

Please note that this document is a non-binding convenience translation. Only the German version of the document entitled "Studien- und Prüfungsordnung der Universität Heidelberg für den Master-Studiengang "American Studies"", dated 16 December 2003 (published in the President's bulletin [Mitteilungsblatt des Rektors] of 19 July 2004, p. 23), last amended on 22 April 2013 (President's bulletin [Mitteilungsblatt des Rektors] of 31 May 2013, p. 267ff.), has legal validity.

Heidelberg University Examination Rules and Regulations for the Master's Degree Programme in "American Studies"

as of 16 December 2003

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§ 1 Purpose of the academic programme and Master's examination

- (1) This degree programme is intended to provide students who have already obtained an initial university degree (Diplom, Magister, state examination, Bachelor, or equivalent) that qualifies them for entry-level professional positions, and especially for graduates of programmes in the humanities and social, economic, or legal sciences, the opportunity to obtain in-depth knowledge of the history, culture, and society of the USA, and to prepare them for internationally-focused professional activity.
- (2) The purpose of the Master's examination is to assess whether students have mastered the interrelationships between the individual disciplines of the subject "American Studies", are able to apply advanced research methods and findings, and have acquired the specialist knowledge required to enter a profession.
- (3) The requirements for admission to this degree programme are set forth in the Admission Regulations, published separately.

§ 2 Master's degree

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

§ 3 Structure of programme and examinations

- (1) The standard period of study is four semesters, including the Master's thesis. Successful completion of the Master's degree programme requires a total of 90 credits (CP- credit points) in both compulsory and elective courses.
- (2) The degree programme comprises the following sections:
 - A one-week orientation event at the beginning of the academic year
 - Lectures and courses in the following areas:
 - Core studies area: History; Literature and Cultural Studies; Political Science
 - Extended studies in: Geography; Law; Theology
 - Minor subjects: Musicology, Philosophy; Sociology; Economic Sciences
 in which student progress will be measured in part on performance on examinations held during the individual courses and in part on class participation (the individual areas of study may be supplemented by additional subjects; approval must be granted by the examinations board)
 - additional lectures and courses
 - completion of a Master's thesis.
- (3) The lectures and courses to be taken and the credits (CP - credit points) to be earned are listed in Appendices 1 and 2. In exceptional cases, lectures and

courses from programmes other than the degree programme in American Studies may be taken and recognised. The examinations board will take a decision on this matter.

- (4) Generally, the language of instruction is English. Examinations will generally be taken in English.

§ 4 Examinations board

- (1) The faculties with teaching responsibility for the courses within the Master's degree programme in American Studies appoint an examinations board for the organisation of the examinations and the fulfilment of the tasks required by the examination rules and regulations. It consists of two professors or habilitated members of the faculties who hold lectures or courses within the degree programme, a research representative, and a student, who serves in an advisory capacity. The professors must have the majority.
- (2) The faculty councils of the faculties involved in the Master's degree programme in American Studies appoint the professors, the habilitated members, and the research representatives of the examinations board for a period of three years each. The student member will be appointed by the faculty council, based on a proposal from the students of the Master's degree programme in American Studies, for a period of one year.
- (3) The examinations board ensures that the examination rules and regulations are upheld. The board reports to the faculties on a regular basis regarding changes to examinations, study periods, including actual completion periods for Master's theses, as well as the distribution of subject grades and overall grades. The university publishes this report in a suitable form. The examinations board provides recommendations for further improving the curriculum and the examination rules and regulations.
- (4) The members of the examinations board elect a chairperson and a deputy, both of whom must be professors. The chairperson manages the business of the examinations board, and prepares and chairs meetings.
- (5) Decisions of the examinations board are taken by a simple majority of votes. In the event of a tie vote, the chairperson has the deciding vote.
- (6) Examinations board members have the right to attend examinations.
- (7) Members of the examinations board and their deputies are obligated to maintain professional confidentiality. Members who are not civil servants are sworn to secrecy by the chairperson.
- (8) 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.

- (9) The board may be called upon to answer all questions regarding examinations.

§ 5 Examiners and observers

- (1) The chairperson appoints the examiners and observers for all examinations. In general, examinations which are not completed during the course of study may only be carried out by professors, lecturers, associate professors, or research associates who have been granted the right to examine by the faculty council due to longstanding teaching experience. Research assistants or research associates, adjunct lecturers and lecturers with special responsibilities may only be appointed to conduct examinations under exceptional circumstances, when there is not enough qualified faculty personnel available to conduct examinations.
- (2) Examinations held during the course of study are usually conducted by the teacher of the course in question.
- (3) Observers must have sat the corresponding Master's examination or equivalent.
- (4) The chairperson of the examinations board ensures that candidates are given sufficient advance notice of examiners' names.
- (5) § 4, paragraph 7 applies accordingly for examiners and observers.

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

- (1) Examination prerequisites and results, as well as academic degrees obtained in degree programmes at German universities or universities of cooperative education (state or state-recognised), or at foreign universities (state or state-recognised), will be recognised as long as there is no significant difference concerning the skills acquired, courses taken and degree obtained in the programme. 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) Preliminary and intermediate examinations taken at other German universities in the same degree programme or in a similar degree programme will be recognised. 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

credits 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 exist between the Federal Republic of Germany and other states concerning equivalent university degree programmes (Equivalency Agreements) that favour students from other states by way of derogation from paragraph 1 and § 29, paragraph 2, sentence 5 of the LHG (Act on Higher Education of the State of Baden-Württemberg), the rules and regulations in the Equivalency Agreement take precedence.
- (5) Examination results are to be graded on the basis of a credit point system that allows for achievements in equivalent or similar degree programmes to be recognised; this also applies to universities of cooperative education, provided that there is equivalence.
- (6) Knowledge and skills gained outside a university degree programme may be recognised for such a programme, as long as
 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 a university degree programme may not replace more than 50% of the university degree programme. Universities shall specify the details of the examination rules and regulations, in particular the extent to which knowledge and skills gained outside a university degree programme can be recognised and the preconditions that must be fulfilled. The examination rules and regulations may require the completion of a placement test.
- (7) For refresher courses, credits may be given for courses and examinations. When recognising credits from refresher courses for a university degree programme, paragraphs 2 and 5 as well as paragraph 6 sentence 1 no. 1 apply accordingly. When recognising knowledge and skills gained outside a university degree programme for refresher courses, paragraph 6 applies accordingly.

§ 7 Unexcused absences, withdrawal, deception and breaches of regulations

- (1) An examination is graded as "failed" (5.0), if a candidate fails to appear and is unable to provide a valid reason for his or her absence, or, if the candidate withdraws after the examination has started. The same applies if the candidate fails to provide a written examination by the established deadline.
- (2) Reasons for withdrawal or absence must be plausible and must immediately be submitted in writing to the examinations board. If the candidate, or a child

for whom the candidate is generally the sole caregiver, is ill, a medical certificate may be required. In the event of doubt, a medical certificate from a designated physician may be required. If the reasons stated are accepted, a new examination appointment will be scheduled. In this circumstance, examination results that are already available will be taken into account.

- (3) 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 § 3, paragraph 2 and § 6, paragraph 1 of the Maternity Protection Act and § 50, paragraphs 9 and 10 of the University law.
- (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, the examiner or examination supervisor may exclude the candidate from continuing the examination. In this case, the examination will be graded as "failed" (5.0). In extreme cases, the examinations board may exclude the candidate from all further examinations.
- (5) With regard to paragraph 4, sentences 1 and 2, within a period of 7 days, the candidate may request that the decision be validated by the examinations board. 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.

§ 8 Types of examinations

- (1) Types of examinations are:
 1. oral examinations
 2. written examinations (electronically where applicable)
 3. the Master's thesis.
- (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 for other course requirements.
- (3) The instructor responsible for a lecture or course determines the nature and duration of the integrated examinations and provides this information no later than the beginning of the lecture or course. § 9, paragraph 3, § 10, paragraph 2, and § 14, paragraph 2 apply accordingly.

§ 9 Oral examinations

- (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. Additionally, the purpose of the oral examination is to assess whether the candidate has adequate basic knowledge of the field of study.

- (2) Oral examinations will be held by two examiners, or one examiner and one qualified observer. Generally, the examiner will be the instructor of the course in question.
- (3) An oral examination in a module taken during the course of study lasts between 30 and 60 minutes.

§ 10 Written examinations

- (1) In written examinations, candidates should be able to prove that they are able to recognise problems relating to their subject and find solutions for them, using subject-specific methods and within limited time and resources. Written examinations may be taken as an examination or term paper.
- (2) A written examination in a module taken during the course of study lasts 90 minutes. If a written examination is taken in the form of a term paper, candidates must assure that they are the authors of their work.
- (3) In accordance with Appendix 1, number 2, written examinations in the Interdisciplinary Seminars generally must be graded by two examiners. The assessment period should not exceed a period of four weeks.

§ 11 Assessment of examinations

- (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	=	performance which fulfils average requirements;
4	=	sufficient	=	a performance which, despite deficiencies, still meets the requirements;
5	=	failed	=	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 grades 0.7, 4.3, 4.7 and 5.3 may not be used.

(2) If an examination is assessed by two examiners, the grade is calculated as the mean of both evaluations; both of which must be graded as "sufficient" (4.0) or higher.

(3) An examination component is passed when it has been graded as "sufficient" (4.0) or higher.

(4) The grade for a study unit is as follows:

for an average up to/ including 1.5	= very good
for an average between 1.5 and up to / including 2.5	= good
for an average between 2.5 and up to / including 3.5	= satisfactory
for an average between 3.5 and up to / including 4.0	= sufficient
for an average exceeding 4.0	= failed

§ 5, paragraph 2 applies accordingly.

(5) When calculating the average grade and the overall grade, only the first digit after the decimal point is taken into account. The other digits are dropped without rounding.

III. Master's degree programme

§ 12 Master's examination admission requirements

(1) Admission to the Master's examination is authorised for those who:

1. hold a general higher education entrance qualification, a related subject-restricted higher education entrance qualification or a higher education entrance qualification recognised by legal regulation or by the competent government authority;
2. are enrolled at Heidelberg University in the Master's degree programme in American Studies, and
3. have not lost their entitlement to take the final examinations in the Master's degree programme in American Studies.

(2) The application for admission to the Master's thesis must include documentation as set forth in Appendix 2a).

§ 13 Master's examination admission procedure

(1) The application for admission to the examination must be made in writing, addressed to the chairperson of the examinations board. The application must

include the following documents:

1. evidence of fulfilment of the admission requirements in accordance with § 12, paragraph 1,
 2. candidates' declarations stating whether they have already failed their final attempt at the Master's examination in the Master's degree programme in American Studies and whether they are currently undergoing an examination procedure.
- (2) Where candidates are unable to provide such evidence, the examinations board may allow other proof to be accepted.
- (3) The application for admission to the examination may only be denied if:
1. conditions are not fulfilled in accordance with § 12, paragraph 1, or
 2. documents set forth in section 1 are not complete, or
 3. candidates have failed at their final attempt at the Master's examination in American Studies or have lost the entitlement to take the final examinations, or
 4. the candidate is currently undergoing examination procedures in such a degree programme.

§ 14 Scope and nature of the Master's examination

- (1) The Master's examination consists of:
- a) written and oral examinations in those lectures and courses (major subject modules, extended studies modules, interdisciplinary modules, and methodology modules) included in the degree programme that have been selected by the candidate, in accordance with Appendix 1, number 2.
 - b) the Master's thesis.
- (2) Successful completion of the major subject modules requires an oral examination and a term paper. Successful completion of the extended studies modules requires an oral examination. Successful completion of the other modules requires a term paper and/or a written examination and/or an oral examination. § 8, paragraph 2 applies accordingly.
- (3) At the beginning of each semester, the candidate, in consultation with the appropriate professorial member of the examinations board, determines the lectures and courses to be taken, as set forth in paragraph 1, letter a), and notifies the examinations board.
- (4) In accordance with Appendix 2 of this degree programme, the modules completed during the course of study and the Master's thesis are weighted according to the credits (credit points) earned in the individual modules.

§ 15 Master's thesis

- (1) The purpose of the Master's thesis is for candidates to prove that they are able to work independently, within a given period of time and using academic methods, to address a problem from the field of American Studies.
- (2) In accordance with § 5, paragraph 1, sentence 2, the Master's thesis will be assigned and supervised by an authorised examiner, based on the candidate's proposal. The date of assignment must be recorded by the chairperson of the examinations board. The candidate's proposal of a topic does not constitute entitlement to this topic. The topic of the Master's thesis must be limited in such a way that the candidate should be able to complete the thesis within the time frame set forth in paragraph 6. If an application for assignment of a topic is submitted, the chairperson of the examinations board will ensure that the candidate receives a topic and an examiner for the Master's thesis in timely fashion.
- (3) In duly substantiated cases, the topic for the Master's thesis may only be returned once within the first four weeks after the date of assignment.
- (4) The master's thesis is to comprise approx. 60 pages (approx. 25,000 words), excluding bibliography.
- (5) The Master's thesis shall contain an affidavit by the candidates stating that
 - a) they are the authors of their work and have used no sources or aids other than those indicated;
 - b) the Master's thesis has not been used for examination purposes elsewhere;
 - c) the Master's thesis has not yet been published.
- (6) Candidates must have earned at least 30 credits before a topic for the Master's thesis may be assigned; the deadline for submission of the thesis is four months following assignment of the topic. Three hard copies and one digital copy of the Master's thesis must be submitted to the chairperson of the examinations board before the established deadline; the submission date must be recorded. If the deadline set forth in sentence 1 is not met, and the candidate does not apply for an extension as set forth in paragraph 2, sentence 5, or should the candidate fail to meet the extended deadline, the Master's thesis will be graded as "failed" (5.0) unless the candidate is not at fault for exceeding the deadline.
- (7) In exceptional cases, the examinations board, in consultation with the supervisor, may extend this deadline by up to two months.
- (8) The Master's thesis is assessed by two examiners. One of the examiners will be the thesis supervisor. The second examiner will be appointed by the chairperson of the examinations board. In accordance with § 11, paragraph 1, each examiner independently assigns a grade for the Master's thesis. Generally, the period of assessment should not exceed 6 weeks.

- (9) The Master's thesis is passed when it has been graded as "sufficient" (4.0) or higher by both examiners. If the grades differ, the grade is calculated as the mean of both assessments. § 11, paragraph 5 applies accordingly.
- (10) If one of the assessments is graded as failed (5.0), the examinations board will take a decision on this matter. If both assessments are graded as failed (5.0), the Master's thesis is graded as failed.
- (11) The Master's thesis must be written in English.

§ 16 Passing the examination and overall grade

- (1) The Master's examination is passed when all examinations and the Master's thesis have been graded as "sufficient" (4.0) or higher, and documentation of all academic achievements has been submitted in accordance with Appendix 1, number 3.
- (2) When calculating the overall grade, the values of the module grades are weighted according to the number of credits (credit points) earned and added together to calculate the mean. § 11, paragraph 5 applies accordingly.

§ 17 Retaking an examination; deadlines

- (1) If examinations have been passed, they may not be retaken.
- (2) If examinations or the Master's thesis are not passed, or are not considered to have been passed, they may be retaken once.
- (3) Failed oral or written examinations must be retaken no later than the next examination date offered. If candidates fail to meet this deadline, they may not retake the examination component, unless they are not at fault for exceeding the deadline. Upon request, the examinations board will take a decision on this matter.
- (4) If a Master's thesis is graded as "failed" (5.0), the candidate must start working on a new topic no later than four weeks after the notification of having failed the thesis. If a candidate exceeds this deadline, the Master's thesis will be graded as "failed" (5.0), unless the candidate is not at fault for the deadline being exceeded. Upon request, the examinations board will take a decision on this matter. § 15 applies accordingly.
- (5) If a component of the Master's examination is failed or is considered not to have been passed, the chairperson of the examinations board will issue a written notification, providing information as to whether the component may be retaken, and if so, the extent to which and the timeframe in which it may be retaken. The notification must provide information on the procedure for

appeal.

If the Master's examination is failed at 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. A certificate will be issued upon request, and upon presentation of documentation of proof and a certificate of withdrawal, listing passed examinations and their grades, missing examinations required for obtaining the Master's degree, and a statement that, on the final attempt, the Master's examination has not been passed.

§ 18 Master's diploma and certificate

- (1) Upon successful completion of the Master's examination, within 4 weeks whenever possible, a bilingual certificate (German-English) will be issued, certifying conferment of the academic degree "Master of Arts".
- (2) A Master's diploma (transcript) will be issued along with the certificate, listing all individual modules with their respective grades, as well as the topic and grade for the Master's thesis and the overall grade and grading scale.
- (3) 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".
- (4) The Master's certificate and diploma will be dated with the date of the last examination component. The diploma and certificate will be signed by the chairperson of the examinations board.

III. Final provisions

§ 19 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) 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 deception, the Master's certificate will be confiscated along with the fraudulent examination diploma. The statute of limitations for rendering a decision such as described in paragraph 1 and paragraph 2, sentence 2, is five years from the date on the examination diploma.

§ 20 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 the examination process. The chairperson of the examinations board will decide when and where such access will be given.

§ 21 Coming into force

These examination rules and regulations come into force on 01 October 2004.

Appendix 1

1. Lectures and courses in the Master's degree programme in American Studies comprise three areas:

Core studies area:	History; Literary and Cultural Sciences; Political Science	
Extended studies area:	Geography; Law; Theology	
Minor subjects:	Musicology, Philosophy; Sociology; Economic Sciences	

Generally, in the core studies areas, lectures and courses are offered each semester - excluding the examination semester; in the extended studies area, lectures and courses are offered in at least one of the first two semesters; in the minor subjects, lectures and courses are offered whenever possible.

2. In accordance with § 14 paragraph 1 a), the Master's examination includes the successful completion of the following lectures and courses:

3 Major Subject Modules:	3 Specialised Modules +	12 WSH
3 Extended Studies Modules:	3 Specialised Modules	6 WSH
2 Methodology Modules:		8 WSH
1 Interdisciplinary Module		6 WSH

Appendix 2: Course of study

(CP = Credit points)

a) WS:

2 Major Subject Modules, as set forth in Appendix 1, number 2:

1 Specialised Module and 1 Practical Tutorial (one of each)

8 WSH 16 CP

2 Extended Studies Modules, as set forth in Appendix 1, number 2:

1 Specialised Module 4 WSH 8 CP

2 Methodology Modules (see Appendix 1, number 2):

1 Methodology Course (Theory and Methods) 2 WSH 4 CP

1 Methodology Course (Academic Writing) 2 WSH 3 CP

1 Component from the Interdisciplinary Module, as set forth in Appendix 1, number 2:

1 Interdisciplinary Colloquium 2 WSH 1 CP

b) SS:

1 Major Subject Module, as set forth in Appendix 1, number 2:

1 Specialised Module and 1 Practical Tutorial 4 WSH 8 CP

1 Extended Studies Module, as set forth in Appendix 1, number 2:

1 Specialised Module 2 WSH 4 CP

1 Extended Studies Module, as set forth in Appendix 1, number 2:

1 Methodology Course (Theory and Methods) 2 WSH 4 CP

1 Methodology Course (Thesis Writing) 1 WSH 2 CP

1 Methodology Course (Presentation Skills) 1 WSH 2 CP

3 Components from the Interdisciplinary Module, as set forth in Appendix 1, number 2:

1 Interdisciplinary Seminar 2 WSH 6 CP

1 Interdisciplinary Colloquium 2 WSH 1 CP

1 Workshop one week 1 CP

c) WS:

Master's thesis 30 CP

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