

Please note that this document is a non-binding convenience translation. Only the German version of the document entitled "Prüfungsordnung der Universität Heidelberg für den Bachelor-Begleitfach-Studiengang Japanologie" dated 14 June 2007 [published in the President's bulletin (Mitteilungsblatt des Rektors) of 31 July 2007, p. 2415] and last amended on 22 April 2013 [President's bulletin (Mitteilungsblatt des Rektors) of 31 May 2013, p. 2677] has legal validity.

Heidelberg University examination rules and regulations for the Bachelor's degree programme in Japanese Studies as a minor subject

as of 14 June 2007

Section I: General provisions

- § 1 Purpose of the academic programme and examination
- § 2 Bachelor's degree
- § 3 Standard period of study, programme structure, range of courses offered and selection of specialisations
- § 4 Modules, credits and transcript of grades
- § 5 Examinations board
- § 6 Examiners and observers
- § 7 Recognition of course credits, examination results and academic degrees
- § 8 Unexcused absences, withdrawal, deception and breaches of regulations
- § 9 Types of examination component completed during the course of study
- § 10 Oral examinations completed during the course of study
- § 11 Written examinations completed during the course of study
- § 12 Assessment of examinations

Section II: Bachelor's examination

- § 13 Bachelor's examination admission requirements
- § 14 Bachelor's examination admission procedure
- § 15 Scope and nature of the Bachelor's examination
- § 16 Passing the examination and overall grade
- § 17 Retaking an examination component, deadlines
- § 18 Bachelor's diploma and certificate

Section III: Final provisions

- § 19 Invalidity of examinations
- § 20 Access to examination documents
- § 21 Coming into force

Section I: General provisions

§ 1 Purpose of the academic programme and examination

Japanese Studies involves the study of the sociological-historical, cultural, and literary aspects of Japanese society, including their historical development, modern manifestations, and regional interrelationships. In the course of this degree programme, students will learn the Japanese language and acquire specific knowledge about the country and its regions as well as develop the ability to independently resolve relevant research questions. With its interdisciplinary learning approach to both subject-area expertise and career-oriented competencies, including intercultural competency and the routine use of new media, the Bachelor's degree programme with a minor in Japanese Studies emphasises the practical application of linguistic and cultural studies. A study period abroad in the selected language area is strongly recommended. This minor subject degree programme prepares students to be able to independently resolve research problems, and the Bachelor's examination constitutes the first-level degree of professional qualification.

§ 2 Bachelor's degree

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

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

- (1) The standard period of study for the Bachelor's degree programme is six semesters, including examinations. Successful completion of the Bachelor's degree programme requires a total of 180 credits (CP) in both compulsory and elective courses.
- (2) The Bachelor's degree programme is a modular programme and comprises a major subject (113 CP), a minor subject (35 CP), and cross-disciplinary competencies (20 CP). The Bachelor's thesis comprises 12 CP. The minor degree programme in Japanese Studies may only be pursued as minor subject (35 CP) and in combination with the Bachelor's degree programme in East Asian studies; students will be required to choose another specialisation. The modules required and the corresponding courses and lectures may be found in Appendix 1.
- (3) Generally, all subjects from Bachelor's degree programmes may be freely combined, provided the respective courses are offered. Limitations to these potential combinations with other subjects may be found in Appendix 2. In accordance with regulations, the Bachelor's degree is awarded to students who have successfully completed the prescribed examinations in both subjects and the cross-disciplinary competencies, as well as the Bachelor's

thesis. The successful completion of only one major does not constitute entitlement to a Bachelor's degree. The final examinations in both subjects, and, where applicable, the final cross-disciplinary skills examinations must be taken within an 8-month period; if this deadline is missed, examination components not yet completed will be graded as "failed" (5.0), unless the student is not responsible for exceeding the deadline. If the final examinations outlined in sentence 4, are completed in the fourth semester or earlier, this deadline does not apply.

- (4) In accordance with § 18, the faculty of the major subject is responsible for verifying adherence to the regulations set forth in paragraph 3, as well as for issuing the diploma and degree certificate. The Joint Examination Office will support the faculty in this task.
- (5) An orientation examination must be taken no later than at the end of the second semester. It will be taken during the course of study.

For students who pursue the Bachelor's degree programme in Japanese Studies as a minor subject, the orientation examination will consist of the successful completion of the module "Introduction to Modern Japanese I and II", as well as one of the following seminars: "History of Japan I", "History of Japan II", "Japanese Literature I" or "Japanese Literature II". If a language course is chosen, successful completion will include a final examination, which must receive a grade of "sufficient" (4.0) or higher; if a seminar is chosen, students must submit an independently-written term paper and sit a final written or oral examination. Both the term paper and the examination must receive a grade of "sufficient" (4.0) or higher.

For successful completion of a module, all examinations must be graded "sufficient" (4.0) or higher.

- (6) If the orientation examination is not passed or is considered not to have been passed, it may be retaken once during the following semester. If the orientation examination has not been passed by the end of the third semester, the student is not entitled to take the final examinations, unless the student is not responsible for the deadline being exceeded.
- (7) The orientation examination is a preliminary part of the Bachelor's examination.
- (8) Generally, the language of instruction and examination is German. Lectures and courses may also be given in English or Japanese.

§ 4 Modules, credits and list of grades

- (1) A module is a teaching unit, self-contained in terms of both time and content and comprised of various lectures and courses. Modules consist of not only lectures and courses, but also the examination prerequisites necessary for

the completion of the module.

- (2) A distinction is made between
 - compulsory modules: these must be completed by all students
 - compulsory elective modules: students may select these from a limited subject area
 - optional modules: students may freely choose these from the modules offered in their subject.
- (3) All components within a module must be graded as "sufficient" (4.0) or higher (=sub-module grades) for the complete module to be passed.
- (4) Credits are given for successfully completed modules, including their individual components. One credit (CP) corresponds to a workload of 30 hours.
- (5) 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 the same course to be completed, permission to have it counted for both subjects may be granted. This decision will be made by the corresponding examinations boards.
- (6) A grade report (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 of the Faculty of Philosophy is responsible for the organisation of examinations and the tasks required by the examination rules and regulations. It is made up of two professors, a research assistant representative, and a student with advisory authority. The faculty council appoints the chairperson, the deputy, and the other members of the examinations board for a period of two years each. The student member is appointed for one year. 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 improving the curriculum and the examination rules and regulations. It appoints the examiners and observers involved in examinations. The examinations board may delegate these appointments to its chairperson or to another person authorised by the Institute. 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 on its chairperson, or another person authorised by the Institute, 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) Examinations board members have the right to attend examinations.
- (6) Members of the examinations board, examiners, and observers are obligated 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.
- (8) The Joint Examination Office provides support to the examinations board and executes its decisions.

§ 6 Examiners and observers

- (1) In general, examinations which are not completed as an integrated part of courses and lectures during the course of study may only be carried out by professors, lecturers, associate professors, or research associates who, on the basis of longstanding teaching experience, have been granted the right to conduct examinations. Research assistants or research associates, adjunct lecturers and lecturers with special responsibilities may only be appointed to conduct examinations under exceptional circumstances; when there are not sufficient faculty members available, who have the right to conduct examinations.
- (2) Examinations held during the course of study are usually conducted by the instructor of the course in question.
- (3) Observers must have sat the corresponding Bachelor's examination or equivalent.
- (4) The chairperson of the examinations board ensures that candidates are given sufficient advance notice of examiners' names.

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

- (1) Examination prerequisites and results, as well as academic degrees obtained through 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 through 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 Land 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 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 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 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.

§ 8 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, unless the candidate is not at fault for the deadline being exceeded.
- (2) Reasons for withdrawal or absence, in accordance with paragraph 1, 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 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 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 responsible for exceeding a deadline for registering for 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.
- (4) If the candidate tries to influence the examination results through deception or by using unauthorised aids, the examination results will be graded as "failed" (5.0). If a candidate disrupts the proper course of the examination, he or she may be excluded from continuing the examination by the examiner or examination supervisor, in which 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.

§ 9 Types of examinations completed during the course of study

- (1) Examinations completed during the course of study are:

1. oral examinations, and
 2. written examinations (electronically, where applicable).
- (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 in an alternative form. The same applies for other course requirements.

§ 10 Oral examinations completed 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. Additionally, the purpose of the oral examination is to assess whether the candidate has adequate basic knowledge of the field of study.
- (2) An oral examination lasts between 15 and 60 minutes. The examination components may be taken separately.

§ 11 Written examinations completed during the course of study

- (1) In written examinations, candidates should show 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.
- (2) A written examination lasts between 30 and 180 minutes; examination components may be taken separately.
- (3) If a written examination component is taken as a term paper, candidates must certify in writing that they are the authors 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 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;

A 05-19-1	22/04/13	03 - 9
Coding reference	Last amended	Edition – Page

3 = satisfactory	=	a performance which fulfils 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 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 examination components, 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) A subject grade shall be given for each subject (major subject; minor subject). The subject grades will be calculated in accordance with § 16, paragraph 2, on the basis of the module grades, which will be weighted according to the corresponding number of credits earned.
- (4) The final module grade, subject grade and the overall Bachelor's examination grade are:

for an average	
up to/including 1.5	very good
btw. 1.6 and up to/including 2.5	good
btw. 2.6 and up to/including 3.5	satisfactory
btw. 3.6 and up to/including 4.0	sufficient
- (5) In accordance with paragraph 4, when calculating final module grades, subject grades and the overall Bachelor's examination grade, only the first digit after the decimal point is taken into account, without rounding.
- (6) The Bachelor's examination is passed when all required examination components in both subjects, as well as the cross-disciplinary skills and the Bachelor's thesis, have been graded as "sufficient" (4.0) or better. In accordance with paragraph 4, when calculating the overall Bachelor's examination grade, the unrounded numerical values for the average overall grade in the cross-disciplinary competencies courses, the grades for both major/minor subjects, and the Bachelor's thesis will be added together and be weighted according to the number of credits earned.
- (7) In addition to the German-system grades, students who have passed the

examinations will also be awarded a letter grade according to the following scale:

A	the top 10%
B	the subsequent 25%
C	the subsequent 30%
D	the subsequent 25%
E	the subsequent 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: Bachelor's examination

§ 13 Bachelor's examination admission requirements

Admission to the Bachelor's examination in Japanese Studies is only authorised for those who:

1. are enrolled in the Bachelor's degree programme in Japanese Studies at Heidelberg University,
2. have not lost their entitlement to take the final examinations in the Bachelor's degree programme in Japanese Studies.

§ 14 Bachelor'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 § 13,
 2. a declaration from the candidate confirming whether they have previously failed a Bachelor's examination in the Bachelor's degree programme in Japanese Studies, or whether they are currently involved in an examination procedure in such a programme.
- (2) If candidates are unable to provide such evidence, the examinations board may allow other documents of proof to be accepted.
- (3) The application is the basis for the examinations board's decision as to whether the candidate may be admitted to the examination. Denials must be made in writing, stating the reasons and providing information on the

procedure for appeal.

- (4) The application for admission to the examination may only be denied if:
1. conditions are not fulfilled in accordance with § 13, or
 2. documents set forth in section 1 are not complete, and have not been completed upon request, or
 3. candidates have failed their final attempt at the Bachelor's examination in Japanese Studies or have lost the entitlement to take the final examinations, or
 4. are currently undergoing an examination procedure in such a degree programme.

§ 15 Scope and nature of the Bachelor's examination

- (1) The Bachelor's examination in the Japanese Studies degree programme consists of:
- successful completion of the examinations for the modules set forth in Appendix 1.
- (2) The examinations referred to in paragraph 1 are taken as an integrated part of their 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 examinations and provides this information no later than the beginning of the lecture or course.

§ 16 Passing the examination and overall grade

- (1) The Bachelor's examination in Japanese Studies is passed when all examination components set forth in § 15, paragraph 1 have been graded as "sufficient" (4.0) or higher.
- (2) When calculating the subject grade in accordance with § 12 paragraph 3, the module grades are weighted according to the number of credit points earned. When calculating the overall grade, and in accordance with § 12 paragraph 5, the module grades will be added together as numerical values.
- (3) The overall grade for the Bachelor's examination is calculated in accordance with § 12 paragraph 6.

§17 Retaking an examination component and deadlines

- (1) If examinations are not passed, or are not considered to have been passed, they may be retaken once. This includes failed examinations taken at other universities.

- (2) Retaking an examination that has been graded as passed is not permitted.
- (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.

§ 18 Bachelor's diploma and certificate

- (1) Once the Bachelor's examination in both subjects is passed, a diploma will be issued within four weeks. This will list the subjects and all individual modules with their respective grades (graded in accordance with § 12, paragraph 3, and numerical value) and credits, as well as the overall grade of the Bachelor's examinations. The diploma will be dated with the date of the last examination component. It must be signed by the dean of the faculty of the major subject and the chairperson of the examinations board.
- (2) A "Diploma Supplement" in German and English will also be provided, containing additional information about the course content and the course of study. The content complies with the European Diploma Supplement Model.
- (3) A bilingual Bachelor'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 "Bachelor of Arts". The Bachelor's certificate will be signed by the dean of the faculty of the major subject/1st major and the chairperson of the examinations board, and will bear the university seal.

Section III: Final provisions

§ 19 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, candidates 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 Bachelor'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 1 October 2007.

Appendix 1: Modules, Lectures, and Courses of the Bachelor's Degree

Programme in Japanese Studies (25%)

For a minor in Japanese Studies, 35 credits (CP) must be earned:

- **Option A (for students majoring in East Asian Studies with a specialisation in Sinology or East Asian Art History with China as a subject-specific regional specialisation):**
 - LC Introduction to Modern Japanese I and II, 17 CP
 - Two of the four seminars offered (S Japanese History I, S Japanese Literature I, S Japanese History II or S Japanese Literature II) with a written or oral examination and term paper (7 CP each), 14 CP
 - One of the four seminars offered (S Japanese History I, S Japanese Literature I, S Japanese History II or S Japanese Literature II) with a written or oral examination and term paper (4 CP each), 4 CP
- **Option B (for students majoring in East Asian Studies with a specialisation in East Asian Art History and Japan as a subject-specific regional specialisation):**
 - One of the four seminars offered (S Japanese History I, S Japanese Literature I, S Japanese History II or S Japanese Literature II), including a written or oral examination and a term paper, 7 CP
 - One of the four seminars offered (S Japanese History I, S Japanese Literature I, S Japanese History II or S Japanese Literature II), including a written or oral examination and a term paper (4 CP each), 8 CP
 - 2 MS Japanese Studies (8 CP each), 16 CP
 - LC Advanced Modern Japanese, 4 CP

Curriculum: (not including minor subject)

Option A (for students majoring in East Asian Studies with a specialisation in Sinology or East Asian Art History with China as a subject-specific regional specialisation):

1. Semester

S	LC	Introduction to Modern Japanese I	18 WSH	10 CP
F	S	Japanese History I (compulsory elective course)	<u>2 WSH</u>	7/4 CP
			20 WSH	

2. Semester

S	LC	Introduction to Modern Japanese II	10 WSH	7 CP
F	S	Japanese History II (compulsory elective course)	2 WSH	7/4 CP
			<u>12 WSH</u>	

3. Semester

F	S	Japanese Literature I (compulsory elective course)	<u>2 WSH</u>	7/4 CP
			2 WSH	

A 05-19-1	22/04/13	03 - 15
Coding reference	Last amended	Edition – Page

4. Semester

F	S	Japanese Literature II (compulsory elective course)	<u>2 WSH</u> 7/4 CP 2 WSH
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Option B (for students majoring in East Asian Studies with a specialisation In East Asian Art History and Japan as subject-specific regional specialisation):

1. Semester

F	S	Japanese History I (compulsory elective course)	<u>2 WSH</u> 7/4 CP 2 WSH
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2. Semester

F	S	Japanese History II (compulsory elective course)	<u>2 WSH</u> 7/4 CP 2 WSH
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3. Semester

F	S	Japanese Literature I (compulsory elective course)	<u>2 WSH</u> 7/4 CP 2 WSH
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4. Semester

S	LC	Advanced Modern Japanese	2 WSH	4 CP
F	S	Japanese Literature II (compulsory elective course)	<u>2 WSH</u>	7/4 CP
			4 WSH	

5. Semester

F	MS	Major Seminar: Japanese Studies I	<u>2 WSH</u>	8 CP
			2 WSH	

6. Semester

F	MS	Major Seminar: Japanese Studies II	<u>2 WSH</u>	8 CP
			2 WSH	

Appendix 2: Subject Combinations

The Bachelor's degree programme in Japanese Studies as minor subject (25%) may only be pursued by students majoring in the Bachelor's degree programme in East Asian Studies with a specialisation in either Sinology or East Asian Art History. For students pursuing all other subjects, Japanese Studies may be taken as a component of the Bachelor's degree programme in East Asian Studies when it is pursued as a major or minor subject (75%, 50%, or 25%).

If "East Asian Studies, with a specialisation in Japanese Studies" is being pursued as a major, a combination with a minor in "Japanese Studies" (25%) is not permitted.

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