

Heidelberg University Examination Rules and Regulations for the Master's degree programme in Transcultural Studies

dated 6 July 2016

The senate of Heidelberg University determined the following Examination Rules and Regulations for the Master's degree programme in Transcultural Studies on 21 July 2015 on the basis of § 32 of the State Law of Baden-Württemberg on Higher Education (Landeshochschulgesetz, LHG), modified by the third Act on the Amendment of Higher Education Law (Drittes Hochschulrechtsänderungsgesetz, 3. HRÄG) of 1 April 2014 (GBl. of 8 April 2014, p. 99).

Approved by the President on 06 July 2016.

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Appendix 1:

Curriculum for the Master's degree programme in Transcultural Studies as a major subject (120 CP)

Please note that this is a convenience translation. Only the original version in German has legal validity.

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Section I: General provisions

§ 1 Purpose of the academic programme and examinations

- (1) The Master's degree programme in Transcultural Studies at Heidelberg University is of an interdisciplinary and transregional nature. The approach taken in the Master's degree programme is that cultures are not ethnically isolated, linguistically homogeneous or geographically demarcated, but rather, that they are characterised by processes of transformation and synthesis, arising from extensive contact and interaction between cultures. Mobility and cultural affiliations had a considerable influence on cultures long before the development of global capitalism and modern communication technologies.

There is therefore a focus in the Master's degree programme in Transcultural Studies on transcultural processes in the past and present, and on the associated institutional and individual strategies of negotiation adopted in the relevant regional and historical contexts. These are manifested in various media, including in written, visual and audio formats.

In the Master's degree programme in Transcultural Studies students extend their existing knowledge which may be limited to specific regions and disciplines, by focusing on transdisciplinary methods and theories. Students are therefore provided with an integrated, interdisciplinary and international degree programme which qualifies them to carry out independent academic work and enables them to implement specialist knowledge from the field of cultural studies in critical assessment of information.

- (2) The purpose of the Master of Arts examination is to assess whether students have an overview of the interconnections within their subject, have the ability to apply in-depth academic methods and knowledge, and are able work independently following established academic principles.
- (3) Admission to the academic programme is subject to separate admissions regulations.

§ 2 Master's degree

Upon successful completion of the Master's examination, Heidelberg University will confer the academic degree of "Master of Arts" (abbreviated to M.A.).

§ 3 Standard period of study, programme structure and range of courses offered

- (1) The standard period of study for the Master's degree programme is four semesters, including time for completion of the Master's thesis.
- (2) Lectures and courses in the Master's degree programme run for three semesters. The Master's thesis is to be completed within the fourth semester. Successful completion of the Master's degree programme requires a total of 120 credits (CP/ECTS) in both compulsory and elective courses.
- (3) Although not compulsory, students are advised to spend their third semester at a university or comparable institution abroad, where the study programme focusses on the same areas as the Master's degree programme in Transcultural Studies. Students should preferably attend institutions which have concluded relevant agreements with the Joint Committee for Transcultural Studies (Gemeinsames Komitee für Transkul-

turelle Studien – GKTS) or at which agreements have been made pertaining to the subjects included in the degree programme. Students also have the option of making their own proposal, which must be agreed to by the examinations board. § 7 applies accordingly.

- (4) The Master's programme is a modular programme. Of the 120 credits, 86 credits are allocated for subject-specific lectures and courses, 30 credits are allocated for the Master's thesis module and 4 credits are allocated for the oral examination module.
- (5) A high level of language proficiency in English, as well as a good level of proficiency in a further two languages is required for admission to the Master's degree programme in Transcultural Studies. Exceptions may be made for students holding a university entrance qualification obtained abroad; any such decision will be made by the examinations board.
- (6) Exact details pertaining to language proficiency requirements are provided in the admission regulations.
- (7) Generally, the language of instruction and examination is English. Lectures and courses and examination components may be completed entirely or partially in German and, in exceptional cases, in another modern foreign language.

§ 3a International version of the degree programme

- (1) The Master's degree programme in Transcultural Studies can also be studied as a major subject in the international version of the degree programme, with an obligatory period spent studying abroad at a partner university.
- (2) The international version of the Master's degree programme in Transcultural Studies is a joint degree programme offered by Heidelberg University together with a partner university.
- (3) Two of the four semesters which make up the standard period of study are to be completed at Heidelberg University. The university at which the student enrolls in the first semester, is considered to be the student's home university. Fees are payable only to the home university.
- (4) Examination components completed during the course of study are subject to the examination rules and regulations of the university at which they are completed. The final Master's examination is organised by the home university and the rules and regulations of this university apply. The oral examination takes place at the university at which the candidate spends the third or fourth semester, according to the curriculum.
- (5) Study and examination components completed at the relevant partner university shall be fully recognised.
- (6) Before transferring to the partner university, students must fulfil the language proficiency requirements for the Master's degree programme in Transcultural Studies (see the separate admission requirements). Students must also illustrate basic proficiency in the relevant official language spoken at the partner university (level A1 in the Common European Framework of Reference for Languages).

- (7) Upon successful completion of the Master's examination, Heidelberg University shall confer the academic degree of "Master of Arts" (abbreviated to M.A.) for the joint degree programme completed at Heidelberg University and the relevant partner university.
- (8) Modules and courses are detailed in Appendix 3.
- (9) The rules and regulations pertaining to the international version of the Master's degree programme in Transcultural Studies apply to partnerships with Kyoto University. They may, however, also be applied to partnerships with further universities, with which relevant agreements are concluded.

§ 4 Modules, credits and transcript of records

- (1) A module is a teaching unit, self-contained in terms of both time and content and comprised of various lectures and courses. It not only comprises the lectures and courses attended, but also the components necessary for a passing grade in the module.
- (2) Both the oral examination, as well as the Master's thesis, including the colloquium, constitute individual modules.
- (3) A distinction is made between
 - Compulsory modules: must be completed by all students
 - Compulsory elective modules: students may select modules from a limited subject area
 - Optional modules: students have a free choice of modules.
- (4) All components within a module must be graded as "sufficient" (4.0) or better (=sub-module grades) for the complete module to be passed.
- (5) Credits are given for successfully completed modules, including their individual components. One credit (CP) corresponds to a student workload of 30 hours.
- (6) Upon the informal request of the student, a transcript of records will be issued. This transcript lists all module and sub-module examinations that students have passed, and the corresponding credits and grades.

§ 5 Examinations board

- (1) The examinations board of the Joint Committee for Transcultural Studies (Gemeinsames Komitee für Transkulturelle Studien – GKTS) is responsible for the organisation of examinations and for the tasks prescribed in these Examination Rules and Regulations. It consists of two professors, a representative from the body of research associates and one student representative as an advisory member. Following suggestions made by the GKTS, the chairperson and the deputy chairperson, as well as the other members of the examinations board are appointed by the Faculty of Philosophy for a period of two years. The student representative is appointed for one year. The chairperson and the deputy chairperson must be professors.
- (2) The examinations board ensures that the examination rules and regulations are upheld and provides recommendations for further improving the curriculum and the examination rules and regulations. It appoints the examiners and observers. The exam-

inations board may assign the task of appointing examiners and observers to the chairperson or to a designated member of the institute's staff. The board may be called upon for all questions regarding examinations.

- (3) The chairperson manages the business of the examinations board, prepares and chairs meetings and, in the event of a tie vote, has the deciding vote.
- (4) The examinations board may confer further responsibility to its chairperson or to another designated member of the institute's staff, provided this does not violate applicable law. Such a decision may be revoked at any time. The examinations board must be informed on a regular basis about the execution of these tasks.
- (5) Members of the examinations board have the right to attend examinations.
- (6) Members of the examinations board, examiners and observers are obliged to maintain professional confidentiality. Members who are not civil servants are sworn to secrecy by the chairperson.
- (7) The candidate must be informed of negative decisions of the examinations board immediately and in writing; the reasons for the decision must be stipulated and information on the procedure for appeal must be provided.

§ 6 Examiners and observers

- (1) In general, examinations which are not completed during the course of study may only be carried out by professors, associate professors, or research associates who have been granted the right to examine due to longstanding teaching experience. Heads of junior research groups, research associates, adjunct lecturers and lecturers with special responsibilities may only be appointed to conduct examinations under exceptional circumstances; when there are not enough qualified faculty members available to conduct examinations.
- (2) Examination components completed during the course of study are usually conducted by the teacher of the respective course.
- (3) The candidate is permitted to propose an examiner for the Master's thesis. This does not, however, constitute legal entitlement to be examined by a particular examiner.
- (4) The chairperson of the examinations board ensures that the candidate is given sufficient advance notice of examiners' names.

§ 7 Recognition of course credits, examination results and academic degrees

- (1) Course credits and examination results as well as academic degrees that were obtained through a degree programme at another state or state-recognised higher education institution or college of cooperative education (Berufsakademie) in the Federal Republic of Germany, or through degree programmes at state or state-recognised higher education institutions abroad, will be recognised as long as the skills acquired do not differ significantly from those required for the courses and examinations or the degrees that are replaced. This recognition is required in order to continue an academic programme, take examinations, enrol in a further academic programme or be

admitted to a doctoral programme. The validity of § 15, paragraphs 3 and 4 LBG (State Public Service Law) remains unaffected.

- (2) Courses completed at recognised distance-learning institutions will be considered equivalent to those in a corresponding traditional degree programme with regard to determining the duration of study.
- (3) It is the applicant's responsibility to provide all information necessary for achievements to be recognised. It is the responsibility of the office which carries out the recognition procedure to prove that an application does not fulfil the requirements.
- (4) If agreements existing between the Federal Republic of Germany and other states concerning the equivalence of university degree programmes (Equivalency Agreements) diverge from paragraph 1 and § 29, paragraph 2, sentence 5 of the LHG (State Law of Baden-Württemberg on Higher Education), and thereby favour students from other states, the rules and regulations in the Equivalency Agreement shall take precedence.
- (5) Examination results are to be graded on the basis of a credit system that allows credits from equivalent or similar degree programmes to be recognised; this also applies to universities of cooperative education, provided that equivalence is established.
- (6) Knowledge and skills acquired outside of the higher education system are to be recognised for a degree programme at a higher education institution if
 1. the requirements for university admission are fulfilled at the time of recognition,
 2. the knowledge and skills to be recognised for the university degree programme are equivalent in both content and level to the course credits and examinations which they are to replace, and
 3. the criteria for recognition have been verified in an accreditation.Knowledge and skills gained outside of the higher education system may not replace more than 50% of those gained in a university degree programme. If documentation of individual examinations that would provide evidence of specific knowledge and skills cannot be provided, the examinations board may request the completion of a placement test.
- (7) Credits may be awarded for study and examination components completed in the context of refresher courses (Kontaktstudien). When recognising credits from refresher courses for a university degree programme, paragraphs 2 and 5, as well as paragraph 6, clause 1, no. 1 apply accordingly. When recognising knowledge and skills gained outside a university degree programme for refresher courses, paragraph 6 applies accordingly.

§ 8 Unexcused absence, withdrawal, exceeding of deadlines and deception

- (1) An examination is graded as "failed" (5.0) if a candidate fails to appear without being able to state a valid reason for their absence, or if they withdraw from the examination after it has started. The same applies if a written examination is not completed within the specified timeframe, unless the candidate is not responsible for exceeding the time limit.
- (2) Reasons for withdrawal or absence in accordance with paragraph 1, must be plausible and must be immediately submitted to the examinations board in writing. If the candidate, or a child for whom the candidate is generally the sole caregiver, is ill, a

medical certificate must be provided. In the event of doubt, a medical certificate from a designated physician may be required. If the reasons stated are accepted, a new examination date will be scheduled. In this case, existing examination results are to be taken into account.

- (3) When deciding whether the candidate is responsible for exceeding a deadline for registering or taking an examination, the examinations board must respect the provisions stated in the Maternity Protection Act and the legal regulations concerning parental leave, and allow candidates to make appropriate use of these provisions. The same applies for students with disabilities or chronic illnesses, or for students with dependent relatives, in accordance with § 7 paragraph 3 of the Home Care Leave Act (Pflegezeitgesetz).
- (4) If the candidate tries to influence the examination results through deception or by using unauthorised aids, the examination will be graded as "failed" (5.0). If a candidate disrupts the proper course of the examination, he or she may be excluded by the examiner or examination supervisor from taking further part in the examination, in which case the examination will be graded as "failed" (5.0). In severe cases, the examinations board may exclude the candidate from all further examinations.
- (5) With regard to paragraph 4, clauses 1 and 2, the candidate may request that the decision be validated by the examinations board within a period of 7 days. The candidate must be informed of negative decisions immediately and in writing; the reasons for the decision must be stipulated and information on the procedure for appeal must be provided.

§ 9 Types of examination components completed during the course of study

- (1) Examination components completed during the course of study are:
 1. the oral examination components
 2. the written examination components (electronically where applicable).
 3. other types of examination component, i.e. multimedia documents (scientific films etc.)
- (2) If candidates provide a medical certificate that plausibly proves that they are not able to take examinations in the form prescribed, whether completely or partially, due to permanent or chronic health problems, the examinations board may allow them to take an equivalent examination. The same applies to examination prerequisites.

§ 10 Oral examination components completed during the course of study

In the oral examination components, candidates should prove that they recognise interrelationships within the subject matter examined and that they are able to relate specific problems to these interrelationships. An additional purpose of oral examination components, is to assess whether the candidate has acquired adequate basic knowledge of the content of the degree programme. An oral examination taken during the course of study is to last 30 minutes.

§ 11 Written examination components completed during the course of study

- (1) In written examination components completed during the course of study, candidates should prove that they are able to recognise problems relating to their subject, and find solutions for these within a limited time and using subject-specific methods.
- (2) A written examination lasts between 60 and 120 minutes.
- (3) If a written examination component takes the form of a term paper, candidates must assure that they are the author of their work and have used no sources or aids other than those indicated.
- (4) The evaluation period for written examinations should not exceed four weeks.

§ 12 IT-based study and examination components

IT-based study units and examination components are a standard part of the Master's degree programme in Transcultural Studies.

§ 13 Assessment of examination components

- (1) Grades for the individual examination components are determined by the respective examiners. The following grades must be used for assessment of examinations:

1 = very good = an outstanding performance;

2 = good = a performance which lies substantially above average requirements;

3 = satisfactory = a performance which corresponds to average requirements;

4 = sufficient = a performance which, despite deficiencies, still meets the requirements,

5 = failed = a performance which, due to considerable deficiencies, does not meet the requirements.

For more detailed assessment of examination results, grades may be further differentiated by increasing or decreasing the individual grades by 0.3; however, the grade 0.7 and incremental grades above 4.0 may not be used.

- (2) The final module grade is calculated on the basis of the unrounded values of module examination components corresponding to the number of credits. If a final examination is to be completed within a module, the grade from this final module examination constitutes the grade for this module.
- (3) Final module grades and the overall Master's examination grade are:

average of up to and including 1.5	very good
average of between 1.6 and up to/including 2.5	good
average of between 2.6 and up to/including 3.5	satisfactory
average of between 3.6 and up to / including 4.0	sufficient
- (4) When calculating final module grades and the overall grade for the Master's examination, only the first decimal after the point is taken into account, without rounding. The overall grade for the Master's examination is calculated in accordance with § 19, paragraph 2.

- (5) In addition to the final grade calculated according to the German system, students who have passed the examination components will also be awarded a relative grade according to the following scale:
- A for the top 10 %
 - B the following 25 %
 - C the following 30 %
 - D the following 25 %
 - E the following 10 %
- The grades achieved by at least two previously graduating year groups may also be taken into account when calculating the relative grades for the current graduating year group, depending on the size of the graduating cohort. For degree grades, the ECTS grade must be included. For individual modules, the ECTS grade may be listed when possible and necessary.

Section II: Master's examination

§ 14 Master's examination admission requirements

- (1) Admission to a Master's examination will be granted only to those who:
1. are enrolled at Heidelberg University in the Master's degree programme in Transcultural Studies,
 2. have not lost their entitlement to take the final examinations in the Master's degree programme in Transcultural Studies.
- (2) Certificates to prove the following must be presented for admission to the final oral Master's examination
- successful completion of the lectures and courses, which, according to Appendix 1, are part of the modules to be completed within the first two academic semesters ("Introduction to Transcultural Studies", "Skills for Transcultural Studies", "Focus 1", "Focus 2"), totalling 58 credits.
- (3) For admission to the Master's thesis, certificates to prove the following must also be presented:
1. successful completion of the lectures and courses set forth in Appendix 1, totalling the number of credits stated in § 3,
 2. the registration for the final oral examination.

§ 15 Admission procedure

- (1) The application for admission to the Master's thesis must be made in writing, addressed to the chairperson of the examinations board. The application must include the following documents:
1. proof of fulfilment of the admission requirements as stated in § 14, paragraph 1,
 2. a statement as to whether the candidate has already failed a Master's examination in a Master's degree programme in Transcultural Studies, or whether they are currently involved in an examination procedure in such a degree programme.
- (2) If the candidate is unable to provide such evidence, the examinations board may accept other documents as proof.

- (3) The application is the basis for the examinations board's decision as to whether the candidate may be admitted to the examination. Rejections must be substantiated and notified in writing along with instructions for appeal.
- (4) The application for admission to the examination may only be rejected if:
1. the requirements outlined in § 14 paragraph 1 are not fulfilled, or
 2. the documents set forth in paragraph 1 are not complete, and have not been completed upon request, or
 3. the candidate has failed their final attempt at the Master's examination in a degree programme in Transcultural Studies, or has lost their entitlement to take the final examination, or
 4. the candidate is currently involved in an examination procedure in such a degree programme.

§ 16 Scope and nature of the Master's examination

- (1) The Master's examination consists of:
1. the successful completion of the courses and modules set forth in Appendix 1 and
 2. the successful completion of the oral examination module
 3. the successful participation in the colloquium as part of the Master's thesis module
 4. the Master's thesis.
- (2) The examinations referred to in paragraph 1, no. 1 are taken as an integrated part of the respective lectures or courses. They may be in written or oral form. The lecturer responsible for a lecture or course determines the nature and duration of the integrated examination components and provides this information before the beginning of the lecture or course.
- (3) § 9 paragraph 2 applies accordingly.

§ 17 Oral examination module

In the oral examination, the student should illustrate knowledge acquired during the Master's degree programme by taking an interdisciplinary approach and by applying various methods and theories from the field of transcultural studies in discussion of three concrete topics. The examination shall be conducted by the supervisor of the candidate's Master's thesis and an observer. The examination lasts 30 minutes.

§ 18 Master's thesis examination module

- (1) The Master's thesis examination module consists of a colloquium during the fourth semester and completion of the Master's thesis.
- (2) The colloquium takes place while students are completing their Master's thesis and gives them the opportunity to present parts of their work and to discuss critical questions which may arise during the completion process.
- (3) The Master's thesis should illustrate that the candidate is able to work independently, within a given period of time and using academic methods, to address a problem from the field of transcultural studies.

- (4) In accordance with § 6, paragraph 1, clause 1, the Master's thesis may be assigned and supervised by any authorised examiner. Assignment and supervision by an authorised examiner from another subject area at Heidelberg University requires the prior consent of the examinations board. With the prior consent of the examinations board, the Master's thesis may be completed at an institution outside Heidelberg university; provided that it is supervised by an examiner authorised in accordance with clause 1.
- (5) The topic of the Master's thesis is determined by the supervisor. The candidate is permitted to propose topics; however, this does not constitute a legal entitlement to a particular topic. The topic is assigned by the chair of the examinations board. The date of assignment must be recorded.
- (6) In accordance with § 14, paragraphs 1 and 3, the candidate must begin work on the Master's thesis no later than two weeks after the successful completion of the last examination component completed during the course of study, or must have by that time submitted an application to the chairperson of the examinations board for the assignment of a topic. In accordance with § 14 paragraph 3 no. 2, students must also be registered for the final oral examination at this point. If the deadline is not met, the Master's thesis will be graded as "failed" (5.0), unless the candidate is not at fault for the deadline being exceeded.
- (7) The deadline for submission of the thesis is five months following assignment of the topic. In exceptional cases, the examinations board, having consulted the supervisor, may extend this deadline by up to two months. If the deadline for completion is not met, the Master's thesis will be graded as "failed" (5.0) unless the candidate is not at fault for exceeding the deadline.
- (8) The topic, task and scope of the Master's thesis must be limited in such a way that the candidate should be able to complete the thesis within the given time frame. The topic may only be rejected once, and only within the first month after the date of assignment.
- (9) The Master's thesis is generally to be written in English or German. Upon approval from the examinations board, the thesis may also be written in other languages.

§ 19 Submission and assessment of Master's thesis

- (1) Three copies of the Master's thesis must be submitted to the examinations board before the established deadline; an additional digital copy must also be submitted, formatted as a fully printable, storable and searchable PDF file. The date of submission must be recorded. The thesis must contain a summary.
- (2) When submitting a Master's thesis, candidates must certify in writing that they are the authors of their work and have used no sources or aids other than those indicated.
- (3) The Master's thesis is assessed by two examiners, one of whom must be a professor. One of the examiners should be the supervisor of the thesis. The second examiner is designated by the examinations board. The candidate is permitted to make a proposal; however, this does not constitute legal entitlement to be examined by a particular examiner. The assessment period should not exceed six weeks.

- (4) The grade is calculated as the average of the two assessments; § 13 applies accordingly. If the two assessments differ by more than one grade, the examinations board will determine the grade for the Master's examination after consulting both examiners. In such cases, a third examiner may be consulted.
- (5) Provided that the candidate has provided a statement of consent, the Master's thesis may be shared with third parties or made available in the library of the institute.

§ 20 Passing the Master's examination, overall grade

- (1) The Master's examination is passed when all examination components set forth in § 16, paragraph 1 have been graded as "sufficient" (4.0) or better.
- (2) When calculating the overall grade for the Master's examination in accordance with § 13 paragraph 3, the numerical values of all module grades shall be considered without rounding according to § 13 paragraph 3, and shall be weighted according to their respective number of credits.

§ 21 Retaking an examination component, deadlines

- (1) If examination components are not passed, or are considered not to have been passed, they may be retaken once. This includes failed examinations taken at other universities. A second retake is only permitted under exceptional circumstances and only for a maximum of two examinations components completed during the course of study. Approval must be granted by the examinations board. A second retake of the Master's thesis is not permitted.
- (2) It is not permitted to retake an examination component which has been graded as passed.
- (3) Failed examinations must be retaken no later than during the following semester. If candidates fail to meet this deadline, they will lose entitlement to take this examination, unless they are not responsible for the deadline being exceeded.
- (4) If a compulsory module examination is failed on the final attempt, the candidate will be excluded from the academic programme. Failure of compulsory elective modules and elective modules may be offset by the successful completion of a different module.

§ 22 Master's diploma and certificate

- (1) Once the Master's examination is passed, and assessment complete, a Master's diploma will be issued within four weeks. This will list all individual modules with their respective grades (grade in accordance with § 13, paragraph 3 and a numerical value) and the relevant number of credits, the topic and grade for the Master's thesis, and the overall grade for the Master's examination. The diploma bears the date of completion of the last examination component and must be signed by the chairperson of the examinations board.
- (2) A "Diploma Supplement" in German and English is also provided, containing additional information about the course content and period of study. The content complies with the "European Diploma Supplement Model".

- (3) A bilingual Master's certificate in German and English is issued with the diploma, bearing the same date as the diploma. It certifies the award of the academic degree "Master of Arts". The degree certificate will be signed by the chairperson of the examinations board and will bear the faculty seal.
- (4) If the Master's examination is failed on the final attempt or is considered not to have been passed, the chairperson will issue a written notification, providing information on the procedure for appeal. Upon request and on presentation of supporting documents and the certificate of exmatriculation, a certificate will be issued that lists any completed examination components and their respective grades, as well as the examination components still required to pass the Master's examination. The certificate indicates that the Master's examination has not been passed.

Section III: Final provisions

§ 23 Invalidity of examinations

- (1) If a candidate has cheated on an examination component and this is not discovered until after the diploma has been issued, the examinations board maintains the right to alter the grade awarded for all examination components concerned, and declare the examination partially or completely failed.
- (2) If the requirements for admission to the examination were not fulfilled, but without any intent on the candidate's part to cheat, and this is not discovered until after the diploma has been issued, the passed examination will be considered as compensation for this shortcoming. If the candidate intentionally gained admission to the examination through deceit, the examinations board will make a decision on the matter.
- (3) Before a decision is made, the candidate will be given the opportunity to provide an explanation.
- (4) Fraudulent examination diplomas will be confiscated and, if necessary, a new diploma will be issued. If the examination has been graded as "failed" due to cheating or deceit, the Master's certificate will be confiscated along with the fraudulent examination diploma. In accordance with paragraph 1 and paragraph 2 clause 2, a decision may not be made more than five years after the date indicated on the examination diploma.

§ 24 Access to examination documents

After the examination procedure has been completed, the candidate has the right to request access to examination documents within a reasonable period of time. Requests must be made in writing and within a period of up to one year after completion of the examination process. The chairperson of the examinations board will decide when and where such access will be given.

§ 25 Coming into force

- (1) These Examination Rules and Regulations become effective on the first day of the month following their publication in the Bulletin of the President (Mitteilungsblatt des Rektors). At this point they supersede the Heidelberg University Examination Rules

and Regulations for the Master's degree programme in Transcultural Studies dated 24 February 2011 (Bulletin of the President dated 14 March 2011, p. 121), last amended on 29 July 2015 (Bulletin of the President dated 28 August 2015, p. 1159).

- (2) The previous Examination Rules and Regulations continue to apply for a period of four semesters for students who are already enrolled in the Master's degree programme in Transcultural Studies at Heidelberg University at the point at which these Examination Rules and Regulations come into force. Upon request, students can transfer to the new Examination Rules and Regulations.

Appendix 1**Curriculum for the Master's degree programme in Transcultural Studies as a major subject (120 CP)**

Sem. = Semester

CP = Credit points

CM = Compulsory module

CEM = Compulsory elective module

EM = Elective module

WCH= Weekly contact hours

CT = Contact time, preparation and review

OEC = Oral examination components

WEC = Written examination components

KBR = Specialisation in "Knowledge, Belief and Religion"

SEG = Specialisation in "Society, Economy and Governance"

VMC = Specialisation in "Visual, Media and Material Culture"

n/s = not specified

n/a = not applicable

The indications provided for each semester are to be understood as recommendations.

The total number of credits to be gained within a module, or as part of a freely elected module, is given in brackets ().

Module "Introduction to Transcultural Studies" (CM, 14 CP)

Sem.	Course	CP	WCH	Requirements
1	Lecture "Introduction to Transcultural Studies"	4	2	CT (2 CP) WEC (2 CP)
1	Tutorial "Introduction to Transcultural Studies" (ungraded)	1	2	CT (1 CP)
1	Tutorial "Research Skills" (ungraded)	1	2	CT (1 CP)
1	Introductory Seminar in Transcultural Studies	8	2	CT (2 CP) OEC (2 CP) WEC (4 CP)

Module "Skills for Transcultural Studies" (CM, 12 CP)

Sem.	Course	CP	WCH	Requirements
1 – 2	Language and methodology courses completed as part of the degree programme or, in agreement with the focus advisor, as part of a partner programme.	(12)	n/s	CP, WCH and examination components depend on the requirements of the courses completed.

Module "Focus 1 - Foundations" (CM, 16 CP)

Sem.	Courses	CP	WCH	Requirements
1 – 2	Seminar in area of specialisation (KBR / SEG / VMC)	8	2	CT (2 CP) OEC (2 CP) WEC (4 CP)
1 – 2	Seminar in area of specialisation (KBR / SEG / VMC)	8	2	CT (2 CP) OEC (2 CP) WEC (4 CP)
OR				
1 – 2	Seminar in area of specialisation (KBR / SEG / VMC)	8	2	CT (2 CP) OEC (2 CP) WEC (4 CP)
1 – 2	Reduced seminar in area of specialisation (KBR / SEG / VMC)	4	2	CT (2 CP) WEC (2 CP)

Please note that this is a convenience translation. Only the original version in German has legal validity.

1 – 2	Reduced seminar in area of specialisation (KBR / SEG / VMC)	4	2	CT (2 CP) WEC (2 CP)
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Module “Focus 2 - Advanced Studies” (CM, 16 CP)

Sem.	Course	CP	WCH	Requirements
2	Seminar in area of specialisation (KBR / SEG / VMC)	8	2	CT (2 CP) OEC (2 CP) WEC (4 CP)
2	Seminar in area of specialisation (KBR / SEG / VMC)	8	2	CT (2 CP) OEC (2 CP) WEC (4 CP)

Module “Mobility and Research 1” (CM, 16 CP)

Sem.	Course	CP	WCH	Requirements
3	Seminar in area of specialisation (KBR / SEG / VMC)	8	2	CT (2 CP) OEC (2 CP) WEC (4 CP)
3	Seminar in area of specialisation (KBR / SEG / VMC) OR Seminar(s) in a Master's degree programme at a partner institution of Heidelberg University	8 (8)	2	CT (2 CP) OEC (2 CP) WEC (4 CP) CP, WCH and examination components depend on the requirements of individual seminars. A total of at least two term papers are to be written as part of a module.
OR				
3	Courses in a Master's degree programme at a partner university abroad (study exchange)	(16)	n/s	CP, WCH and examination components depend on the requirements of individual seminars. A total of at least two term papers are to be written as part of a module.
OR				
3	Research placement under the supervision of one of the two reviewers of the Master's thesis	16	n/s	CP are calculated on the basis of CT, according to the number of transferable hours of work completed during the research placement, and WEC, awarded for a graded written research report. The grade for the research report constitutes a module grade.

Module “Mobility and Research 2” (CM, 12 CP)

Sem.	Course	CP	WCH	Requirements
3	Courses in the degree programme or in a Master's degree programme at a partner institution of Heidelberg University	(12)	n/s	CP, WCH and examination components depend on the requirements of individual courses.
OR				
3	Courses in a Master's degree programme at a partner university abroad (study exchange)	(12)	n/s	CP, WCH and examination components depend on the requirements of individual courses.
OR				
3	Research placement under the supervision of one of the two reviewers of the Master's thesis	12	n/s	CP are calculated on the basis of CT, according to the number of transferable hours of work completed during the research placement, and WEC, awarded for a graded written research

				report. The grade for the research report constitutes a module grade.
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Module “Final Oral Examination” (CM, 4 CP)

Sem.	Course	CP	WCH	Requirements
3 / 4	Final oral examination	4	n/s	OEC (4 CP)

Module “Master’s thesis” (CM, 30 CP)

Sem.	Course	CP	WCH	Requirements
4	Research Colloquium	2	2	CT (1 CP) OEC (1 CP)
4	Master’s thesis	28	n/s	WEC totalling approximately 25,000 words (28 CP)

Appendix 2**Curriculum for the Master’s degree programme in Transcultural Studies as a minor subject (20 CP)**

Sem. = Semester

CP = Credit points

CM = Compulsory module

CEM = Compulsory elective module

EM = Elective module

WCH= Weekly contact hours

CT = Contact time, preparation and review

OEC = Oral examination components

WEC = Written examination components

KBR = Specialisation in “Knowledge, Belief and Religion”

SEG = Specialisation in “Society, Economy and Governance”

VMC = Specialisation in “Visual, Media and Material Culture”

n/s = not specified

n/a = not applicable

Module “Introduction to Transcultural Studies” (CM, 12 CP)

Sem.	Course	CP	WCH	Requirements
1	Lecture “Introduction to Transcultural Studies”	4	2	CT (2 CP) WEC (2 CP)
1	Introductory Seminar in Transcultural Studies	8	2	CT (2 CP) OEC (2 CP) WEC (4 CP)

Module “Focus 1 – Foundations” (CM, 8 CP)

Sem.	Courses	CP	WCH	Requirements
1 – 2	Seminar in one of the areas of specialisation (KBR / SEG / VMC)	8	2	CT (2 CP) OEC (2 CP) WEC (4 CP)

Appendix 3**International version of the degree programme****Appendix 3: Lectures and courses, modules, curriculum for the international version of the degree programme (§ 3a)**

Please note that this is a convenience translation. Only the original version in German has legal validity.

3.1. Lectures and courses, modules, curriculum for students of Heidelberg University

Joint Degree	M.A. Transcultural Studies / M.A. Transcultural Studies
Requirements at the time of application	First academic year of the M.A. Transcultural Studies
Language proficiencies required at the time of application	According to the Admission Requirements for the M.A. Transcultural Studies
Requirements at the time of departure	Minimum language proficiency of level A1 in the official language spoken at the partner institution (see § 3a, paragraph 6)
Duration	2 semester
Timing of the period spend abroad	Second academic year (third and fourth academic semester)

Model curriculum

The total number of credits to be gained within a module, or as part of a freely elected module, is given in brackets ().

Acad. year/ place	Module	Sem.	Course	CP	WCH	Requirements	
First academic year / Heidelberg University	"Introduction to Transcultural Studies" (CM, 14 CP)	1	Lecture "Introduction to Transcultural Studies"	4	2	CT (2 CP) WEC (2 CP)	
		1	Tutorial "Introduction to Transcultural Studies" (un-graded)	1	2	CT (1 CP)	
		1	Tutorial "Research Skills" (un-graded)	1	2	CT (1 CP)	
		1	Introductory Seminar in Transcultural Studies	8	2	CT (2 CP) OEC (2 CP) WEC (4 CP)	
	"Skills for Transcultural Studies" (CM, 12 CP)	1 – 2	Language and methodology courses completed as part of the degree programme or, in agreement with the departmental advisor, as part of a partner programme.	(12)	n/s	CP, WCH and examination components depend on the requirements of individual courses.	
	"Focus 1 – Foundations"	1 – 2	Seminar in area of specialisation (KBR / SEG / VMC)	8	2	CT (2 CP) OEC (2 CP) WEC (4 CP)	
		1 – 2	Seminar in area of specialisation (KBR / SEG / VMC)	8	2	CT (2 CP) OEC (2 CP) WEC (4 CP)	
		<i>or</i>					
		1 – 2	Seminar in area of specialisation (KBR / SEG / VMC)	8	2	CT (2 CP) OEC (2 CP) WEC (4 CP)	
		1 – 2	Reduced seminar in area of	4	2	CT (2 CP)	

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Second academic year / Kyoto University	"Focus 2 – Advanced Studies" (CM, 16 CP)		specialisation (KBR / SEG / VMC)			WEC (2 CP)	
		1 – 2	Reduced seminar in area of specialisation (KBR / SEG / VMC)	4	2	CT (2 CP) WEC (2 CP)	
		2	Seminar in area of specialisation (KBR / SEG / VMC)	8	2	CT (2 CP) OEC (2 CP) WEC (4 CP)	
		2	Seminar in area of specialisation (KBR / SEG / VMC)	8	2	CT (2 CP) OEC (2 CP) WEC (4 CP)	
		"Mobility and Research 1" (CM, 16 CP)	3	Courses in the degree programme of the partner university abroad	(16)	n/s	CP, WCH and examination components depend on the requirements of individual courses. At least two courses, however, must include WEC in the form of a term paper.
		"Mobility and Research 2" (CM, 12 CP)	3	Courses in the degree programme of the partner university abroad	(12)	n/s	CP, WCH and examination components depend on the requirements of individual courses.

	“Final oral examination”	3 / 4	Final oral examination	4	n/s	OEC (4 CP)
	“Master’s thesis” (CM, 30 CP)	4	Research colloquium	2	2	CT (1 CP) OEC (1 CP)
		4	Master’s thesis	28	n/s	WEC totalling approximately 25,000 words (28 CP)

3.2. Lectures and courses, modules, curriculum for students of Kyoto University

Joint Degree	M.A. Transcultural Studies / M.A. Transcultural Studies
Requirements at the time of application	First academic year of the M.A. Transcultural Studies
Language proficiencies required at the time of application	According to the Admission Requirements for the M.A. Transcultural Studies
Requirements at the time of departure	Minimum language proficiency of level A1 in the official language spoken at the partner institution (see § 3a, paragraph 6)
Duration	2 semester
Timing of the period spend abroad	Second semester of the first academic year and first semester of the second academic year

Model curriculum

The programme of study at Kyoto University is not organised in the form of modules. Courses are, however, presented as modules in the following in order to provide a better overview and to ensure that curricula within the joint degree are comparable. At Kyoto University credits are calculated according to contact hours (AT).

Acad. year/ place	Module	Sem.	Course	CP	AT:	Requirements
First semester / Kyoto University	"Introduction to Transcultural Studies" (CM, 6 CP)	1	Lecture "Introduction to Transcultural Studies"	2	90	WEC
		1	Tutorial "Introduction to Transcultural Studies" (un-graded)	2	90	AT:
		1	Introductory Seminar in Transcultural Studies	2	90	OEC (presentation), WEC (term paper)
	Part 1 (CM, 2/8 CP)	1	Language or methodology courses	(2)	n/s	CP, WCH and examination components depend on the requirements of individual courses.
	"Focus 1 – Foundations I" (CM, 2/4 CP)	1	Seminar in area of specialisation (KBR / SEG / VMC)	2	90	OEC (presentation), WEC (term paper)

2nd Semester - Heidelberg University	"Skills for Transcultural Studies", Part 1 (CM, 6/8 CP)	2	Language or methodology courses	(6)	n/s	CP, WCH and examination components depend on the requirements of individual courses.	
	"Foundations II" Focus 1 – (CM, 2/4 CP)	2	Seminar in area of specialisation (KBR / SEG / VMC)	2	90	OEC (presentation), WEC (term paper)	
		<i>or</i>					
		2	Reduced seminar in the area of specialisation (KBR / SEG / VMC)	1	90	WEC (term paper)	
	"Foundations I" Focus 2 – (CM, 4 CP)	2	Reduced seminar in the area of specialisation (KBR / SEG / VMC)	1	90	WEC (term paper)	
		2	Seminar in area of specialisation (KBR / SEG / VMC)	2	90	OEC (presentation), WEC (term paper)	
			Seminar in area of specialisation (KBR / SEG / VMC)	2	90	OEC (presentation), WEC (term paper)	
	"Mobility and Research 1"	3	Seminar in chosen area of specialisation (KBR / SEG / VMC)	2	90	OEC (presentation), WEC (term paper)	
		3	Seminar in chosen area of specialisation (KBR / SEG / VMC)	2	90	OEC (presentation), WEC (term paper)	
		<i>or</i>					

3rd Semester / Heidelberg University	(CM, 4 CP)	3	Research placement under the supervision of one of the two reviewers of the Master's thesis	4	n/s	CP are calculated on the basis of CT, according to the number of transferrable hours of work completed during the research placement, and WEC, awarded for a graded written research report.
	"Mobility and Research 2" (CM, 2 CP)	3	Seminar in chosen area of specialisation (KBR / SEG / VMC)	2	90	OEC (presentation), WEC (term paper)
		<i>or</i>				
		3	Research placement under the supervision of one of the two reviewers of the Master's thesis	2	n/s	CP are calculated on the basis of CT, according to the number of transferrable hours of work completed during the research placement, and WEC, awarded for a graded written research report.
4th Semester / Kyoto University	"Master's thesis" (CM, 2 CP)	4	Research colloquium (semi)	2	2	OEC (presentation of the Master's thesis)
		4	Master's thesis	28	n/s	WEC totalling approximately 25,000 words (28 CP)
	"Final oral examination" (CM)	4	Final oral examination	n/s	n/s	OEC (oral defence)

3.3. Grade conversion table

General grade conversion table (ECTS - Japan - Germany)			
	ECTS	JP	GE
Excellent	A	A+ (100-90)	1.0
			1.3
Pass with distinction	B	A (89-80)	1.7
			2.0
			2.3
Pass	C	B (79-70)	2.7
			3.0

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			3.3
	D	C (69-61)	3.7
			4.0
	E	C (60)	4.0
Fail	FX	F (59-0)	5.0

Table for the conversion of the final grade (ECTS - Japan - Germany)			
	ECTS	JP	GE
Excellent	A	A+	1.0 to 1.5 (= very good)
Pass with distinction	B	A	1.6 to 2.5 (= good)
Pass	C	B	2.6 to 3.5 (= satisfactory)
	D	C	3.6 to 4.0 (sufficient)
	E	C	4.0 (sufficient)
Fail	FX	F	5.0 (= failed)

Heidelberg, 6 July 2016

Professor Dr. Dr. h.c. Bernhard Eitel
President of Heidelberg University

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