Please note that this document is a non-binding convenience translation. Only the German version of the document entitled “Prüfungsordnung der Universität Heidelberg für die Masterstudiengänge Moderne Sprach- und Literaturwissenschaften der Neuphilologischen Fakultät – Allgemeiner Teil” of 6 July 2017 (published in the Rector's bulletin [Mitteilungsblatt des Rektors] dated 27 July 2017, p. 601 ff) has legal validity.

Heidelberg University Examination Rules and Regulations for the Master's Programmes in Modern Languages and Literature Studies at the Faculty of Modern Languages – General section –
dated 6 July 2017

On the basis of § 32 of the State Law of Baden-Württemberg on Higher Education (Landeshochschulgesetz, LHG), last amended by the law on equal opportunities for men and women in public service in Baden-Württemberg and the amendment to the LHG dated 23 February 2016 (GBl. dated 26 February 2016, p. 108), the Senate of Heidelberg University issued the following examination rules and regulations on 27 June 2017.

Approved by the Rector on 6 July 2017.

Preamble:
Any employment and occupational titles mentioned in these regulations refer to both women and men and may be used in the corresponding feminine form. This also applies to university degrees and academic titles.

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Section I: General provisions

§ 1 Purpose of the academic programme and examination

(1) The subjects of the Master's degree programmes in Modern Linguistics and Literature Studies are the languages and literature of the German, Anglophone, Romance and Slavic cultures as well as natural language processing, and processing cultural heritage materials in accordance with the principles of textual scholarship.

(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 to work independently following established academic principles.

(3) Admission to the academic programme is subject to separate admission 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, with the time period allocated for the final examination and Master's thesis included.

(1a) Students may, upon request, be admitted for part-time study in the Master's degree programmes of the Faculty of Modern Languages that allow for this in the Specific Section of their respective examination rules and regulations. Further details are available in the applicable version of the regulations on part-time study at Heidelberg University (Teilzeitstudienordnung, TeilzeitO). Upon admission for part-time study, the standard period of study will be amended in accordance with the provisions stipulated. With regard to processing times for written examination components, § 4 para. 3 TeilzeitstudienO must be observed.

(2) Lectures and courses are generally taken within the first three semesters. Students complete the Master’s thesis in their fourth semester. Successful completion of the Master's degree programme requires a total of 120 credits (CP) in both compulsory and elective courses.

(3) The degree programme is a modular programme. 30 of the 120 credits are awarded for the Master's thesis and, pursuant to the respective Specific Sections,

1. 90 credits for subject-related courses as well as the oral and written final examinations in the selected degree programme or

2. 70 credits for subject-related courses as well as the oral and written examinations in the selected degree programme, and 20 credits for the subsidiary subject or supplementary field.
The required modules and corresponding courses are listed in the Specific Sections of the respective Master's examination rules and regulations.

(4) Generally, any subject that is offered as part of a Master’s degree programme may be selected for the minor subject. Any restrictions on possible subject combinations and any special regulations are listed in the Specific Sections of the respective Master's examination rules and regulations.

(5) Generally, courses and examinations are conducted in German or the language of the relevant subject. Courses and examinations may also be fully or partially conducted in English.

§ 4 Modules, credits and transcript of grades

(1) Modules are learning and teaching units limited to a specific topic and time, and generally comprising multiple courses as well as the corresponding coursework and examination components. The relevant coursework and examination components must be completed in order for modules to be successfully completed and credits awarded.

(2) The Master's thesis and the oral and written final examinations represent modules of their own.

(3) A distinction is made between
- compulsory modules - to be completed by all students;
- compulsory elective modules, which students select from a limited range of modules depending on the number of modules required for their chosen degree programme;
- elective modules: students may select freely from the modules offered within the subject area.

(4) In order to pass a module, all sub-module components must be graded as "sufficient" (4.0) or better, or must be graded as “passed” (sub-module grades).

(5) Credits are awarded for the successful completion of coursework and examination components. One credit corresponds to a workload of 30 hours.

(6) Grades that are to be recognised as having been earned during the course of study may only be submitted once and only in one subject area. If two subjects require that the same course is completed, permission to have it counted for both subjects may be granted. This decision will be made by the corresponding examinations boards.

(7) Upon application by the student, a transcript of records will be issued at the end of each semester, listing all module and sub-module examinations students have passed, including the corresponding credits and grades.

§ 5 Examinations board

(1) The examinations board is responsible for organising examinations, and for the completion of the tasks defined in these examination rules and regulations. It consists of two professors and one representative of the research assistants. A student may be accepted onto the examinations board in an advisory role. The chairperson and the deputy chairperson as well as the other member of the examinations board are appointed for a two-year term by the faculty council; the term of the student member is one year. Members may be re-appointed. The chairperson and the deputy must be professors.
(2) The examinations board ensures that the examination rules and regulations are upheld and provides recommendations for further improvement of the curriculum and the examination rules and regulations. It appoints the examiners and observers. The examinations board may assign the task of appointing examiners and observers to the chairperson or to a designated member of the institute’s or department’s staff. Any questions regarding examinations may be referred to the examinations board.

(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 about the execution of these tasks on a regular basis.

(5) Members of the examinations board have the right to attend examinations. The student member may attend examinations only with the consent of the candidate.

(6) Members of the examinations board, examiners, and observers as well as administrative staff members involved in examination procedures 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 taken by 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, on the basis of long-standing teaching experience, have been granted the right to conduct examinations.

(2) Examination components completed during the course of study are usually conducted by the teacher of the respective course.

(3) Only persons who have completed the respective Master's examination or an examination at least equivalent to a Master's examination may be appointed as observers.

(4) The examinee may suggest an examiner for the Master's thesis, and for the oral and written final examinations respectively; this does not constitute a legal entitlement to be assigned a particular examiner.

(5) The chair of the examinations board ensures that candidates are notified of examiners' names in due time.

(6) With their consent, authorised examiners may be called to conduct an examination for a period of up to two years after they have left Heidelberg University.

§ 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, paras. 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 existing agreements between the Federal Republic of Germany and other states concerning the equivalence of university degree programmes (Equivalency Agreements) diverge from para. 1 and § 29, para. 2, clause 5 of the State Law of Baden-Württemberg on Higher Education (Landeshochschulgesetz, LHG), and thereby favour students from other states, the rules and regulations in the Equivalency Agreement shall take precedence.

(5) Examination components are to be graded on the basis of a credit system that allows for recognition of credits from equivalent or similar degree programmes studied at Heidelberg University, or at other universities. This also applies to credits gained at universities of cooperative education, provided that equivalence is established.

(6) If credits and examination results are recognised, the grades, provided that the grading systems are similar, must be transferred and used when calculating the overall grade in accordance with these examination rules and regulations. If grading systems are not comparable, any results will be indicated in the record as “passed”. A note indicating where credits have been recognised may be included in the transcript of records.

(7) 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 the university degree programme. The Master’s thesis, and the final oral and written examination respectively may not be credited. 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.

(8) Credits may be awarded for study and examination components completed in the context of refresher courses (Kontaktstudien). Paras. 2 and 5, as well as para. 7, clause 1, item 1 apply for the recognition of credits acquired in refresher courses for transfer to a university degree programme.
Para. 7 applies for the recognition of knowledge and skills acquired outside of the higher education system for transfer to refresher courses.

(9) Decisions pursuant to § 7 are taken by the examinations board or by an individual designated by the examinations board in accordance with § 5, para. 4.

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

(1) If a candidate fails to attend an examination without good reason, or if he or she withdraws from an examination after it has begun without good reason, the examination will be graded as "failed" (5.0). The same applies if a written examination is not completed within the specified time limit, unless the candidate is not responsible for exceeding the time limit.

(2) Unless specified otherwise in the Specific Section of the respective subject's examination rules and regulations, students who have registered for an examination may withdraw from the examination without providing reasons until one week prior to the examination only; after this time limit, reasons as defined by para. 3 must be provided.

(3) Reasons for withdrawal or absence in accordance with para. 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 are accepted, a new examination date will be scheduled. In this case, examination results that are already available will be taken into account.

(4) When deciding whether the candidate is at fault for exceeding a deadline for registration 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. Accordingly, the same applies to students with disabilities or chronic health conditions or students who care for family members with special needs pursuant to § 7 para. 3 Pflegezeitgesetz (German Nursing Leave Act).

(5) If a candidate attempts to influence an examination result through deceit or by using unauthorised aids, the relevant examination will be graded as "failed" (5.0). In particularly severe cases, the examinations board may permanently exclude the candidate from the examination without the possibility of a retake. Examinees disrupting the orderly examination process may be excluded from continuing the examination by the authorised examiner or examination supervisor; in such cases, the examination will be graded as "insufficient" (5.0). In extreme cases, the examinations board may exclude the candidate from all further examinations.

(6) The candidate may request, within a period of one week, that the decision be validated by the examinations board in accordance with para. 5, clauses 1 and 3. 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 during the course of study

(1) Examinations completed as an integrated part of courses or lectures during the course of study may take the following forms:

1. oral examinations;
2. written examinations (in electronic form where applicable).

(2) If the candidate provides a medical certificate that plausibly proves that he or she is 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 in an alternative form. The same applies for other course requirements.

§ 10 Oral examinations during the course of study

(1) In oral examinations, candidates should be able to prove that they are able to identify interrelationships within the examination subject matter and relate specified problems to these interrelationships. Furthermore, the examination should determine whether the candidate has acquired adequate basic knowledge of the subject area.

(2) The duration of oral examinations during the course of study is between 15 and 60 minutes.

(3) The candidate must be informed of his or her examination result immediately following the oral examination.

§ 11 Written examinations during the course of study

(1) In written examinations 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) Written examinations completed during the course of study are of a duration of between 30 and 180 minutes. Multiple choice questions are permitted.

(3) Multiple choice questions are generally set by the lecturer responsible for a course or lecture, as appointed by the examinations board. The examination questions must correspond to the knowledge imparted in the course or lecture, and must provide reliable examination results. Before determining the final examination result, the person responsible, as named in clause 1, must ensure that the questions included in the examination meet the requirements set forth in clause 2. If the examiner finds that individual examination questions are incorrect, these questions are to be disregarded in the determination of examination results. The total number of examination questions is reduced accordingly and assessment of the examination must be based on this reduced number. Reducing the number of questions must not have negative consequences for the candidates.

If an examination consists of multiple choice questions, it is considered passed when at least 50% of the questions have been answered correctly, or when the number of questions correctly answered by the candidate is no less than 22% of the average number of questions answered correctly by all examination candidates (norm-referenced grading, Gleitklausel).

If a candidate has correctly answered the number of questions required to pass the examination, the multiple choice examination must be assessed as follows: For non-referenced grading, the scale for assessment is moved linearly by the difference between the absolute and relative threshold for passing.

<table>
<thead>
<tr>
<th>Percent</th>
<th>Corresponds to</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>≥ 50 – 55</td>
<td></td>
<td>4.0</td>
</tr>
<tr>
<td>&gt; 55 – 60</td>
<td></td>
<td>3.7</td>
</tr>
</tbody>
</table>

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(4) If a written examination is taken as a term paper, essay, review or in another different form, candidates must certify that they are the authors of their work and have used no sources or aids other than those indicated.

(5) Examiners may use appropriate technical procedures to check for plagiarism. If a case of plagiarism is detected or suspected, the examiner can seek advice from the examinations board or from a separate commission assigned by the examinations board in accordance with § 5 para. 4. If a case of plagiarism is verified, the respective examination will be graded as “failed” (5.0); §8 para. 5 applies accordingly. The candidate will be given the opportunity to provide an explanation before the decision is made.

(6) The assessment period for written examinations should not exceed six weeks.

§ 12 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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>very good</td>
</tr>
<tr>
<td>2</td>
<td>good</td>
</tr>
<tr>
<td>3</td>
<td>satisfactory</td>
</tr>
<tr>
<td>4</td>
<td>sufficient</td>
</tr>
<tr>
<td>5</td>
<td>failed</td>
</tr>
</tbody>
</table>

For more detailed assessment of examination performance, 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 examinations, weighted according to the number of credits earned. 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:

- for an average up to/including 1.5 very good
- for an average of between 1.6 and up to/including 2.5 good
- for an average of between 2.6 and up to/including 3.5 satisfactory
- for an average of between 3.6 and up to/including 4.0 sufficient

If the overall grade achieved for the Master’s examination is "very good" (1.0), it will be awarded
the commendation, "with distinction".

(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, para. 2.

(5) In addition to the grade awarded in accordance with the German system, students who have passed the corresponding examination will, upon application, receive a relative grade (ECTS grade) pursuant to the following assessment scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>top 10 %</td>
</tr>
<tr>
<td>B</td>
<td>the subsequent 25 %</td>
</tr>
<tr>
<td>C</td>
<td>the subsequent 30 %</td>
</tr>
<tr>
<td>D</td>
<td>the subsequent 25 %</td>
</tr>
<tr>
<td>E</td>
<td>the subsequent 10 %</td>
</tr>
</tbody>
</table>

Depending on the size of the graduating cohort, 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.

Section II: Master's examination

§ 13 Admission requirements for the Master’s examination

(1) Admission to examinations in the chosen Master's degree programme may only be granted to individuals who:
1. are enrolled in the respective Master's degree programme at Heidelberg University,
2. have not lost their entitlement to take final examinations in the selected Master's degree programme or a similar degree programme.

(2) Admission to examinations to be taken throughout the course of study is granted within the context of the corresponding individual lectures, courses or modules.

(3) Admission to the Master's thesis requires the submission of additional certificates that are further defined in the respective Specific Sections. If not all examination components to be taken during the course of study pursuant to § 15 para. 1 item 1 have been presented at the time of admission to the Master's thesis, they must be submitted to the examinations board no later than the Master's thesis.

(4) Both the oral and written examinations (in the major subject only) may only be taken once the Master's thesis has been submitted.

§ 14 Admission procedure for the Master’s thesis, and for oral and written final examinations where applicable

(1) Applications for admission to the Master's thesis must be directed to the chair of the examinations board in writing. The following must be enclosed with the application:
1. the certificates indicating that the student fulfils the admission requirements set forth under § 13 paras. 1 and 3,
2. a declaration whether the examinee has failed a final examination in the selected Master’s
degree programme or a similar degree programme, or whether he or she is currently taking part in the examination procedure of such a degree programme.

(2) The application for admission to the oral and/or written examinations must be directed to the chairperson of the examinations board in writing. Proof that the student fulfils the requirements for admission set forth under § 13 para. 4 must be supplied with the application.

(3) If the candidate is unable to provide such evidence, the examinations board may accept other documents as proof.

(4) The examinations board decides whether to admit the candidate on the basis of the application. Rejections must be substantiated and notified in writing along with instructions for appeal.

(5) The application for admission to the examination may only be denied if:

1. the requirements pursuant to § 13 are not fulfilled, or
2. the documents set forth under para. 1 or 2 are incomplete and have not been completed upon request, or
3. the examinee failed the Master's examination in the selected degree programme or a similar degree programme irrevocably or lost his or her entitlement to take the final examinations or
4. the candidate is currently involved in an examination procedure in such a degree programme.

§ 15 Scope and nature of the examination

(1) The Master's examination consists of:

1. successful participation in the modules and courses set forth under the Specific Section of the respective Master's degree programme's examination rules and regulations, or where applicable also in the examination rules and regulations for the minor subject or the supplementary field,
2. the Master's thesis,
3. the oral and/or written final examination in the major subject. The nature of the final examination is set forth under the respective Specific Sections.

(2) The examinations referred to in para. 1, no. 1 are taken as an integrated part of their respective lectures, courses or modules. They may be in written or oral form. The lecturer or professor responsible for the course or the lecturers or professors responsible for the courses within the module or the lecturer of professor responsible for the module decide(s) on the form of the examination component and announce(s) this information at the beginning of the course at the latest.

(3) § 9, para. 2 applies accordingly.

§ 16 Master’s thesis

(1) The Master's thesis serves to demonstrate that the examinee is able to independently work on a problem in his or her field of study within a given time limit and by using academic methods.

(2) The Master's thesis may be assigned and supervised by any authorised examiner as defined under § 1 para. 1.

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Pursuant to § 1 para. 1 item 1, the examinee must take up thesis work within eight weeks after taking the last examination to be taken throughout the course of study – i.e. for example the date of an examination or the deadline for submission of a written assignment – or direct an application for assignment of a Master's thesis topic to the chairperson of the examinations board. If the candidate fails to observe this deadline, the Master’s thesis will be graded as "failed" (5.0), unless the candidate is not responsible for the time limit being exceeded.

The topic of the Master’s thesis will be determined by the thesis supervisor in consultation with the candidate. If an application for assignment of a topic is submitted, the chair of the examinations board will ensure that the candidate receives a topic for their Master's thesis in due time. The candidate must be given the opportunity to propose a topic for the thesis. This does not, however, constitute a legal entitlement to the suggested topic. The topic is assigned by the chair of the examinations board. The date of assignment must be recorded.

The processing period (from the date of topic assignment to the submission of the thesis) is six months. In exceptional cases, the time limit may be extended by up to two months, or up to four months for part-time students, by the examinations board in consultation with the supervisor. If the thesis is not submitted in due time, it is graded as "failed" (5.0), unless the candidate is not responsible for the deadline being exceeded.

The topic, task and scope of the Master’s thesis must be limited in such a way that the candidate is 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. On assignment of the new topic, the period for completion of the thesis starts anew.

The Master's thesis may be written in German or in the language of the subject or – in accordance with the relevant Specific Sections of the examination rules and regulations or in consultation with the supervisor - in English. Upon approval of the examinations board, the thesis may also be written in other languages. If the Master’s thesis is written in an alternative language, it must contain a summary in German. The summary must be approximately 5-10% of the total thesis in length.

§ 17 Submission and assessment of the Master’s thesis

Three hard copies and one digital copy of the Master's thesis must be submitted to the examinations board in due time; the date of submission must be put on record.

When submitting a Master’s thesis, candidates must certify in writing that they are the authors of their work, have used no sources or aids other than those indicated, and, for all sections that in meaning or wording are based on or taken from other works including, if applicable, electronic media, have provided information on the sources referenced. If Internet sources are cited, the source must be referenced by way of a print-out.

Examiners may use appropriate technical procedures to check for plagiarism. §11 para. 5 applies accordingly.

The Master's thesis is assessed by two examiners, one of whom must have a habilitation or equivalent postdoctoral qualification. The first examiner should be the supervisor of the thesis. The second examiner is designated by the examinations board. The candidate is permitted to suggest an examiner. This does not, however, constitute legal entitlement to be examined by a particular examiner. The assessment period should not exceed six weeks.

The grade is calculated as the average of the two assessments; § 12 applies accordingly. If the two
assessments differ by more than one grade, the examinations board will determine the grade for
the Master's thesis after consulting both examiners. In such cases, a third examiner may be con-
sulted.

(5) A Master's thesis graded as "failed" may be retaken once. Work on the new thesis must com-
mence within four weeks of the date of failure notification; the chair of the examinations board
will arrange for a new topic to be assigned to the examinee upon request. If the examinee fails to
observe this deadline, the Master's thesis will be graded as "insufficient" (5.0) and the Master's
examination will be deemed as irrevocably failed, unless the examinee is not responsible for ex-
ceeding the deadline. The topic may be returned only within the time limit set forth under § 16,
para. 6, and only if the candidate did not exercise this right when working on the initial Master’s
thesis.

§ 18 Oral and written final examinations

(1) In the final oral or written examination, candidates should prove that they recognise interconnec-
tions within the subject matter examined and that they are able to relate specialist problems to these
interconnections. In addition, the candidate should demonstrate broad fundamental knowledge,
as well as specialist knowledge, in the specific subject area examined.

(2) The oral and/or written examinations must be concluded within six weeks following the submis-
sion of the Master's thesis. Failure to observe this deadline results in an "insufficient" (5.0) grade
for the final examination, unless the examinee is not responsible for exceeding the time limit.

(3) Final oral examination

1. The final oral examination is held by two examiners or by one examiner in the presence
   of a qualified observer. The candidate may suggest an examiner, however, this does not
   constitute legal entitlement to be examined by a particular examiner. The chair of the ex-
aminations board ensures that candidates are notified of examiners' names in due time.

2. In the final oral examination, the Master's thesis should be defended. It starts with a re-
port on the Master's thesis by the examinee, which should not exceed 10 minutes. Further
topics covered by the final examination pertain to the research fields of the Master's the-
sis and further fields, which the examinee has a right to suggest; this right, however, does
not constitute a legal entitlement to the suggested examination topics. Any regulations
deviating from this may be set forth under the Specific Sections and take precedence over
this regulation.

3. The final oral examination lasts for approximately 60 minutes. Any more specific regula-
tions are subject to the Specific Sections of the examination rules and regulations.

4. Important content and the results of the oral examination are to be recorded in the
minutes. The candidate must be notified of examination results immediately following
the oral examination.

5. Students intending to take the same examination at a later date may be allowed to observe
the examination, provided that there is enough space available. Student observers may
not be present for the assessment or announcement of the examination results. Such ob-
servers may be prohibited from attending the examination upon the candidate's request or
for other valid reasons.

6. At least half of the examination is conducted in the language of the subject. Part of the
examination may be held in German at the examinee's choice. § 3 para. 5 remains unaf-
fected by this. Derogations from this may be set forth under the Specific Sections and
take precedence over this regulation.

(4) Final written examination
1. The topics covered by the written final examination may be provided by any authorised examiner pursuant to § 6 para. 1. The examinee may suggest the topics, however this does not constitute a legal entitlement. The chairperson of the examinations board ensures that the examinee is notified of the name of the examiner in due time.

2. The written final examination lasts 5 clock hours.

3. The final written examination is assessed by two examiners, of whom at least one must be a professor. The person providing the topics for the final written examination should be the first examiner. The second examiner is designated by the examinations board. The candidate is permitted to suggest an examiner. This does not, however, constitute legal entitlement to be examined by a particular examiner. The assessment period should not exceed four weeks.

4. The grade is calculated as the average of the two assessments; § 12 applies accordingly. If the two assessments differ by more than one grade, the examinations board will determine the grade for the final written examination after hearing both examiners. In such cases, a third examiner may be consulted.

§ 19 Passing the examination and overall grade

(1) The Master's examination is passed when all examination components pursuant to § 15, para. 1, have been graded as "sufficient" (4.0) or better.

(2) To determine the overall grade of the Master's examination, the numerical values before rounding pursuant to § 12 of all module grades and the Master's thesis are taken into account and weighted in proportion to the number of credits awarded for them. The grades of the oral and written final examinations are weighted by a factor of 2. Deviations from this are set forth in the Specific Section of the respective examination rules and regulations.

§ 20 Retaking examinations, deadlines

(1) Failed examinations or examinations deemed as failed may be retaken once. This includes examinations failed at other universities. A second retake is only permitted in exceptional circumstances and only for a maximum of two examinations taken during the course of study. Approval must be granted by the examinations board. No second retake is granted for the Master's thesis or the oral and written final examinations.

(2) Passed examinations may not be retaken.

(3) Failed examinations must be retaken no later than during the following semester. If the candidate fails to meet this deadline, they will lose their entitlement to take the examination, unless they are not responsible for exceeding the deadline.

(4) If a compulsory module is failed on the final attempt, the candidate will be excluded from the degree programme. Failure of a compulsory elective module may be compensated by successful completion of an alternative compulsory elective module. Failure of an elective module may be compensated by successful completion of any other module.

§ 21 Master's diploma and certificate

(1) Within four weeks of the Master’s examination having been passed, and following presentation of all grades awarded (for examinations taken as an integrated part of the course of study and for the
Master’s thesis), a diploma is issued in English and German, stating module grades, the grade of the oral or written final examination as well as the topic and grade of the Master’s thesis in addition to the overall grade of the Master’s examination. The diploma bears the date on which the last examination component was completed. It must be signed by the chair of the examinations board.

(2) A “Diploma Supplement”, and upon application a Transcript of Records, in English and German will also be provided. This contains additional information about course content and the 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 conferment of the academic degree "Master of Arts". The certificate is signed by the dean and the chair of the examinations board. It bears 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, listing all 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

§ 22 Invalidity of examinations

(1) If a candidate has cheated on an examination and this is not discovered until after the diploma has been issued, the examinations board may correct the examination results that were affected by the deception and may declare the examination to be 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 deceive, and this is not discovered until after the diploma has been issued, the passed examination will be considered to compensate 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) The incorrect examination certificate must be confiscated and, where applicable, a new certificate must be issued. If the examination is declared "failed" due to cheating or deceit, the Master's certificate will be confiscated along with the incorrect examination diploma. Decisions made in accordance with para. 1 and para. 2, clause 2, may not be made more than five years after the date indicated on the examination certificate.

§ 23 Access to examination documents

Once the examination procedure has been concluded, the candidate may submit a written request for access to the examination documents. The request must be submitted within one year of completion of the examination procedure. The chair of the examinations board determines when and where access is granted.

§ 24 Coming into force

Please note that this document is a non-binding convenience translation. Only the German version of the document entitled “Prüfungsordnung der Universität Heidelberg für die Masterstudiengänge Moderne Sprach- und Literaturwissenschaften der Neuphilologischen Fakultät – Allgemeiner Teil” of 6 July 2017 (published in the Rector’s bulletin [Mitteilungsblatt des Rektors] dated 27 July 2017, p. 601 ff) has legal validity.
These examination rules and regulations will come into force on the first day of the month following their publication in the Rector’s bulletin (Mitteilungsblatt des Rektors).

Heidelberg, 6 July 2017

Professor Dr. Dr. h.c. Bernhard Eitel
Rector

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