

Master INS

How to Proceed

Modules and Module Completion Exams, especially Protocols:

The duration of the practical is stipulated in the study manual and may not be altered. Only in very rare cases (deficient equipment, illness) a prolongation may be necessary but has to be fixed in accordance between the person in charge of the module and the student. In cases of doubt the examination office has to be involved.

Deadlines for the protocol are fixed and documented by the person in charge of the module, the latest possible date being four weeks after the end of the practical.

The working process generally lasts four weeks full time. Protocols have to comprise 10-30 pages and are to be written conform to scientific publications in the respective area of neuroscience. The student has to add and sign a declaration that the latter requirement has been respected.

The module is completed the very day of the examination, i.e. the very day the student submits the version of the protocol that is to be graded. No subsequent modification – even agreed on between supervisor and student – may be subject to a modification of the grading.

If a student fails to submit a protocol (or other examination) the very day of the deadline, the module completion exam is graded „not sufficient“ (5.0).

The study regulations oblige the examiner to evaluate the work six weeks after delivery. Brief reasons for evaluation should be written in English because the student may review the evaluation.

Grades that have eventually been given for other achievements during the module may not be considered for the final grading.

In order to sustain a smooth course of studies the module responsible should immediately send the original of the grading form with his original signature and a stamp together with the protocol (or other examination) to the programme coordinator. The protocol may be sent via mail, if it is the version that has been corrected and graded.

i.A.

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Physical Biology of Cells and
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