

**Study regulation  
for the supplementary postgraduate distance learning program in  
East European Studies (Master of Arts) of the  
Freie Universität Berlin**

**Preamble**

On the basis of § 83 sub-section 1 of the University Act of the Federal State of Berlin (BerlHG) in its version of 13<sup>th</sup> February 2003 (official journal p.81) the institute council of the Institute for East European Studies issued the following study regulations on 5<sup>th</sup> May 2003:

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**§ 1**

**Scope of application, responsibility**

- (1) The present study regulations apply for the supplementary postgraduate distance learning program in East European Studies (Master of Arts) of the Institute for East European Studies of the Freie Universität Berlin. They regulate the goals, contents and the structure of this program on the basis of the examination rules for the supplementary postgraduate distance learning program in East European Studies (Master of Arts) of 5<sup>th</sup> May 2003.
- (2) Responsible for instruction, studies and examinations is the Institute for East European Studies.

## **§ 2**

### **Description of the course**

- (1) The supplementary postgraduate distance learning program in East European Studies (Master of Arts) allows the students to deepen and supplement their technical knowledge by specializing in the states and societies of the region of Eastern, Central Eastern and South Eastern Europe (in the following "Eastern Europe"). The program conveys broad, multidisciplinary qualifications regarding the region of Eastern Europe as well as practical skills and abilities. The program conveys insights and prepares for the practical work.
- (2) The program takes place online and is supplemented by in-house classes. The language of instruction is English.

## **§ 3**

### **Goals of the course**

- (1) The program is meant to enable the students to analyze and interpret developments in Eastern Europe and to put them in their respective political, social, legal, economic, historic and cultural contexts. In this context, the approach to the issues and tasks within the regional sciences shall be interdisciplinary and multidisciplinary.
- (2) The supplementary postgraduate distance learning program in East European Studies (Master of Arts) aims to convey to the students the scientific foundation and a first practical experience for a professional activity as experts in Eastern Europe as for example in the following areas of expertise: Politics and political advisers, economy and economic advisers, law and legal advisers, social politics and social work, foreign service and international organizations, NGOs, culture, tourism, planning and administration, media, adult education, publishing houses and libraries, research and teaching in scientific institutions.

## **§ 4**

### **Structure and design of the course**

- (1) The program is structured as follows:
  - a) Introduction,
  - b) Practical work,
  - c) Disciplines and
  - d) Multidisciplinary studies.
- (2) The curriculum consists of different modules. The course of study is divided into a total of 13 modules, 1 module corresponding to the introductory part, 5 modules to the disciplinary part, 5 modules to the multidisciplinary part and 2 modules to the practical work. Each module consists of at least two parts with related subjects. The program finishes with the Master's thesis.
- (3) The requirement for admission for each module is the successful participation in the preceding module according to appendix 1.
- (4) In addition, and before beginning the master's thesis, the students have to prove their improvement of an East European language which they have acquired in self-organized study or they have to prove that they already have knowledge of an East European language (at least UNlcert II or equivalent).

## § 5 Contents of the course

- (1) Introduction (12 LP) One module (Introduction and Tools), consisting of three parts  
Part I Introduction to the Study of the Region  
Part II Tools  
Part III Methods of Analysis Offered by Sociology, Law, Economics, Political Science, History and Cultural Studies

The module Introduction and Tools conveys basic approaches, discussions and working methods of East European Studies.

- (2) Disciplines (32 LP) Five modules (Economics, Society, Humanities, Law, Politics), sub-divided into three parts each (Part I: Introduction and Basics, Part II: Extension and Consolidation, Part III: Review and Debates)

Apart from basic theoretic approaches and working methods, the disciplinary modules convey specific knowledge about Eastern Europe from the perspective of each discipline.

- (3) Practical work (25 LP) Internship and two modules, the first of which consists of three parts (Project Management: Part I Introduction, Part II Extension, Part III Application), and the second consists of two parts (preparation for internship) Part I Introduction, Part II Application)

*Project Management:*

The Project Management module imparts knowledge in the areas of project design, implementation, control and documentation.

*Preparation for internship:*

The preparation for the internship prepares the students for situations they are likely to encounter in their practical work experience and conveys skills for everyday working situations (for example how to draw up a time schedule, how to direct a conversation or a negotiation).

*Internship:*

The contents of the internship are described in § 7.

- (4) Multidisciplinary studies (36 LP) five modules (Intercultural Communication, Conflict Management, 3 Modules Issue 1, Issue 2, Issue 3), consisting of three parts each.

*Intercultural Communication:*

Part I Culture, Cultures and Identities

Part II Cultures in Contact

Part III Cultures in Cooperation

The module Intercultural Communication conveys key issues, concepts of culture and knowledge about the values of different cultures, enabling the students to evaluate and contextualize examples and imparting working methods and skills to master relevant situations in everyday and professional life.

*Conflict Management:*

Part I: Introduction and Basics,

Part II: Extension and Consolidation

Part III: Review and Debates

The module Conflict Management comprises emergence, development and regulation of international and transnational conflicts of a social or cultural nature.

*Issues:*

Each of the modules dedicated to specific issues (Issue 1, Issue 2, Issue 3) consists of three parts (Part I, II, III), in which the different subjects are treated in a multidisciplinary manner.

- Part I: General Introduction
- Part II: Analysis
- Part III: Synthesis

The issue modules are of equal importance. They focus on innovative theoretical and methodological concepts for the treatment of different subjects. The subjects themselves shall be determined shortly before the course starts and should be of current interest. Possible subjects are: The interpretation of space, globalization or European integration.

- (5) The program shall take into special consideration the change of the traditional gender roles and the disparities arising from ethnical and social origins.

## **§ 6 Forms of impartation**

- (1) The contents shall be imparted in form of an online distance study course, supplemented by in-house classes.
- (2) As a general rule, each module is carried out online and will be treated at least once during in-house classes.
- (3) In the online distance learning course the contents shall be imparted on a learning platform. Within this formula, the forms of communication between the tutors and the students can be synchronous or asynchronous. The students will acquire the contents of the online modules in self-study.
- (4) The in-house classes will take place as workshops. In these phases, the contents will be imparted in the form of group work, presentations, discussions or excursions.
- (5) The Platform serves for the communication between all participants and for the supervision of the students. For each module a moderator shall be designated who is also responsible for the organization of the exam. The students are supervised by one or more tutors who can also be the module moderators and who teach the personal attendance classes. The overall supervision lies with the Institute for East European Studies

## **§ 7 Internship/Project**

- (1) The Internship aims to give the students an insight in potential areas of employment and specialization and to confront them with the demands of professional situations. It serves to test the knowledge acquired during the program against the demands of professional situations. The internship must be related to Eastern Europe. The internship lasts six weeks. In general it is possible to freely chose when to complete the internship but the period between the first and the second year of the program is particularly convenient. At the end of the internship the students have to present a report. For further details see the Internship Guidelines in Appendix 2.
- (2) If an internship of several weeks cannot be attended for reasons related to family or work, a project paper can be presented instead. The project paper must be related to practical issues. It has to be equal to the internship. The students of different backgrounds and specialties – acquired if possible at home and abroad - are asked to elaborate on a certain subject within six weeks and consider it from different points of view. Time and work schedule are to be defined before starting. The results will be reflected in a project report which will be made available to all students in an adequate form of presentation.

**§ 8**  
**Entry into force**

- (1) These regulations are valid for all students who take up their studies in the supplementary postgraduate distance learning program in East European Studies (Master of Arts) at the Freie Universität Berlin after these have come into force.
- (2) The present regulations come into force on the day after their publication in the official journal of the Freie Universität Berlin.

**Appendix 1: Exemplary organizational chart of the course of study**

## Appendix 2: Internship guidelines

- (1) Within the framework of the supplementary postgraduate distance learning program in East European Studies (Master of Arts) the students complete an internship of six weeks.
- (2) The internship pool of the Institute for East European Studies answers general questions concerning the internship. As a general rule, the students are responsible for finding a post as intern themselves. If necessary, however, they may receive support from the Institute for East European Studies.
- (3) The module moderators of the modules Internship and Preparation for Internship will issue a certificate about the internship and the internship preparation phases. The certificate is issued after the successful termination of the internship preparation, the presentation of the internship report and the confirmation of the internship host entity about duration and scope of the internship.
- (4) The internship aims to give the students an insight in potential areas of employment and specialization and to confront them with the demands of professional situations. It serves to review the acquired knowledge and therefore its function is that of giving the program itself an orientation close to reality.
- (5) The students have to write a report about their activities, experiences and problems during the internship. The following issues have to be considered in the internship report:
  - a. Short description of the company or department.
  - b. Areas of activity and tasks during the internship.
  - c. Supervision, cooperation and atmosphere during the internship.
  - d. Consequences of the internship on the further development of the studies and on reflections about the profession, benefit of the studies for the internship.
  - e. Evaluation of the internship on the whole: Can the internship post be recommended to others? What should other students know before they enter this post?

**Examination rules  
for the supplementary postgraduate distance learning program in  
East European Studies (Master of Arts)  
at the Institute for East European Studies of the Freie Universität Berlin**

**Preamble**

On the basis of § 83 sub-section 1 of the Higher Education Act of the Federal State of Berlin (BerlHG) in its version of 13<sup>th</sup> February 2003 (official journal p.81) the institute council of the Institute for East European Studies issued the following examination rules on 5<sup>th</sup> May 2003<sup>1</sup>:

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§ 1 Scope of application, responsibility

§ 2 Completed program, university degree

§ 3 Examination board

§ 4 Standard duration of the program, proof of the examination achievements and examination language

§ 5 Proof, assessment and failing of examination achievements  
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Appendix 1: Examination achievements during the course of the program and related Credits (LP)

Appendix 2a: Master – Final Certificate with detailed results (model)

Appendix 2b: Final Certificate (model)

Appendix 3: Master's certificate (model)

Appendix 4: Diploma Supplement (model)

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<sup>1</sup> \*) The present rules were confirmed on 16<sup>th</sup> July 2003 by the Senate department responsible for higher education. They are valid until 31<sup>st</sup> March 2005.

## **§ 1**

### **Scope of application, responsibility**

- (1) The present examination rules apply for the supplementary postgraduate distance learning program in East European Studies (Master of Arts) of the Institute for East European Studies of the Freie Universität Berlin. They regulate the requirements and the procedure of the examination achievements.
- (2) Responsible for instruction, studies and examinations is the Institute for East European Studies.

## **§ 2**

### **Completed program, university degree**

- (1) The student's completion of the program is attested with a Final Certificate if all requirements according to these examination rules are met.
- (2) On the basis of the Final Certificate the degree of Master of Arts (M.A.) is awarded.
- (3) Those students who were admitted to the program not on the basis of a university degree qualifying for a certain professional activity, but on the basis of a certain profession or otherwise, will not be awarded the degree, according to sub-section 2. They will receive a certificate as shown in Appendix 2b and the respective Diploma Supplement.

## **§ 3**

### **Examination board**

The examination board appointed by the Institute for East European Studies will be responsible for the organization of the exams and the other tasks as stated in § 2 of the regulations of general examination matters (SfAP).

## **§ 4**

### **Standard duration of the program, proof of the examination achievements and examination language**

- (1) Usually, the program is completed at the end of the second year.
- (2) Each module will be completed by examinations which will be held throughout the program. The examination language will be English.
- (3) According to the regulations of the European Credit Transfer System (ECTS) 120 credits (120) are to be acquired during the program.
- (4) The students acquire a total of 95 credits for the modules, 10 credits for the internship (8 credits for the internship itself and 2 for the posterior evaluation) and 15 credits for the Master's thesis. For details about the examinations to be held throughout the program and the correspondent credits, see Appendix 1.

## **§ 5**

### **Proof, assessment and failing of examination achievements (negative credits)**

For the proof, the assessment and the failing of examination achievements (negative credits) the following rules from § 13 SfAP apply.

## **§ 6**

### **Master's thesis**

- (1) The Master's thesis is designed to show that the students are able to work on an issue applying scientific methodology and to present their results adequately, evaluating them critically.
- (2) The Master's thesis shall contain approximately 40 pages (approximately 12,000 words) and be completed with a note section and a bibliography. The clear definition of the issue, the use of theoretical models and the correct form shall be of special importance.
- (3) The content of the Master's thesis shall be closely connected to the contents of the program. The Master's thesis will be assessed by two examiners, one of which should be the supervisor. The examination board will issue the subjects.
- (4) The thesis shall be written in English. The time for completion is three months. The meeting of the deadlines shall be registered.
- (5) The thesis shall be assessed with the grades according to § 13 sub-section 6 SfAP. The grade of the Master's thesis is the arithmetical mean of the individual notes of the two examiners, the certificate will only show the first decimal.
- (6) Any Master's thesis graded "failed" (4.1 to 5.0) can be repeated once.
- (7) Students according to § 3 sub-section 3 write a final paper that shall fulfill the requirements according to sub-section 1 to 4.

## **§ 7**

### **Final Certificate with detailed results, Master's Certificate and Diploma Supplement**

- (1) The program is completed once all the scheduled modules are successfully completed, the internship or project is finished, the level in an East European language is successfully upgraded to UNIcert II or the student can prove an equivalent level, the Master's thesis is graded at least "sufficient" (3.6 – 4.0) and not more than five negative credits are accumulated (§13 SfAP).
- (2) In order to calculate the marks in the modules and classes according to § 4 sub-section 4 the marks for the individual examination and study achievements will be multiplied by the number of the respective credits, then added and then divided by the sum of the scheduled credits. The certificate will only show the first decimal. The internship will not be graded (§ 4 sub-section 4).
- (3) For the calculation of the overall grade the individual grades will be multiplied by the number of the related credits, then added up and then divided by 100 (sub-section 2). The certificate will only show the first decimal.

- (4) The completion of the program consists of a Final Certificate and a Certificate of the awarded university degree as well as a Diploma Supplement according to Appendix 2 to 4.

### **§ 8 Invalidity of the degree**

Regarding the decision about the invalidity of the degree or individual examination achievements § 8 sub-section 4 SfAP is applied.

### **§ 9 Entry into force**

- (1) These regulations are valid for all students who take up their studies in the supplementary postgraduate distance learning program in East European Studies (Master of Arts) at the Freie Universität Berlin after these have come into force.
- (2) The present rules come into force on the day after their publication in the official journal of the Freie Universität Berlin.

**Appendix 1: Examination achievements during the course of the program and related credits (LP) \***

<b>Module</b>	<b>Examination achievement</b>	<b>credit</b>
Preparation of the internship:	Study of the teaching unit, participation, presentation or similar **	5
Disciplines Politics, Society, Law, Economics, Issue 1, Issue 2, Issue 3	Study of the teaching unit, participation, presentation or similar **/exam/paper or similar	6
Disciplines Humanities, Conflict Management	Study of the teaching unit, participation, presentation or similar **/paper (2000-3000 words)***	8
Intercultural Communication, Project Management	Study of the teaching unit, participation, presentation or similar**, paper (3000-4000 words)***	10
Introduction and tools	Study of the teaching unit, participation, presentation or similar** project/paper (4000-5000 words)***	12

\* Depending on the possibility to organize certain types of examination (for ex. exam, presentation), there can be changes during the pilot phase of the project.

\*\* Similar exams are for example (several) research proposals, reviews, multimedia presentations etc.

\*\*\* It is possible to reduce the volume of the paper, if the module requires other work (presentation etc.).

## Appendix 2a: Master – Final Certificate with detailed results (model)

Freie Universität Berlin  
Institute for East European Studies

### MASTER OF ARTS

Ms./Mr. ....

date and place of birth .....

has passed the exam according to the examination regulations for the master program East European Studies of May 5, 2003 (FU-Mitteilungen Nr.-34/2003)

with the overall assessment of .....

The achievements within the individual modules were graded as follows:

Module	Credits	Grade
Introduction and tools	12	
Politics	6	
Society	6	
Humanities	8	
Law	6	
Economics	6	
Intercultural communication	10	
Conflict management	8	
Project management	10	
Preparation for internship	5	
Issue 1	6	
Issue 2	6	
Issue 3	6	

She/He has proven linguistic proficiency in the following East European languages:

.....  
.....

She/He has fulfilled professional practical training at

.....

The master thesis (15 credits) was titled:

“ .....  
..... ”

and was evaluated by .....

receiving the grade .....

Berlin, .....

Seal of the Freie Universität Berlin

.....  
Chairperson  
Council of the Institute for East European Studies

.....  
Chairperson  
Examination Board

## Appendix 2b: Final Certificate (model)

Freie Universität Berlin  
Institute for East European Studies

### Certificate

Ms./Mr. ....

date and place of birth .....

has passed the exam according to the examination regulations for the master program East European Studies of May 5, 2003 (FU-Mitteilungen Nr. 34/2003)

with the overall assessment of .....

She/He was accepted to the program although she/he does not hold a prior university degree.

The achievements within the individual modules were graded as follows:

Module	Credits	Grade
Introduction and tools	12	
Politics	6	
Society	6	
Humanities	8	
Law	6	
Economics	6	
Intercultural communication	10	
Conflict management	8	
Project management	10	
Preparation for internship	5	
Issue 1	6	
Issue 2	6	
Issue 3	6	

She/He has proven linguistic proficiency in the following East European languages:

.....

.....

She/He has fulfilled professional practical training at

.....

The final paper (15 credits) was titled:

“ ..... ”  
.....

and was evaluated by .....

receiving the grade .....

Berlin, .....

Seal of the Freie Universität Berlin

.....  
Chairperson  
Council of the Institute for East European Studies

.....  
Chairperson  
Examination Board

**Appendix 3: Master's certificate (model)**

Freie Universität Berlin  
Institute for East European Studies

**C E R T I F I C A T E**

The Institute for East European Studies, represented by the chairperson of its Council,  
awards

Ms./Mr.

date and place of birth

the university degree

**Master of Arts (M.A.)**

The exam was passed according to the examination regulations for the master program East  
European studies of May 5, 2003 (FU-Mitteilungen Nr. 34/2003)

with the overall assessment .....

Berlin, .....

Seal of the Freie Universität Berlin

.....  
Chairperson  
Council of the Institute for East European Studies

.....  
Chairperson  
Examination Board

## Appendix 4: Diploma Supplement (model)

1. **Name:**
2. **Date and place/country of birth:**
3. **Student identification number:**
  
4. **Information identifying the qualification**
  - 4.1. **Awarded degree:** Master of Arts
  - 4.2. **Main fields of study for the qualification:** Politics, sociology, law, economics, history and culture of Eastern Europe, intercultural communication, project management, conflict management
  - 4.3. **Awarding institution:** Freie Universität Berlin, Institute for East European Studies
  - 4.4. **Language of instruction/examination:** English
  - 4.5. **Kind of qualification:** Postgraduate supplementary further studies
  - 4.6. **Length of program:** 2 years
  - 4.7. **Admissions requirements:**
    - Bachelor or equivalent as a rule
    - Proof of relevant (professional) experiences in absence of university degree
    - Sufficient knowledge of English
    - Basic knowledge of an East European language

### 5. Information on the acquired contents and results

**5.1. Program details:** The distance learning program East European Studies (Master of Arts) provides general and specific insights into transformations and developments in Eastern Europe. The program is set out to be multidisciplinary and focuses on humanities, social sciences, economics and law. Moreover, it integrates various disciplines and addresses future developing prospects. The curriculum combines perspectives on the acquisition and the application of knowledge. The program consists of four different fields of study with a total of 13 modules.

- Introduction (12 credits): Introduction and Tools – 1 Module  
Students are introduced to the basic working methods of the different disciplines integrated in the East European Studies Program. They are familiarized with prevalent approaches and theories and their application. As they are expected to have rather diverse backgrounds this introduction also aims at achieving a common basis from which to proceed to the specific modules.
- Disciplines (32 credits): Economics, Society, Humanities, Law, Politics – 5 Modules  
Presentation of each discipline's approach towards an analysis of the current developments in Eastern Europe, focussing on basic theoretical approaches and working methods as well as on the relevant elements of knowledge concerning Eastern Europe from the point of view of each discipline.
- Practice (25 credits): Project Management and Preparation for Internship, and the internship itself – 2 Modules  
Preparation for professional life constitutes an essential part of the study program. Theory and practice are linked with each other.  
The project management module conveys knowledge in the area of project design, implementation, control and documentation.  
Moreover, students have to complete six weeks of practical training (internship) in full time employment. This internship shall give students an insight into potential areas of employment and confront them with the demands of professional situations. The knowledge and skills acquired in the course of the theoretical studies can be tested against the requirements of reality. The internship thus serves as an orientation and shall guarantee that education and training fulfill the expectations of employers. The internship is an integral part of the program, for which the students are prepared within the module "Preparation for internship".
- Multidisciplinary (36 credits): Intercultural Communication, Conflict Management, Issue 1, Issue 2, Issue 3 – 5 Modules

Intercultural Communication conveys basic terms as well as knowledge about concepts of culture and value systems, enables to assess and classify examples and imparts working methods and skills to manage real life situations.

Conflict management imparts emergence, evolution and regulation of international and transnational social and cultural conflicts.

The three issue modules treat topics in a multidisciplinary way, focussing on innovative theoretical and methodical concepts. The Issues are chosen before the program starts or taken from any emerging discussion. Possible topics include interpretation of space, globalisation and European integration.

**5.2. Program results:** The degree in the distance learning program East European Studies qualifies students to analyze and interpret developments and situations within Eastern Europe and to assess them within their respective political, social, legal, economic, historical and cultural contexts.

Moreover, students will acquire skills to identify regional questions and problems in an interdisciplinary way and to draw practical conclusions.

As the participants study with a learning management system they acquire skills in the handling of such distance learning forms. They have to organize their studies on their own.

All Students have to write a master thesis (15 credits) of 40 pages (ca. 12.000 words).

**5.3. Grading scheme and grading distribution** (referring to participants of the program):

The whole program comprises 120 credits (ECTS).

Grades given are: A (excellent = 1,0-1,5), B (very good = 1,6-2,0), C (good = 2,1-3,0), D (satisfactory = 3,1-3,5), E (sufficient = 3,6-4,0) and F (fail = 4,1-5,0).

The final grade is the average of all individual module grades plus the thesis' grade.

**5.4. Access to further study**

Students have access to all programs requiring an M.A..

**5.5. Professional qualification:** Students are qualified for any profession with East European concern.

**5.6. Further information:**