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Heidelberg University examination rules and regulations for the Master's degree programme in European Art History

as of 28 March 2007

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Section I: General provisions

§ 1 Purpose of the academic programme and examination

- (1) The objective of the Master's degree programme in European Art History is the study of the history of the visual arts, architecture, applied arts, photography, and modern media in Europe and in European cultures from early medieval times until the present.
- (2) The purpose of the Master of Arts examinations is to assess whether students have mastered the interrelationships between the individual disciplines of their subject, are able to apply advanced scientific methods and findings, and are able to work independently, employing scientific principles.
- (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 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. Lectures and courses in the Master's degree programme run for three semesters. The Master's thesis is to be completed within the fourth semester. Successful completion of the Master's degree programme requires a total of 120 credits (CP) in both compulsory and elective courses.
- (1a) Students may be admitted to part-time studies upon application. Details are subject to the applicable version of the regulations for part-time study at Heidelberg University (Teilzeitstudienordnung - TeilzeitstudienO). Admission to part-time studies extends the standard period of study and the deadlines for taking examinations for the first time in accordance with the stipulations set forth in these regulations. With regard to processing times for written examinations, § 4, paragraph 3 of the regulations for part-time study (TeilzeitstudienO) must be taken into account.
- (2) The Master's programme is a modular programme. The total of 120 CP is comprised of 70 CP from specialised lectures and courses for the major subject, 20 CP for a minor subject within the degree programme, and 30 CP for the Master's thesis.
- (3) The Master's degree programme in European Art History may, with completion

of the Master's thesis and a minor subject, be studied as major subject or it may be taken as minor subject in combination with another major. Generally, any subject may be taken as a minor subject, provided that it is offered as a Master's programme.

- (4) Generally, the language of instruction and examinations is German. Lectures and courses may be also given and examinations taken partially or completely in English or French.

§ 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) The Master's thesis and the Master's colloquium are regarded as individual modules.
- (3) 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.
- (4) All components within a module must be graded as "sufficient" (4.0), or with "successful participation" or higher, for the complete module to be passed.
- (5) Credits are given for successfully completed modules, including their individual components. One credit corresponds to a workload of 30 hours.
- (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, who serves in an advisory capacity. 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 confer responsibility for appointing examiners and observers to its chairperson. 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 during the course of study in individual courses may only be carried out by professors, associate professors, or research associates who have been granted 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 Master's examination or equivalent.
- (4) The candidate is permitted to make a proposal for examiners for the Master's thesis and the final oral examination; however, this does not constitute entitlement to be examined by a particular examiner.

- (5) 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 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 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.

The maximum number of credits that may be recognised for skills and competences acquired outside of the higher education system is 20 credits. A Master's thesis will not be recognised. If documentation of individual examinations that would provide evidence of specific knowledge and skills cannot be provided, the examinations board may request the completion of a placement test.

- (7) When recognising credits from refresher courses for a university degree programme, paragraphs 2 and 5 as well as paragraph 6 apply accordingly. A maximum of 45 credits will be recognised for the Master's degree programme. When recognising knowledge and skills gained outside a university degree programme for refresher courses, paragraph 6 applies accordingly.

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

- (1) An examination is graded as "failed" (5.0), if a candidate fails to appear 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. The candidate may withdraw from an examination no later than three weeks before the examination, or in the event of illness, immediately following the examination.
- (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 date will be scheduled. In this case, 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 the Maternity Protection Act and the legal regulations concerning parental leave, and allow candidates to make appropriate use of these provisions. The same applies for students with disabilities or chronic diseases, or for students with dependent relatives, in accordance with § 7, paragraph 3 of the Pflegezeitgesetz (Home Care Leave Act).
- (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 candidates disrupt the proper course of the examination, they may be excluded from taking further part in the examination by the examiner or examination supervisor, in which case the examination result 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. 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.

§ 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 240 minutes.
- (3) If a written examination component is taken as a term paper, candidates must assure that they are the authors of their work and have used no sources or aids other than those indicated. Examiners may use appropriate technical methods to detect plagiarism.
- (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;
3 = satisfactory	= a 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 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) Grading for the final module grade, and the overall Master's examination grade is as follows:

for an average up to and 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

- (4) When calculating final module grades and the overall examination grade, only the first decimal after the point is taken into account, without rounding. The overall Master's grade is assessed in accordance with § 18, paragraphs 2 and 3.
- (5) 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 relative grades are calculated based on the examination results of the total graduating class, as well as the graduating classes from two or more previous years, depending on the number of students in the current graduating class. For degree grades, the ECTS grade must be included. For individual modules, the ECTS grade may be listed when possible and necessary.

Section II: Master's examination

§ 13 Master's examination admission requirements

- (1) Admission to the individual examinations for the Master's examination will only be authorised for those who:
1. are enrolled in the Master's degree programme in European Art History at Heidelberg University,
 2. have not lost their entitlement to take the final examinations in the Master's degree programme European Art History.
- (2) For admission to the Master's thesis, certificates must be presented with proof of the following:
1. successful completion of the modules and courses as set forth in Appendix 1, comprising the total of credits set forth in § 3, not including the credits for the Master's colloquium and the Master's thesis
 2. successful completion of the modules and courses of the minor subject, comprising the total of credits set forth in § 3.
- (3) In justifiable exceptional cases, admission to the Master's thesis may be granted when a minimum of 59 credits in European Art History as a major subject, or 11 credits in European Art History as a minor subject, have been earned. In this case, the term papers for the advanced and specialised major subject modules must have been received a passing grade.

§ 14 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 § 13, paragraph 1,
 2. declarations from candidates, stating whether they have previously failed a Master's examination in either the "European Art History"

degree programme or in another related discipline, and whether they are currently undergoing 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 paragraph 1, or
 2. documents set forth in paragraph 1 are not complete, and have not been completed upon request, or
 3. candidates have failed their final attempt at the Master's examination in European Art History or have lost the entitlement to take the final examinations, or
 4. the candidate is currently undergoing examination procedures in such a degree programme.

§ 15 Scope and nature of the Master's examination

- (1) The Master's examination consists of:
 1. successful completion of the examinations for the modules and courses set forth in Appendix 1,
 2. successful completion of the examinations for the modules and courses for the minor subject,
 3. the Master's thesis.
- (2) The examinations referred to in paragraph 1, no. 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. For examinations in the minor subject, the respective programme rules and regulations apply.
- (3) The components of the Master's examination must be taken in the following order:
 - examinations completed during the course of study (paragraph 1, number 1)
 - and examinations in the minor subject (paragraph 1, no. 2)
 - Master's thesis (paragraph 1, no. 3).

The provisions of § 13 paragraph 3, with regard to the subsequent submission of documentation for successfully completed modules, remains unaffected.

- (4) § 9, paragraph 2 applies accordingly.

§ 16 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 European Art History and to present their results in an appropriate manner.
- (2) In accordance with § 6, paragraph 1, sentence 1, the Master's thesis may be assigned and supervised by any authorised examiner in the European Art History department. Upon prior consent of the examinations board, the Master's thesis may be completed at an institution outside Heidelberg university, provided it is supervised by an examiner entitled as set forth in sentence 1.
- (3) In accordance with § 15, paragraph 1, numbers 1 and 2, the candidate must begin work on the Master's thesis no later than twelve weeks after the successful completion of the last examination completed during the course of study, or must have by that time submitted an application to the chairperson of the examinations board for the assignment of a topic. If this deadline is not met, the Master's thesis will be graded as "failed" (5.0), unless the candidate is not at fault for the deadline being exceeded.
- (4) The topic of the Master's thesis will be determined by the thesis supervisor. If an application for assignment of a topic is submitted, the chairperson of the examinations board will ensure that the candidate receives a topic for the Master's thesis in timely fashion. The candidate is permitted to propose topics; however, this does not constitute entitlement to a particular topic. The thesis topic will be assigned by the chairperson of the examinations board; the date of assignment must be recorded.
- (5) The deadline for submission of the thesis is five months following assignment of the topic. In exceptional cases, the examinations board, in consultation with the supervisor, may extend this deadline by up to two months; for part-time students, by up to four months. If the deadline is not met, the Master's thesis will be graded as "failed" (5.0) unless the candidate is not at fault for exceeding the deadline.
- (6) The topic, task and scope of the Master's thesis must be limited in such a way that the candidate should be able to complete the thesis within the given time frame. The topic may only be rejected once, and only within the first month after the date of assignment.

- (7) The Master's thesis is to be written in German. Upon approval of the examinations board, the thesis may also be written in other languages.

§ 17 Submission and assessment of Master's thesis

- (1) Three copies of the Master's thesis must be submitted to the examinations board before the established deadline; the submission date must be recorded.
- (2) When submitting a Master's thesis, candidates must certify in writing that they are the authors of their work and have used no sources or aids other than those indicated.
- (3) The Master's thesis will be assessed by two examiners, one of whom must be a professor. The first examiner will be the thesis supervisor. The second examiner will be appointed by the examinations board. The candidate is permitted to make a proposal; however, this does not constitute entitlement to be examined by a particular examiner. The evaluation period should not exceed six weeks.
- (4) The grade is calculated as the mean of both evaluations; § 12 applies accordingly. If the grades differ by more than one grade point, the examinations board will determine the Master's thesis grade after consulting both examiners. In such cases, a third examiner may be consulted.

§ 18 Passing the examination and overall grade

- (1) The Master's examination is passed when all examination components as set forth in § 15, paragraph 1 have been graded as "sufficient" (4.0) or higher, or with "successful participation".
- (2) For the calculation of the overall grade in accordance with § 12, paragraph 3, the numerical values of the module grades for the compulsory, compulsory elective, and optional modules of the major subject as well as the module grades for the minor subject, in accordance with § 12, paragraph 4, will be added together and weighted according to the number of credit points earned.
- (3) For the calculation of the overall grade, the Master's thesis grade will be weighted by a factor of 2.

§ 19 Retaking an examination 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. A second re-examination is permitted only under exceptional circumstances and only for a maximum of two examinations completed during the course of study. Approval must be granted by the examinations board. A second re-examination is not permitted for the Master's thesis.

- (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 dismissed from the academic programme. Failure of compulsory elective modules and optional modules may be offset by the successful completion of a different module.

§ 20 Master's diploma and certificate

- (1) Once the Master's examination is passed, a diploma will be issued within four weeks. This will list all individual modules with their respective grades (graded in accordance with § 12, paragraph 3, and numerical value) and credits, as well as the grade and topic of the Master's thesis, and the overall grade of the Master's examinations. The diploma will be dated with the date of the last examination component. It must be signed by the dean and the chairperson of the examinations board.
- (2) A "Diploma Supplement" in German and English is also provided, containing additional information about the course content and period of study. The content complies with the "European Diploma Supplement Model".
- (3) A bilingual Master's certificate in German and English is issued with the diploma, bearing the same date as the diploma. It certifies the conferment of the academic degree "Master of Arts". The Master's certificate is signed by the dean and the chairperson 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. A certificate will be issued upon request, and upon presentation of documentation of proof and de-registration certificate, 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.

Section III: Final provisions

§ 21 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 deceit, 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.

§ 22 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.

§ 23 Coming into force

These examination rules and regulations come into force on 1 October 2007.

Appendix 1: Modules, lectures and courses of the Master's degree programme

1a) M.A. European Art History (70 + 30 CP)

Module	to be taken in	the area of	Lectures and Courses	Assessment	CP
Module 1: Advanced Module, 14 CP	1st – 2nd Semester	P	2 Lectures	Regular and active participation (1), preparation and follow-up with reading list (1)	4
			Seminar	Regular and active participation (1), preparation and follow-up with reading list (1), presentation (3), term paper (25 pages) (5)	10
Module 2: Methodology Module, 5 CP	1st – 2nd Semester	P	Seminar: Methodology of Art History	Regular and active participation (1), preparation and follow-up with reading list (1), homework (1), Essay (2)	5
Module 3: Specialisation Module, 14 CP	2nd - 3rd Semester	P	2 Lectures	Regular and active participation (1), preparation and follow-up with reading list (1)	4
			Seminar	Regular and active participation (1), preparation and follow-up with reading list (1), presentation (3), term paper (25 pages) (5)	10

Module	to be taken in	the area of	Lectures and Courses	Assessment	CP
Module 4: Specialisation Module 14 CP	2nd - 3rd Semester	P	2 Lectures	Regular and active participation (1), preparation and follow-up with reading list (1)	4
			Seminar	Regular and active participation (1), preparation and follow-up with reading list (1), presentation (3), term paper (25 pages) (5)	10
Module 5: Excursion Module 10 CP	1st - 3rd Semester	P	eight-day excursion, a minimum of four consecutive days	presentation(s) (2); on-going and active participation, incl. preparation and follow up (1 CP for each day)	10
Module 6: Supplementary Module 13 CP	1st - 3rd Semester	P	Choice of: Project / Tutorials / Work placements / Practical tutorials / Excursions / Seminars or Lectures from the courses offered at Heidelberg University	Will be determined by the individual subjects.	13
Module 7: Examination Module 30 CP	4th Semester	P	Master's Colloquium	regular and active participation	30
			Master's Thesis	approx. 60 pages	

1b) M.A. European Art History as minor subject (20 CP)

Module	to be taken in	the area of	Lectures and Courses	Assessment	CP
Module 1: Advanced Module 9 CP	1st – 2nd Semester	P	2 Lectures	Regular and active participation (1), preparation and follow-up with reading list (1)	4
			Seminar	Regular and active participation (1), preparation and follow-up with reading list (1), presentation (3)	5
Module 2: Specialisation Module 11 CP	2nd - 3rd Semester	P	1 Lecture	Regular and active participation (1), preparation and follow-up with reading list (1)	2
			Seminar	Regular and active participation (1), preparation and follow-up with reading list (1), presentation (3), term paper (20 pages) (4)	9

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