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

dated 8 June 2010

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Section I: General provisions**§ 1 Purpose of the academic programme and examination**

- (1) The Master's degree programme in Anthropology provides students with knowledge of both theoretical and empirically founded aspects of Anthropology. In a globalised world, Anthropology, the science of comparing the ways in which human populations live and think, takes on a particularly significant role. The Master's degree programme in Anthropology focusses on the study of cultural processes and dynamics in a globally connected world at an advanced level. The programme enables students to recognise and evaluate local, national and transnational cultural processes and their interconnections with forms of social, political and economic inequality, disruptions and conflicts in different regional contexts. Regional focus is placed on South Asia, South East Asia and Oceania; other regions and Western industrialised societies are also considered. The Master's degree programme in Anthropology thus enables students to extend their regional, theoretical and methodological knowledge. The knowledge acquired during the degree programme enables students to carry out independent academic work, research and problem solving tasks, and to complete scientifically informed analyses of political, economic or cultural topics, or of society as a whole. Graduates of the degree programme are able to work independently in a professional field, or begin a doctorate. The programme is primarily taught in English. Students are able to formulate and present oral presentations on complex and related topics within the subject area, and can produce written academic papers, in English.
- (2) By studying the Master's degree programme in Anthropology, students acquire subject specific and cross-disciplinary skills.
- (3) Subject-related qualification objectives: Students acquire extensive theoretical, regional and methodological knowledge relating to Anthropology, with which they can describe, analyse, assess and apply interdependences and connections. In providing a broad analytical, theoretical and methodological education, the degree programme conveys important skills required for independent research and work based on academic and academically oriented, interests. Upon successful completion of the programme, students are able to plan, carry out and write up research-oriented and applied projects. They have learnt the ethical fundamentals of anthropological research, which they are able to name and apply. They are able to recognise, describe, and analyse complex interconnections, develop their own research questions and mediate academic discussions. They are able to articulate, convey and apply complex anthropological findings in transdisciplinary academic discussions.
- (4) Graduates are able to learn autodidactically, to critically reflect on their own statements and those of others, and to relate new findings to existing scientific interconnections. They are able to independently organise and plan projects within a given time frame. Based on their ability to confidently apply methods of academic working using a qualitative approach, they are able to independently develop, address and resolve research questions within a limited period of time.

The anthropological focus means that students are able to understand seemingly universal thought processes and specific cultural processes and ideas, and critically reflect on their inherent Eurocentrism. This means that students are in particular able to understand, appreciate and make use of diversity and different culturally specific ways of living and thinking, they are able to take intercultural connections into account and can plan and execute projects in an interdisciplinary and intercultural context. By working in groups and pairs during the project phase of the programme, students learn to work in a team and provide constructive feedback.

As the Master's degree programme in Anthropology is primarily taught in English, graduates of the programme also acquire sound knowledge of the English language. They are able to present complex theoretical facts and take part in plenum discussions in English. Moreover, they can hold technical conversations in English in a critical manner, and produce written academic papers. This in particular prepares them for an academic doctoral dissertation or for a job in an international and/or intercultural environment.

Furthermore, they have acquired knowledge of a language of their choice such as Bahasa Indonesia, Hindi, Thai, or Tok Pisin, and are able to hold everyday conversations in this language, or they have developed existing knowledge of a foreign language and are able to understand academic literature written in this language, and describe, analyse and assess the content, and hold technical conversations.

- (5) The degree qualifies graduates for jobs in various areas of work such as foreign aid, peace and conflict research, youth and adult education, culture management, intercultural project management, migration and intercultural education, international organisations, the media and publishing, museums and exhibitions, public relations, organisational consultancy, advertising and tourism, academia, and organisation and market research.
- (6) The purpose of the Master of Arts examination is to assess whether students have an overview of the interconnections within their subject, have the ability to apply in-depth academic methods and knowledge, and are able work independently following established academic principles.
- (7) Admission to the academic programme is subject to separate admissions 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 and range of courses

offered

- (1) The standard period of study for the Master's degree programme is four semesters, including time for the Master's examination and for completion of the Master's thesis.
- (1a) Students may be admitted for part-time study upon request. Details are subject to the applicable version of the regulations on part-time study at Heidelberg University (Teilzeitstudienordnung - TeilzeitstudienO). Upon admission for part-time study, the standard period of study will be amended in accordance with the provisions stipulated. With regard to processing times for written examination components, § 4 paragraph 3 TeilzeitstudienO must be observed.
- (2) Lectures and courses in the Master's degree programme run for three semesters. The Master's thesis is to be completed in the fourth semester. Successful completion of the Master's degree programme requires a total of 120 credits (CP) in both compulsory and elective courses.
- (3) The Master's programme is a modular programme. Of the total 120 credits, 52 credits are allocated for completion of subject-specific lectures and courses relating to the degree programme in Anthropology and the final oral examination, 18 credits are awarded for completion of interdisciplinary courses, 20 credits are obtained from a minor subject and 30 credits are awarded for the Master's thesis. The Master's in Anthropology may also be studied as a minor subject worth 20 credits in combination with another major subject.
- (4) Generally, any programme may be chosen as a minor subject, provided that it is offered as a Master's programme. As an alternative to studying a minor subject, the 20 credits may be obtained through completion of courses in Anthropology as a part of modules 2 and 7.
- (5) The language of instruction and examination is primarily English. Courses and examinations may also be fully or partially conducted in German. The degree programme may be completed in full in English. In this case, the choice of courses and modules is limited.

§ 4 Modules, credits and transcript of grades

- (1) A module is a teaching unit, self-contained in terms of both time and content and comprised of various lectures and courses. It not only comprises the lectures and courses attended, but also the components necessary for a passing grade in the module.
- (2) The Master's thesis and the final oral examination are regarded as individual modules.
- (3) A distinction is made between

- compulsory modules: must be completed by all students
 - compulsory elective modules: students may select these from a limited subject area
 - elective modules: students may freely choose these from the modules offered within the subject.
- (4) In order to pass a module, all module components must be graded "sufficient" (4.0) or better (sub-module grades).
- (5) Credits are given for successfully completed modules, including their individual components. One credit (CP) corresponds to a workload of 30 hours.
- (6) A transcript of grades (Transcript of Records) will be issued at the end of each semester. This transcript lists all module and sub-module examinations that students have passed along with the corresponding credits and grades.

§ 5 Examinations board

- (1) The examinations board is responsible for the organisation of examinations and the tasks prescribed in these examination rules and regulations. It consists of two professors, a research assistant representative, and a student, who serves in an advisory capacity. The faculty council appoints the chairperson, the deputy, and the other members of the examinations board for a period of two years each. The student member is appointed for one year. The chairperson and the deputy chairperson must be professors.
- (2) The examinations board ensures that the examination rules and regulations are upheld and provides recommendations for further improving the curriculum and the examination rules and regulations. It appoints examiners and observers. The examinations board may confer responsibility for appointing examiners and observers to its chairperson. The board may be called upon for all questions regarding examinations.
- (3) The chairperson manages the business of the examinations board, prepares and chairs meetings and, in the event of a tie vote, has the deciding vote.
- (4) The examinations board may confer further responsibility to its chairperson, or to another person authorised by the institute, provided this does not violate applicable law. Such a decision may be revoked at any time. The examinations board must be informed on a regular basis about the execution of these tasks.
- (5) Members of the examinations board have the right to attend examinations.
- (6) Members of the examinations board, examiners and observers are subject to official secrecy. Members who are not civil servants are sworn to secrecy by the chairperson.

- (7) The candidate must be informed of negative decisions of the examinations board immediately and in writing; the reasons for the decision must be stipulated and information on the procedure for appeal must be provided.

§ 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, associate professors, or research associates who have been granted the right to conduct examinations. Research assistants or research associates, adjunct lecturers and lecturers with special responsibilities may only be appointed to conduct examinations under exceptional circumstances; when there are not sufficient faculty members available who have the right to conduct examinations.
- (2) Examinations held during the course of study are usually conducted by the teacher of the course in question.
- (3) Observers must have sat the corresponding Master's examination or equivalent.
- (4) The candidate may suggest an examiner for the Master's thesis and the final oral examination; however, 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.

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

- (1) Course credits and examination results as well as academic degrees that were obtained through a degree programme at another state or state-recognised higher education institution or college 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 as long as the skills acquired do not differ significantly from those required for the courses and examinations or the degrees that are replaced. This recognition is required in order to continue an academic programme, take examinations, enrol in a further academic programme or be admitted to a doctoral programme. The validity of § 15, paragraphs 3 and 4 LBG (State Public Service Law) remains unaffected.
- (2) Courses completed at recognised distance-learning institutions will be considered equivalent to those in a corresponding traditional degree programme with regard to determining the duration of study.
- (3) It is the applicant's responsibility to provide all information necessary for

credits to be recognised. It is the responsibility of the office which carries out the recognition procedure to prove that an application does not fulfil the requirements.

- (4) If agreements 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 LHG (Act on Higher Education of the Land of Baden-Württemberg), 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 to be recognised; this also applies to universities of cooperative education, provided that equivalence is established.
- (6) Knowledge and skills acquired outside of the higher education system are to be recognised 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 credits to be obtained. A Bachelor's thesis will not be recognised. If documentation of individual examinations that would provide evidence of specific knowledge and skills cannot be provided, the examinations board may request the completion of a placement test.
- (7) Credits may be awarded for study and examination components completed in the context of refresher courses (Kontaktstudien). When recognising credits from refresher courses for a university degree programme, paragraphs 2 and 5, as well as paragraph 6, clause 1, number 1 apply accordingly. When recognising knowledge and skills gained outside of the higher education system for refresher courses, paragraph 6 applies accordingly.

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

- (1) An examination is graded as "failed" (5.0) if a candidate fails to appear without being able to state a valid reason for their absence, or if they withdraw from the examination after it has started. The same applies if a written examination is not completed within the specified time limit, unless the candidate is not responsible for exceeding the time limit.
- (2) Reasons for withdrawal or absence must be plausible in accordance with paragraph 1, and must immediately be submitted in writing to the examinations board. If the candidate, or a child for whom the candidate is generally the sole

caregiver, is ill, a medical certificate must be provided. In the event of doubt, a medical certificate from a designated physician may be required. If the reasons stated are accepted, a new examination date will be scheduled. In this case, examination results that are already available will be taken into account.

- (3) When deciding whether the candidate is responsible for exceeding a deadline for registering or taking an examination, the examinations board must respect the provisions stated in the Maternity Protection Act and the legal regulations concerning parental leave, and allow candidates to make appropriate use of these provisions.

The same applies for students with disabilities or chronic illnesses, or for students with dependent relatives, in accordance with § 7 paragraph 3 of the Pflegezeitgesetz (Home Care Leave Act).

- (4) If the candidate tries to influence the examination results through deception or by using unauthorised aids, the examination will be graded as "failed" (5.0). If a candidate disrupts the proper course of the examination, they may be excluded from continuing the examination by the examiner or examination supervisor, in which case the examination will be graded as "failed" (5.0). In severe cases, the examinations board may exclude the candidate from all further examinations.

- (5) With regard to paragraph 4, clauses 1 and 2, the candidate may request that the decision be validated by the examinations board within a period of 7 days. 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 component completed during the course of study

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

1. oral examinations
2. written examinations (electronically where applicable)

- (2) If candidates provide a medical certificate that plausibly proves that they are not able to take examinations in the form prescribed, whether completely or partially, due to permanent or chronic health problems, the examinations board may allow them to take an equivalent examination in an alternative form. The same applies for other course requirements.

§ 10 Oral examination components completed during the course of study

- (1) In the oral examination components, candidates should prove that they recognise interrelationships within the subject matter examined and that they are able to relate specific problems to these interrelationships. Furthermore, candidates should demonstrate that they have adequate fundamental

knowledge relating to their academic programme.

- (2) An oral examination lasts between 30 and 60 minutes.

§ 11 Written examination components completed during the course of study

- (1) In written examination components, candidates should demonstrate that they are able to recognise problems relating to their subject and find solutions for them using subject-specific methods within limited time and using limited resources.
- (2) A written examination lasts between 60 and 90 minutes. *Multiple choice* questions are permitted.
- (3) Multiple choice questions are generally set by the lecturer responsible for a course, who is appointed by the examinations board. The examination questions must correspond to the knowledge imparted in the course, and must provide reliable examination results. Before assessing the examination results, the person responsible, as determined in clause 1, must ensure that the questions for the examination are in accordance with paragraph 3 clause 2. If the examiner finds that individual examination questions are incorrect, these questions must not be considered when assessing the examination results. In such a case, the number of given questions is reduced accordingly and the assessment of the examination must be based on this reduced number. Reducing the number of questions must not have negative consequences for the candidates.

An examination carried out as a multiple choice examination is considered to be passed if at least 50% of the questions were answered correctly, or if the number of questions correctly answered by the candidate is not more than 22% below the average examination results of all candidates. (non-referenced grading).

If a candidate has correctly answered the number of questions required to pass the examination, the multiple choice examination must be assessed as follows. In the case of non-referenced grading, 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

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> 85 – 90	1.7	
> 90 – 95	1.3	
> 95 – 100	1.0	

- (4) If a written examination component takes the form of a term paper, candidates must assure that they are the author of their work and have used no sources or aids other than those indicated.
- (5) The evaluation period for written examinations should not exceed six 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, due to considerable deficiencies, does not meet the requirements.

For more detailed assessment of examination performance, grades may be further differentiated by increasing or decreasing the individual grades by 0.3; however, the grade 0.7 and incremental grades above 4.0 may not be used.

- (2) The final module grade is calculated on the basis of the unrounded values of module examination components, weighted according to the number of credits earned. If a final examination is to be completed within a module, the grade from this final module examination constitutes the grade for this module.
- (3) Grading for the final module grade, and the overall Master's examination grade is as follows:

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

- (4) When calculating final module grades and the overall examination grade, only the first decimal after the point is taken into account, without rounding. The overall grade for the Master's examination is calculated in accordance with §

19, paragraph 2.

- (5) In addition to the German-system grades, students who have passed the examinations will also be awarded a letter grade according to the following scale:

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

The grades achieved by at least two previously graduating year groups may also be taken into account when calculating the relative grades for the current graduating year group, depending on the size of the graduating cohort. For degree grades, the ECTS grade must be included. For individual modules, the ECTS grade may be listed when possible and necessary.

Section II: Master's examination

§ 13 Master's examination admission requirements

- (1) Admission to the individual examinations for the Master's examination will only be authorised for those who:
1. are enrolled in the Master's degree programme in Anthropology at Heidelberg University,
 2. have not lost their entitlement to take the final examinations in the Master's degree programme in Anthropology.
- (2) For admission to the Master's thesis, certificates to prove the following must also be presented:
1. the successful completion of the lectures and courses listed in appendix 1 equating to the number of credits stated in § 3, excluding the credits awarded for the MA colloquium, final oral examination and the Master's thesis;
 2. the successful completion of lectures and courses in a minor subject equating to the number of credits stated in § 3, excluding credits that are obtained by passing a final examination;
 3. basic knowledge of a modern foreign language has been acquired in addition to the language skills required for admission. This basic knowledge may be proven through the successful participation in basic courses I and II at Heidelberg University's Language Centre or through equivalent language certificates.

§ 14 Master's examination admission procedure

- (1) The application for admission to the examination must be made in writing, and be addressed to the chair of the examinations board. The following must be enclosed with the application:
 1. evidence of fulfilment of the admission requirements outlined in § 13 paragraph 1,
 2. a declaration from the candidate, stating whether they have previously failed a Master's examination in a Master's programme in Anthropology, or whether they are currently involved in an examination procedure in such a programme.
- (2) If the candidate is unable to provide such evidence, the examinations board may accept other documents as proof.
- (3) The application is the basis for the examinations board's decision as to whether the candidate may be admitted to the examination. 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 paragraph 1 are not fulfilled, or
 2. the documents set forth in paragraph 1 are not complete, and have not been completed upon request, or
 3. the candidate has failed their final attempt at the Master's examination in Anthropology, or has lost their 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 Master's examination

- (1) The Master's examination consists of:
 1. successful completion of the courses listed in Appendix 1,
 2. the final oral examination,
 3. the Master's thesis.
- (2) The examinations referred to in paragraph 1, number 1 are taken as an integrated part of the respective lectures or courses. They may be in written or oral form. The lecturer responsible for a lecture or course determines the nature and duration of the integrated examination and provides this information no later than at the beginning of the lecture or course.
- (3) The components of the Master's examination must be taken in the following order:

examinations completed during the course of study (paragraph 1,

number 1)
Master's thesis (paragraph 1, number 3)
final oral examination (paragraph 1, number 2).

§ 16 Final oral examination

- (1) The purpose of the final oral examination is for candidates to prove that they have mastered the interrelationships between the individual disciplines of their subject, and are able to assess specialist problems accordingly. In addition, the final oral examination shall assess whether the candidate has wide fundamental knowledge, as well as specialised knowledge in the specific subject areas examined.
- (2) The final oral examination is conducted by two examiners, or by one examiner and one qualified observer. The candidate has a right to suggest an examiner, however, this does not constitute a legal entitlement. The chair of the examinations board ensures that candidates are notified of examiners' names in due time.
- (3) In accordance with § 15 paragraph 1 number 3, candidates must take the final oral examination no later than six weeks after the submission of the Master's thesis. If this deadline is not met, the final oral examination will be graded as "failed" (5.0), unless the candidate is not at fault for the deadline being exceeded.
- (4) Upon consent from the examiners, the candidate may suggest two topics to be covered during the final oral examination; the examination is, however, not limited exclusively to these topics.
- (5) The final oral examination in the major subject lasts approximately 60 minutes. The examination in the minor subject lasts around 30 minutes.
- (6) The candidate may choose whether the examination takes place in English or German.
- (7) Important content and the results of the oral examination shall be recorded in the minutes. Candidates must be notified of examination results immediately following the oral examination.
- (8) Students seeking to take the same examination at a later date may be allowed to observe the examination, provided that there is enough space available. The student observers may not be present for the assessment or announcement of the examination results. Upon the candidate's request, or for other valid reasons, observers may be prohibited from attending the examination.

§ 17 Master's thesis

- (1) The Master's thesis enables the candidate to illustrate that they are able to work independently, within a given period of time and using academic methods, to address a problem from the field of Anthropology.
- (2) In accordance with § 6, paragraph 1, clause 1, the Master's thesis may be assigned and supervised by any authorised examiner of the Anthropology programme. Assignment and supervision by an authorised examiner from another subject area at Heidelberg University requires the prior consent of the examinations board. With the prior consent of the examinations board, the Master's thesis may be completed at an institution outside of Heidelberg University; provided that it is supervised by an examiner authorised in accordance with clause 1.
- (3) In accordance with § 15, paragraph 1, number 1, the candidate must begin work on the Master's thesis no later than during the semester that follows the last examination taken during the course of study, or must have by that time submitted an application to the chair of the examinations board for the assignment of a topic. 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.
- (4) The topic of the Master's thesis will be determined by the thesis supervisor. If an application for assignment of a topic is submitted, the chair of the examinations board will ensure that the candidate receives a topic for their Master's thesis in due time. The candidate is permitted to propose topics; however, this does not constitute a legal entitlement to a particular topic. The thesis topic shall be assigned by the chair of the examinations board. The date of assignment must be recorded.
- (5) The deadline for submission of the thesis is five months following assignment of the topic. In exceptional cases, the examinations board, having consulted the supervisor, may extend the time limit by up to two months, or up to four months for part-time students. 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.
- (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 may be written in German or English. Other languages may be approved by the examinations board.

§ 18 Submission and assessment of Master's thesis

- (1) Three copies of the Master's thesis must be submitted to the examinations board before the established deadline; the submission date must be recorded.

The thesis must contain a summary.

- (2) When submitting the Master's thesis, the candidate must assure in writing that they are the author of their own work and that they have used no sources or aids other than those indicated.
- (3) The Master's thesis is assessed by two examiners, one of whom must be a professor. The first examiner should be the supervisor of the thesis. The second examiner will be appointed by the examinations board. The candidate is permitted to propose a second examiner. This does not, however, constitute legal entitlement to examination by a particular examiner. The evaluation period should not exceed six weeks.
- (4) The grade is calculated as the average of the two assessments; § 12 shall apply accordingly. If the grades differ by more than one grade point, the examinations board will determine the Master's thesis grade after consulting both examiners. In such cases, a third examiner may be consulted.

§ 19 Passing the examination and overall grade

- (1) The Master's examination is passed when all examination components as set forth in § 15 paragraph 1 have been graded as "sufficient" (4.0) or better.
- (2) When calculating the overall grade for the Master's examination in accordance with § 12 paragraph 3, the numerical values of all module grades shall be considered without rounding according to § 12 paragraph 3, and shall be weighted according to their respective number of credits.

§ 20 Retaking an examination and deadlines

- (1) If examinations are not passed, or are considered not to have been passed, they may be retaken once. This includes failed examinations taken at other universities. A second retake is only permitted under exceptional circumstances and only for a maximum of two examination components completed during the course of study. Approval of a second retake must be granted by the examinations board. A second retake is not permitted for the Master's thesis or the final oral examination.
- (2) It is not permitted to retake an examination component which has been graded as passed.
- (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 examination is failed on the final attempt, the

candidate will be excluded from the academic programme. Failure of compulsory elective modules and elective modules may be offset by the successful completion of a different module.

§ 21 Master's diploma and certificate

- (1) Once the Master's examination has been passed, a diploma will be issued within four weeks, listing all individual modules with their respective grades (graded in accordance with § 12 paragraph 3, and numerical value) and credits, as well as the grade and topic of the Master's thesis, and the overall grade of the Master's examination. The diploma will be dated with the date of the last examination component. It must be signed by the dean and 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 bilingual Master's certificate in English and German is issued with the diploma, bearing the same date as the diploma. It certifies conferment of the academic degree "Master of Arts". The Master's 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. A certificate will be issued upon request, and upon presentation of documentation of proof and a certificate of exmatriculation, listing passed examinations and their grades, missing examinations required for obtaining the Master's degree, and a statement that, on the final attempt, the Master's examination has not been passed.

Section III: Final provisions

§ 22 Invalidity of examinations

- (1) If a candidate has cheated on an examination component and this is not discovered until after the diploma has been issued, the examinations board maintains the right to alter the grade awarded for all examination components concerned, and declare the examination partially or completely failed.
- (2) If the requirements for admission to the examination were not fulfilled without any intent to deceive on the candidate's part, and this is only discovered after the diploma has been issued, the passed examination is considered to compensate for this shortcoming. If the candidate intentionally gained admission to the examination through deceit, the examinations board will make a decision on the matter.

- (3) Before a decision is made, the candidate will be given the opportunity to provide an explanation.
- (4) Fraudulent examination diplomas will be confiscated and, if necessary, a new diploma will be issued. If the examination has been graded as "failed" due to cheating or deceit, the Master's certificate will be confiscated along with the fraudulent examination diploma. In accordance with paragraph 1 and paragraph 2 clause 2, a decision may not be made more than five years after the date indicated on the examination diploma.

§ 23 Access to examination documents

After the examination procedure has been completed, the candidate has the right to request access to examination documents within a reasonable period of time. Requests must be made in writing. The request must be made in writing and submitted within one year of completion of the examination procedure. The chair of the examinations board will decide when and where such access will be given.

§ 24 Coming into force

These examination rules and regulations will come into force on 1 September 2010.