

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 Masterstudiengang Konferenzdolmetschen", dated 6 November 2015 [published in the President's bulletin (Mitteilungsblatt des Rektors) of 27 November 2015, p. 1681], last amended on 6 July 2017 [President's bulletin (Mitteilungsblatt des Rektors) of 28 July 2017, p. 659 ff.] has legal validity.

Heidelberg University Examination Rules and Regulations for the Master's Degree Programme in Conference Interpreting

dated 6 November 2015

On the basis of § 32 of the State Law of Baden-Württemberg on Higher Education (Landeshochschulgesetz, LHG), last amended by the law on equal opportunities for men and women in public service in Baden-Württemberg and the amendment to the LHG dated 23 February 2016 (GBl. dated 26 February 2016, p. 108), the Senate of Heidelberg University issued the following Charter on 27 June 2017 to change the examination rules and regulations for the Master's degree programme in Conference Interpreting dated 2 November 2015, which were published on page 1681 of the President's bulletin (no. 21/2015).

Approved by the President on 6 July 2017.

Preamble:

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

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Section I: General provisions

§ 1 Purpose of the academic programme and examination

- (1) The Master's degree programme in Conference Interpreting focuses on the academic study of theories and methods relevant to Interpreting Studies and the practical aspects of Conference Interpreting. Reference is also made to Translation Studies more generally. Students learn strategies and skills for consecutive and simultaneous interpreting.
- (2) Languages which may be studied are English, French, Italian, Japanese, Portuguese, Russian and Spanish. German must be studied as language A or language B.
- (3) The Master of Arts examination is designed to establish whether students possess further and thorough knowledge of Interpreting and Translation Studies as academic disciplines, whether they appreciate the connections between the individual disciplines they have studied, and whether they have acquired the basic and specialist subject knowledge, as well as the methodological and practical skills required to successfully embark on a career in interpreting, or to continue their studies in this field.
- (4) Admission to this academic programme is subject to separate admission regulations.

§ 2 Master's degree

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

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

- (1) The standard period of study for the Master's degree programme is four semesters. This includes time for completion of the final examinations and the Master's thesis.
- (2) Lectures and courses usually take place during all four semesters. To ensure that students are able to complete the Master's thesis during the lecture-free period, courses only take place in the first two months of the fourth semester. Successful completion of the Master's degree programme requires a total of 120 credits (CP)

obtained through both compulsory and elective courses.

- (3) The Master's programme is modular. Of the 120 CP to be gained, 20 CP are awarded for the Master's thesis, and 100 CP are gained through participation in specialist lectures and courses attended throughout the degree programme, and for the final oral examinations. The academic programme consists of the modules, lecture and courses listed in Appendix 1, of which attendance is mandatory.

- (4) In this Master's programme, the following abilities are attributed to each language (A, B, and C):

Language A = proficiency equivalent to that of a native speaker (primary language),

Language B = very good active and passive foreign language skills, translation skills, and cultural knowledge (active foreign language),

Language C = very good passive foreign language skills, translation skills, and cultural knowledge (passive foreign language).

In order to make the degree programme accessible for international students, language combinations where a language other than German is studied as language A are also available.

- (5) Students with German as language A may select their B and C languages from the following: English, French, Italian, Japanese, Portuguese, Russian and Spanish.
- (6) Courses in Japanese are offered in cooperation with the Institute for Japanese Studies at the Centre for East Asian Studies.
- (7) In addition to German, the languages listed in paragraph 5 may also be studied as language A. German must then be studied as language B and English as language C. If students choose to study English as language A, German must be taken as language B. The student must then choose an additional language taught at the Institute to study as language C. This choice must be approved by the examinations board or admission committee.
- (8) As well as equipping students with knowledge of interpreting theories and strategies, considerable focus is also placed on giving students practical experience of interpreting. The programme therefore includes a practical module which requires that students interpret specialist presentations at a multilingual, public event (compulsory module 8 - interpreting practice). The Institute also organises field trips, to the language services of the EU institutions and external conferences for example.

§ 4 Modules, credits and transcript of grades

- (1) Modules are learning and teaching units limited to a specific topic and time, and generally comprising multiple courses as well as the corresponding coursework and examination components. The relevant coursework and examination components must be completed in order for modules to be successfully completed and credits awarded.
- (2) The Master's thesis and the final oral examinations are regarded as individual modules.

- (3) A distinction is made between:
 - compulsory modules - to be completed by all students;
 - compulsory elective modules - to be chosen by the student from a limited range of modules;
 - elective modules - to be freely chosen by the student from the modules offered within the subject.
- (4) In order to pass a module, all sub-module components must be graded as "sufficient" (4.0) or better, or must be graded as "passed" (sub-module grades).
- (5) Credits are awarded for the satisfactory completion of coursework and examination components. One credit corresponds to a workload of 30 hours.
- (6) A transcript of records will be issued at the end of each semester, listing all module and sub-module examinations students have passed, including the corresponding credits and grades.

§ 5 Examinations board

- (1) The examinations board is responsible for organising examinations, and for the completion of the tasks defined in these examination rules and regulations. It consists of four professors and one representative of the research assistants. If possible, the members of the examinations board should each represent a different language studied at the Institute. Of the four professors, one is appointed as the chairperson, and one as the deputy chairperson. The faculty council may elect a deputy for each of the other members. If any of the languages studied at the Institute are not represented by a member of the examinations board, the board may consult appropriate representatives of these languages. A student may be accepted onto the examinations board in an advisory role. Upon the recommendation of suitable members by the Institute of Translation and Interpreting, the faculty council of the Faculty of Modern Languages chooses and appoints the members for a period of three years. The student member is appointed for one year. Members may be re-appointed.
- (2) The examinations board ensures that the examination rules and regulations are upheld and provides recommendations for further improving the curriculum and the examination rules and regulations. It appoints the examiners and observers. The examinations board may delegate these appointments to its chairperson. The board may be called upon for all questions regarding examinations. The examinations board reports to the Faculty of Modern Languages on a regular basis regarding changes to examinations, study periods and grading.
- (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 about the execution of these tasks on a regular basis.
- (5) Members of the examinations board have the right to attend examinations. The student member may attend examinations only with the consent of the candidate.

- (6) Members of the examinations board, examiners, and observers as well as administrative staff members involved in examination procedures are obliged to maintain professional confidentiality. Members who are not civil servants are sworn to secrecy by the chairperson.
- (7) The candidate must be informed of negative decisions taken by the examinations board immediately and in writing; the reasons for the decision must be stipulated and information on the procedure for appeal must be provided.

§ 6 Examiners and observers

- (1) In general, examinations which are not completed during the course of study as part of individual courses or lectures, may only be carried out by professors, lecturers, associate professors, or research associates who have been granted the right to examine on the basis of longstanding teaching experience. Adjunct lecturers and lecturers with special responsibilities may only be appointed to conduct examinations in exceptional circumstances; if there are not enough qualified faculty members available to conduct examinations.
- (2) Examinations held as an integrated part of a course or lecture during the course of study are usually conducted by the teacher of the course in question.
- (3) Only persons who have completed the respective Master's examination or an examination at least equivalent to a Master's examination may be appointed as observers.
- (4) The candidate may suggest an examiner for the Master's thesis and the final oral examinations; this does not constitute legal entitlement to be examined by a particular examiner.
- (5) The chair of the examinations board ensures that candidates are notified of examiners' names in due time.
- (6) With their consent, authorised examiners may be called to conduct an examination for a period of up to two years after they have left Heidelberg University.

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

- (1) Course credits and examination results, as well as academic degrees that have been obtained through a degree programme at another state or state-recognised higher education institution or university of cooperative education (Berufsakademie) in the Federal Republic of Germany, or through degree programmes at state or state-recognised higher education institutions abroad, will be recognised, provided that the skills acquired do not differ significantly from those required for the courses and examinations or the degrees that they are intended to replace. 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. § 15, paragraphs 3 and 4, State Public Service Law (Landesbeamtengesetz, LBG) remain 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. The office conducting the recognition procedure is responsible for proving that an application does not fulfil the requirements.
- (4) If existing agreements between the Federal Republic of Germany and other states concerning the equivalence of university degree programmes (Equivalency Agreements) diverge from paragraph 1 and § 29, paragraph 2, clause 5 of the State Law of Baden-Württemberg on Higher Education (Landeshochschulgesetz, LHG), and thereby favour students from other states, the rules and regulations in the Equivalency Agreement shall take precedence.
- (5) Examination components are to be graded on the basis of a credit system that allows credits from equivalent or similar degree programmes studied at Heidelberg University, or at other universities, to be recognised. This also applies to credits gained at universities of cooperative education, provided that equivalence is established.
- (6) If credits and examination results are recognised, the grades, provided that the grading schemes are comparable, must be transferred and used when calculating the overall grade in accordance with these examination rules and regulations. If grading systems are not comparable, any results will be indicated in the record as "passed". A note indicating where credits have been recognised may be included in the transcript of records.
- (7) Knowledge and skills acquired outside of the higher education system are to be recognised for a degree programme at a higher education institution if:
1. the requirements for university admission are fulfilled at the time of recognition,
 2. the knowledge and skills to be recognised for the university degree programme are equivalent in both content and level to the course credits and examinations which they are to replace, and
 3. the criteria for recognition have been verified in an accreditation.

Knowledge and skills gained outside of the higher education system may not replace more than 50% of the university degree programme. Credits gained for the completion of a Master's thesis or final examinations cannot 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.

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

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

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

- (1) If a candidate fails to attend an examination without good reason, or if he or she withdraws from an examination after it has begun without good reason, the examination will be graded as “failed” (5.0). This also applies if a written examination is not completed within the specified time frame, unless the candidate is not responsible for exceeding the time limit.
- (2) Students who have registered for an examination may withdraw from the examination without providing reasons up to one week prior to the examination taking place; students wishing to withdraw after this time limit must provide reasons in accordance with paragraph 3.
- (3) Reasons for withdrawal or absence in accordance with paragraph 1 must be plausible and must be immediately submitted to the examinations board in writing. If the candidate, or a child for whom the candidate is generally the sole caregiver, is ill, a medical certificate must be provided. In the event of doubt, the University may request a medical certificate from a designated physician. 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.
- (4) When deciding whether the candidate is responsible for exceeding a deadline for registering for, or for taking an, examination, the examinations board must respect the provisions stated in the Maternity Protection Act (Mutterschutzgesetz) and the legal provisions concerning parental leave, and allow candidates to make appropriate use of these provisions. This also applies to students with disabilities or chronic illnesses, and to students with dependent family members in accordance with § 7, paragraph 3 of the Home Care Leave Act (Pflegezeitgesetz).
- (5) If a candidate attempts to influence an examination result through deceit or by using unauthorised aids, the relevant examination will be graded as “failed” (5.0). In particularly severe cases, the examinations board may permanently exclude the candidate from the examination without the possibility of a retake. A candidate who disrupts the orderly execution of the examination process may be excluded from continuing the examination by the authorised examiner or examination supervisor; in such cases, the examination will be graded as “failed” (5.0).
In extreme cases, the examinations board may exclude the candidate from all further examinations.
- (6) The candidate may request, within a period of one week, that the decision be validated by the examinations board in accordance with paragraph 5, clauses 1 and 2. The candidate must be informed of negative decisions immediately and in writing; the reasons for the decision must be stipulated and information on the procedure for appeal must be provided.

§ 9 Types of examination during the course of study

- (1) Examinations completed as an integrated part of courses or lectures during the

course of study may take the following forms:

1. oral examinations;
 2. written examinations (in electronic form where applicable).
- (2) If the candidate provides a medical certificate that plausibly proves that he or she is not able to take examinations in the form prescribed, whether completely or partially, due to permanent or chronic health problems, the examinations board may allow them to take an equivalent examination in an alternative form. The same applies to other course requirements.

§ 10 Oral examinations during the course of study

- (1) In the oral examination components taken during the course of study, candidates should prove that they recognise interconnections within the subject matter examined and that they are able to relate specialist problems to these interconnections. In addition, they should successfully implement the interpreting strategies and skills acquired.
- (2) Oral examinations completed during the course of study are of a duration of between 5 and 30 minutes.
- (3) The candidate must be informed of his or her examination result immediately following the oral examination.

§ 11 Written examinations during the course of study

- (1) In written examinations completed during the course of study, candidates should prove that they are able to recognise problems relating to their subject, and find solutions for these within a limited time and using subject-specific methods.
- (2) Written examinations completed during the course of study are of a duration of between 30 and 180 minutes. Multiple choice questions are permitted.
- (3) Multiple choice questions are generally set by the lecturer responsible for a course or lecture, as appointed by the examinations board. The examination questions must correspond to the knowledge imparted in the course or lecture, and must provide reliable examination results. Before determining the final examination result, the person responsible, as named in clause 1, must ensure that the questions included in the examination meet the requirements set forth in clause 2. If the examiner finds that individual examination questions are incorrect, these questions are to be disregarded in the determination of examination results. The total number of examination questions is reduced accordingly and assessment of the examination must be based on this reduced number. Reducing the number of questions must not have negative consequences for the candidates.

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

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

% corresponds to grade

≥ 50 – 55	4.0
> 55 – 60	3.7
> 60 – 65	3.3
> 65 – 70	3.0
> 70 – 75	2.7
> 75 – 80	2.3
> 80 – 85	2.0
> 85 – 90	1.7
> 90 – 95	1.3
> 95 – 100	1.0

- (4) If a written examination component is taken as a term paper, the candidate must assure that he or she is the author of their own work and that no sources or aids other than those indicated were used. Examiners may employ appropriate technical procedures to check for plagiarism.
- (5) The assessment period for written examinations should not exceed four weeks.

§ 12 Assessment of examination components

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

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

For more detailed assessments 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 higher than 4.0 may not be used.

- (2) The final module grade is calculated on the basis of the unrounded values for sub-module examinations, weighted according to the number of credits earned. If a final examination is to be taken as part of a module, the grade for this final module

examination constitutes the grade for this module.

- (3) Final module grades and the overall Master's examination grade are:

for an average up to 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
for an average exceeding 4.0	failed

If the overall grade for the master's examination is "very good (1.0)", it will be rated "with distinction".

- (4) When calculating final module grades and the overall grade for the Master's examination, only the first decimal after the point is taken into account, without rounding. The overall grade for the Master's examination is calculated in accordance with § 19, paragraph 2.
- (5) In addition to the grade awarded in accordance with the German system, students who have passed the corresponding examination will receive a relative grade (ECTS grade) pursuant to the following assessment scale:

A	the top 10%
B	the following 25%
C	the following 30%
D	the following 25%
E	the following 10%

Depending on the size of the graduating cohort, the grades achieved by at least two previously graduating year groups may also be taken into account when calculating the relative grades for the current graduating year group.

Section II: Master's examination

§ 13 Master's examination admission requirements

- (1) Admission to examinations in the chosen Master's degree programme may only be granted to individuals who:
- are enrolled in the Master's degree programme in Conference Interpreting at Heidelberg University,
 - have not lost their entitlement to take final examinations in the selected Master's degree programme or a similar degree programme.
- (2) Admission to examinations to be taken throughout the course of study is granted within the context of the corresponding individual lectures, courses or modules.
- (3) For admission to the Master's thesis, additional certificates proving the successful completion of the courses for modules 1 and 2, which are listed in Appendix 1, must be provided. This does not apply for the research colloquium.
- (4) The final academic oral examination may be taken only once the Master's thesis has been submitted.

- (5) The final interpreting examination may be taken only once:
1. modules 1 to 9, as listed in Appendix 1, have been successfully completed, and
 2. the Master's thesis has been submitted.

§ 14 Admission procedure for the Master's thesis and final oral examinations

- (1) An application for admission to the Master's thesis and to the final oral examination must be made in writing, addressed to the chair of the examinations board. The following must be included in the application:
1. proof of fulfilment of the admission requirements stated in § 13, paragraphs 3, 4 and 5,
 2. a declaration from the candidate stating whether he or she has previously failed a final examination in a Master's degree programme in Conference Interpreting or in another related subject area, or whether he or she is currently involved in an examination procedure in such a degree programme.
- (2) If the candidate is unable to provide evidence in the prescribed form, the examinations board may accept alternative documents as proof.
- (3) The examinations board decides whether the candidate may be admitted to the examination on the basis of the application. Rejections must be substantiated and notified in writing along with instructions for appeal.
- (4) The application for admission to the examination may only be rejected if:
1. the requirements outlined in § 13 are not fulfilled, or
 2. the documents set forth in paragraph 1 are incomplete, and have not been completed upon request, or
 3. the candidate ultimately failed the Master's examination in the Conference Interpreting degree programme or a similar degree programme, or lost his or her entitlement to take the final examinations, or
 4. the candidate is currently involved in an examination procedure in such a degree programme.

§ 15 Scope and nature of the examination

- (1) The Master's examination consists of:
1. successful completion of the examinations for the modules and courses listed in Appendix 1,
 2. the Master's thesis,
 3. the final academic oral examination relating to Interpreting Studies, Linguistics and Cultural Studies (see § 18, paragraph 1),
 4. the final interpreting examination (consecutive and simultaneous interpreting from languages B and C into language A, and from language A into language B, see § 18, paragraph 2).
- (2) Proof of performance required under paragraph 1, item 1 is either provided through

the respective courses, or in the form of a written or oral module examination. The lecturer or professor responsible for the course decides on the form of the examination component and announces this information at the beginning of the course at the latest.

- (3) § 9, paragraph 2 applies accordingly.

§ 16 Master's thesis

- (1) The Master's thesis serves to demonstrate that the candidate is able to work independently, within a given period of time and using academic methods, to address a problem from the field of Conference Interpreting. It is usually written in relation to language A or B.
- (2) The Master's thesis may be assigned and supervised by any examiner authorised in accordance with § 6, paragraph 1, clause 1.
- (3) To register the Master's thesis, the candidate must have successfully completed the examinations taken as an integrated part of the course of study for modules 1 and 2, as stated in Appendix 1. This does not include the research colloquium. The candidate must begin work on the Master's thesis no later than one week after the conclusion of the lecture period in the third academic semester, or, must have by that time, submitted an application to the chair of the examinations board for assignment of a topic. If the requirements outlined above are not fulfilled by this time, the Master's thesis must be registered within one week of completing the final required component. If the deadline is not met, the Master's thesis will be graded as "failed" (5.0), unless the candidate is not at fault for the deadline being exceeded. The lecture-free period following the third semester, and the start of the shortened fourth semester are allocated for the completion of the thesis.
- (4) The topic of the Master's thesis will be determined by the thesis supervisor in consultation with the candidate. If an application for assignment of a topic is submitted, the chair of the examinations board will ensure that the candidate receives a topic for their Master's thesis in due time. The candidate must be given the opportunity to propose a topic for the Master's thesis. This does not, however, constitute legal entitlement to the suggested topic. The topic is assigned by the chair of the examinations board. The date of assignment must be recorded.
- (5) The period for completion of the Master's thesis (from the date of assignment of a topic to the submission of the thesis) is fifteen weeks. In exceptional cases, the examinations board, having consulted the supervisor, may extend this deadline by up to two months. If the thesis is not submitted in due time, it is graded as "failed" (5.0), unless the candidate is not responsible for the deadline being exceeded.
- (6) The topic, task and scope of the Master's thesis must be limited in such a way that the candidate is able to complete the thesis within the given time frame. The topic may only be rejected once, and only within the first month after the date of assignment.
- (7) The Master's thesis is completed in German. With the agreement of the relevant supervisor, and upon approval from the examinations board, the Master's thesis may be completed in an alternative language. If the Master's thesis is written in an

alternative language, it must contain a summary in German. The summary must be approximately 5-10% of the total thesis in length.

§ 17 Submission and assessment of the Master's thesis

- (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) On submission of the Master's thesis, the candidate must assure in writing that the thesis is his or her own work, that no sources or aids other than those stated were used, and that all material quoted from existing literature is indicated as such and is appropriately referenced. The examinations board will determine whether any part of the thesis has been plagiarised. If any part of the thesis is found to have been plagiarised, the thesis will be considered to have been failed. Examiners may use appropriate technical procedures to check for plagiarism.
- (3) The Master's thesis is assessed by two examiners, one of whom must be a professor. The thesis supervisor should be the first examiner. The second examiner is designated by the examinations board. The candidate is permitted to suggest an examiner. This does not, however, constitute legal entitlement to be examined by a particular examiner. The assessment period should not exceed six weeks.
- (4) The grade is calculated as the average of the two assessments; § 12 applies accordingly. If the two assessments differ by more than one grade, the examinations board will determine the grade for the Master's thesis after consulting both examiners. In such cases, a third examiner may be consulted.
- (5) A Master's thesis graded as "failed" may be retaken once. The candidate must begin work on the retake of his or her Master's thesis within two weeks of receiving notification that the initial Master's thesis was failed. If the candidate fails to observe this deadline, the Master's thesis will be ultimately failed, unless the candidate is not responsible for exceeding the deadline. The chairperson of the examinations board shall ensure that the candidate receives a new topic for their Master's thesis in due time. The topic may be returned only within the time limit set forth under § 16, paragraph 6 if the candidate did not exercise this right when working on the initial Master's thesis.

§ 18 Final oral examinations

- (1) The final academic oral examination, during which the candidate also defends his or her Master's thesis, consists of two components, each lasting for approximately 30 minutes:
 1. Interpreting Studies, Linguistics, and Cultural Studies (language B)
 2. Linguistics and Cultural Studies (language C)
- (2) The final interpreting examination consists of six components:
 1. simultaneous interpreting from language B into language A (15-20 minutes)
 2. simultaneous interpreting from language A into language B (15-20 minutes)
 3. consecutive interpreting from language B into language A (8-10 minutes)

4. consecutive interpreting from language A into language B (8-10 minutes)
 5. simultaneous interpreting from language C into language A (15-20 minutes)
 6. consecutive interpreting from language C into language A (8-10 minutes)
- (3) The examinations serve to demonstrate that the candidate is proficient in both consecutive and simultaneous interpreting in his or her chosen language combination, and that he or she possesses sound, academic knowledge in the fields of Interpreting Studies, Linguistics and Cultural Studies.
 - (4) The last oral examination component must be completed no later than 10 weeks after the completion of the final examination taken during the course of study. If the candidate fails to observe this deadline, any examination components yet to be completed will be graded as "failed", unless the candidate is not responsible for the deadline being exceeded.
 - (5) The final oral examinations are taken in the presence of two examiners, or one examiner accompanied by an authorised observer. The candidate has a right to suggest an examiner, however, this does not constitute legal entitlement. The chair of the examinations board ensures that candidates are notified of examiners' names in due time.
 - (6) Important content and the results of the oral examination are to be recorded in the minutes. The candidate must be notified of examination results immediately following the oral examination.
 - (7) In order to pass the final oral examinations, all components stated in paragraphs 1 and 2 must be graded as "sufficient" (4.0) or better. The overall grades for the two final oral examinations are calculated as the averages of all grades achieved in the respective examination components (the two components for the final academic oral examination, and the six components for the final interpreting examination).
 - (8) Students seeking to take the same examination at a later date may be permitted to observe the examination, provided that there is enough space available. Student observers may not be present for the assessment or announcement of the examination results. Such observers may be prohibited from attending the examination upon the candidate's request or for other valid reasons.

§ 19 Passing the examination and overall grade

- (1) The Master's examination is passed when all examination components pursuant to § 15, paragraph 1, have been graded as "sufficient" (4.0) or better.
- (2) When calculating the overall grade for the Master's examination, the numerical values of all module grades for modules 1, 2, 5, 6, and 8, as well as the grades achieved in the Master's thesis and the two final oral examinations, will be considered without rounding in accordance with § 12, paragraph 4, and weighted according to the number of credits they are worth. The grade achieved in the final academic oral examination is weighted by a factor of 2; the grade obtained in the final interpreting examination is weighted by a factor of 3.

§ 20 Retaking examinations, deadlines

- (1) Failed examinations or examinations deemed as failed may be retaken once. Any unsuccessful examination attempts at other universities are to be counted towards this retake limit. A second retake is only permitted in exceptional circumstances and only for a maximum of two examination components completed during the course of study. A second retake must be approved by the examinations board. A second retake is not permitted for the Master's thesis or for the final oral examinations.
- (2) Passed examinations may not be retaken.
- (3) If an examination component has been failed, it must be retaken on the next possible examination date. If the candidate fails to meet this deadline, they will lose their entitlement to take the examination, unless they are not responsible for the deadline being exceeded.
- (4) If a compulsory module is failed on the final attempt, the candidate will be excluded from the degree programme. Failure of a compulsory elective module may be compensated by successful completion of an alternative compulsory elective module. Failure of an elective module may be compensated by successful completion of any other module.

§ 21 Master's diploma and certificate

- (1) Within four weeks of the Master's examination having been passed, and following presentation of all grades awarded (for examinations taken as an integrated part of the course of study, for the Master's thesis, and for final oral examinations), a diploma is issued in English and German, stating the grades achieved in the final oral examinations, the topic and grade awarded for the Master's thesis and the overall grade for the Master's examination. The diploma bears the date on which the last examination component was completed. It must be signed by the chair of the examinations board.
- (2) A "Diploma Supplement" in English and German will also be provided. This contains additional information about course content and the period of study. The content complies with the European Diploma Supplement Model.
- (3) A Master's certificate in English and German is issued with the diploma, which bears the same date as the diploma. It certifies the conferment of the academic degree "Master of Arts". The certificate is signed by the dean and the chair of the examinations board. It bears the faculty seal.
- (4) If the Master's examination is failed on the final attempt or is considered not to have been passed, the chairperson will issue a written notification, providing information on the procedure for appeal. Upon request and presentation of supporting documents and the certificate of exmatriculation, a certificate will be issued, listing all completed examination components and their respective grades, as well as the examination components still required to pass the Master's examination. The certificate indicates that the Master's examination has ultimately been failed.

§ 22 Supplementary subject, supplementary examination

- (1) With the successful completion of the final examination for the Master's programme in Conference Interpreting, a supplementary examination in a third foreign language (language C) may be completed pursuant to § 1. The courses, lectures and modules to be completed are equivalent to those listed in Appendix 1 for language C. These are listed in Appendix 2. § 18 applies accordingly. Only languages offered by the Institute at the point at which the student is admitted for supplementary study may be chosen as an additional C language.
- (2) Applications for admission for supplementary study of an additional C language must be made to the admission committee for the Master's degree programme in Translation Studies by 15 May or 1 December for study in the following winter or summer semester respectively. Students must demonstrate proficiency equivalent to at least level C2 of the Common European Framework of Reference for Languages in the language which they wish to study as a C language, and have successfully completed a Master's degree in Conference Interpreting, achieving an above-average final grade. Students may take language tests or submit a Bachelor's degree certificate to prove they have the required level of language proficiency. Decisions on exceptional cases are taken by the admission committee.
- (3) The standard period of study for a supplementary subject is two semesters.
- (4) When calculating the overall grade for the supplementary examination, the numerical values of all module grades for modules 1, 2, and 3, as listed in Appendix 2, as well as the grades achieved in the two final oral examinations, will be considered without rounding in accordance with § 12, paragraph 4. They will be weighted according to the number of credits they are worth. The grade achieved in the final academic oral examination is weighted by a factor of 2; the grade obtained in the final interpreting examination is weighted by a factor of 3.
- (5) Within four weeks of the supplementary examination having been passed, and following presentation of all grades awarded (for examinations taken as an integrated part of the course of study, and for final oral examinations), a diploma is issued in English and German, which states the grades achieved in the final oral examinations and the overall grade for the supplementary examination. The diploma bears the date on which the last examination component was completed. It must be signed by the chair of the examinations board.
- (6) A "Diploma Supplement" in English and German will also be provided. This contains additional information about course content and the period of study. The content complies with the European Diploma Supplement Model.
- (7) The provisions in these examination rules and regulations are valid for the Master's programme in Conference Interpreting.

Section III: Final provisions

§ 23 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) The candidate will be given the opportunity to provide an explanation before the decision is made.
- (4) The incorrect examination certificate must be confiscated and, where applicable, a new certificate must be issued. If the examination is declared "failed" due to cheating or deceit, the Master's certificate will be confiscated along with the incorrect examination diploma. Decisions made in accordance with paragraph 1 and paragraph 2, clause 2, may not be made more than five years after the date indicated on the examination certificate.

§ 24 Access to examination documents

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

§ 25 Coming into force

The above examination rules and regulations become effective on the first day of the month following their publication in the President's bulletin (Mitteilungsblatt des Rektors). Upon request, students who are already enrolled in the Master's programme in Conference Interpreting at Heidelberg University at this point may continue their studies in accordance with the examination rules and regulations dated 2 November 2015, which were published on page 1681 of the President's bulletin no. 21/2015 on 27 November 2015, for a further two years.

Heidelberg, 6 July 2017

Professor Bernhard Eitel
President

Appendix 1

Modules in the Master's programme in Conference Interpreting

The total of 120 credits (CP) to be obtained in the Master's degree programme in Conference Interpreting are obtained across nine modules, one final academic oral examination consisting of two examination components, one final interpreting examination consisting of six examination components, and a Master's thesis.

Key:

RC = Research colloquium

MS = Main seminar

C = Conference

CT = Contact time

EP/Ass = Examination preparation/Assessment*

RS = Recommended semester

WCH = Weekly contact hours

PC = Practice class

L = Lecture

PT = Time taken for preparation and follow-up

* Examinations and assessments serving to record a student's performance may be completed in oral and written form during the semester or at the end of the semester or module.

Module	Number / Type of lectures or courses	RS	WCH	CT	PT	EP/ Ass	CP
Module 1 (compulsory module) Language-Specific Theories and Strategies in Translation Studies	2 MS	1+2	4	60 hrs.	120 hrs.	180 hrs.	12
Interpreting Skills Specific to a Language (language C)	1 MS	1	2	30 hrs.	60 hrs.	90 hrs.	6
Interpreting Skills Specific to a Language (language B)	1 MS	2	2	30 hrs.	60 hrs.	90 hrs.	6
Module 2 (compulsory module) General Theories and Strategies in Translation Studies	1 MS, 1 L, 1 RC	1-3	6	90 hrs.	90 hrs.	150 hrs.	11
Theories and Strategies in Interpreting Studies	1 MS	1	2	30 hrs.	60 hrs.	90 hrs.	6
Current Issues in the Fields of Linguistics and Translation Studies	1 L	2	2	30 hrs.	0 hrs.	30 hrs.	2
Research Colloquium	1 RC	3	2	30 hrs.	30 hrs.	30 hrs.	3
Module 3 (compulsory module) Consecutive Interpreting at Foundation Level	3 PC	1	6	90 hrs.	90 hrs.	30 hrs.	7
Consecutive Interpreting I B-A	1 PC	1	2	30 hrs.	30 hrs.		2
Consecutive Interpreting I A-B	1 PC	1	2	30 hrs.	30 hrs.		2
Consecutive Interpreting I C-A	1 PC	1	2	30 hrs.	30 hrs.		2
Sub-module examinations	Independent study	1	---	---	---	30 hrs.	1

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Module 4 (compulsory module) Simultaneous Interpreting at Foundation Level	3 PC	1	6	90 hrs.	90 hrs.	30 hrs.	7
Simultaneous Interpreting I B-A	1 PC	1	2	30 hrs.	30 hrs.		2
Simultaneous Interpreting A-B	1 PC	1	2	30 hrs.	30 hrs.		2
Simultaneous Interpreting C-A	1 PC	1	2	30 hrs.	30 hrs.		2
Sub-module examinations	Independent study	1	---	---	---	30 hrs.	1
Module 5 (compulsory module) Consecutive Interpreting at Intermediate Level	6 PC	2+3	12	180 hrs.	180 hrs.	30 hrs.	13
Consecutive Interpreting II B-A	2 PC	2+3	4	60 hrs.	60 hrs.		4
Consecutive Interpreting II A-B	2 PC	2+3	4	60 hrs.	60 hrs.		4
Consecutive Interpreting II C-A	2 PC	2+3	4	60 hrs.	60 hrs.		4
Sub-module examinations	Independent study	3	---	---	---	30 hrs.	1
Module 6 (compulsory module) Simultaneous Interpreting at Intermediate Level	6 PC	2+3	12	180 hrs.	180 hrs.	30 hrs.	13
Simultaneous Interpreting II B-A	2 PC	2+3	4	60 hrs.	60 hrs.		4
Simultaneous Interpreting II A-B	2 PC	2+3	4	60 hrs.	60 hrs.		4
Simultaneous Interpreting II C-A	2 PC	2+3	4	60 hrs.	60 hrs.		4
Sub-module examinations	Independent study	3	---	---	---	30 hrs.	1
Module 7a (compulsory elective module) Consecutive Interpreting at Advanced Level	3 PC	4	6	60 hrs.	120 hrs.	30 hrs.	7
Consecutive Interpreting III B-A	1 PC	4	2	20 hrs.	40 hrs.		2
Consecutive Interpreting III A-B	1 PC	4	2	20 hrs.	40 hrs.		2
Consecutive Interpreting III C-A	1 PC	4	2	20 hrs.	40 hrs.		2
Sub-module examinations	Independent study	4	---	---	---	30 hrs.	1
Module 7b (compulsory elective module) Simultaneous Interpreting at Advanced Level	3 PC	4	6	60 hrs.	120 hrs.	30 hrs.	7
Simultaneous Interpreting III B-A	1 PC	4	2	20 hrs.	40 hrs.		2
Simultaneous Interpreting III A-B	1 PC	4	2	20 hrs.	40 hrs.		2
Simultaneous Interpreting III C-A	1 PC	4	2	20 hrs.	40 hrs.		2
Sub-module examinations	Independent study	4	---	---	---	30 hrs.	1
Module 8 (compulsory module) Interpreting Practice at a Public Event	2 C	2+3	4	60 hrs.	90 hrs.	30 hrs.	6
Module 9 (elective module) Professional Skills	3 (PC or L)	1+2	6	90 hrs.	15 hrs. - 30 hrs.	60 hrs. - 75 hrs.	6
Free choice from the modules offered by the department e.g. note-taking skills for interpreters, speech formation, professionalisation, contrastive terminology management, translation exercises, supplementary subjects (see module handbook)							

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 Masterstudiengang Konferenzdolmetschen", dated 6 November 2015 [published in the President's bulletin (Mitteilungsblatt des Rektors) of 27 November 2015, p. 1681], last amended on 6 July 2017 [President's bulletin (Mitteilungsblatt des Rektors) of 28 July 2017, p. 659 ff.] has legal validity.

Master's thesis	Independent study	3+4				600 hrs.	20
Final Academic Oral Examination	2 examination components	4				240 hrs.	8
Final Interpreting Examination	6 examination components	4				300 hrs.	10
Total			62				120

Appendix 2

Modules for a Supplementary Subject of the Master's Degree Programme in Conference Interpreting

To complete a supplementary examination in a third foreign language (language C), a total of 30 credits (CP) must be obtained through courses available on the Conference Interpreting programme. The 30 credits are gained across three modules, one final academic oral examination, and one final interpreting examination consisting of two components.

All modules and the relevant lectures and courses which students must attend are listed in the example timetable below.

Key:

MS = Main seminar

CT = Contact time

EP/Ass = Examination preparation/Assessment*

RS = Recommended semester

WCH = Weekly contact hours

PC = Practice class

PT = Time taken for preparation and follow-up

* Examinations and assessments serving to record a student's performance may be completed in oral and written form during the semester or at the end of the semester or module.

Module	Number / Type of lectures or courses	RS	WCH	CT	PT	EP/ Ass	CP
Module 1 (compulsory module) Language-Specific Theories and Strategies in Translation Studies (SS)	1 MS	1	2	30 hrs.	60 hrs.	90 hrs.	6
Interpreting Skills Specific to a Language (language C)	1 MS	1	2	30 hrs.	60 hrs.	90 hrs.	6
Module 2 (compulsory module) Consecutive Interpreting: Supplementary Language	3 PC	1+2	6	80 hrs.	100 hrs.	60 hrs.	8
Consecutive Interpreting II C-A	2 PC	1+2	4	60 hrs.	60 hrs.	30 hrs.	5
Consecutive Interpreting III C-A	1 PC	2	2	20 hrs.	40 hrs.	30 hrs.	3
Module 3 (compulsory module) Simultaneous Interpreting: Supplementary Language	2 PC	1+2	6	80 hrs.	100 hrs.	60 hrs.	8
Simultaneous Interpreting II C-A	2 PC	1+2	4	60 hrs.	60 hrs.	30 hrs.	5
Simultaneous Interpreting III C-A	1 PC	2	2	20 hrs.	40 hrs.	30 hrs.	3
Final Academic Oral Examination		2				120 hrs.	4

Final Interpreting Examination	2 examination components	2				120 hrs.	4
Total			14				30

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