Master Cognitive Science Program
Rules of Implementation
(Durchführungsbestimmungen)

These Rules of Implementation (Durchführungsbestimmungen) specify the overall requirements and deadlines of the Master Cognitive Science Program. If the studies are extended for an additional semester, all deadlines are postponed to the subsequent semester; but please be aware that this is an annual program such that The Master Cognitive Science Program is formally subordinated to the Faculty of Psychology. The Master Cognitive Science Program is formally accredited as a full-time research program.

1. Preparatory Courses

Preparatory courses constitute an integral part of the program. Program administration determines during the admission interview which preparatory courses are mandatory. Participation in these courses is compulsory. Failure to attend may be justified only with a reasonable excuse, such as visa delay.

2. Class Attendance Requirements

The Master Cognitive Science Program is formally subordinated to the Faculty of Psychology and, thus, governed by its rules. The Dean of the Faculty of Psychology specifies the class attendance requirements for all programs supervised by the Faculty and informs the students accordingly.

3. Examination Rules

The Master Cognitive Science Program is subordinated to the Examination Office of the Faculty of Psychology. Students are obliged to know the examination rules: http://www.psy.ruhr-uni-bochum.de/studfak/how/po.html.de. Only the German version of the examination rules is legally binding. A legally not binding translation is available at: https://www.ruhr-uni-bochum.de/philosophy/mcs/program_overview.html.

New examination rules allow students to finish a course without a grade. It is strongly recommended not to finish any course without a grade within the first two semesters in order not to limit the flexibility of rearranging courses across modules.

4. Registration for Examinations

The registration for examinations for courses and lectures takes place according to the rules of the relevant subject (philosophy, neuroinformatics, etc.). It is handled by each lecturer individually and can be clarified at the beginning of each class. Please notice that there are specific rules for all courses in psychology; they are also relevant for the Master Thesis: After failing an exam by the first try, the Psychology Department automatically registers students for the second try. It is not possible to un-register. Not attending an exam for which a student is registered results in failure, if no medical certificate is provided. Students

are responsible to inquire about, and to comply with, the applicable terms of examination registration. Only three attempts to pass an exam are allowed. Failure to pass an exam by the third try results in disenrollment and precludes students from studying in a cognitive science program Germany-wide. This rule applies also to essays, oral exams, for courses in psychology and for the Master Thesis.

5. Participation in Talks and Workshops

Participation in talks and workshops is an important part of the program. It serves the goal of fostering qualitative interdisciplinary education and establishing connections with international researchers. Students participate in seven talks during their first full year, and in three talks during their third semester. No participation in talks is expected from students in their fourth semester. One workshop or conference is equivalent to two talks. Participation in summer or spring schools is equivalent to three talks.

6. Confirmation of Module Completion

The Module Completion Form constitutes the basis for the registration of the Master Thesis and for the provision of the final Transcript of Records. At the end of the second semester a consultation with the program administration is required for the purpose of planning the courses to be taken in the third semester. In accordance with the standard period of study, students are required to achieve 60 CP in the first two semesters of the program. In the fourth semester of the program the confirmation of the Module Completion Form shall be submitted to the secretary of the program. The Module Completion Form must confirm the acquisition of at least 90 CP, distributed along the respective modules in accordance with all requirements concerning the minimum amount of CP per module. The Module Completion Form shall be finalized and submitted to the Examination Office of the Faculty of Psychology at least four weeks before submitting the Master Thesis.

7. Master Thesis Proposal

The Master Thesis Proposal is organised as a single module. The Master Thesis Proposal has the status of a course formally subordinated to the director of the program who specifies the deadline for the Master Thesis Proposal submission and informs the students accordingly. The structure and content of the proposal are to be aligned with the responsible supervisor taking into account the following overall composition: cover page, 6-8 content pages, 2 pages for a short time line, and literature. All further details and requirements are subject to agreements with the first supervisor. The Master Thesis Proposal shall be sent by email to the first and second supervisor and also to the secretary of the program.

The Master Thesis Proposal is evaluated by the first supervisor. The first supervisor sends his/her informal evaluation with a grade substantiation to the second supervisor and the secretary of the program. The deadline for the evaluation of the Master Thesis Proposals is specified by the director of the program. The deadline may be extended up to two weeks by the first supervisor without any further notice. Longer extensions are subject to approval by the director of the program and the program office (or the respective secretary). The

evaluation of the supervisor is the basis for entering the grade. Further details, deadlines, and criteria for the evaluation are specified in the respective notice sent to all students by the program administration.

8.   Master Thesis

The Master Thesis in the Cognitive Science Program is a written exam which completes the scientific education. The candidate has the right to propose a topic and two supervisors. Supervisors who have been authorized by the Examination Office can set the topic and supervise the thesis. The topic is finally set by the Chair of the Examination Office. The format of the Master Thesis (e.g. title page, margins, line space, type of binding) shall be discussed with the supervisors and, if in doubt, consulted with the Examination Office of the Faculty of Psychology. A formal application for the Master Thesis shall be submitted to the Examination Office with a copy to the secretary of the program. The candidate has six months to complete the thesis. The topic can be changed only once and only in the first month of this period. In individual cases the Examination Office can prolong the period by four weeks. In order to do so, a reasoned submission by the candidate is obligatory.

The Master Thesis amounts to a workload of 30 CP. By submitting the Master Thesis, the candidate has to affirm in written form that thesis has been completed independently, that all sources and means have been stated, and that all quotations have been marked as such. The Master Thesis has to be submitted to the Examination Office in due time (three hard copies and an electronic version). If the thesis is not submitted before the final deadline, the thesis is failed. The Master Thesis is graded by two examiners. The final grade is the arithmetic mean of the two grades. If there is a deviation of more than two whole grades, a third referee is consulted. If the final grade of the Master Thesis is worse than 4 it can be repeated only once. The assessment process should not extend two months. The final certificate is provided in German and English, at the latest four weeks after the announcement of the result.