

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 Übersetzungswissenschaft", dated 21 July 2016 [published in the President's bulletin (Mitteilungsblatt des Rektors) of 26 August 2016, p. 1027] has legal validity.

## Heidelberg University Examination Rules and Regulations for the Master's Degree Programme in Translation Studies

dated 21 July 2016

On the basis of § 32 of the State Law of Baden-Württemberg on Higher Education (Landeshochschulgesetz, LHG), last amended by the law on equal opportunities for men and women in public service in Baden-Württemberg and the amendment to the LHG dated 23 February 2016 (GBl. dated 26 February 2016, p. 108), the Senate of Heidelberg University issued the following examination rules and regulations for the Master's degree programme in Translation Studies on 19 July 2016.

Approved by the President on 21 July 2016.

### 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.

### Section I: General provisions

- § 1 Purpose of the academic programme and examination
- § 2 Master's degree
- § 3 Standard period of study, programme structure and range of courses offered
- § 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 absence, withdrawal, deception and breaches of regulations
- § 9 Types of examination during the course of study
- § 10 Oral examinations during the course of study
- § 11 Written examinations during the course of study
- § 12 Assessment of examination components

### Section II: Master's examination

- § 13 Admission requirements for the Master's examination
- § 14 Admission procedure for the Master's thesis and final examinations
- § 15 Scope and nature of the examination
- § 16 Master's thesis
- § 17 Submission and assessment of the Master's thesis

- § 18 Oral and written final examinations
- § 19 Passing the examination and overall grade
- § 20 Retaking examinations, deadlines
- § 21 Master's diploma and certificate
- § 22 Supplementary subject, supplementary examination

### **Section III: Final provisions**

- § 23 Invalidity of examinations
- § 24 Access to examination documents
- § 25 Coming into force

### **Section I: General provisions**

#### **§ 1 Purpose of the academic programme and examination**

- (1) The Master's degree programme in Translation Studies focuses on theories and methodologies in the fields of Linguistics and Translation Studies. Students also develop practical translation skills in their selected languages. They may choose to study languages in any of the following combinations:
  - a) two languages offered by the Institute (language B and language C) in relation to German as language A - language combination ABC;
  - b) German as language B and English as language C, in relation to Italian or Spanish as language A - language combination ABC;
  - c) three languages offered by the Institute (languages C1, C2 and C3) in relation to German as language A - language combination ACCC; or
  - d) one language offered by the Institute studied as language A, in which case German must be studied as language B - language combination AB.
- (2) English, French, Italian, Russian and Spanish may be studied as language A, B or C. Portuguese may be studied as language C only. 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 Linguistics 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 the field of translation, or to continue their studies in this field.
- (4) Admission to this academic programme is subject to separate admission regulations.

#### **§ 2 Master's degree**

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After successful completion of the Master's examination, Heidelberg University will award 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. This includes time for completion of the final examinations and the Master's thesis.
- (2) Upon request, students may be admitted for part-time study. Further details are available in the applicable version of the regulations on part-time study at Heidelberg University (Teilzeitstudienordnung, TeilzeitO). Admission for part-time study extends the standard period of study and the deadlines for taking examinations for the first time in accordance with the provisions contained in the regulations on part-time study (TeilzeitO). With regard to processing times for written examinations, § 4, paragraph 34 of the regulations on part-time study (TeilzeitO) must be taken into account.
- (3) Lectures and courses are generally taken within the first three semesters. Students complete the Master's thesis in their fourth semester. Successful completion of the Master's degree programme requires that students obtain a total of 120 credits (CP) in both compulsory and elective courses.
- (4) The Master's degree programme is modular and consists in the modules, courses and lectures listed in Appendix 1 (language combination ABC), Appendix 2 (language combination ACCC), or Appendix 3 (language combination AB). The seminars to be taken for each module can generally be offered across all languages.
  1. If the degree programme is undertaken with the language combination ABC or AB, students must complete eleven modules worth a total of 83 CP during the course of study. In addition, they must complete three final written translation examinations (9 CP), two final oral examinations (8 CP), and the Master's thesis worth 20 CP.
  2. If the degree programme is undertaken with the language combination ACCC, students must complete nine modules worth a total of 82 CP during the course of study, as well as three final written translation examinations (9 CP), three final oral examinations (9 CP), and the Master's thesis worth 20 CP.

### **§ 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 and written examinations are considered individual modules.
- (3) A distinction is made between:
  - compulsory modules - to be completed by all students;
  - compulsory elective modules - selected by students from a limited range of lectures, courses or projects;
  - elective modules - freely selected by students from the modules offered by the department, by the Language Centre or by the Heidelberg University Career Service (see module handbook).
- (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 three professors and one representative of the research assistants. Where possible, a student should also be included on the examinations board in an advisory role. All members of the examinations board are appointed by the faculty council for a period of three years. The student member is appointed for a period of one year. Members may be re-appointed. Of the three professors, one is appointed as the chairperson, and one as the deputy chairperson. The faculty council may appoint a deputy for each member. If possible, the members of the examinations board should each represent a different language studied at the Institute. 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. So far as they are not under any other jurisdiction, the examinations board makes all decisions foreseen in these examination rules and regulations.
- (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 representative 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 the Master's examination may be appointed as observers.
- (4) The candidate may suggest an examiner for the Master's thesis and for the final oral and written examinations; this does not, however, 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) 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 agreements existing 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 results are to be graded on the basis of a credit system that allows credits from equivalent or similar degree programmes studied at the same or at a different university 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 subject grades and 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 and 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.
- (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 absence, 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 without good reason after it has begun, 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 are accepted, a new date for the examination 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 prohibit the candidate from completing any further examination components.
- (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 3. The candidate must be informed of negative decisions immediately and in writing; the reasons for the decision must be stipulated and information on the procedure for appeal must be provided.

## **§ 9 Types of examination during the course of study**

- (1) Examinations completed as an integrated part of courses or lectures during the course of study may take the following forms:
  1. oral examinations and/or
  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. Furthermore, the examination should determine whether the candidate has acquired adequate basic knowledge of the subject area.



- (2) Oral examinations completed during the course of study are of a duration of between 20 and 60 minutes.
- (3) The candidate must be informed of his or her examination result immediately following the oral examination.

## § 11 Written examinations during the course of study

- (1) In written examinations completed during the course of study, candidates should prove that they are able to recognise problems relating to their subject, and find solutions for these within a limited time period and using subject-specific methods. Furthermore, the examination should determine whether the candidate has acquired adequate basic knowledge of the subject area.
- (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 candidate.

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.

Percent	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

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> 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) Students are given an individual subject grade for language B and/or language C. These are calculated in accordance with § 19, paragraph 2.
- (4) The final module grades, the subject grades and the overall grade of the Master's examination are:

- “very good” for an average of between 1.0 and up to/including 1.5
- “good” for average of between 1.6 and up to/including 2.5
- “satisfactory” for an average of between 2.6 and up to/including 3.5
- “sufficient” for an average of between 3.6 and up to/including 4.0

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

- (5) To determine the final modules grades, the subject grades and the overall grade for the Master's examination, only the first digit after the decimal is taken into account; all other digits are dropped without rounding. The overall grade for the Master's examination is calculated in accordance with § 19, paragraph 3.
- (6) 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 for the top 10%  
 B the following 25%  
 C the following 30%  
 D the following 25%  
 E for 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 Admission requirements for the Master's examination

- (1) Admission to examinations in the chosen Master's degree programme may only be granted to individuals who:
1. are enrolled at Heidelberg University for the Master's degree programme in Translation Studies,
  2. have not lost their entitlement to take final examinations in the Master's degree programme in Translation Studies or in 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 final written translation examinations, candidates must provide additional certificates proving successful completion of the modules listed in Appendix 1 (language combination ABC), Appendix 2 (language combination ACCC), or Appendix 3 (language combination AB), equating to a minimum of 50 credits.
- (4) For admission to the Master’s thesis, candidates must provide additional

certificates proving successful completion of the modules listed in Appendix 1 (language combination ABC), Appendix 2 (language combination ACCC), or Appendix 3 (language combination AB), equating to a minimum of 70 credits.

- (5) Students may sit the final oral examinations only after all examinations to be taken as an integrated part of the course of study have been successfully completed, and the Master's thesis submitted. The final oral examinations must then be completed in full within 12 weeks of this point. If the candidate fails to observe this deadline, the examination components yet to be completed will be graded as "failed" (5.0), unless the candidate is not responsible for the deadline being exceeded.

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

- (1) An application for admission to the Master's thesis and to the final oral examinations 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,
  2. a declaration stating whether the candidate has failed a final examination in a Master's degree programme in Translation Studies or in a similar degree programme, or whether he or she is currently involved in an examination procedure for 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 denied if:
1. the requirements pursuant to § 13 are not fulfilled, or
  2. the documents set forth under paragraph 1 or 2 are incomplete and have not been completed upon request, or
  3. the candidate ultimately failed the Master's examination in the Translation Studies 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 in the successful completion of:
1. the modules, lectures and courses listed in Appendix 1 (language combination ABC), Appendix 2 (language combination ACCC), or

- Appendix 3 (language combination AB);
2. three final written translation examinations in languages A, B and C (language combination ABC), in the three C languages (language combination ACCC), or in languages B and A (language combination AB);
  3. the Master's thesis;
  4. two final oral examinations in the fields of Linguistics and Translation Studies in languages A, B and C (language combination ABC), in language B and A (language combination AB), or a total of three final oral examinations in the fields of Linguistics and Translation Studies, one in each of the three C languages selected (language combination ACCC).
- (2) The examinations referred to in § 15, paragraph 1, item 1 are taken as part of the respective courses and lectures, or as module examinations, and may be taken in written or oral form. 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 on a problem from the field of Translation Studies, within a given time limit and using academic methods. The Master's thesis is worth a total of 20 credits and is generally completed relative to language A and/or language B. If the Master's degree programme has been undertaken with the language combination ACCC, the Master's thesis is completed relative to language A and/or one of the chosen C languages.
- (2) The Master's thesis may be assigned and supervised by any examiner authorised in accordance with § 6, paragraph 1, clause 1.
- (3) The candidate must begin work on the Master's thesis no later than two weeks after completion of the last final written examination in accordance with § 15, paragraph 1, item 2, or must have, by that time, submitted an application for assignment of a topic to the chair of the examinations board. If the candidate fails to observe this deadline, the Master's thesis will be graded as "failed" (5.0), unless the candidate is not responsible for the time limit being exceeded.
- (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 a legal entitlement to the suggested topic. The topic for the Master's thesis will be 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, and in consultation with the relevant supervisor, the examinations board may extend this period by up to four weeks, or in the case of part-time students, by up to eight weeks. 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 two weeks following its assignment. On assignment of the new topic, the period for completion of the thesis starts anew.
- (7) The Master's thesis is completed in German. With the agreement of the relevant supervisor, the Master's thesis may be completed in another language. If the Master's thesis is written in another 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) One hard copy and one digital copy of the Master's thesis is to be submitted to the examinations board by the deadline; the date of submission 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 employ appropriate technical procedures to check for plagiarism.
- (3) The Master's thesis is assessed by two examiners, one of whom must have a habilitation or equivalent postdoctoral qualification. The first examiner should be the supervisor of the thesis. The second examiner is designated by the examinations board. The candidate is permitted to suggest an examiner. This does not, however, constitute legal entitlement to be examined by a particular examiner. The assessment period should not exceed six weeks.
- (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 having consulted 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 graded as "failed" (5.0) and the Master's examination will be ultimately failed, unless the candidate is not responsible for exceeding the deadline. The chair 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, and only if the candidate did not exercise this right when working on the initial Master's thesis.

### § 18 Oral and written final examinations

- (1) In the final written examinations, the candidate demonstrates that he or she has developed translation skills in his or her chosen languages.
- (2) In the final oral examinations, the candidate demonstrates that he or she has a good understanding of the subject as a whole, whilst also recognising the interconnections within the subject matter examined.
- (3) The final oral and written examinations may be held by any examiner authorised in accordance with § 6, paragraph 1. The candidate may suggest an examiner; this does not, however, constitute legal entitlement to be examined by a particular examiner. The chair of the examinations board ensures that candidates are notified of examiners' names in due time.
- (4) Final written translation examinations:
1. Where a student has chosen to undertake the degree programme with the language combination ABC or AB, he or she will complete the three final written translation examinations in the following areas:
    - Translation of specialist texts from language A into language B.
    - Translation of general language texts from language B into language A,
    - Translation of specialist texts from language C into language A (students with language combination ABC), or translation of specialist texts from language B into language A (students with language combination AB).
  2. Where a student has chosen to undertake the Master's degree programme with the language combination ACCC, three final written translation examinations are taken; one exam from each of the three C languages into language A. At least two of the examinations must be taken in the translation of specialist texts.
  3. The candidate may suggest topics for the texts used in the final written examinations. This does not, however, constitute a legal entitlement to examination on any particular topic.
  4. Each written examination is of a duration of 180 minutes.
  5. Each final written translation examination will be graded by two examiners. The first examiner will be the person who determined the topics of the texts

translated in the given written examination. The second examiner must be an authorised examiner in accordance with § 6. The assessment period should not exceed four weeks.

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

(5) Final oral examinations:

1. Where a student has chosen to undertake the degree programme with the language combination ABC or AB, he or she must take two final oral examinations, each of a duration of 30 minutes, in the following areas:
  - Linguistics and Translation Studies (language B), as well as
  - Linguistics and Translation Studies (language C in language combination ABC, or language A in language combination AB).
2. Where the degree programme is studied with language combination ACCC, the student is to take three final oral examinations, each of a duration of 20 minutes, in the following areas:
  - Linguistics and Translation Studies (language C1)
  - Linguistics and Translation Studies (language C2)
  - Linguistics and Translation Studies (language C3)
3. In the final oral examinations, the candidate demonstrates that, in addition to the necessary thorough knowledge of the individual areas examined, he or she also has a broader overview of the academic fields on which the Master's degree programme focuses. One of the final oral examinations should be used for the oral defence of the candidate's Master's thesis.
4. Each final oral examination is taken as an individual examination in the presence of two examiners, or one examiner accompanied by an authorised observer.
5. Where an examination is held by two examiners, the final grade for the examination is calculated as the average of the two assessments; § 12 applies accordingly.
6. Important content and the results of the oral examination must be recorded in the minutes. Candidates must be notified of examination results immediately following the oral examination.
7. 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) The final module grades as well as the grades for the final oral and written examinations in the relevant languages (language B and/or C language(s)) as according to Appendix 1 (language combination ABC), Appendix 2 (language combination ACCC), or Appendix 3 (language combination AB), are weighted according to the number of credits they are worth and included in the calculation of the subject grade(s).
- (3) The grades for all modules listed in Appendix 1 (language combination ABC), Appendix 2 (language combination ACCC), or Appendix 3 (language combination AB), with the exception of the elective module, "Professional Skills", are included in the calculation of the overall grade for the Master's examination before rounding, in accordance with § 12, paragraph 4. The grades are weighted according to the number of credits they are worth. The grade for the Master's thesis and the grades for the final written and oral examinations are weighted by a factor of two.

## § 20 Retaking examinations, deadlines

- (1) Failed examinations or examinations deemed as failed may be retaken once. This includes examinations failed at other universities. A second retake is only permitted in exceptional circumstances and only for a maximum of two 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 the final oral and written examinations.
- (2) Passed examinations may not be retaken.
- (3) Failed examinations must be retaken no later than during the following semester. If the candidate fails to meet this deadline, they will lose their entitlement to take the examination, unless they are not responsible for 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, for the final oral and written examinations), a diploma is issued in English and German. The diploma states the individual subject grade(s), the grades for the final oral and written examinations, the topic of, 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) Together with the diploma, the candidate will receive a Master's certificate written in both English and German, bearing the same date as the diploma. It certifies the conferment of the academic degree "Master of Arts". The certificate is signed by the dean and the chair of the examinations board. It bears the faculty seal.
- (4) If the Master's examination is failed on the final attempt or is considered not to have been passed, the chairperson will issue a written notification, providing information on the procedure for appeal. Upon request and on presentation of supporting documents and the certificate of exmatriculation, a certificate will be issued listing any 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 been ultimately failed.

## § 22 Supplementary subject, supplementary examination

- (1) Following successful completion of the final examination in the Master's degree programme in Translation Studies (language combination ABC, with German selected as language A; or language combination ACCC), students may take a supplementary examination enabling them to upgrade a chosen C language/ languages to the status of a B language in accordance with § 1. Provided that they have not already been taken for the student's original C language, the modules, lectures and courses to be completed for the language which the student wishes to upgrade are the same as those featured in Appendix 1 for language B. These modules, lectures and courses are also listed in Appendix 4; § 18 applies accordingly.
  1. Admission for supplementary study to upgrade a C language to the status of a B language is not subject to a separate admissions procedure.
  2. The standard period of study to upgrade a C language is one semester.
- (2) Following the successful completion of the final examination in the Master's degree programme in Translation Studies (language combination ABC, ACCC or AB), a supplementary examination may be taken in one (additional) C language in accordance with § 1. German must be selected as language A in relation to the additional C language. The modules, lectures and courses to be taken are the same as those listed in Appendix 1 for the C language. These modules, courses and lectures are also listed in Appendix 5; § 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.

1. 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 15 November for study in the following winter or summer semester respectively. Students must demonstrate proficiency equivalent to at least level C1 of the Common European Framework of Reference for Languages in the language which they wish to study as an additional C language.
2. The standard period of study to add an additional C language is two semesters.
- (3) When calculating the overall grade for the supplementary examination, the numerical values of all module grades for the modules listed in Appendix 4 or Appendix 5 are considered before rounding in accordance with § 12, paragraph 5. Grades are weighted according to the number of credits they are worth. The grades achieved in the final oral and written examinations are weighted by a factor of two.

### 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**

- (1) 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). As they come into effect, they supersede the examination rules and regulations for the Master's degree programme in Translation Studies dated 24 June 2011 (President's bulletin dated 5 August 2011, p. 697), last amended on 18 July 2014 (President's bulletin dated 22 August 2014, p. 449).
- (2) Students who are already enrolled in the Master's degree programme in Translation Studies at Heidelberg University at the point at which these examination rules and regulations enter into force, may continue their studies in accordance with the examination rules and regulations dated 18 July 2014 for a period of up to three years. Upon request, students may transfer to the new examination rules and regulations.

### **Appendix 1: Modular content of the Master's degree programme in Translation Studies: Language combination ABC**

### **Appendix 2: Modular content of the Master's degree programme in Translation Studies: Language combination ACCC**

### **Appendix 3: Modular content of the Master's degree programme in Translation Studies: Language combination AB**

### **Appendix 4: Modular content for the supplementary subject studied as part of the Master's degree programme in Translation Studies (for students with the language combination ABC, provided that German is studied as language A; or for students with the language combination ACCC): Upgrading language C to language B**

### **Appendix 5: Modular content for the supplementary subject studied as part of the Master's degree programme in Translation Studies (for students with the language combinations ABC, ACCC or AB): Adding an additional C language**

## Appendix 1

### Modular content of the Master's degree programme in Translation Studies: Language combination ABC

#### 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/or written form during the semester and/or at the end of the semester or module.

Module	Number / Type of lecture or course	RS	WCH	CT	PT	EP/ Ass	CP
<b>THEORY AND METHODOLOGIES</b>							
<b>Module 1 (compulsory module)</b> <b>Translation Studies I</b>	<b>1 MS, 1 L</b>	<b>1+2</b>	<b>4</b>	<b>60 hrs.</b>	<b>60 hrs.</b>	<b>120 hrs.</b>	<b>8</b>
Translation and Cultural Studies I (language B)	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
<b>Module 2 (compulsory module)</b> <b>Specialist Language and Translation</b>	<b>1 PC, 1 MS</b>	<b>1+2</b>	<b>4</b>	<b>60 hrs.</b>	<b>90 hrs.</b>	<b>120 hrs.</b>	<b>9</b>
Specialist Translation Skills	1 PC	1	2	30 hrs.	30 hrs.	30 hrs.	3
Specialised Translation and Terminology	1 MS	2	2	30 hrs.	60 hrs.	90 hrs.	6
<b>Module 3 (compulsory module)</b> <b>Translation Studies II</b>	<b>1 MS, 1 RC</b>	<b>3</b>	<b>4</b>	<b>60 hrs.</b>	<b>90 hrs.</b>	<b>120 hrs.</b>	<b>9</b>
Translation and Cultural Studies II (language C)	1 MS	3	2	30 hrs.	60 hrs.	90 hrs.	6

Research Colloquium	1 RC	3	2	30 hrs.	30 hrs.	30 hrs.	3
<b>LANGUAGE B</b>							
<b>Module 4 (compulsory module)</b> <b>Intercultural Communication /</b> <b>Language Skills for Translation</b>	<b>2 PC</b>	<b>1+2</b>	<b>4</b>	<b>60 hrs.</b>	<b>60 hrs.</b>	<b>60 hrs.</b>	<b>6</b>
Language Skills for Translation (language B)	1 PC	1	2	30 hrs.	30 hrs.	30 hrs.	3
Intercultural Communication	1 PC	2	2	30 hrs.	30 hrs.	30 hrs.	3
<b>Module 5 (compulsory module)</b> <b>Translation Skills I (language B)</b>	<b>2 PC</b>	<b>1</b>	<b>4</b>	<b>60 hrs.</b>	<b>60 hrs.</b>	<b>60 hrs.</b>	<b>6</b>
Translation of General Language Texts A > B	1 PC	1	2	30 hrs.	30 hrs.	30 hrs.	3
Translation of Specialist Texts B > A	1 PC	1	2	30 hrs.	30 hrs.	30 hrs.	3
<b>Module 6 (compulsory module)</b> <b>Translation Skills II (language B)</b>	<b>2 PC</b>	<b>3</b>	<b>4</b>	<b>60 hrs.</b>	<b>60 hrs.</b>	<b>60 hrs.</b>	<b>6</b>
Translation of General Language Texts B > A	1 PC	3	2	30 hrs.	30 hrs.	30 hrs.	3
Translation of Specialist Texts A > B	1 PC	3	2	30 hrs.	30 hrs.	30 hrs.	3
<b>LANGUAGE C</b>							
<b>Module 7 (compulsory module)</b> <b>Translation Skills: General</b> <b>Language Texts (language C)</b>	<b>2 PC</b>	<b>1</b>	<b>4</b>	<b>60 hrs.</b>	<b>60 hrs.</b>	<b>60 hrs.</b>	<b>6</b>
Language Skills for Translation (language C)	1 PC	1	2	30 hrs.	30 hrs.	30 hrs.	3
Translation of General Language Texts C > A	1 PC	1	2	30 hrs.	30 hrs.	30 hrs.	3
<b>Module 8 (compulsory module)</b> <b>Translation Skills:</b> <b>Technical and Specialist</b> <b>Texts (language C)</b>	<b>2 PC</b>	<b>2+3</b>	<b>4</b>	<b>60 hrs.</b>	<b>120 hrs.</b>	<b>30 hrs.</b>	<b>7</b>

Translation of Specialist Texts I C > A	1 PC	2	2	30 hrs.	60 hrs.	---	3
Translation of Specialist Texts II C > A	1 PC	3	2	30 hrs.	60 hrs.	---	3
Module examination	Independent study	3	---	---	---	30 hrs.	1
<b>ADDITIONAL SPECIALIST AND CROSS-DISCIPLINARY SKILLS</b>							
<b>Module 9 (elective module)</b> <b>Further Translation Skills</b> (see module handbook)	<b>2 PC</b>	<b>2</b>	<b>4</b>	<b>60 hrs.</b>	<b>60 hrs.</b>	<b>60 hrs.</b>	<b>6</b>
<b>Module 10 (elective module)</b> <b>Professional Skills</b> (see module handbook)	<b>Various</b>	<b>1-3</b>	<b>For details see module handbook</b>				<b>8</b>
<b>Module 11 (compulsory elective module)</b> <b>Area of Specialisation</b>	<b>2 MS or 2 PC or 1 PC + 1 MS</b>	<b>2</b>	<b>4-8</b>	<b>60 - 120 hrs.</b>	<b>120 - 180 hrs.</b>	<b>60-180 hrs.</b>	<b>12</b>
Project: Translation (language B)	1 PC	2	4	60 hrs.	90 hrs.	30 hrs.	6
Project: Translation (language C)	1 PC	2	4	60 hrs.	90 hrs.	30 hrs.	6
Project: Research	1 MS	2	2	30 hrs.	60 hrs.	90 hrs.	6
Intercultural Communication	1 MS	2	2	30 hrs.	60 hrs.	90 hrs.	6
<b>EXAMINATION MODULES</b>							
<b>Module 12 (compulsory module)</b> <b>Final written translation examinations</b>	<b>3 examinations</b>	<b>3</b>				<b>270 hrs.</b>	<b>9</b>
Translation of Specialist Texts from Language A into Language B	Independent study	3				90 hrs.	3
Translation of General Language Texts from Language B into Language A	Independent study	3				90 hrs.	3
Translation of Specialist Texts from Language C into Language A	Independent study	3				90 hrs.	3
<b>Module 13 (compulsory module)</b> <b>Master's Thesis</b>	<b>Independent study</b>	<b>4</b>				<b>600 hrs.</b>	<b>20</b>

07-17-10

21/07/16

07 - 24

Coding reference

Last amended

Edition – Page

<b>Module 14 (compulsory module)</b>							
<b>Final Oral Examinations</b>	<b>2 examinations</b>	<b>4</b>				<b>240 hrs.</b>	<b>8</b>
Linguistics and Translation Studies (language B)	Independent study	4				120 hrs.	4
Linguistics and Translation Studies (language C)	Independent study					120 hrs.	4
<b>Total</b>							<b>120</b>

## Appendix 2

### Modular content of the Master's degree programme in Translation Studies: Language combination ACCC

#### 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/or written form during the semester and/or at the end of the semester or module.

Module	Number / Type of lecture or course	RS	WCH	CT	PT	EP/ Ass	CP
<b>THEORY AND METHODOLOGIES</b>							
<b>Module 1 (compulsory module)</b>							
<b>Translation Studies I</b>	<b>1 MS, 1 L</b>	<b>1+2</b>	<b>4</b>	<b>60 hrs.</b>	<b>60 hrs.</b>	<b>120 hrs.</b>	<b>8</b>
Translation and Cultural Studies I (language C1, C2 or C3) (For details see module handbook)	1 MS	1	2	30 hrs.	60 hrs.	90 hrs.	6



07-17-10

21/07/16

07 - 25

Coding reference

Last amended

Edition – Page

Current Issues in the Fields of Linguistics and Translation Studies	1 L	2	2	30 hrs.	0 hrs.	30 hrs.	2
<b>Module 2 (compulsory module)</b> <b>Specialist Language and Translation</b>	<b>1 PC, 1 MS</b>	<b>1+2</b>	<b>4</b>	<b>60 hrs.</b>	<b>90 hrs.</b>	<b>120 hrs.</b>	<b>9</b>
Specialist Translation Skills	1 PC	1	2	30 hrs.	30 hrs.	30 hrs.	3
Specialised Translation and Terminology	1 MS	2	2	30 hrs.	60 hrs.	90 hrs.	6
<b>Module 3 (compulsory module)</b> <b>Translation Studies II</b>	<b>1 MS, 1 RC</b>	<b>3</b>	<b>4</b>	<b>60 hrs.</b>	<b>90 hrs.</b>	<b>120 hrs.</b>	<b>9</b>
Translation and Cultural Studies II (language C1, C2 or C3) (For details see module handbook)	1 MS	3	2	30 hrs.	60 hrs.	90 hrs.	6
Research Colloquium	1 RC	3	2	30 hrs.	30 hrs.	30 hrs.	3
<b>TRANSLATION</b>							
<b>Module 4 (compulsory module)</b> <b>Language Skills for Translation</b>	<b>3 PC</b>	<b>1</b>	<b>6</b>	<b>90 hrs.</b>	<b>90 hrs.</b>	<b>90 hrs.</b>	<b>9</b>
Language Skills for Translation C1	1 PC	1	2	30 hrs.	30 hrs.	30 hrs.	3
Language Skills for Translation C2	1 PC	1	2	30 hrs.	30 hrs.	30 hrs.	3
Language Skills for Translation C3	1 PC	1	2	30 hrs.	30 hrs.	30 hrs.	3
<b>Module 5 (compulsory module)</b> <b>Translation Skills I</b>	<b>3 PC</b>	<b>1</b>	<b>6</b>	<b>60 hrs.</b>	<b>60 hrs.</b>	<b>60 hrs.</b>	<b>9</b>
Translation of General Language Texts C1 > A	1 PC	1	2	30 hrs.	30 hrs.	30 hrs.	3
Translation of General Language Texts C2 > A	1 PC	1	2	30 hrs.	30 hrs.	30 hrs.	3
Translation of General Language Texts C3 > A	1 PC	1	2	30 hrs.	30 hrs.	30 hrs.	3
<b>Module 6 (compulsory module)</b> <b>Translation Skills II (language C1)</b> (see module handbook)	<b>2 PC</b>	<b>2+3</b>	<b>4</b>	<b>60 hrs.</b>	<b>20 hrs.</b>	<b>30 hrs.</b>	<b>7</b>
Translation of Specialist Texts I C1 > A	1 PC	2	2	30 hrs.	60 hrs.	---	3
Translation II C1 > A	1 PC	3	2	30 hrs.	60 hrs.	---	3
Module examination or 2 sub-module examinations	Independent study	3	---	---	---	30 hrs.	1

07-17-10

21/07/16

07 - 26

Coding reference

Last amended

Edition – Page

<b>Module 7 (compulsory module)</b> <b>Translation Skills III (language C2)</b> (see module handbook)	<b>2 PC</b>	<b>2+3</b>	<b>4</b>	<b>60 hrs.</b>	<b>120 hrs.</b>	<b>30 hrs.</b>	<b>7</b>
Translation of Specialist Texts I C2 > A	1 PC	2	2	30 hrs.	60 hrs.	---	3
Translation II C2 > A	1 PC	3	2	30 hrs.	60 hrs.	---	3
Module examination or 2 sub- module examinations	Independent study	3	---	---	---	30 hrs.	1
<b>Module 8 (compulsory module)</b> <b>Translation Skills IV (language C3)</b> (see module handbook)	<b>2 PC</b>	<b>2+3</b>	<b>4</b>	<b>60 hrs.</b>	<b>120 hrs.</b>	<b>30 hrs.</b>	<b>7</b>
Translation of Specialist Texts I C3 > A	1 PC	2	2	30 hrs.	60 hrs.	---	3
Translation II C3 > A	1 PC	3	2	30 hrs.	60 hrs.	---	3
Module examination or 2 sub- module examinations	Independent study	3	---	---	---	30 hrs.	1
<b>ADDITIONAL SPECIALIST AND CROSS-DISCIPLINARY SKILLS</b>							
<b>Module 9 (elective module)</b> <b>Professional Skills</b> (see module handbook)	<b>Various</b>	<b>1-3</b>	<b>For details see module handbook</b>				<b>5</b>
<b>Module 10 (compulsory elective module)</b> <b>Area of Specialisation</b>	<b>2 MS or 2 PC or 1 PC + 1 MS</b>	<b>2</b>	<b>4-6</b>	<b>60- 90 hrs.</b>	<b>120- 150 hrs.</b>	<b>120- 180 hrs.</b>	<b>12</b>
Project: Translation (language C1, C2 or C3)	1 PC	2	4	60 hrs.	90 hrs.	30 hrs.	6
Project: Research (language C1, C2 or C3) (see module handbook)	1 MS	2	2	30 hrs.	60 hrs.	90 hrs.	6
Intercultural Communication (language C1, C2 or C3) (see module handbook)	1 MS	2	2	30 hrs.	60 hrs.	90 hrs.	6
<b>EXAMINATION MODULES</b>							
<b>Module 11 (compulsory module)</b> <b>Final written translation examinations</b>	<b>3 examinations</b>	<b>3</b>				<b>270 hrs.</b>	<b>9</b>

Translation of Specialist Texts from two chosen C Languages (language C1 and/or C2 and/or C3) into Language A	2 examinations	6				180 hrs.	6
Translation of General Language Texts from the third C Language (language C1 or C2 or C3) into Language A	1 examination	3				90 hrs.	3
<b>Module 12 (compulsory module)</b> <b>Master's Thesis</b>	<b>Independent study</b>	<b>4</b>				<b>600 hrs.</b>	<b>20</b>
<b>Module 13 (compulsory module)</b> <b>Final Oral Examinations</b>	<b>3 examinations</b>	<b>4</b>				<b>270 hrs.</b>	<b>9</b>
Linguistics and Translation Studies (language C1)	Independent study	4				90 hrs.	3
Linguistics and Translation Studies (language C2)	Independent study	4				90 hrs.	3
Linguistics and Translation Studies (language C3)	Independent study	4				90 hrs.	3
<b>Total</b>							<b>120</b>

### Appendix 3

#### Modular content of the Master's degree programme in Translation Studies: Language combination AB

**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/or written form during the semester and/or at the end of the semester or module.

Module	Number / Type of lecture or course	RS	WCH	CT	PT	EP/ Ass	CP
--------	------------------------------------	----	-----	----	----	---------	----

<b>THEORY AND METHODOLOGIES</b>							
<b>Module 1 (compulsory module)</b> <b>Translation Studies I</b>	<b>1 MS, 1 L</b>	<b>1+2</b>	<b>4</b>	<b>60 hrs.</b>	<b>60 hrs.</b>	<b>120 hrs.</b>	<b>8</b>
Translation and Cultural Studies I (language A)	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
<b>Module 2 (compulsory module)</b> <b>Specialist Language and Translation</b>	<b>1 PC, 1 MS</b>	<b>1+2</b>	<b>4</b>	<b>60 hrs.</b>	<b>90 hrs.</b>	<b>120 hrs.</b>	<b>9</b>
Specialist Translation Skills	1 PC	1	2	30 hrs.	30 hrs.	30 hrs.	3
Specialised Translation and Terminology	1 MS	2	2	30 hrs.	60 hrs.	90 hrs.	6
<b>Module 3 (compulsory module)</b> <b>Translation Studies II</b>	<b>1 MS, 1 RC</b>	<b>3</b>	<b>4</b>	<b>60 hrs.</b>	<b>90 hrs.</b>	<b>120 hrs.</b>	<b>9</b>
Translation and Cultural Studies II (language B)	1 MS	3	2	30 hrs.	60 hrs.	90 hrs.	6
Research Colloquium	1 RC	3	2	30 hrs.	30 hrs.	30 hrs.	3
<b>LANGUAGE A</b>							
<b>Module 4 (compulsory module)</b> <b>Intercultural Communication</b>	<b>2 PC</b>	<b>1+2</b>	<b>4</b>	<b>60 hrs.</b>	<b>60 hrs.</b>	<b>60 hrs.</b>	<b>6</b>
Intercultural Communication I	1 PC	1	2	30 hrs.	30 hrs.	30 hrs.	3
Intercultural Communication II	1 PC	2	2	30 hrs.	30 hrs.	30 hrs.	3
<b>Module 5 (compulsory module)</b> <b>Translation Skills I</b>	<b>2 PC</b>	<b>1</b>	<b>4</b>	<b>60 hrs.</b>	<b>60 hrs.</b>	<b>60 hrs.</b>	<b>6</b>
Translation of General Language Texts A > B	1 PC	1	2	30 hrs.	30 hrs.	30 hrs.	3
Translation of Specialist Texts I B > A	1 PC	1	2	30 hrs.	30 hrs.	30 hrs.	3
<b>Module 6 (compulsory module)</b> <b>Translation Skills II</b>	<b>2 PC</b>	<b>3</b>	<b>4</b>	<b>60 hrs.</b>	<b>60 hrs.</b>	<b>60 hrs.</b>	<b>6</b>
Translation of Specialist Texts A > B	1 PC	3	2	30 hrs.	30 hrs.	30 hrs.	3

07-17-10

21/07/16

07 - 29

Coding reference

Last amended

Edition – Page

Translation of Specialist Texts II B > A	1 PC	3	2	30 hrs.	30 hrs.	30 hrs.	3
<b>LANGUAGE B (GERMAN)</b>							
<b>Module 7 (compulsory module)</b> <b>Language Skills for Translation</b> <b>Language B</b>	<b>2 PC</b>	<b>1</b>	<b>4</b>	<b>60 hrs.</b>	<b>120 hrs.</b>	<b>30 hrs.</b>	<b>7</b>
Language Skills for Translation I (language B)	1 PC	1	2	30 hrs.	60 hrs.	---	3
Language Skills for Translation II (language B)	1 PC	1	2	30 hrs.	60 hrs.	---	3
Module examination	Independent study	1	---	---	---	30 hrs.	1
<b>Module 8 (compulsory module)</b> <b>Further Language Skills for</b> <b>Translation (language B)</b>	<b>2 PC</b>	<b>2+3</b>	<b>4</b>	<b>60 hrs.</b>	<b>120 hrs.</b>	<b>30 hrs.</b>	<b>7</b>
Language Skills for Translation III (language B)	1 PC	2	2	30 hrs.	60 hrs.	---	3
Translation of General Language Texts B > A	1 PC	3	2	30 hrs.	60 hrs.	---	3
Module examination	Independent study	3	---	---	---	30 hrs.	1
<b>ADDITIONAL SPECIALIST AND CROSS-DISCIPLINARY SKILLS</b>							
<b>Module 9 (elective module)</b> <b>Further Translation Skills</b> (see module handbook)	<b>2 PC</b>	<b>2</b>	<b>4</b>	<b>60 hrs.</b>	<b>60 hrs.</b>	<b>60 hrs.</b>	<b>6</b>
<b>Module 10 (elective module)</b> <b>Professional Skills</b> (see module handbook)	<b>Various</b>	<b>1-3</b>	<b>For details see module handbook</b>				<b>7</b>
<b>Module 11 (compulsory elective module)</b> <b>Area of Specialisation</b>	<b>2 MS</b> <b>or</b> <b>2 PC</b> <b>or</b> <b>1 PC + 1 MS</b>	<b>2</b>	<b>4-8</b>	<b>60-120 hrs.</b>	<b>120-180 hrs.</b>	<b>60-180 hrs.</b>	<b>12</b>
Project: Translation (language A)	1 PC	2	4	60 hrs.	90 hrs.	30 hrs.	6
Project: Translation (language B)	1 PC	2	4	60 hrs.	90 hrs.	30 hrs.	6
Project: Research	1 MS	2	2	30 hrs.	60 hrs.	90 hrs.	6
Intercultural Communication	1 MS	2	2	30 hrs.	60 hrs.	90 hrs.	6

EXAMINATION MODULES							
<b>Module 12 (compulsory module)</b>							
<b>Final written translation examinations</b>	<b>3 examinations</b>	<b>3</b>				<b>270 hrs.</b>	<b>9</b>
Translation of General Language Texts from Language B into Language A	Independent study	3				90 hrs.	3
Translation of Specialist Texts from Language A into Language B	Independent study	3				90 hrs.	3
Translation of Specialist Texts from Language B into Language A	Independent study	3				90 hrs.	3
<b>Module 13 (compulsory module)</b>							
<b>Master's Thesis</b>	<b>Independent study</b>	<b>4</b>				<b>600 hrs.</b>	<b>20</b>
<b>Module 14 (compulsory module)</b>							
<b>Final Oral Examinations</b>	<b>2 examinations</b>	<b>4</b>				<b>240 hrs.</b>	<b>8</b>
Linguistics and Translation Studies (language B)	Independent study	4				120 hrs.	4
Linguistics and Translation Studies (language A)	Independent study	4				120 hrs.	4
<b>Total</b>							<b>120</b>

## Appendix 4

### Modular content for the supplementary subject studied as part of the Master's degree programme in Translation Studies (for students with the language combination ABC, provided that German is studied as language A; or for students with the language combination ACCC): Upgrading language C to language B

For the successful completion of the supplementary examination to upgrade language C, or one of the C languages, to the status of a B language, students must gain a total of 18 credits in lectures and courses offered as part of the Master's degree programme in Translation Studies. These credits are to be gained via the completion of two modules and two final written translation examinations.

All modules and the relevant lectures and courses which students must attend are listed in the example timetable below. "language B" refers here to the C language which is being upgraded to a B language.

#### 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/or written form during the semester and/or at the end of the semester or module.

Module	Number / Type of lecture or course	RS	WCH	CT	PT	EP/ Ass	CP
<b>Module 1 (compulsory module)</b> <b>Intercultural Communication</b>	<b>1 PC</b>	<b>1</b>	<b>2</b>	<b>30 hrs.</b>	<b>30 hrs.</b>	<b>30 hrs.</b>	<b>3</b>
<b>Module 2 (compulsory module)</b> <b>Translation Skills</b>	<b>3 PC</b>	<b>1</b>	<b>6</b>	<b>90 hrs.</b>	<b>90 hrs.</b>	<b>90 hrs.</b>	<b>9</b>
Translation of General Language Texts A > B	1 PC	1	2	30 hrs.	30 hrs.	30 hrs.	3
Translation of General Language Texts B > A	1 PC	1	2	30 hrs.	30 hrs.	30 hrs.	3
Translation of Specialist Texts A > B	1 PC	1	2	30 hrs.	30 hrs.	30 hrs.	3
<b>EXAMINATION MODULE*</b>							

<b>Module 3 (compulsory module)</b>							
<b>Final written translation examinations</b>	<b>2 examinations</b>	<b>1</b>				<b>180 hrs.</b>	<b>6</b>
Translation of General Language Texts from Language B into Language A	Independent study	1				90 hrs.	3
Translation of Specialist Texts from Language A into Language B	Independent study	1				90 hrs.	3
<b>Total</b>							<b>18</b>

\* For admission to the final written translation examinations, students must present certificates proving their successful participation in modules 1 and 2. Admission is granted in accordance with § 14.

## Appendix 5

### Modular content for the supplementary subject studied as part of the Master's degree programme in Translation Studies (for students with the language combinations ABC, ACCC or AB): Adding an additional C language

For the completion of a supplementary examination in a (additional) C language, a total of 36 credits are to be gained in modules, lectures and courses offered as part of the Master's degree programme in Translation Studies. These credits are to be gained via the completion of four modules, one final written translation examination and one final oral examination.

All modules and the relevant lectures and courses which students must attend are listed in the example timetable below. German must be taken as language A.

#### 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/or written form during the semester and/or at the end of the semester or module.

Module	Number / Type of lecture or course	RS	WCH	CT	PT	EP/ Ass	CP
<b>THEORY AND METHODOLOGIES</b>							



07-17-10

21/07/16

07 - 33

Coding reference

Last amended

Edition – Page

<b>Module 1 (compulsory module)</b>							
<b>Translation Studies</b>	<b>1 MS</b>	<b>1</b>	<b>2</b>	<b>30 hrs.</b>	<b>60 hrs.</b>	<b>90 hrs.</b>	<b>6</b>
Translation and Cultural Studies (language C)	1 MS	1	2	30 hrs.	60 hrs.	90 hrs.	6
<b>ADDITIONAL LANGUAGE (LANGUAGE C)</b>							
<b>Module 2 (compulsory module)</b>							
<b>Translation Skills: General Language Texts (language C)</b>	<b>2 PC</b>	<b>1</b>	<b>4</b>	<b>60 hrs.</b>	<b>120 hrs.</b>	<b>30 hrs.</b>	<b>7</b>
Translation of General Language Texts C > A	1 PC	1	2	30 hrs.	60 hrs.	---	3
Language Skills for Translation (language C)	1 PC	1	2	30 hrs.	60 hrs.	---	3
Module examination	Independent study	1	---	---	---	30 hrs.	1
<b>Module 3 (compulsory module)</b>							
<b>Translation Skills: Technical and Specialist Texts (language C)</b>	<b>2 PC</b>	<b>1+2</b>	<b>4</b>	<b>60 hrs.</b>	<b>120 hrs.</b>	<b>30 hrs.</b>	<b>7</b>
Translation of Specialist Texts I C > A	1 PC	1	2	30 hrs.	60 hrs.	---	3
Translation of Specialist Texts II C > A	1 PC	2	2	30 hrs.	60 hrs.	---	3
Module examination	Independent study	2	---	---	---	30 hrs.	1
<b>ADDITIONAL SPECIALIST SKILLS</b>							
<b>Module 4 (elective module)</b>							
<b>Further Translation Skills</b>	<b>1 PC</b>	<b>1</b>	<b>2</b>	<b>30 hrs.</b>	<b>30 hrs.</b>	<b>30 hrs.</b>	<b>3</b>
<b>Module 5 (compulsory elective module)</b>	<b>1 PC</b>	<b>2</b>	<b>2-4</b>	<b>30-60 hrs.</b>	<b>60-90 hrs.</b>	<b>30-90 hrs.</b>	<b>6</b>
<b>Area of Specialisation</b>	<b>1 MS</b>						
Project: Translation (language C)	1 PC	2	4	60 hrs.	90 hrs.	30 hrs.	6
Project: Research	1 MS	2	2	30 hrs.	60 hrs.	90 hrs.	6
Intercultural Communication (if not already completed)	1 MS	2	2	30 hrs.	60 hrs.	90 hrs.	6
<b>EXAMINATION MODULES*</b>							

<b>Module 6 (compulsory module)</b>							
<b>Final written translation examination</b>	<b>1 examination</b>	<b>2</b>				<b>90 hrs.</b>	<b>3</b>
Translation of Specialist Texts from Language C into Language A	Independent study	2				90 hrs.	3
<b>Module 7 (compulsory module)</b>							
<b>Final Written Translation Examinations</b>	<b>1 examination</b>	<b>2</b>				<b>120 hrs.</b>	<b>4</b>
Linguistics and Translation Studies (language C)	Independent study	2				120 hrs.	4
<b>Total</b>							<b>36</b>

\* For admission to the final examinations, students must present certificates proving their successful participation in modules 1 and 2. Admission is granted in accordance with § 14.

Heidelberg, 21 June 2016

Professor Bernhard Eitel  
President

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