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UNIVERSITY

UNU-EHS

Institute for Environment
and Human Security

Rules & Regulations 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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Part 1

Scope

§ 1

Scope

- (1) Students who commence their studies within the consecutive joint master's degree programme "Geography of Environmental Risks and Human Security" of the University of Bonn and UNU-EHS after entry into force of these Rules are subject to these Rules.
- (2) The Rules of the Faculty of Mathematics and Natural Sciences of the University of Bonn and the United Nations University for the joint master's degree programme "Geography of Environmental Risks and Human Security" dated March 31, 2017 (Official Announcements of the University of Bonn, Year 47, No. 11 of April 18, 2017), hereinafter referred to as MPO GeoRisk 2017, will be repealed as of 9/30/2023. Examinations in accordance with MPO GeoRisk 2017 will be admissible until 9/30/2022. The Academic Board may extend this period by six months upon valid request.
- (3) Students who commenced their studies under MPO GeoRisk 2017 prior to the coming into force of these Rules and have not yet completed all necessary examinations may continue their studies under MPO GeoRisk 2017 until the deadline stated in para. 2. Students who continue their studies under MPO GeoRisk 2017 and do not graduate by 9/30/2022 shall adopt these Rules ex officio on 10/1/2022. Credit for prior academic achievements shall be granted. Para. 2 sentence 3 shall remain unaffected; these Rules shall then be adopted ex officio on 4/1/2023.

Part 2

Programme Objective, Degree and Standard Period of Study

§ 2

Objective of the master's degree programme and purpose of the master's examination

- (1) The consecutive joint master's degree programme "Geography of Environmental Risks and Human Security" offered by the Faculty of Mathematics and Natural Sciences of the University of Bonn and the UNU-ENS is interdisciplinary and research-oriented.
- (2) Students in this master's degree programme acquire the necessary scientific knowledge, skills and methods as well as relevant key qualifications for an occupation in the field, enabling them to conduct sound research, to critically assess and practically apply research findings and methods as well as to act responsibly. This includes giving due regard to changes and requirements in the working world and, if applicable, in interdisciplinary references. The programme objectives mainly focus on
 - building expert knowledge regarding current research by expanding the students' basic knowledge;
 - building methodical and analytical competences, enabling students to expand their research findings independently, with a strong emphasis on research methods and strategies.
- (3) Students are to learn how to approach complex problems and work on their solution beyond the existing scope of knowledge, using scientific methods. The interdisciplinary nature of the master's degree programme is aimed at enabling students to capture interdisciplinary correlations as well as to apply research methods and findings independently in order to contribute to a better understanding of the interrelatedness of social, economic, political and physical factors when dealing with environmental risks and their effects on human security.
- (4) The master's examination shall lead to the conferral of a master's degree in "Geography of Environmental Risks and Human Security," which qualifies the holder for positions demanding extensive skills in this field, with particular consideration of the area of application in international cooperation organizations in the fields of "sustainable development," "disaster risk reduction", and "vulnerability."

§ 3

Academic Degree

Candidates who successfully complete the master's examination for the "Geography of Environmental Risks and Human Security" degree programme shall be awarded a Master of Science (MSc) degree jointly by the Faculty of Mathematics and Natural Sciences of the University of Bonn and UNU-EHS.

§ 4

Standard period of study, ECTS credit point system, range of courses, programme structure and language of instruction/examinations

- (1) The standard full-time period of study, including the master's thesis, is four semesters (120 ECTS CP).
- (2) The contents of the degree programme are selected and limited in a manner that the master's examination can be completed within the standard period of study. They are organized in modules that consist of courses with a thematic, methodical or systematic connection.
- (3) Each module is completed by passing a module examination, awarding credit points (CP) in accordance with the European Credit Transfer and Accumulation System (ECTS). One ECTS credit point is equivalent to a calculated student workload of 30 hours, including contact hours and self-study.
- (4) The degree programme includes 90 ECTS CP in compulsory modules and 30 ECTS CP for the master's thesis. Details on modules, admission to courses and the amount of ECTS credit points per module are set forth in the module structure (Annex 1).
- (5) Students receive a module schedule as recommendation on how to structure their course of studies. Students may receive an individual study schedule upon request.
- (6) The language of instruction and examinations is English. The Academic Board may make exceptions for individual elective modules and shall announce them before the beginning of the semester, pursuant to § 8, para. 7.
- (7) The degree programme starts in the winter semester of each year.

Part 3

Admission requirements and recognition of academic achievements

§ 5

Degree programme admission requirements

- (1) The consecutive joint master's degree programme "Geography of Environmental Risks and Human Security" is open to applications from graduates from a university undergraduate degree programme in geography or a related field in which they have acquired at least 100 credit points (CP) in the following three areas:
 - Human geography and the social sciences with a focus on the topics of space, society and development;
 - Scientific methods and empirical research methods;
 - Physical geography and environmental sciences with a focus on earth system science.
- (2) The university degree in paragraph 1 must have been completed with a grade of at least 2.5.
- (3) English skills at level B2 or higher according to the Common European Framework of Reference for Languages (CEFR) are a prerequisite for admission to the degree programme and to be proved by submitting a recognized language certificate (e.g. TOEFL, IELTS) or equivalent proof.

- (4) This does not affect admission restrictions due to capacity limits (numerus clausus).
- (5) The selection of successful applicants is subject to the “Regulations on Selection Procedures for the Master’s Degree Programme ‘Geography of Environmental Risks and Human Security’ ” (Auswahlverfahrensordnung).
- (6) Students who do not meet the enrolment conditions stated in paras. 1–3, but have already taken all examinations necessary for graduating from an undergraduate degree programme, may already enrol for a master’s degree programme if there is sufficient proof of their aptitude for that degree programme, which is determined with special regard to the average grade for all examinations taken to that point. Enrolment is revoked with effect for the future if necessary proof of meeting the enrolment conditions is not submitted to the admission office within four months after the date of enrolment.

§ 6

Recognition of and granting credit for academic achievements

- (1) Academic achievements from degree programs at other public or officially recognized universities, at public or officially recognized vocational academies, from degree programs at foreign public or officially recognized universities, or from another degree programme at the University of Bonn will be recognized if the acquired skills are deemed equivalent to those that would have been acquired at the University of Bonn; an equivalency assessment is not performed. The Academic Board assigns credit points for these achievements to the corresponding modules defined in the curriculum. Enrolment may be denied to applicants who failed the final attempt at an examination that cannot be compensated for in a degree programme with substantial similarities in content with the consecutive joint master’s degree programme “Geography of Environmental Risks and Human Security.”
- (2) The question of recognition shall be reviewed with special regard to the significance of differences. In order to determine whether significant differences do or do not exist, the topic, scope and requirements of the academic achievement to be recognized is compared to the same aspects of the academic achievement that the former is to replace. This shall not be done by skeletal comparison but rather in the form of an overall review and evaluation. A difference in the amount of awarded ECTS credit points alone does not constitute significant difference. The aforementioned regulations respectively apply to academic achievements in postgraduate programs. Academic achievements are recognized to their full extent if significant difference cannot be determined. If the reviewers, in accordance with the principles described above, find that a certain academic achievement can only be recognized in part, credit points shall partially be assigned to the respective module. The respective module shall only be considered passed when all missing course work and/or examinations are completed; only then, ECTS credit points shall be awarded to the extent stipulated in these Rules. Scope and nature of course work and/or examinations to be completed are at the discretion of the Academic Board. Equivalence agreements approved by the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder of the Federal Republic of Germany and the German Rectors’ Conference as well as agreements under university partnerships shall be observed.
- (3) In accordance with § 8, para. 4, sentence 2, the Academic Board has authority over the processes that underlie recognition of or granting credit for academic achievements. The Academic Board decides which degree programs are related to or show substantial similarities in content with the master’s degree programme “Geography of Environmental Risks and Human Security”. Representatives of the relevant departments shall be consulted when reviewing the significance of differences. In case of doubts regarding whether academic achievements completed abroad should be recognized, the Central Office for Foreign Education may be consulted. Students shall be notified within twelve weeks of whether an academic achievement is recognized, including information on legal remedies available. In case an achievement is not or only partially recognized, the Academic Board shall provide the reasons for its decision, thus bearing the burden of proof. If the Academic Board denies recognition, students may apply for an internal audit of the decision to be conducted by the Rectorate of the University of Bonn.

(4) If examinations are recognized, the same grades—provided grading systems are comparable—shall be added to the student’s transcript of records and, weighted with the ECTS credit points of the module to which credit points are assigned, considered when calculating the overall grade. If course work is recognized, the entry “pass” shall be made in the student’s transcript, not assigning a grade. Should the grading systems not be comparable, the entry “pass” shall also be made in the student's transcript. Recognized academic achievements shall be identified as such in the student’s certificate. Academic achievements in degree programs not using the ECTS credit point system shall be translated by the Academic Board into the ECTS credit point system, provided that the respective examination is equivalent to the module examinations defined in these Rules. Such translation must adhere to the scale approved by the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder of the Federal Republic of Germany for comparisons to the ECTS system.

(5) If the requirements defined in para. 1 are met, students are legally entitled to having their academic achievements recognized. The student must provide all information on the academic achievement in question deemed necessary for recognition. Each semester, the Academic Board defines a deadline in that semester by which applications for recognition must be submitted. Applications submitted after that deadline cannot be processed until the subsequent semester.

(6) Applicants who, due to their performance in a placement test have earned the right to enter the degree programme in a higher programme-related semester will be granted credit for the knowledge and skills demonstrated in the placement test, with credit points being assigned to examinations that form part of the master’s examination. The Academic Board is bound to the results of the placement test stated in the certificate.

(7) Upon request, up to 10% of the ECTS credit points to be earned pursuant to § 4 para. 1 can be granted towards this degree programme for knowledge and qualifications acquired in a manner other than academic studies if the knowledge and qualifications are equivalent in terms of content and level to the academic achievements they are to replace.

§ 7

Admission to individual courses

(1) If admission to a course, due to its nature, purpose or to other reasons, needs to be limited and the number of applications exceeds the defined capacity, the lecturer may file a request with the Academic Board of the degree programme to which the respective module is assigned to manage admissions to that course. Criteria for admissions in these cases are stipulated in Annex 2 of these Rules.

(2) The Academic Board shall define the maximum number of participants in courses with limited capacity. The Academic Board shall announce capacities at the beginning of each semester.

Part 4

Academic Board and examiners

§ 8

Academic Board and Examination Office

(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.

(2) 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. 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. 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.

(3) An Examination Office for the Joint Master's Degree shall be established to provide administrative support for the Academic Board.

(4) The Academic Board shall ensure compliance with the provisions of the Rules and make certain that the examination procedure is conducted in accordance with regulations. The Academic Board shall appoint examiners as well as assistant examiners and is responsible in particular for recognizing academic achievements as well as handling objections against decisions made within examination procedures. The Academic Board shall report to the Director of UNU-EHS on a regular, at least annual basis on the development of examination and study periods, including the time taken to complete master's theses and the distribution of overall grades. Once a semester, the Academic Board shall inform the Student Registry on which students, according to final ruling by the Academic Board, have failed their final attempt at passing the master's examination in accordance with § 25, para. 6 or do not meet the requirements to be admitted to the master's examination as per § 11, para. 1. The Academic Board shall provide input for amendments to the Rules and curriculum. The Academic Board may delegate clearly defined tasks to the chairperson. It shall not delegate

- decisions on objections as per sentence 2,
- reviews of decisions on deception and disruption of examinations as per § 23, para. 1, sentences 1 and 2,
- assessments of whether a student repeatedly or otherwise seriously attempted to cheat as per § 23, para. 3,
- decisions on the invalidity of the master's examination and revocation of the master's degree as per § 30 and
- reporting duties to the Director of UNU-EHS as per sentence 3.

(5) Academic Board meetings are not open to the public. All members of the Academic Board as well as their deputies shall be bound to confidentiality. Members who are not civil servants shall be bound to confidentiality by the chairperson of the Academic Board. Summary minutes shall be taken as record of the Academic Board's discussions and decisions.

(6) The Academic Board shall have a quorum when, in addition to the chairperson or their deputy, at least two more members or their deputies, including at least one member from the group of professors, are present. Resolutions shall be passed by simple majority. In the event of a tie vote, the chairperson's vote or, in case of his/her absence, the deputy chairperson's vote shall be the deciding vote. The Academic Board may adopt resolutions by means of a circulation procedure if none of the members objects. In corresponding application of sentence 1, the Academic Board shall have a quorum for resolutions voted on using a circulation procedure if the chairperson of the Academic Board has received the number of member votes stipulated in sentence 1 by the deadline set for the circulation procedure; the resolution is otherwise not passed. Members of the Academic Board have a right to attend examinations upon resolution of the Academic Board.

(7) Directives, dates set and other communication of the Academic Board with public relevance shall, giving due consideration to data protection requirements, be made available by public display or in electronic form with legally binding effect. Additional publications of other nature are admissible but not legally binding.

(8) The Academic Board may include examination office staff involved in the examination procedure for consultation on a regular basis or for individual meetings or agenda items. These staff shall have a right to speak but no right to vote.

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 assistant examiners

- (1) The lecturers of the Department of Geography of the Faculty of Mathematics and Natural Sciences and the Institute for Environmental and Human Security of the United Nations University (UNU-EHS) are examiners without express appointment by the Academic Board. This also applies to members with postdoctoral qualification (Habilitation) in the Department, contract lecturers, honorary professors, academic staff and lecturers with special responsibilities, provided that the person concerned has teaching responsibilities in the master's degree programme "Geography of Environmental Risks and Human Security" during the respective semester. All those holding a position named in sentences 1 and 2 can also act as assistant examiner. The Academic Board has the right to appoint additional examiners and assistant examiners. Assistant examiners must have at least passed the master's examination or an equivalent examination.
- (2) Module examinations are usually held by the responsible teaching staff of that module. If a teacher, due to illness or other extraordinary cause, is not able to hold module examinations in due time, the Academic Board shall be responsible for the appointment of another examiner for these module examinations.
- (3) Examiners shall be independent of instructions in their conduct of examinations.
- (4) Candidates may propose examiners for their master's thesis. A candidate's proposal should be followed whenever possible; however, it does not substantiate a claim.
- (5) The Academic Board assures that the candidate is informed of the name of the examiners in due time, as a rule within two weeks before the date of the respective examination.

Part 5

Scope, conduct, modalities and forms of examinations

§ 10

Scope of the master's examination

- (1) The Master's examination is intended to provide evidence of a further professional, in-depth and research-related scientific qualification.
- (2) The master's examination consists of
 1. module examinations completed during the course of studies and reflecting the contents and qualification targets of the modules specified in the module structure (Annex 1);
 2. proof that the requirements in the module structure for acquiring ECTS credit points instead of a module examination are satisfied;
 3. the master's thesis.

All examinations are to be completed within the standard period of study stipulated in § 4, para. 1.

- (3) Examinations are completed during the course of studies. As a rule, one module examination is assigned to each module, even when a module consists of more than one course. The grade of the module examination will be indicated on the degree certificate. Students must successfully complete a module in order to be awarded the assigned credit points. A module is considered successfully completed once
 - a. the assigned module examination or all of the assigned examination components of the module have been graded "Sufficient" or higher, or
 - b. proof has been provided that the requirements in the module structure for acquiring ECTS credit points instead of a module examination are satisfied.
- (4) If a module consists of more than one course, with associated partial module examinations, the credit points will be awarded after the last partial module examination has been passed.
- (5) Examinations are generally held in the language of instruction. Upon request by the student and after consultation with the examiner, examinations or parts of examinations can also be taken in another language. However, no right to take parts of the examination in this language exists.

§ 11

Admission to the master's examination and to module examinations

- (1) The student must apply for admission to the master's examination. This application shall be submitted to the Academic Board in writing and prior to registration for the first module examination. The application shall include the following documents as proof of meeting the admission requirements:
 1. Proof of meeting the general admission requirements stipulated in § 5;
 2. A certificate of enrolment as proof of enrolment as a student in this degree programme at the University of Bonn and UNU-EHS;
 3. A statement whether the student has failed a final attempt at an examination or the final attempt at the master's examination in this degree programme or, at the time of registration for a module examination, is involved in another examination that, if failed, would give cause for denial of enrolment. The same applies to examination procedures of degree programs with substantial similarities in content.
 4. Photo
- (2) The Academic Board may only admit students to module examinations who
 1. can provide proof of meeting the admission requirements as per para. 1;
 2. meet all requirements that may be stipulated in the module structure (Annex 1) for the respective module and module examination.The proof specified in sentence 1, point 1 is not required for admission to module examinations if proof of enrolment as a student in another degree programme at the University of Bonn is provided and that degree programme imports the respective module in accordance with its Rules, or proof of admission as a cross-registered is provided.
- (3) Should the candidate not be able to submit documented proof as per para. 1 sentence 3 in the required form, the Academic Board may allow the candidate to provide proof in another form.
- (4) Admission to the master's examination procedure or, respectively, module examinations is at the discretion of the Academic Board.
- (5) The Academic Board may only deny admission to the master's examination procedure where
 - a. documents submitted are incomplete as per para. 1 and/or not submitted as requested by a certain deadline;
 - b. the requirements specified in para. 1 are not met;

- c. the student has failed a final attempt at an examination that cannot be compensated for or failed the final attempt at the master's examination in this degree programme or in a degree programme with substantial similarities in content; or
 - d. the student is registered for an examination procedure at another university in the chosen degree programme or a degree programme with substantial similarities in content as per § 6, para. 1, if failing the examination procedure would mean failing the final attempt at the master's examination.
- (6) The Academic Board may only deny admission to a module examination where the criteria defined by para. 2 are not met.

§ 12

Examination modalities and compulsory attendance

- (1) Module examinations cover the contents and qualification targets of the modules specified in the module structure (Annex 1).
- (2) Candidates in module examinations must be students enrolled in a degree programme at the University of Bonn and UNU-EHS or, respectively, in a degree programme at the University of Bonn of which modules are imported in accordance with the Rules, or admitted as cross-registered students.
- (3) In the module examinations, students are to demonstrate the knowledge and competences acquired in the respective module as well as their ability to understand its interdisciplinary embedding. Module examinations can be completed by passing graded partial examinations. Module examinations and partial module examinations can be
- written examinations;
 - oral examinations;
 - presentations/term papers;
 - project reports;
 - assignments;
 - internship reports;
 - research proposals;
 - reports.

The type of examination, course work and, if applicable, division into partial module examinations is stipulated in the module structure. Deviating from the specifications stipulated in the module plan is possible in accordance with § 15, para. 4 and § 17, para. 4; the Academic Board shall, in conjunction with the examiners, determine the type of examination and, in accordance with § 8, para. 7, announce its decision in due time before the beginning of the semester.

- (4) The module structure may stipulate that students must have completed certain assessments (course work) prior to taking a module examination. Where required course work has not been completed, students shall not be admitted to the module examination. Upon request filed by the lecturer, the Academic Board shall, in accordance with § 8, para. 7, announce the specific requirements regarding such course work before the beginning of the semester.
- (5) Two examination dates shall be set for all written and oral module examinations. As a rule, the first examination date shall be set at the end of the lecture period in which the module or assigned course is completed. The second examination date shall be set in a manner that the degree programme can be properly continued and completed within the standard period of study. The Academic Board shall, in accordance with § 8, para. 7, announce all examination dates as well as the duration of individual examinations before the beginning of the semester. Candidates who only take the examination at one of the two examination dates and do not pass the examination are not entitled to another examination date during the current semester.

(6) For courses in which achieving the qualification target requires active participation by students, the module structure may stipulate mandatory regular participation (compulsory attendance) as prerequisite to being admitted to the examination. Depending on the type of course, the following absences are permissible:

- Field trips (Excursions): 0%,
- Field trips for project seminars: 0%,
- Seminars, project seminars: maximum of 30%.

In individual cases, upon valid request by the lecturer, the Academic Board may set different maximum limits for absences and shall announce them pursuant to § 8, para. 7.

(7) The following applies when grading examinations:

1. Examinations submitted in writing shall be graded by a minimum of one examiner. Candidates shall be informed of the result of such examinations within four weeks. In accordance with the applicable data protection regulations, results shall be made available by public display or in electronic form via the examination management system; as a rule, results are to be made available before the standard period of study ends.
2. Oral examinations shall always be graded by a minimum of two examiners or by a single examiner in the presence of a competent assistant examiner. A record shall be kept of the essential topics and results of each examination. If the examination is conducted by a single examiner in the presence of an assistant examiner, the examiner shall hear the assistant examiner in private prior to setting a grade. Candidates shall be informed of their grade immediately following the oral examination.

If the examination is conducted by two examiners, the grade shall be calculated using the average of the two individual grades. If only one of the grades for a written examination is "Insufficient", the Academic Board shall appoint a third examiner. In this case, the two better grades shall be averaged together for the final grade. An examination may, however, only be awarded the grade "Sufficient" or higher when at least two of the individual grades were "Sufficient" or higher. Examinations to be completed in the course of studies that cannot be compensated for once the final attempt has been failed shall always be graded by a minimum of two examiners.

Rules for grading the master's thesis are set forth in § 21, para. 4.

(8) The Academic Board can permit module examinations to be taken in electronic form or using electronic communications. The Academic Board shall determine the details for conducting these examinations.

§ 13

Module examinations – registration and withdrawal

(1) For each module examination, students shall electronically register with the Academic Board by the prescribed deadline. Where justified, registrations may be submitted in writing.

(2) The Academic Board shall make the examination dates as well as registration periods available by public display or in electronic form; registration periods are cut-off periods.

(3) Candidates may withdraw from a written or oral examination in writing or electronically without indicating reasons until one week before the examination date. For presentations/term papers, project reports and assignments, withdrawal must take place no later than three weeks after the beginning of the semester, and by the second day of the block for block courses. The date of receipt by the Academic Board prevails. In cases of examinations that spread over a whole semester or are assigned to a specific course, candidates may not withdraw without giving reasons after the deadline indicated above.

(4) Rules for the registration for the master's thesis are defined separately in § 20, para. 2.

(5) Students must register for their first attempt at an examination by the end of the third semester after the semester in which the course assigned to the examination as per the module structure was planned. Students who fail to register within this period lose their right to examination unless they can prove that they were not at fault for failing to register in a timely manner. Students who lose their right to examination are deregistered from the degree programme once the Academic Board's decision has come into force.

(6) If an examination is failed, students shall register for one of the next examination dates themselves. Automatic registration does not occur.

§ 14

Resitting examinations

(1) Examinations that have been failed may only be repeated twice. Resits shall be conducted in accordance with § 13, para. 6. Rules for the repetition of the master's thesis are defined in § 21, para. 7.

(2) Students who fail the same compulsory module three times lose their right to examination and are deregistered from the degree programme once the Academic Board's decision that the final attempt at the master's examination has been failed has come into force.

(3) Module examinations graded "Sufficient" or higher cannot be repeated.

(4) In modules in which examinations spread over a whole semester or are assigned to a specific course, examinations cannot be repeated in that same semester. The module examination in such modules can only be repeated by retaking the entire module or course. Respective examinations and course work to be repeated are designated as such in the module structure.

§ 15

Written examinations

(1) In written examinations, students are to demonstrate that, within a specific period of time and with limited auxiliary means, they are capable of understanding a problem from the module's thematic field and solve this problem using methods commonly used in that field. The examiners shall announce in a timely manner which auxiliary means may be used during a written examination.

(2) Written examinations may be handwritten or computer-aided examinations, both conducted under supervision. Computer-aided written examinations are in particular free text or clozes that are completed using a computer.

(3) Written examinations shall last a minimum of 60 minutes and a maximum of 120 minutes. § 12, para. 7 applies accordingly. The Academic Board shall announce the specific date before the beginning of the semester, in accordance with § 8, para. 7.

(4) The Academic Board may, in conjunction with the examiner, decide that instead of a written examination, an oral examination shall be held that covers the module's subject area; in accordance with § 8, para. 7 this shall be announced in due time before the beginning of the semester.

§ 16

Multiple choice model

(1) Written examinations as per § 15 with a minimum of 50 registered candidates may be conducted entirely or in part using the multiple-choice model.

(2) The examination questions shall be adapted to the specific knowledge covered in the respective module and facilitate reliable results. The examination questions shall be cooperatively developed by two

examiners with at least the same or an equivalent qualification as the one to be determined through that examination. When designing the examination questions, the examiners shall define how many and which answers will be considered correct. The number of answers to be ticked shall be indicated on the task sheet. Questions with only one correct answer shall be considered solved correctly if the correct answer is the only one ticked. If the candidate does not tick the correct answer, ticks a wrong answer or ticks more than the one correct answer, the question shall be graded with 0 points. If there is more than one correct answer, the question shall be graded in proportion to the number of correct answers ticked. If the candidate does not tick any answer or ticks too many answers, the question shall be graded with 0 points.

(3) Before determining the result of an examination, its questions shall be checked for errors with regard to the module’s requirements. Erroneous examination questions shall not be considered when determining the result of an examination. The reduced number of examination questions shall be taken into account when grading the examination. A candidate’s grade shall not suffer under a reduced number of examination questions. Deducting points in individual examination questions or the examination as a whole shall not be permitted when grading a written examination. Offsetting wrong answers with correct answers shall also be prohibited.

(4) Examinations using the multiple choice model shall be considered passed when the candidate reaches a minimum of 50 percent of the total score or a score that does not fall below the average score reached by all candidates in this examination by more than 22 percent.

(5) Results in a multiple choice examination shall be graded as follows: If the candidate reaches the minimum score necessary to pass the examination as per para. 4, the grade shall be

1.0	Very good,	if 90 – 100%	} of points above the necessary minimum score have been reached.
1.3	Very good,	if 80 – < 90%	
1.7	Good,	if 70 – < 80%	
2.0	Good,	if 60 – < 70 %	
2.3	Good,	if 50 – < 60%	
2.7	Satisfactory,	if 40 – < 50%	
3.0	Satisfactory,	if 30 – < 40%	
3.3	Satisfactory,	if 20 – < 30%	
3.7	Sufficient,	if 10 – < 20%	
4.0	Sufficient,	if 0 – < 10 %	

Candidates who do not reach the minimum score necessary to pass the examination shall receive the grade “Insufficient”.

(6) Deviating from para. 1, written examinations that are resits may partly or entirely be conducted using the multiple-choice model on the second examination date, even when not reaching the minimum number of registered candidates, provided that

- the written examination is equal in level of expertise, difficulty and maximum score to the written examination on the first examination date, and
- the written examinations for both dates are developed by the same examiner simultaneously, and
- the decision on which written examination is assigned to which examination date is made by drawing lots.

The written examination held on the second examination date shall be graded using the same grading scale as the one used for the first written examination; the pass score defined for the first written examination in accordance with para. 4 shall also apply to the written examination held on the second examination date. Examiners shall confirm in the record that the conditions as per sentence 1 are met.

(7) Should the examination include both multiple choice questions and other questions, the part using the multiple-choice model shall be graded in accordance with paras. 2–6. All other questions will be graded following the applicable provisions. The overall grade is calculated from the results of both parts, with results

from each part being weighted in relation to the total achievable score. If one part of an examination is failed, this part shall be graded "Insufficient" (5.0) and taken into account as such when calculating the overall grade.

(8) Otherwise, § 15 shall apply accordingly.

§ 17 **Oral examinations**

(1) In oral examinations, candidates are to demonstrate sound knowledge in the subject of examination, identify correlations and analyse specific questions arising from these as well as provide possible solutions.

(2) Oral examinations shall be conducted by either a panel of several examiners or a single examiner in the presence of a competent assistant examiner, with candidates being examined either individually or in a group. If the examination is conducted by a panel of several examiners, the candidate shall be examined by one examiner per subject of examination. This shall not affect the provisions set forth in § 12, para. 7. Each oral module examination shall last a minimum of 15 minutes and a maximum of 45 minutes per candidate. When candidates are examined in a group, each candidate within that group shall be examined for the same amount of time.

(3) Students who wish to take the same oral examination at a later date may be admitted to sit in on the examination, provided that spatial circumstances allow for it and no candidate objects to their presence. The decision shall be made by the examiner, and in the case of examinations conducted by a panel of several examiners, by the examiners. Students sitting in on an examination shall attend neither the discussion nor the announcement of results. They shall also be prohibited from keeping records during the examination.

(4) The Academic Board may, in conjunction with the examiner, decide that, instead of an oral examination, a written examination shall be held that covers the module's subject area. In accordance with § 8, para. 7 this shall be announced in due time before the beginning of the semester.

§ 18 **Presentations/term papers, project reports, assignments, internship reports, research proposals and reports**

(1) For the combined "presentation/term paper" examination, candidates are to demonstrate that they are able to perform independent research on a limited topic in one of the subject areas of the module using methods commonly used in that field, and to present this orally and in writing in a manner that satisfies scientific requirements. Presentations are oral presentations that last a minimum of 10 minutes and a maximum of 45 minutes. Candidates demonstrate their ability to comprehensibly present and discuss their own documented research results raised using scientific methods. Candidates shall have a minimum of 2 weeks to prepare a presentation after receiving the topic. The term paper shall be a minimum of 15,000 and a maximum of 40,000 characters in length, including spaces and annotations. Candidates shall have a minimum of 3 and a maximum of 14 weeks to prepare a term paper after receiving the topic. As a rule, registration for the combined "presentation/term paper" examination, including topic specification, takes place in the semester in which the associated course is offered. The topic must be issued in timely fashion, so that – depending on the semester of the examination registration – the latest deadline, as a rule, is March 31 in a winter semester and September 30 in a summer semester. The presentation must be held by the end of the semester in which the course is offered. The weighting for the combination examination is 30% for the presentation and 70% for the term paper. The combination "presentation/term paper" examination is passed if both parts of the examination are passed. If one part of the examination is failed, both parts of the examination must be repeated.

(2) As a rule, project reports are used to show an ability to work in a team and, in particular, the ability to develop, implement and present concepts. Candidates are to demonstrate that they can define objectives and develop interdisciplinary problem-solving approaches and concepts for a complex assignment.

Candidates shall have a minimum of 3 and a maximum of 14 weeks to prepare a project report after receiving the topic. In the case of group project reports, it must be possible to clearly identify and grade the contribution of each individual candidate, and the contribution must satisfy the requirements in sentence 1. The presentation should be a minimum of 10 and a maximum of 30 minutes long for each candidate. The report shall be a written document showing the project results. The text portion for each candidate shall be a minimum of 15,000 and a maximum of 40,000 characters in length, including spaces and annotations. As a rule, project reports must be completed by the end of the semester in which the respective course is offered (by March 31 for courses in the winter semester and by September 30 for courses in the summer semester).

(3) Assignments are tasks for which candidates independently provide written solutions for the respective study sections in an appropriate period of time. They are used to strengthen and secure the material developed in the course as well as to test achievement of the educational objectives. The examiners shall specify the number of assignments and the time that candidates have to complete them and shall announce this pursuant to § 8, para. 7. Assignments must be submitted in the semester in which the course is offered by the deadlines indicated by the examiners.

(4) Internship reports are written documents. The text portion shall be 15,000 to 20,000 characters in length, including spaces and annotations. The report is not given an individual grade, but is instead assessed on a pass or fail basis. Candidates shall have 4 weeks to prepare the report after the end of the internship.

(5) Research proposals are written summaries of the conception, theory, analysis and evaluation of a master's thesis topic, and are either 6000 to 12,000 characters in length, including spaces and annotations, or prepared in the form of a poster. Candidates shall have a minimum of two weeks to prepare a research proposal. The research proposal can be supplemented by an oral presentation that is a minimum of 10 and a maximum of 30 minutes in length. Research proposals must, as a rule, be submitted or held during the course of the semester in which the associated course is offered (by March 31 for courses in the winter semester and by September 30 for courses in the summer semester).

(6) Reports are written summaries of field trips in which candidates comprehensibly present the sequence and results of the field trips. Reports are based on notes, supplemented by original scientific texts and individual research, and are from 5000 to 40,000 characters in length, including spaces and annotations. In the case of a group report, it must be possible to clearly identify and grade the contribution of each individual candidate. Candidates shall have a minimum of 3 weeks to prepare a report after receiving the topic of the field trip. Reports must, as a rule, be prepared and submitted by the end of the semester in which the associated course is offered (by March 31 for courses in the winter semester and by September 30 for courses in the summer semester).

(7) For written work of any kind, students must provide a written declaration at the time of submission that they have written the work themselves and have not used any sources or auxiliary means other than the ones indicated.

(8) Otherwise, the provisions for grading oral and written assessments stipulated in § 12, para. 7 apply accordingly.

§ 19

Compensation for disadvantages and deadline extension

(1) Students who are unable to take an examination in the designated manner due to a disability or chronic illness, or due to maternity law provisions, can submit a request for compensation for disadvantages to the Academic Board together with suitable proof; the same shall apply to the completion of course work as specified in § 13, para. 4. Compensation for disadvantages shall be granted on a case-by-case basis. It can, in particular, provide for differences with respect to how the examination is taken, the length of the examination and the use of auxiliary means or support persons. For students with disabilities or chronic illnesses, the entitlement to compensation for disadvantages shall extend to all of the examinations to be

taken during the degree programme, provided no change is expected in the illness or disability; sentence 2 remains unaffected. In the case of compulsory attendance courses, compulsory internships and compulsory study periods abroad that cannot be completed due to the impairment, even with the support of UNU-EHS, alternative forms of assessment that can provide equivalent competence and qualifications shall be permitted.

(2) When determining the deadline for the first attempt at an examination in accordance with § 13, para. 5, the Academic Board shall, upon application and provision of respective proof, consider additional time for:

- a. Caring for and raising underage children – for a maximum of three semesters per child;
- b. Acting as elected representative in a university body, the student body, the student body's student councils or an official Student Services Organisation (e.g. *Studierendenwerk*) – for a maximum of four semesters;
- c. Acting as gender equality officer – for a maximum of four semesters;
- d. Effects of a disability or severe illness prolonging the period of study;
- e. Caring for spouses, registered partners, direct relatives, second-degree indirect relatives or first-degree in-laws – for a maximum of three semesters.

Part 6 Master's thesis

§ 20 Registration, topic and scope of the master's thesis

(1) The master's thesis is an examination in the form of a written assignment in which candidates are to demonstrate their ability to conduct research on, develop a solution for and appropriately present a problem from the field of the master's degree programme "Geography of Environmental Risks and Human Security" within a specified period of time, independently, and using scientific methods.

(2) Students must register their master's thesis at the Examination Office. The Academic Board shall announce the deadline by which a master's thesis must be registered for the candidate to complete the master's degree programme within the standard period of study.

(3) When registering their master's thesis, students must indicate their choice of examiner for the master's thesis.

(4) Any examiner may assign the topic for the master's thesis in accordance with § 9, para. 1. As a rule, the examiner who assigned the topic also acts as supervisor of the master's thesis.

(5) The topic for the master's thesis shall only be issued when the candidate meets all requirements for the master's thesis as stipulated in the module structure (Annex 1). The Academic Board shall issue the topic for the master's thesis. A record shall be kept of the topic and the date of issue. Prior to registration of the master's thesis, students shall be given the opportunity to submit proposals for the research area from which the topic of their master's thesis shall be taken; they shall not, however, have the right to a topic from a specific area. Upon request by the student, the Academic Board shall assure that the student receives a topic for his/her master's thesis in due time as per para. 9.

(6) The master's thesis can be registered with a working title. The title of the master's thesis can be modified during the first two months without changing the topic.

(7) Candidates may reject a master's thesis topic only once and only within the first two months after its issue. Rejecting a topic does not count as a failed attempt. The new topic issued to the candidate must be substantially different from the initial topic.

(8) The master's thesis shall be a minimum of 100,000 and a maximum of 200,000 characters in length, including spaces and annotations.

(9) Passing the master's thesis awards 30 ECTS CP, corresponding to 900 hours in student workload. It must be completed in a maximum of six months, submission is possible after three months at the earliest. The Academic Board shall determine the deadline by which the master's thesis must be submitted and notify the student of that deadline. Topic, task and scope of the master's thesis shall be limited in a way that candidates may complete it under reasonable requirements within the specified period. Upon valid request and in conjunction with the supervisor, the Academic Board may grant an extension by a maximum of six weeks. As a rule, the topic of the master's thesis is issued at the end of the third semester.

§ 21

Submission, evaluation and repetition of the master's thesis

(1) Candidates shall submit their master's thesis to the Academic Board by the specified deadline (two printed copies incl. a digital version, plus a digital version for the examination office); a record shall be made of the time and date of submission. Candidates may not withdraw an already submitted master's thesis. Master's theses that are not submitted by the stated deadline shall be graded "Insufficient".

(2) Candidates shall declare in writing when submitting their master's thesis that the particular thesis is their own work, that they used only those sources and resources cited in the thesis and that they have marked citations as such.

(3) Master's theses shall be evaluated and graded by two examiners. One of the examiners shall be the person 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 defined by § 9, para. 1. It must be ensured that one of the examiners is a member of the group of professors or adjunct professors at the University of Bonn, and one of the examiners is lecturer at UNU-EHS. The candidate shall be entitled to propose the second examiner, but shall not have a right to being assigned a specific examiner.

(4) The examiners shall each grade the master's thesis separately and provide the reasons for the grade they assigned in writing in accordance with § 25, para. 1. When the difference between the two grades is less than 2.0, they shall be averaged together for the final grade for the master's thesis. When the difference is 2.0 or more or one of the grades is "Insufficient", the Academic Board shall appoint a third examiner for review of the master's thesis. In this case, the two better grades shall be averaged together for the final grade. Grades shall be averaged in accordance with § 25, para. 2. A master's thesis may, however, only be awarded the grade "Sufficient" or higher when at least two of the individual grades were "Sufficient" or higher.

(5) Examiners shall submit their reviews of the master's thesis within eight weeks after the submission deadline.

(6) Candidates who receive the grade "Sufficient" or higher for their master's thesis are awarded 30 ECTS CP.

(7) Master's theses graded "Insufficient" may be repeated once. The topic of the second master's thesis may be chosen from the same area as the topic of the first master's thesis but must be substantially different in nature. In case of doubt, the Academic Board shall decide. The candidate may reject the proposed topic for their master's thesis within the period specified in § 20, para. 7 only if they did not make use of this option with their first master's thesis. Should the second thesis also be graded "Insufficient", the candidate shall have failed their final attempt at the master's examination, losing their right to examination and being deregistered from the degree programme by the University of Bonn and by the United Nations University once the Academic Board's decision has come into force.

Part 7
Procedural irregularities and protective regulations

§ 22
Cancellation, default, withdrawal and reprimand

- (1) Candidates may electronically cancel their registration for module examinations with the Academic Board before the deadlines indicated in § 13, para. 3; if this is not possible, cancellation can also be submitted in writing. The date of receipt by the Academic Board prevails.
- (2) If a candidate withdraws from an examination after the cancellation deadline without good cause, the examination is graded "Insufficient". The same applies when a candidate fails to appear to an examination or to submit a graded assessment within the specified period of time (default).
- (3) Candidates who have registered for an examination but have good cause to withdraw from that examination, especially due to illness, may do so regardless of the cancellation deadline. The Academic Board shall be notified of such withdrawals immediately and in writing. Candidates shall immediately provide a written statement credibly substantiating the grounds for their withdrawal or default. In cases of illness, candidates shall present a medical certificate proving their inability to participate in the examination or, respectively, submit their assignment on time. Candidates who withdraw from an examination due to illness after the start of the examination and assignment of the respective task must consult a medical examiner that same day of the examination to obtain a certificate proving their inability to continue the examination. As a rule, it is not possible to withdraw from an examination after the start of the examination, especially when the candidate has already seen, or otherwise obtained knowledge of, the examination result. The Academic Board may, in individual cases, require the submission of a certificate from a medical examiner designated by UNU-EHS if there are sufficient factual indications that the candidate would in fact have been able to participate in the examination or, respectively, submit their assignment on time or if the Academic Board deems other proof than that defined by sentence 4 appropriate in that case. If the Academic Board accepts a medical certificate allowing for withdrawal due to illness or other good cause given by the candidate, the examination attempt shall be deemed void.
- (4) Candidates shall immediately reprimand any deficiencies related to an examination with the respective examiner or proctor. The reprimand shall be entered into the record and asserted in front of the Academic Board. If the Academic Board accepts the reprimand, the examination attempt shall be deemed void.

§ 23
Deception and disruption of examinations

- (1) UNU specific rules apply here and can be found in Annex 3 of these Rules!

§ 24
Protective regulations

- (1) Maternity leave shall be respected; students shall provide all necessary proof. All time frames stipulated in these Rules shall be suspended by maternity leave; time frames for periods of assessment shall not include periods of maternity leave. The Academic Board shall notify the student of newly determined examination deadlines once all necessary proof has been submitted.
- (2) Allowances shall likewise be made on application for parental leave. Candidates shall notify the Academic Board in writing of the period(s) during which they wish to take parental leave, enclosing necessary substantiating documentation, at least four weeks prior to the date on which they wish to enter parental leave. The Academic Board shall determine whether the statutory requirements have been met which would lead to an employee being entitled to parental leave and shall inform the candidate immediately of its findings and, if applicable, any new examination deadlines. Time frames for the completion of assessments

may not be interrupted by a period of parental leave. The assessment topics shall be deemed not issued. The candidate shall receive a new topic at the end of their parental leave. This does not affect § 22, para. 3, sentence 1.

(3) Allowances shall likewise be made on application for leave taken for the care of spouses, registered partners, direct relatives, second-degree indirect relatives or first-degree in-laws who are in need of care. The Academic Board shall review whether the requirements defined by sentence 1 are met. The application is to be submitted as soon as these requirements are met. Relevant documentation shall be attached to the application. The Academic Board shall immediately notify the candidate of the result and, if applicable, of the new examination deadlines. Time frames for the completion of assessments may not be extended based on such leave taken. The assessment topics shall be deemed not issued. The candidate shall receive a new topic at the end of their leave. This does not affect § 22, para. 3, sentence 1.

Part 8
Grading and final documentation

§ 25
Grading of examinations, grading system and pass requirements for the master's examination

(1) The grade for each examination shall be determined by the respective examiners. If the examination is conducted by more than one examiner, the grade shall be calculated using the average of the individual grades. This does not affect § 12, para. 7. The following grading system shall be used:

1	Very good	Excellent achievement
2	Good	Achievement well above average requirements
3	Satisfactory	Achievement corresponding to average requirements
4	Sufficient	Achievement that still meets necessary requirements despite deficiencies
5	Insufficient	Achievement that does not satisfy requirements due to substantial deficiencies

In order to produce a differentiated grading scale and provide a more nuanced evaluation, individual grades may be raised or lowered by values of 0.3; grades 0.7, 4.3, 4.7 and 5.3 shall not be admissible. An examination is passed if it is graded "Sufficient" or higher; otherwise it is failed.

(2) Only the first decimal place after the decimal shall be used when calculating the grades for individual modules or for overall performance; all further decimal places shall be dropped without rounding off.

(3) A module examination shall be deemed passed when the module is graded at least "Sufficient". If a module grade includes more than one examination component, it shall be calculated using the individual examination weights indicated in the module structure. This does not affect § 10, para. 3, sentence 4. The grading scale for modules is:

With an average grade up to and including 1.5	= Very good
With an average grade from 1.6 up to and including 2.5	= Good
With an average grade from 2.6 up to and including 3.5	= Satisfactory
With an average grade from 3.6 up to and including 4.0	= Sufficient
With an average of 4.1 or higher	= Insufficient

(4) Candidates shall have passed the master's examination when they have passed all necessary modules as per § 4, para. 4 as well as the master's thesis and have thus been awarded a total of 120 ECTS CP.

(5) The calculation of the overall grade shall include all graded modules. Each grade from individual modules shall be weighted by multiplying it with the number of ECTS credit points assigned to the respective

module. The sum of these individually weighted grades is then divided by the total number of ECTS credit points (weighted average). Para. 3, sentence 4 applies accordingly. Deviating from this, the overall grade shall be "Excellent" if the overall grade is no lower than 1.3 and the master's thesis has been graded "Very good" (1.0). Modules marked "pass" due to lack of comparability between grading systems shall not be included when calculating the overall grade.

- (6) The final attempt at the master's examination shall be deemed failed when
- the candidate has three times failed to pass a module examination in a compulsory module as defined by § 10, para. 3, sentence 4, or, respectively, § 14, para. 2, or
 - the master's thesis has been graded "Insufficient" in the second attempt.

§ 26 Certificate

(1) The candidate shall be notified of the results of their successful master's examination in a provisional certificate as soon as all grades have been submitted. A certificate shall thereafter be issued in German and English (bilingual). The certificate shall include the following information:

- All modules for which ECTS credit points were earned;
- The semester in which ECTS credit points were earned;
- All grades from individual modules;
- The topic and grade of the master's thesis;
- The date of the last examination and
- The overall grade of the master's examination.

On application by the candidate, results from additional examinations as per § 31 may also be included in the certificate; these shall not be included when calculating the overall grade.

(2) The certificate shall state the date of issue. The certificate shall be stamped with the seal of the Academic Board and signed by the chairperson of the Academic Board for the Faculty of Mathematics and Natural Sciences.

(3) Candidates who have or are deemed to have failed their final attempt at the master's examination shall be issued a written notification thereof by the Academic Board, including information on legal remedies available.

(4) Candidates who leave both of the Universities without a degree shall, after deregistration and on application, be issued a transcript including a list of all completed course work and examinations. This transcript shall be limited to those parts of the student's course of study which were successfully completed. In addition, a notification may be issued on application that indicates which examinations the student did not pass or still needs to complete in order to pass the master's examination.

§ 27 Master's Diploma

Along with the certificate of the master's examination, candidates shall receive a Master's Diploma issued the same day in English and German (bilingual) stating that the candidate has been awarded the academic degree as per § 3. Diplomas shall be signed by the dean of the Faculty of Mathematics and Natural Sciences and Director of UNU-EHS and stamped with the seals of the Faculty of Mathematics and Natural Sciences and the United Nations University.

§ 28 Diploma Supplement

The Master's Diploma shall be augmented by a Diploma Supplement. The Diploma Supplement is a standard document in English and German that shall include the following information:

- Essential contents of the programme underlying the degree;
- The course of studies;
- The competences acquired with the degree;
- Information on the accreditation of the degree programme and
- Information on the universities awarding the degree.

The Diploma Supplement shall give a relative classification of the overall grade of the master's examination on the ECTS grading scale.

§ 29

Access to examination records

(1) Candidates shall, on application, be granted access to their examinations, the examiners' written reviews as well as records of oral examinations; applications must be submitted within three months after notification of the examination result.

(2) Candidates shall, on written application within three months after the Academic Board has issued the certificate as per § 26, be granted access to their examination records.

(3) The Academic Board shall determine when and where the examination records may be accessed and notify the candidate hereof in due time. The Academic Board shall determine the details concerning the possibility of preparing copies or other true reproductions, and shall announce them pursuant to § 8, para. 7. Copies and other reproductions of examination records or parts thereof are only intended for candidates to pursue their own rights arising under the legal examination relationship and are therefore only to be used by the candidates, or made available to persons engaged by the candidates to safeguard their legal interests. Any other duplication or distribution of copies or other reproductions is not permitted.

§ 30

Invalidity of the master's examination and revocation of the master's degree

(1) Should it become known after the certificate has been issued that the candidate used deception in an examination or their master's thesis, the Academic Board may correspondingly correct the grades for those examinations or the thesis in which the candidate used deception as well as the overall grade and declare the entire master's examination or parts thereof failed.

(2) Should it become known after the certificate has been issued that the candidate had not met the requirements for admission to the master's examination, and should this have happened without any fraudulent intent on the part of the candidate, this defect shall be remedied by the candidate's successful completion of the examination. If a candidate is believed to have obtained admission to the exam through intentionally deceitful means, paragraphs 1-35 of Annex 3 shall apply.

(3) Candidates shall be heard before the Academic Board makes a decision.

(4) The incorrect certificate shall be withdrawn and, where applicable, a new certificate shall be issued. If one or more examinations are declared failed due to deception, the incorrect certificate also makes the Master's Diploma and all other graduation documentation void. Decisions pursuant to para. 1 and para. 2, sentence 2 may be taken only for a period of five years after the issue of the certificate.

(5) Should the master's examination be deemed altogether failed, the master's degree shall be suspended by both the Faculty of Mathematics and Natural Sciences of the University of Bonn and the United Nations University, and the Master's Certificate, Master's Diploma as well as all other graduation documentation shall be withdrawn.

§ 31

Additional examinations

Students may, until the end of the semester in which they complete the master examination as per § 10, para. 2, extend their standard scope of studies on application by up to 12 ECTS CP in additional modules. These may only be modules from another degree programme at the University of Bonn. Credit can only be granted for modules that are completed within the standard period of study times one and a half. The results of additional examinations shall be included in the certificate in accordance with § 26 on application by the candidate, however it shall not be included when calculating the overall grade.

Part 9

Entry into force

§ 32

Entry 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, 7. September 2020, 50. Jahrgang, Nr. 50, 21. September 2020, Herausgeber: Der Rektor).

Annex 1: Module structure for the consecutive joint master's degree programme "Geography of Environmental Risks and Human Security"

Module structure key:

- Abbreviations of course types: F = field trip, I = internship, S = seminar, PS = project seminar, L = lecture.
- Marked with asterisk (*): Courses for which the Academic Board may, pursuant to § 12, para. 6, require compulsory attendance as prerequisite for participation in the module examination (field trips, language courses, internships and practical exercises as well as comparable courses). In these cases, compulsory attendance is an additional requirement to other listed assessments.
- The column "Course Type" shows the type of a course within the module.
- The column "Duration/Study Semester" shows the duration (D) of the module (in semesters) and assigns it to a specific study semester (StS).
- The column "Assessments" shows requirements that must be met for admission to certain examinations pursuant to § 12, para. 4 or, respectively, to acquire ECTS credit points in modules without an examination. Assessments that form requirements for admission to certain examinations and must be repeated in case that examination is failed are marked with the letter "r" (r).
- In the column "Type of Examination", examinations as defined by § 14, para. 4 that cannot be repeated within one semester but must rather be repeated along with the entire module or, respectively, the corresponding course are marked with the letter "r" (r).

The Academic Board shall make further details on individual modules, especially regarding the courses offered within or required for completion of a module, available in a module guide before the beginning of the respective semester, pursuant to § 8, para. 7.

Modules JM2, JM3, JM5, JM6, JM12 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, JM7, JM8, JM9, JM10 and JM11 are the responsibility of the UNU-EHS. These Rules apply to those modules.

Compulsory Modules

Module Code	Module Name	Course Type	Admission Requirements	Duration/Study Semester	Subject (content) of Examination and Qualification Objective	Assessments	Type of Examination	ECTS CP
JM1	Theories and Concepts of Risk	S*	none	D: 1 sem. StS: 1st sem.	Ability to apply key concepts and theories of risk, vulnerability and resilience to critically engage with and examine environmental risks and challenges to human security	none	Written examination	6

Module Code	Module Name	Course Type	Admission Requirements	Duration/Study Semester	Subject (content) of Examination and Qualification Objective	Assessments	Type of Examination	ECTS CP
JM2	General Approaches to Risk & Human Security	S*	none	D: 1st sem. StS: 1st sem.	<ul style="list-style-type: none"> • Knowledge of various theoretical approaches to society and development and major paradigmatic turns • Knowledge about fundamental concepts of earth system research and relevant earth surface processes • Understanding of relevant social theories and scientific approaches for the analysis of risk and human security in development contexts 	Exercises ^r in both courses	Written examination ^r in one of the two courses	12
JM3	Research Methods German-language courses can also be taken in this module. The examination language is German in this case.	S*	none	D: 1 sem. StS: 1st sem.	<ul style="list-style-type: none"> • Theoretical and applied knowledge of selected research methodologies • Theoretical background of selected methodologies • Potential and limits of selected research methods • Focus on e.g. qualitative methodologies, discourse analysis, ethnography, text analysis, quantitative methods, GIS, remote sensing, modelling, inter- or transdisciplinary methods 	none	Assignments ^r	6

Module Code	Module Name	Course Type	Admission Requirements	Duration/Study Semester	Subject (content) of Examination and Qualification Objective	Assessments	Type of Examination	ECTS CP
JM4	Academic Writing & Intercultural Skills	S*	none	D: 1 sem. StS: 1st sem.	<ul style="list-style-type: none"> Literature search and knowledge of relevant academic search engines and journal databases Familiarity with the requirements of academic writing (format, structure, argumentation) Ability to critically assess academic literature and provide peer feedback Increased cultural self-perception, intercultural communication skills Working in intercultural settings Cooperation and ethics in the UN system 	Exercises	none	4
JM5	Advanced Debates on Risk & Human Security	S*	none	D: 1 sem. StS: 2nd sem.	<ul style="list-style-type: none"> Knowledge of cutting-edge debates on particular dimensions of risk and human security In-depth engagements with particular theoretical perspectives and key concepts in the natural and social sciences 	none	Presentation/ term paper ¹ in both seminars (weighting 1:1)	12

Module Code	Module Name	Course Type	Admission Requirements	Duration/Study Semester	Subject (content) of Examination and Qualification Objective	Assessments	Type of Examination	ECTS CP
JM6	Research Seminar German-language courses can also be taken in this module. The examination language is German in this case.	PS*	none	D: 1 sem. StS: 2nd sem.	<ul style="list-style-type: none"> Ability to identify and work on relevant research questions independently Ability to design and undertake a research project in a small group Develop and work on a research project in a small group 	none	Project report ^r	18
JM7	Academic Presentation & Communication Skills	S*	none	D: 1 sem. StS: 2nd sem.	<ul style="list-style-type: none"> Target group-oriented communication of scientific interests and results Use of various presentation aids Improvisation training Networking skills 	Exercises	none	2
JM8	Risk Management in the Context of Climate Change	S*	none	D: 1 sem. StS: 3rd sem.	<ul style="list-style-type: none"> Application-oriented debates and programs on risk management in the context of climate change Introduction to central decision-making bodies and mechanisms at the global level 	none	Presentation/term paper ^r	6
JM9	Disaster Management & Humanitarian Response	S*	none	D: 1 sem. StS: 3rd sem.	<ul style="list-style-type: none"> Current debates in the area of disaster prevention and preparedness Structures and mechanisms for humanitarian aid at the national and international level Role of the media 	none	Written examination ^r	6

Module Code	Module Name	Course Type	Admission Requirements	Duration/Study Semester	Subject (content) of Examination and Qualification Objective	Assessments	Type of Examination	ECTS CP
JM10	Field Trips	FT	none	D: 1 sem. StS: 3rd sem.	<ul style="list-style-type: none"> Learning the principles of geographic observation Insights into institutions working in the field of environmental risks and human security Ability to lead and participate in expert interviews 	Report	none	4
JM11	Compulsory Internship	I*	none	D: min 8 weeks StS: 3rd sem.	<ul style="list-style-type: none"> Understanding of and participation in specific workflows in organizations in the area of "environmental risks and human security" 	Internship certificate and internship report	none	12
JM12	Master's Colloquium	C*	none	D: 1 sem. StS: 4th sem.	<ul style="list-style-type: none"> Development and presentation of a research question and design of an appropriate project for preparing the master's thesis 	Research proposal	none	2
8000	Master's Thesis		Proof of 60 CP in the degree programme	D: 1 sem. StS: 4th sem.	Preparation of the written master's thesis	none	Master's thesis	30

Annex 2: Regulations for admission to courses

If admission to a course, due to its nature, purpose or to other reasons, needs to be limited and the number of registrations exceeds the defined capacities, it is handled as follows:

Applicants shall be admitted in the following order:

- **Group 1:**
Students who are enrolled at the University of Bonn, for whom, according to the curriculum, participation in this course is mandatory and who are in the same or a higher study semester as/than the one specified for participation in the curriculum, provided they
 - a. were kept from registering for the course due to a delay in the first semester, or
 - b. were not selected in a random selection procedure at least once in the past;

- **Group 2:**
Students who are enrolled at the University of Bonn and the United Nations University in the joint consecutive master's degree programme "Geography of Environmental Risks and Human Security" and who are in the same or a higher study semester as/than the one specified for participation in the curriculum, and who do not belong to Group 1;

- **Group 3:**
All other students enrolled at the University of Bonn and the United Nations University who are eligible for participation in this course pursuant to the curriculum;

- **Group 4:**
All other students.

This does not affect further admission requirements. Within the groups – except Group 4 – students who have collected the largest number of credit points for this degree programme or for another degree programme at the University of Bonn that imports modules from this degree programme shall have priority. Remaining places are allocated by drawing lots.



I. Student Conduct

- (1) 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.
- (2) 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

- (3) 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.
- (4) 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

- (5) 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.
- (6) Procedures listed in this Section shall apply to all matters of student misconduct that are determined to fall within the purview of the UNU.
- (7) Students found guilty of misconduct will be subject to a range of disciplinary actions ranging from a warning to expulsion.

Procedural Fairness

- (8) 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.
- (9) The procedures for handling offences shall reflect the UNU's commitment to fairness.
- (10) 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.
- (11) 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

- (12) 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.
- (13) 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.
- (14) 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.
- (15) 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.
- (16) Every decision after a hearing shall be recorded in writing and shall be transmitted to the JAB.

Retention in Security of Documents

(17) 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.

(18) 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

(19) 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.

(20) 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.

(21) 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.

(22) 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.

(23) 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.

(24) 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.

(25) If the student fails to attend the first hearing without a compelling excuse, the hearing may proceed in his or her absence.

(26) 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:

1. UNU-EHS Director;
2. The person who has laid the charge;
3. The student;
4. The independent observer present at the first hearing;
5. A senior member of the academic personnel of UNU-EHS; and
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:
1. That the student be excluded from the University either permanently or for such periods as deemed necessary;
 2. That the student's enrolment be terminated;
 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;
 4. That restitution be made for any property removed or damaged by the student;
 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;
 6. That the student be expelled from residential accommodation provided by the University;
 7. That the student be reprimanded; or,
 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:
1. Academic facilities;
 2. Academic services;
 3. Student support services;
 4. Administrative services;
 5. An alleged action or inaction by the UNU or a member of its personnel, including harassment;
 6. Teaching and supervision; or
 7. The behaviour of another student; or,
 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:
1. Their academic adviser and/or thesis supervisor; or
 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.