted.
- (4) If the Master's Examination as a whole is declared to be failed, all of the participating faculties and universities shall revoke the Master's Degree and the Master's Degree certificate along with all other written documentation of the University degree shall be retracted.

§ 29

Additional Examination Credits

To the extent that not all examination credits outlined in § 10 (2) above have been completed, students may, upon request, complete examination credits in additional modules above and beyond their standard course of study, amounting to a maximum of 15 CP. These may also include modules which cannot be credited but which are offered as part of another course of study at the University of Bonn and may be selected as an additional module in this course of study. Only modules which have been completed within one-and-a-half times the standard period of study may be taken into account. Upon request from the student, the results of these examinations shall be included in his or her transcript in accordance with § 25 above; however, these credits shall not be calculated into the determination of the overall grade.

Section 9
Coming into Force

§ 30

Coming into Force and Publication

These Rules shall take effect in accordance with the publication of the German Version of the Regulations for the Joint Master "Geography of Environmental Risks and Human Security" (Official Bulletin/Amtliche Bekanntmachung, Prüfungsordnung, 31. März 2017, 47. Jahrgang, Nr. 11, 18. April 2017, Herausgeber: Der Rektor)

Appendix 1: Module Outline for the consecutive Master of Science in “Geography of Environmental Risks and Human Security”

Explanatory notes on the Module Outline:

- Abbreviations for the course forms: S = Seminar, FT = Field trip, I = Internship, PS = Project seminar

- Courses marked with an asterisk (*) denote those for which the Academic Board may require participation as a prerequisite for taking part in the module examination according to § 13 Section 6 (field trips, language courses, internships and practical exercises as well as similar courses). In these cases, participation is required in addition to any other academic requirements which may be listed.
 - The column “Duration/Semester of study” specifies the duration of the module (in semesters) and the location within a semester of study.
- The column “Course Work” exclusively course work which serves as prerequisite for participation in an exam and/or criteria for the awarding of credit points in modules for which no exam is given.

Modules JM2, JM3, JM5, JM6, JM7 and 8000 are the responsibility of the Faculty of Mathematics and Natural Science. The Examination Regulations of the University of Bonn apply to those modules.

Modules JM1, JM4, JM8, JM9 and JM10 are the responsibility of the UNU-EHS. These Examination Regulations apply to those modules.

First year of study								
Module number/ Abbreviation	Module name	Course form	Requirements for participation	Duration / Semester of study	Subject matter (content) and qualification objective	Course Work	Examination form	CP
JM1	Theories and Concepts of Risk	S*	none	D: 1 Sem. SS: 1 st Sem.	The ability to critically discuss and apply key concepts and theories of risk, vulnerability and resilience	Text discussions, presentation	Written exam	6
JM2	General Approaches to Risk & Human Security	S*,S*	none	D: 1 Sem. SS: 1 st Sem.	<ul style="list-style-type: none"> • Knowledge of different theoretical approaches and paradigm shifts • Understanding of relevant theories for the analysis of risk and human safety • Knowledge of key concepts of earth system research and earth surface processes 	Assumption of moderation tasks	Presentation 40% and essay 60% in one of the seminars	12
JM3	Research Methods I	S*	none	D: 1 Sem. SS: 1 st Sem.	<ul style="list-style-type: none"> • Scientific theory, methodology • Critical analysis of the potentials and limitations of research methods • Focus on qualitative methods, discourse analysis, ethnography, quantitative methods, GIS, interdisciplinary or transdisciplinary methods 	Assumption of moderation tasks, practical exercises	Presentation 40% Essay 60%	6
JM4	Academic & Intercultural Skills	S*	none	D: 1 Sem. SS: 1 st Sem.	<ul style="list-style-type: none"> • Knowledge of standards of scientific practice (writing and presentation) • Experience with target group-focused presentation and moderation in intercultural situations • Ability to conduct academic literary research 	Team-building exercises, moderation tasks, literary research practical exercises	No exam	6
JM5	Advanced Debates on Risk & Human Security	S*,S*	none	D: 1 Sem. SS: 2 nd Sem.	<ul style="list-style-type: none"> • Knowledge of current debates on risk and human security • Detailed examination of theoretical perspectives and key concepts in the natural and social sciences 	Text discussions, assumption of moderation tasks	For each seminar, one presentation 40% and one essay 60% (Weighting 1:1)	12

JM6	Research Project / Practical Training	PS*	none	D: 2 Sem. SS: 2 nd and 3 rd Sem.	<ul style="list-style-type: none"> • Ability to identify and analyse relevant research questions independently • Ability to design and carry out research projects in small groups 	Project outline, assumption of practical exercises, project evaluation	Presentation 40% Project report 60%	12
JM7	Research Methods II	S*	none	D: 1 Sem. SS: 2 nd Sem.	<ul style="list-style-type: none"> • Understand and apply appropriate methods in the research process • Ability to apply acquired knowledge in the context of international organisations and mechanisms 	Project outline, assumption of practical exercises, project evaluation	Practical exercises	6
Second year of study								
JM8	Field trips	FT	none	D: 1 Sem. SS: 2 nd Sem.	<ul style="list-style-type: none"> • Experience in geographic observation • Insights into institutions operating in the areas of Environmental Risk and Human Safety • Ability to conduct expert interviews 	Presentation, short reports	No exam	6
JM9	Applied Topics on Risk & Human Security	S*, S*	none	D: 1 Sem. SS: 3 rd Sem.	<ul style="list-style-type: none"> • Knowledge of current strategies in disaster protection and humanitarian aid at the national and global levels • Familiarity with important policy fora (international / UN, regional, national) 	Lecture notes, short presentations	Written exams in both seminars	12
JM10	Internship	I	none	D: 1 Sem. SS: 3 rd Sem.	<ul style="list-style-type: none"> • Knowledge of structures and work processes in thematically relevant organisations 	Internship report	No exam	12
8000	Master's Thesis		Verification of 60 CP in the course of study	D: 1 Sem. SS: 4 th Sem.	<ul style="list-style-type: none"> • Completion of a written Master's Thesis • Knowledge of the theoretical, methodological and thematic contexts of the chosen research topic • Ability to convincingly present arguments based on academic principles 		Master's Thesis	30

Appendix 2: Rules for Admission to Courses

If, due to the type or purpose of an individual course, or for any other reasons related to research or instruction, it is necessary to limit the number of participants in that course, and if the number of applicants exceeds the maximum capacity, participation in the course shall be determined as follows:

Applicants shall be considered in the following order:

- Group 1:

Students who are enrolled as regular students in the joint consecutive Master of Science programme “Geography of Environmental Risks and Human Security” at the University of Bonn and the United Nations University and, according to the study plan, are obligated to attend the course in question, and who are currently enrolled in the same or a later semester as the one for which attendance in this course is prescribed in the study plan, if they

- a) were admitted too late to register for the course during the first semester, or
- b) have been excluded by lottery from attending the course at least once;

- Group 2:

Students who are enrolled as regular students in the joint consecutive Master of Science programme “Geography of Environmental Risks and Human Security” at the University of Bonn and the United Nations University in the same or a later semester as the one for which attendance in this course is prescribed in the study plan and who do not belong to Group 1;

- Group 3:

All other students who are enrolled as regular students at the University of Bonn and the United Nations University and who, according to the study plan, are permitted to participate in the course;

- Group 4:

All other students.

All other admission requirements remain unaffected. Within the individual groups – with the exception of Group 4 – priority shall be given to those students who can provide evidence of the most credit points in this course of study or in another course of study at the University of Bonn that imports modules from this course of study. All conditions being equal, the final decision shall be made by lottery.



I. Student Conduct

(14) Students shall be individually responsible for their actions whether acting alone or in a group. Students will be obliged to make responsible decisions concerning their conduct.

(15) Students will be expected to know what constitutes academic integrity, to avoid committing offences, and to take responsibility for their actions. The concept of integrity will include, but not be limited to, probity, impartiality, fairness, honesty and truthfulness in all matters affecting their work and status.

Misconduct

(16) In these Rules, "misconduct" means conduct on the part of a student which impairs the reasonable freedom of other persons to pursue their studies, research, duties or lawful activities, whether or not on the premises of the UNU. Misconduct extends to conduct on the part of a student which is detrimental to the proper order or good conduct of the UNU or is adverse to its academic standing or standing as an institution established under the auspices of the United Nations.

(17) Without limiting the generality of Rule 3 above, a student shall be guilty of misconduct if the student engages in any of the following actions:

1. Plagiarism;
2. Misrepresenting his or her work;
3. Co-operation or collaboration in contravention of the rules set by the module instructor;
4. Unauthorized aids or assistance as defined by the module instructor;
5. Unauthorized resubmission of work;
6. Impersonating another student or entering into an arrangement with another to be impersonated;
7. Obtaining, distributing or receiving any confidential academic material without the express consent of the instructor;
8. Theft of intellectual property;
9. Forging a signature to certify completion of a module assignment or a recommendation;
10. Academic or admission fraud;
11. Altering, falsifying or withholding a relevant document or record kept by the University;
12. Making unwarranted and unsubstantiated allegations concerning the conduct or reputation of members of the UNU personnel;
13. Misconduct in research including breach of ethics in conducting research, including the falsification of data;
14. Hoarding or damaging library materials;

15. Disruptive, dangerous, aggressive or threatening behaviour, including by electronic means;
16. Misuse of UNU resources, equipment or supplies, including, but not limited to, computers, networks, keys, records, permits and letterhead;
17. Disruption or obstruction of any teaching activity, examination, official meeting or other proceeding of or within the UNU;
18. Disruption or obstruction to any UNU personnel in the performance of their duties;
19. Unauthorized use of equipment, material, facility or service;
20. Entering any part of the UNU premises to which the student knows, or ought reasonably to know, that entry is prohibited;
21. Failing to pay any fee or debt for which the student is personally responsible to the UNU on the date on which payment falls due.

II. General Procedures Regarding Disciplinary Action

- (18) Matters relating to student misconduct will be addressed in accordance with Article 8 of the Framework Agreement between the UNU and the University of Bonn.
- (19) Procedures listed in this Section shall apply to all matters of student misconduct that are determined to fall within the purview of the UNU.
- (20) Students found guilty of misconduct will be subject to a range of disciplinary actions ranging from a warning to expulsion.

Procedural Fairness

- (21) Fairness will be fundamental when dealing with students. Students shall be informed of policies, procedures or guidelines that may affect their academic progress or their conduct, and may question whether decisions are consistent with those policies, procedures or guidelines.
- (22) The procedures for handling offences shall reflect the UNU's commitment to fairness.
- (23) Every student shall be entitled to:
- A presumption of innocence unless the contrary is established beyond reasonable doubt;
 - 1. Be made aware of the case against him or her;
 - 2. Have matters addressed fairly and expeditiously;
 - 3. Be accompanied by a support person to any meeting with administrators and to any hearing;
 - 4. Have matters heard by those who are not sitting in judgment of their own actions or decisions;
 - 5. Know, respond to and seek clarification of evidence presented by witnesses; and
 - 6. Have decisions made in accordance with the Rules with consideration given to consistency and UNU precedent.
- (24) UNU personnel may not investigate a matter in which they have a material interest or in which any potential conflict of interest may arise.

Charges of Misconduct

(25) An instructor or a person (whether or not a member of the UNU personnel) conducting an activity on behalf of the UNU may charge a student with misconduct either on their own initiative or on the receipt of a complaint in writing of a third person but shall in every case first give the student a reasonable opportunity to make representations.

(26) A charge of misconduct shall be:

1. In writing, specifying the time and place of the alleged misconduct, and giving relevant particulars;
2. Signed by the instructor or person making the charge, and dated; and
3. Lodged with the JAB.

(27) The fact that a charge has been made against a student shall not be entered on any formal record kept by the UNU with respect to the student until the charge has been finally disposed of in accordance with these Rules, and then only if it results in the imposition of a penalty on the student.

(28) If the student is found guilty of misconduct, the charge and the nature of the offence may be entered on the student's academic record.

(29) Every decision after a hearing shall be recorded in writing and shall be transmitted to the JAB.

Retention in Security of Documents

(30) Where misconduct has been alleged, the UNU-EHS Director may order the retention in security of any documents considered relevant to the allegation until the matter has been finally determined.

(31) If the student in a case is found not guilty by the UNU, all records of the case, including the reports of all hearings, shall be expunged from the files of the UNU.

Procedure for Hearing Charges

First Hearing

(32) Charges of misconduct shall be heard in the first instance by the Head of Academic Board of UNU-EHS, unless the penalties available to him or her are inadequate, in which case, he or she may refer the case directly to the UNU-EHS Director.

(33) At the first hearing the following shall be present:

1. Head of Academic Board;
2. The person who has laid the charge;
3. The student;
4. Any relevant witnesses;
5. A third-party independent observer.

(34) The independent observer shall be a faculty member appointed by the Head of the Academic Board. The person laying the charge and the student may also bring to the hearing an adviser and additional witnesses.

(35) At the first hearing, the person who has laid the charge shall present evidence in support of the charge against the student. The student shall be given the opportunity to respond and, if he or she wishes, to present evidence refuting the charge.

(36) The function of the independent observer shall be to observe the proceedings impartially, and in the event of an appeal to the judgment of the Head of the Academic Board, be prepared to testify as to the procedures followed.

- (37) After hearing the student, the Head of the Academic Board may either dismiss the charge or, if there is clear and convincing evidence, find the student guilty. If the student is found guilty, the Head of the Academic Board may impose a penalty from the list provided in Rule 34.
- (38) If the student fails to attend the first hearing without a compelling excuse, the hearing may proceed in his or her absence.
- (39) If the issue is not resolved to the satisfaction of both parties, a written request may be made to the UNU-EHS Director, informing him or her of the need for a further hearing. This shall be the final appeal.

Second Hearing

27. If the decision of the Head of the Academic Board in the first hearing is appealed by either party, the charge(s) of misconduct shall be heard by the Director of UNU-EHS.
28. At the second hearing the following shall be present:
- 28.1. UNU-EHS Director;
 - 28.2. The person who has laid the charge;
 - 28.3. The student;
 - 28.4. The independent observer present at the first hearing;
 - 28.5. A senior member of the academic personnel of UNU-EHS; and
 - 28.6. Any relevant witnesses.
29. Both the person laying the charge and the student may also bring to the hearing an adviser.
30. At the second hearing, the person who has laid the charge shall present evidence in support of the charge against the student. The student shall be given the opportunity to respond and, if he or she wishes, to present evidence refuting the charge.
31. The independent observer from the first hearing shall serve as the independent observer at the second hearing. The function of the independent observer shall be to observe the proceedings impartially and, if queried, be prepared to testify as to the procedures followed.
32. After hearing the student and after consultation with the appointed senior member of the academic personnel, the Director may either dismiss the charge or, if there is clear and convincing evidence that the student is guilty of misconduct, find the student guilty. If the student is found guilty, the Director may impose a penalty from the list specified in Rule 34.
33. If the student fails to attend the second hearing without a compelling excuse, the hearing may proceed in his or her absence.
34. If the Director of UNU-EHS finds the complaint proved, he or she may impose a penalty from the list below:
- 34.1. That the student be excluded from the University either permanently or for such periods as deemed necessary;
 - 34.2. That the student's enrolment be terminated;
 - 34.3. That the marks awarded, in whole or in part, for any examination, essay or other assessment be set aside and a mark of zero (0) used in its place;
 - 34.4. That restitution be made for any property removed or damaged by the student;
 - 34.5. That the admission of a student to a degree of the University be withheld pending the settlement of any outstanding obligation to the University;

- 34.6. That the student be expelled from residential accommodation provided by the University;
 - 34.7. That the student be reprimanded; or,
 - 34.8. That any combination of the foregoing penalties be imposed.
35. If the charge of misconduct is determined to be unfounded, all records of the case, including the reports of all hearings, shall be expunged from the files of the University within a period of six (6) months.

III. Student Complaints Procedure

36. The UNU seeks to maintain the highest standards of integrity and fairness in its relationship with students. It recognizes that students need a clear framework within which to resolve problems they may encounter within the UNU. The student complaint procedure outlined here aims to ensure that students have accessible, consistent, and efficient procedures for the resolution of student complaints.
37. These procedures reflect the UNU's devolved structure and ensure that there is appropriate local and central responsibility for resolving student complaints.
38. Students who lodge a complaint or appeal in accordance with these procedures will not be victimized or discriminated against.
39. The UNU will monitor and review complaints made under these procedures in order to continually improve its processes, while respecting the confidentiality of individuals.

Scope and Applicability

40. Students enrolled in the joint master's programme may use these procedures.
41. Complaints must be made within a reasonable period from the event's occurrence. Complaints made outside this period will not normally be considered unless the student can demonstrate reasonable grounds why the complaint was not made earlier.
42. All student complaints and grievances will be handled in a serious, sensitive, confidential and timely manner and discussed only with those persons relevant to the case or who can provide specialist advice.
43. The complaints procedure may be used for both individual and collective concerns relating to:
- 43.1. Academic facilities;
 - 43.2. Academic services;
 - 43.3. Student support services;
 - 43.4. Administrative services;
 - 43.5. An alleged action or inaction by the UNU or a member of its personnel, including harassment;
 - 43.6. Teaching and supervision; or
 - 43.7. The behaviour of another student; or,
 - 43.8. Assessment of academic work;

44. Harassment is any improper and unwelcome conduct that might reasonably be expected or be perceived to cause offence or humiliation to another person. Harassment may take the form of words, gestures or actions which may to annoy, alarm, abuse, demean, intimidate, belittle, humiliate or embarrass another or which create an intimidating, hostile or offensive environment. Harassment normally implies a series of incidents.
45. Sexual harassment is understood as any unwelcome sexual advance, request for sexual favour, verbal or physical conduct or gesture of a sexual nature, or any other behaviour of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation to another, when such conduct interferes with work or studies, is made a condition of advancement or creates an intimidating, hostile or offensive work or study environment. While typically involving a pattern of behaviour, it can take the form of a single incident. Sexual harassment may occur between persons of the opposite or same sex. Both males and females can be either the victims or the offenders.
46. In the event that matters of a disciplinary nature arise through this process in connection with a member of the UNU personnel, they will be dealt with separately, at the discretion of the UNU, through the agreed personnel disciplinary procedures. However, every effort will be made to resolve the student's specific complaint through this complaints procedure.
47. Students seeking advice or further information on the complaints procedure may wish to consult:
 - 47.1. Their academic adviser and/or thesis supervisor; or
 - 47.2. The Chair of the Joint Academic Board.

Handling of Complaints

48. The student complaints procedure is divided into two stages, which must be followed sequentially, except as provided for in Rule 49: the informal stage and the formal stage.
49. For matters of a very grave nature, the student may proceed directly to the formal complaint stage.
50. The informal stage of the procedure is designed to provide students with an opportunity to resolve concerns informally within their academic programme.
51. In general, the person who or office which is the subject of a complaint has a right to know what is being claimed and who is making the complaint. A copy of the complaint will normally be supplied to the person who or office which is the subject of the complaint. There may be exceptions to this rule, for instance in the initial stages of harassment claims. If, in the context of another type of complaint, the student is concerned about protecting his or her anonymity, the student may contact the JAB which may be able to make initial enquiries on the student's behalf.
52. Records of all complaints, applications for the review of decisions, and the outcomes of the complaint process will be retained for a period of five (5) years. These records will be kept strictly confidential and filed separately from student or personnel files. Parties to the complaint will normally be allowed supervised access to these records.

Informal Procedure

53. Students are encouraged to raise their complaints directly with the person or office concerned. This should be done as soon as possible and normally within a few days of the problem arising. If the student does not know to whom to complain, they should seek the advice of their academic adviser.

54. If this initial discussion does not satisfactorily resolve the matter, the student should ask to discuss it informally with the Chair of the JAB as soon as possible and normally within a few days of the problem arising.
55. If the student is not satisfied with the response to his or her complaint, the student may proceed to the formal complaint stage. The formal complaint procedures should be initiated as soon as possible, normally within ten (10) days following the outcome of the informal complaint stage.
56. Unless otherwise provided in the Rules, students may initiate a formal complaint procedure only when the mechanisms provided for in the informal procedure have been exhausted.

Formal Procedure

57. In order to lodge a formal complaint, the student must complete a Student Complaint Form and submit this to the Education Programme Coordinator.
58. The complaints form is designed to ensure that the UNU is provided with the information necessary to consider all aspects of the complaint. The complaint must be specific and comprehensively documented. The student should present full details, including their name and address, any relevant documentation, and dates, locations and witnesses, as appropriate. Details of any previous unsuccessful attempts at informal resolution should also be included.
59. Students will be asked to indicate the remedy that is being sought. Remedies may include changes in practice, financial compensation, disciplinary action against a student or member of the UNU personnel, or a combination of these.
60. Students may expect to receive an acknowledgement their written complaint within five (5) working days from receipt. The UNU will aim to resolve most complaints within thirty (30) working days. Students will be informed if there is likely to be any delay in the process.
61. Upon receipt of the complaint, UNU-EHS will inform the Chair of the JAB.
62. The UNU-EHS Director will appoint an appropriate individual, normally a senior colleague, who has had no involvement in the informal process, to investigate the complaint. The Investigating Officer will be designated as soon as possible or within ten (10) working days of receiving the formal complaint. The student shall be notified in writing of such designation.
63. UNU personnel may not investigate a matter in which they have a material interest or in which any potential conflict of interest may arise.
64. The Investigating Officer may seek further information from UNU personnel or students identified in the complaint. Where the Investigating Officer requires further clarification, the Officer may decide to meet with the relevant parties to the complaint.
65. The Investigating Officer will provide a written report to the UNU-EHS Director, including recommendations on measures to be taken to resolve the complaint.
66. The UNU shall inform the student in writing of the outcome of the complaint review process and shall state the reasons upon which the outcome is based.
67. The UNU-EHS Director shall take such action as is necessary to implement the recommendations in a timely manner.