Subject Modules

The intention of this text is to provide information on the regulations of subject modules and to support coordinators in organising subject modules.

General issues

- Participation in a Subject Module requires attendance of the introduction to the module (date specified in the subject module description) and at all scheduled days. Students who do not attend may be excluded from the module.

- Students can cancel participation in a Subject Module only before the module has started (contact Dr. Jan Weber, Mscbiol-office@uni-koeln.de). In exceptional cases, the M.Sc. Degree Committee will decide whether a request for cancelling participation in a module that has already begun is justified. Such request must be submitted by the student within the first two weeks of the module (contact Mscbiol-office@uni-koeln.de).

- Coordinators of subject modules will receive an Excel file with the names and email-addresses of the participating students one to two weeks before the subject module starts. Only students who are listed can participate.

- Coordinators of subject modules need to inform the Master's office if a student does not attend. Coordinators cannot accept a student as a participant of a subject module, as changes in subject module registration must be updated in KLIPS2 (contact Dr. Jan Weber, Mscbiol-office@uni-koeln.de).

- Examination: Participants of a Subject Module are automatically enrolled for the first examination dates (for technical reasons). To change the examination date, the module coordinator must be contacted by the student at least two weeks before the examination. Make-up examination dates are scheduled within the subsequent term break (or by individual arrangements). Further examination dates in general are only offered the next time the Subject Module takes place (usually one year later).

- ILIAS is an excellent platform for providing course material to students and for e-learning purposes. This platform is in accordance with the "Urheberrechts-Wissensgesellschafts-Gesetz". Upon request by the coordinator of the subject module, Dr. Weber will activate the module for ILIAS. Students who are registered for the subject module will then automatically have access.

Information to be provided to the students in the introduction to the module

- Inform about the schedule with all important dates and deadlines of lectures, seminars, examinations, submission of reports etc. Specify second examination dates.
- Explain the criteria for grading of oral presentations, written reports, written exams (introduce the grading scheme) and/or oral exams.
- Assign seminar topics and hand out seminar papers. Make sure that the time to prepare the oral presentations and the degree of difficulty is equivalent for all students.
- Inform students on safety measures.
- Clarify to whom and how students communicate their absence in case of illness or other reasons.

Information to be provided to the students after the examinations

- Inform the students about the grades of the individual components and their final grade (personal meetings or personal emails only!). [The MSc office will not inform students about grades of examination components.]
- Arrange dates to provide feedback on results of exams (Klausureinsicht), reports, and seminar presentations

General issues on examinations and grading

- Grading components include written or oral exam, oral presentation (seminar), and - if applicable - written report. Every single grading component must be passed.
- In case a student postponed an examination or failed an examination a second examination date is necessary, which should be scheduled within the term break and/or individually arranged with the student. Further examination dates in general are only offered the next time the Subject Module takes place (usually one year later).
- Written examinations are usually graded based on points. A calculator for a recommended point-to-grade scale is included in the Grading-Excel table.
- Oral examinations, oral presentations and written reports should be graded directly (1.0 to 4.0, or 5.0), i.e. not point based.
- Oral examinations must be recorded by a minute taker. A minute form is attached below.
- Grading of seminar presentations needs to be documented as well. An example form is attached below.
- After grading the coordinators send a filled in grading-Excel-table to the Master's office. The table needs to be sent already after the first round of examinations. This includes students who failed in one or more of the grading components or whose examination was postponed. After the re-examination an updated version of the Grading-Excel table that includes all results of that student needs to be sent to the Master's office. Students who failed an exam have two more options to pass the exam. In certain cases a further re-examination is possible. In such case you will be informed by the Master's office.
- The MSc office will transfer the final grade of the module to KLIPS2. In case a student failed in the first round of examination this will be documented as well in KLIPS2. In KLIPS2 students can download a transcript of records.
- Some modules are attended by students from two different Master's programs, e.g. *Biological Sciences* and *Biochemistry* or *Biological Sciences* and *Experimentelle und klinische Neurowissenschaften*. Coordinators need to make sure to observe the different administrative requirements, and send the final grades to the respective Master's offices. Be aware that the grading scales in the Biological MSc programmes and the *Experimentelle und klinische Neurowissenschaften* programme are different.

- Coordinators keep written exams, minutes of oral exams, records of seminar presentations and written reports for further inquiry.