Master's Basic Module

1 Guidelines

1.1 Definition
The Master's basic module provides a framework for students to carry out a first independent investigation into the area of their major program. The student defines the subject matter by discussing this in person with a professor from their chosen major program. This preliminary discussion also provides the opportunity to discuss the student's personal plan for the Master's program. The assessment consists of an oral examination. The Master's basic module is a graded compulsory module worth 3 ECTS credits.

1.2 Timing and duration
The Master's basic module is usually completed during the first semester of the Master's program. It must be completed with an oral exam before the start of both the lecture period of the 3rd semester and the Master's project. If the Master's basic module is not completed within the first year of study, the student will not be able to have any further coursework credited toward the degree until this module has been completed. In addition, the student cannot credit any modules completed in the same semester as the Master's basic module toward the degree, if the Master's basic module has not been completed during the first year of study.

1.3 Subject matter
The subject matter is agreed upon directly with the assessing professor. The chosen subject matter is outlined on the registration form and generally includes a basic module from the selected major program and the content of two to three scientific books (or an equivalent volume of scientific articles). The subject matter may include material from modules for which ECTS credits have already been obtained.

1.4 Assessment
The assessment consists of a 25-minute oral examination.

1.5 Repeat examination following a fail
Failure to pass the Master's basic module counts as a failed attempt. For repetition exams the same deadlines apply (cf. section 1.2). Repetition exams generally take place with the same professor and cover the same topic. Alternatively, the repetition exam may be done with another professor from the selected major program, and with a new topic.

1.6 Examiner selection
Generally, the students themselves decide which professor from their major program they would like to work with on the Master's basic module. If the students end up being distributed unevenly between professors, the department may assign professors to students.
2 Procedure

2.1 Preliminary meeting
The students contact a professor from their major program for a preliminary meeting (during the consultation hours of the relevant professor).

Aims of the preliminary meeting
- Discuss the study plan
- Define the subject matter for the Master’s basic module
- Set an examination date for the Master’s basic module

Documents required for the preliminary meeting
Students should bring the following documents to the meeting:
- The registration form for the Master’s basic module (available online)
- A plan covering content and timescales for the Master’s program (based on the student’s own interests and the modules on offer).

At the preliminary meeting, the student and the professor reach a binding final decision on the subject matter for the module and record this decision on the registration form. The outcome of the discussion of the study plan (for reference purposes only) should also be documented in brief at this point.

2.2 Registration
The students pass on the completed registration form for the Master’s basic module to the professor. This registration form is subsequently sent by the professor to the Informatics Department Office.

⇒ No further action is required to book the module.

2.3 Examination
The oral examination lasts approximately 25 minutes. On the day of the oral examination, the registration form is fetched from the Informatics Department Office by the supervising professor (or a teaching and research assistant). After the assessment, the assessing professor informs the student of their grade and records the grade on the registration form. The professor ensures that the form is sent back to the Informatics Department Office to credit the module toward the degree.

2.4 Cancelation
In justified cases, e.g., in the event of illness, the examiner may reschedule the oral examination. Any rescheduled dates that fall outside of the periods mentioned in section 1.2 must be approved by the examination delegate.

2.5 Transfer of credit
The ECTS credits are recorded by the Dean’s Office in the Faculty of Business, Economics and Informatics, and are listed on the student’s next transcript of records.