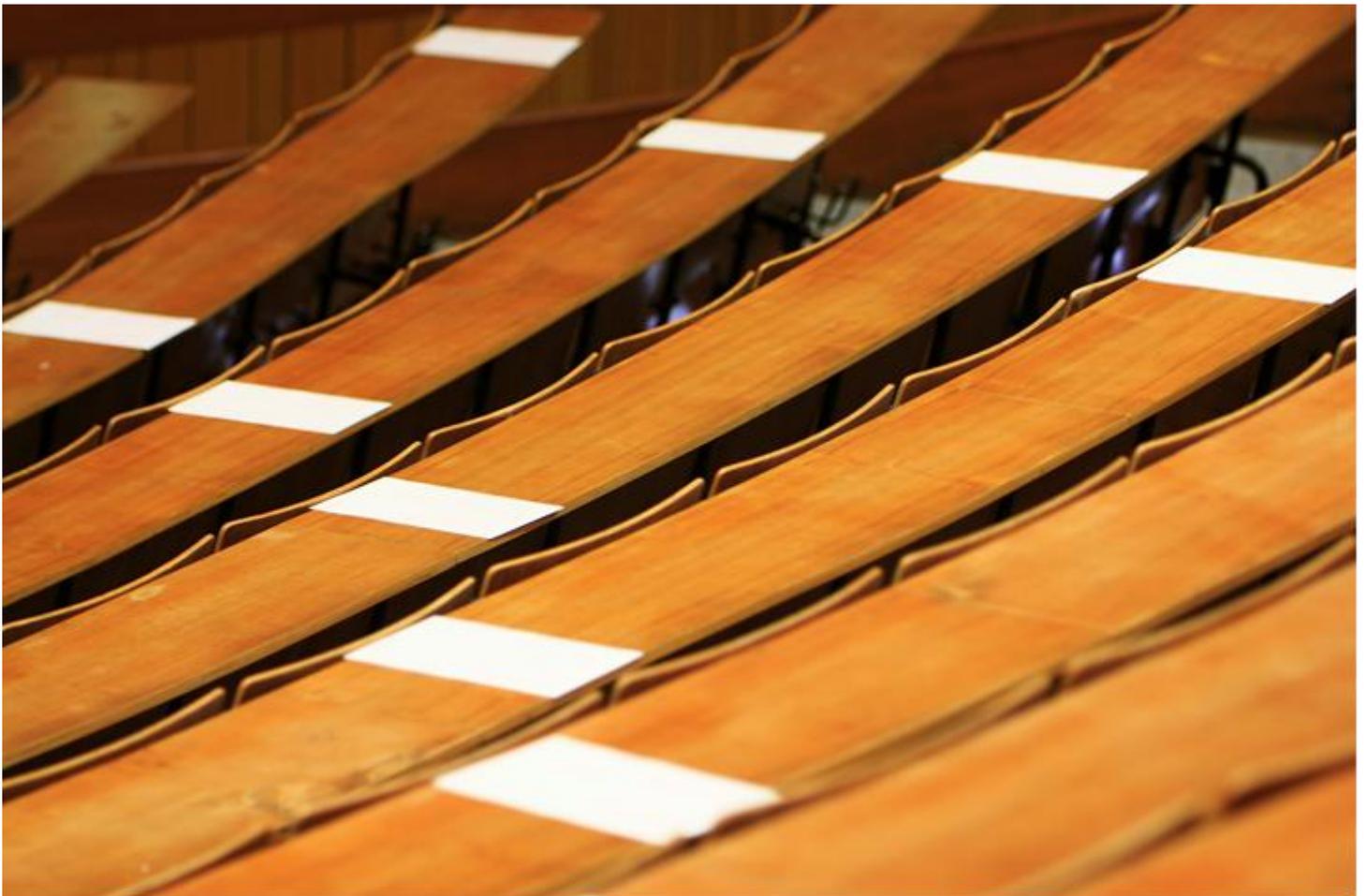




This English translation is intended solely to allow English-speaking students a better understanding of the Examination Rules. Only the German version is legally binding.



Translation of the “Rules for Examinations in Study Programmes in the Faculty of Arts and Humanities of Heinrich Heine University Düsseldorf with the grade of Master of Arts”
of 24 September, 2013
last updated: 15 August, 2014

Translation of the “Rules for Examinations in Study Programmes in the Faculty of Arts and Humanities of Heinrich Heine University Düsseldorf with the grade of “Master of Arts”

By virtue of § 2 Paragraph 4 and § 64 Paragraph 1 of the Law on the Universities in the Federal State of North Rhine-Westphalia (NRW University Act) of 31 Oct. 2006 (NRW Gazette of Laws and Ordinances 2006, P. 474), last amended on 31 Jan. 2012 (NRW Gazette of Laws and Ordinances 2012, P. 81) Heinrich Heine University Düsseldorf has issued the following rules:

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Annex 1: Programme-specific annex

Annex 2: Criteria for the issue of participation certificates

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The following documents have been integrated into this unofficial consolidated version:

- 0 Rules on Examinations in Study Programmes with the grade of Master of Arts of the Faculty of Arts and Humanities of Heinrich Heine University Düsseldorf of 24 Sep. 2013
- 1 First Ruling to Amend the Rules on Examinations in Study Programmes with the grade of Master of Arts of the Faculty of Arts and Humanities of Heinrich Heine University Düsseldorf of 14 Feb. 2014
- 2 Second Ruling to Amend the Rules on Examinations in Study Programmes with the grade of Master of Arts of the Faculty of Arts and Humanities of Heinrich Heine University Düsseldorf of 15 August 2014

I. GENERAL

§ 1 Examination purpose and objective of studies

- (1) The purpose of the Master’s examination is to determine whether the candidate has acquired the essential scientific knowledge, methods and theories of his/her subject and the ability to apply these independently. Through the examination, the candidate attains the qualification which permits him/her to be engaged in professional fields which demand the ability for scientific work and its practical implementation. The Master’s examination is a cumulative examination and is taken throughout the course of the study programme.
- (2) Studies are research-oriented. They impart the international state of knowledge in the respective field and train students in the application of subject-specific methods. Students should learn to undertake scientific work autonomously in the framework of their subject, to judge critically and further develop knowledge, methods and theories. Another objective of studies is the fostering of independent and analytical thinking as well as personal responsibility and the ability for dialogue and teamwork by working autonomously on scientific questions and the self-organized implementation of research projects.

§ 2 Master grade

If a candidate passes the Master’s examination, the Faculty of Arts and Humanities awards the academic grade of "Master of Arts" (abbreviated: "M.A.").

§ 3 Admission to studies and assessment of special aptitude

Admission to studies is governed by the respective applicable version of the Rules for the Assessment of Special Aptitude for Study Programmes with the Grade of "Master of Arts" of the Faculty of Arts and Humanities of Heinrich Heine University Düsseldorf.

§ 4 Regular period of study, study volume and programme modules

- (1) The regular period of study until full completion of the Master’s examination is two academic years, unless by way of derogation a one-year Master’s study programme has been introduced in special cases. Insofar as a Master’s study programme is offered as a part-time programme, the regular period of study until full completion of the Master’s examination is four academic years. If all requirements are met (cf. § 5 Paragraph 2), the study programme may be completed prior to the end of the regular period of study. An academic year comprises two semesters.
- (2) Studies comprise 120 credit points (CP) or 60 credit points in the case of one-year Master’s study programmes. Studies are structured in a first and a second academic year or in two phases of two academic years each in the case of part-time studies. No subdivision is made in the case of one-year Master’s study programmes.
- (3) Content is taught in modules, in which thematically, methodically or systematically related courses are bundled. A module comprises at least 5 CP, the obligatory vocational internship at least 5 CP for each 4 weeks of the internship’s duration.

- (4) Depending on the subject, studies may include interdisciplinary compulsory electives. In this case, the interdisciplinary compulsory electives account for 8-16 CP. Students may select courses from other subjects or from their own subject for the purpose of further specialization as interdisciplinary compulsory electives.

§ 5 Credit points

- (1) The learning outcomes attained in a study programme are weighted in an accumulating credit point system with credit points (CP). Credit points correspond to the average workload necessary for the learning outcome.
- (2) The study programme is completed when all necessary examination requirements have been fulfilled and all participation certificates submitted and a total of 120 credit points or 60 credit points for one-year Master’s study programmes have been attained. Depending on the workload, 2-4 CP are allocated for a two-hour course. The Master’s thesis is graded with 20 to 24 CP, any team project with 12-16 CP.
- (3) A credit point according to Paragraph 1 corresponds to a credit point in accordance with the ECTS (European Credit Transfer System).

§ 6 Examinations and examination deadlines

- (1) The Master’s examination comprises the Master’s thesis as well as 4-10 module final examinations during the study programme. In certain subjects there is also a team project. By way of derogation, the Master’s examination in the case of one-year Master’s study programmes comprises the Master’s thesis as well as 3-4 module final examinations during the study programme, including any team project. Module final examinations are based on the competence targets of the module as specified in the respective module description with reference made to one or several courses or thematic priorities of the module by way of example. Further details are governed by the programme-specific annex.
- (2) Separate registration is required for each individual examination. Only those candidates are admitted to the examination who fulfil the admission conditions in accordance with § 15. Registration dates are announced in the respective course in accordance with Paragraph 1 or through a notice posted in the department. The deadline for the withdrawal of registrations ends one week before the date of the examination in the case of written tests and oral examinations and one week before the topic is announced in the case of written assignments, seminar papers and project work.
- (3) The period of time allowed for writing seminar papers ends two months after completion of the oral work and at the latest at the beginning of the lecture period of the following semester. The period of time allowed for producing written assignments is generally two months. It can be prolonged by up to one month by the person setting the topic, if the work makes this strictly necessary. Topics are assigned during the semester. The period of time allowed for the written report in the case of project work is generally two months following completion of the practical project work. If justified by the person setting the topic, it can be prolonged by up to one month if the work makes this strictly necessary. If work is delayed due to circumstances for which the candidate is not responsible, an extension of up to one month may be granted.

- (4) Examinations are generally held in German. In agreement with the examiners, they may be held in another language. The examination language in the foreign language philologies is governed in the programme-specific annex. In the case of English-language study programmes, examinations are held in English.
- (5) Students must be notified of the grading of course-related module final examinations and the team project at the latest after six weeks in each case, of the grading of the Master’s thesis at the latest after eight weeks.

§ 7 Examining board

- (1) The Faculty of Arts and Humanities constitutes an examining board for the organization of the tasks assigned on the basis of these Examination Rules. The examining board comprises the chairperson, his/her deputy and seven further members. The chairperson and his/her deputy and three further members are elected from the group of professors; two members are elected from the group of academic staff and two members from the student body. A deputy is elected for each member. The term of office for student members is one year, for all other members four years. Re-election is possible.
- (2) The examining board ensures that the provisions of the Examination Rules are observed, specifies the details of the examination procedure, makes sure the examinations are held in due form and decides in cases of doubt how the Examination Rules are to be interpreted. It is responsible, in particular, for decisions regarding objections to decisions made in the examination procedure. All normal cases are handled by the chairperson of the examining board or his/her deputy. This does not apply for decisions regarding objections. At least once a year, the examining board reports to the Faculty Council on the development of examinations and periods of study and the distribution of grades and, if necessary, presents proposals for reforming the Master’s Examination Rules.
- (3) The examining board is quorate if in addition to the chairperson or his/her deputy and two other professors at least two further members with voting rights are present. It acts by simple majority. In the event of a tie, the chairperson casts the deciding vote. Decisions cannot be made against the majority of the professors. The student members of the examining board are not part of any academic decisions regarding teaching, in particular the assessment, recognition or crediting of study and examination achievements and the specification of examination topics.
- (4) The members of the examining board are entitled to participate in examinations.
- (5) Meetings of the examining board are closed sessions. Members of the examining board are obliged to respect official secrecy. Insofar as they are not civil service employees, they must be bound to secrecy by the chairperson.

§ 8 Examiners and observers

- (1) The examiners are autonomous in their examination duties.
- (2) The examiners for the module final examinations with reference by way of example to one or several courses in accordance with § 6 Paragraph 1 are the organizers of the courses in which a final examination is offered. For the Master’s thesis as well as any team project, candidates may nominate an examiner. These nominations should be taken into consideration where possible.

- (3) One of the examiners for the Master’s thesis must be appointed from among the professors, junior professors, adjunct professors, honorary professors and associate professors who teach in the study programme.
- (4) Authorized to conduct all other module final examinations are the professors, junior professors, adjunct professors, honorary professors and associate professors, university assistants, academic directors, senior academic councillors, academic councillors and academic staff who teach in the study programme, as well as lectors insofar as they hold the relevant qualification in accordance with § 65 Paragraph 1 of the University Act.
- (5) Upon a reasoned request, in accordance with § 65 Paragraph 1 of the University Act persons other than those listed in Paragraph 3 and 4 can be appointed as examiners. Examination achievements may only be assessed by representatives of the respective subject who themselves hold at least a Master’s, Magister or Diploma qualification.
- (6) Any person with proven knowledge from a relevant Master’s, Magister or Diploma examination or comparable examination can be appointed as an observer. If they are not civil service employees, they must be bound to secrecy.
- (7) For the Master’s examination, the chairperson of the examining board or his/her deputy appoints the examiners and observers. Authorized examiners who have left Heinrich Heine University can still be appointed as examiners within two years of their departure. In special cases, this time limit can be prolonged upon application.

§ 9 Recognition of study and examination achievements, grading in higher study semesters

- (1) Periods of study in the same study programmes at scientific higher education institutions within the jurisdiction of German Basic Law and study achievements attained at these institutions are officially recognized.
- (2) Periods of study in other study programmes or at institutions other than scientific higher education institutions within the jurisdiction of German Basic Law as well as study achievements attained at these institutions are officially taken into account upon application insofar as their equivalence is established. Periods of study as well as study and examination achievements at higher education institutions outside the jurisdiction of German Basic Law are recognized upon application insofar as their equivalence is established. Should it not be possible to establish equivalence on the basis of certified credit points in accordance with the ECTS system, then the equivalence agreements reached by the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder and the German Rectors’ Conference prevail for establishing the equivalence of study periods and study achievements at foreign universities. Otherwise the Central Office for Foreign Education (*Zentralstelle für ausländisches Bildungswesen*) can be consulted, if there is doubt about equivalence.
- (3) Certificates of individual examination achievements which the candidate has attained at scientific higher education institutions within the jurisdiction of German Basic Law in the same study programme are officially recognized. Certificates of individual examination achievements attained in other study programmes or at institutions other than scientific higher education institutions within the jurisdiction of the Framework Act for Higher Education are officially recognized insofar as their equivalence is established.
- (4) Achievement certificates attained in state-approved distance-learning study programmes or in distance-learning units developed by the Federal State of North Rhine-Westphalia in cooperation with other federal states and the federal government are officially recog-

nized as study and examination achievements insofar as they are equivalent. When establishing equivalence, joint resolutions of the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder and the German Rectors' Conference must be respected.

- (5) For study applicants who are entitled on the basis of a grading examination in accordance with § 49 Paragraph 12 of the University Act to be admitted to a study programme in a higher study semester, the knowledge and skills verified in the grading examination are credited as study achievements. Statements in the grading examination certificate are binding for the examining board.
- (6) The examining board is responsible for crediting achievements in accordance with Paragraph 1 to 5. The relevant representatives of the respective subjects must be consulted prior to the establishment of equivalence.
- (7) In the case of study and examination achievements attained in countries which have acceded to the Convention on the Recognition of Qualifications concerning Higher Education in the European Region of 11.04.1997 (what is known as the Lisbon Recognition Convention), recognition only then does not take place if the University establishes that there are considerable differences in the achievements under comparison.

§ 10 Non-attendance, withdrawal, deception, infringement of rules

- (1) A candidate may withdraw from a final examination in the framework of the Master's examination up to one week at the latest before the date of the respective examination. In the case of a written assignment, seminar paper and project work, the withdrawal deadline ends one week before the topic is set (cf. § 6 Paragraph 2).
- (2) Should the candidate withdraw from the examination after this time limit or fail to appear for the examination or to produce written examination work within the time period prescribed, good reason for doing so must be given. The following, in particular, are considered as good reason: Illness, maternity leave, childcare in the framework of parental leave and indispensable care of close relatives. The examination is otherwise graded as “Failed” (5.0).
- (3) The reasons given in the case of Paragraph 2 must be presented and made credible immediately and in writing to the examining board. In the case of illness, a medical certificate must be presented. If the reasons are accepted, the candidate is notified in writing and a new date set. Any examination results already available must be taken into account in this case.
- (4) Should a candidate attempt to influence the result of an examination through deception, for example through the use of aids which are disallowed, the examination affected is graded as “Failed” (5.0). Also regarded as an attempt at deception is citations from Internet sources which are not marked as such. Anyone who as a candidate disturbs the proper conducting of the examination can be excluded from continuing the examination by the respective examiner or invigilator; in this case the respective examination is graded as “Failed” (5.0). The reasons for exclusion must be recorded. Anyone excluded from continuing an examination further can call for the decision to be reviewed by the examining board. This applies accordingly if deception is established in the meaning of Sentence 1.

- (5) Incriminating decisions by the examining board must be made immediately and in writing and substantiated. The candidate must be given the opportunity for a fair hearing before such a decision is reached.

II. STUDIES AND MASTER’S EXAMINATION

§ 11 Interdisciplinary compulsory electives

- (1) In study programmes in which interdisciplinary compulsory electives are foreseen, the purpose of these is the acquisition of skills beyond the specialist competencies in the respective chosen subject. They give students the opportunity to expand their studies into neighbouring fields, to make full use of their personal aptitude and capabilities and to distribute the workload in a flexible manner over the study semesters.
- (2) The credit points from the interdisciplinary compulsory electives are generally allocated to a choice of the following types of options:
 1. Courses at the Student Academy of Heinrich Heine University.
 2. Courses for the acquisition of key qualifications and in preparation for vocational practice, which are offered by the faculty or one of its departments, including students’ own.
 3. Parts of programmes from programmes other than the one chosen or in subjects integrated in the programme, also from other faculties.
 4. Other courses, for example in preparation of doctoral studies.

§ 12 Study requirements

- (1) In their studies, students must participate regularly and actively in the compulsory and compulsory elective courses including the interdisciplinary compulsory electives in accordance with the provisions of the Module Manual and the annex to these Examination Rules. Evidence of active participation through documented personal learning activities must ensure that a student’s effort to attain an adequate achievement is recognizable. Analogue rules apply for the use of e-learning opportunities.
- (2) It is possible to specify in the annex how the necessity for regular attendance is to be interpreted and implemented. In general, the allocation of credit points can only be refused in the case of absence in excess of 20 %. Presence is not monitored in the case of lectures.
- (3) It is possible to specify in the annex how the requirement for active participation can be fulfilled.

§ 13 Vocational internship

- (1) In some Master’s study programmes, a vocational internship must be completed, which can last from four weeks up to three months. The vocational internship can also be completed in phases. Relevant professional activities and practical experience can be credited to the vocational internship in individual cases. At least 5 CP are credited for each four weeks of vocational internship.
- (2) The vocational internship provides an insight into relevant vocational fields and professional practice and allows students to test their specialist know-how in practice. In this way, students are taught concrete skills and capacities which qualify them for their professions and facilitate the transition into the working environment.
- (3) Help in finding internship placements and subject-specific supervision during the internship itself is the responsibility of the internship officer in the respective study programme.

- (4) The vocational internship is concluded with an internship report.
- (5) Further details are governed by the internship rules of the individual study programmes.

§ 14 Scope and type of Master’s examination

- (1) The Master’s examination comprises the Master’s thesis and 4-10 module final examinations as specified in the programme-specific annex. In some subjects, a team project must also be undertaken. In derogation thereof, the Master’s examination in one-year Master’s study programmes comprises the Master’s thesis (§ 19) as well as 3-4 module final examinations (§ 16) during the programme, including any team project.
- (2) If module final examinations are taken in the context of a course in accordance with § 6 Paragraph 1, students may freely choose the course or courses under consideration of the provisions in the programme-specific annex.

§ 15 Admission to course-related final examinations and team project

- (1) To be admitted to course-related final examinations and to the team project, a candidate must be enrolled in the respective Master’s study programme at Heinrich Heine University or admitted as a cross-registered student in accordance with § 52 Paragraph 2 of the University Act and fulfil the programme-specific requirements in accordance with the programme-specific annex.
- (2) The application for admission must be submitted:
 - To the lecturer responsible for the course for module final examinations with reference to one or more courses in the module by way of example in accordance with § 6 Paragraph 1
 - To the module officer for module final examinations with reference to one or more thematic foci in the module by way of example in accordance with § 6 Paragraph 1
 - To the Student and Examination Administration Department for admission to the Master’s thesis
- (3) The chairperson of the examining board or his/her deputy decides on admission. Candidates are notified of the decision.
- (4) Admission may only be refused in the following cases:
 1. The requirements listed in Paragraph 1 are not fulfilled or
 2. The admission conditions specified in the programme-specific annex are not fulfilled or
 3. The candidate is in examination proceedings for a Master’s examination in the same study programme at another university or
 4. The candidate has not passed a Bachelor examination in the same study programme at a higher education institution within the jurisdiction of the Framework Act for Higher Education.
- (5) Should a candidate make credible through a medical certificate that he/she, for reasons of a longer period of illness or persisting psychological or physical disability, is unable to undertake the examination in part or in full in its prescribed form, the examining board must allow him/her as compensation for this disadvantage the possibility to produce equivalent examination achievements in another form. The same applies for any

study achievements required for the attainment of participation certificates or module certificates and specified in the annex.

§ 16 Module final examinations

- (1) Module final examinations take place as a written test, in some cases in electronic form, in the form of an oral examination, seminar paper, written assignment, portfolio or project work with an examination achievement which can be individually attributed. The candidate should prove that he/she has acquired knowledge in the field covered by the course and can recognize a problem in this field, analyse it methodically and find ways to solve it within a limited period of time and with limited aids, and thus achieved the learning outcomes and competencies defined in the module description. A least one module final examination must be completed in the form of a written assignment or a seminar paper; at least one module final examination must be completed in the form of an oral examination. If these examination procedures are implemented and assessed using electronic means, the authenticity and integrity of the examination results must be ensured. Upon application by the student concerned, an automatically generated assessment of his/her examination performance must be reviewed by an examiner, in the case that the student has not passed the examination by two examiners.
- (2) The duration of a written test is generally 90 minutes. In exceptional cases, written tests lasting up to 180 minutes can take place. The course instructor is responsible for the assessment of a written test. The candidate must be notified of the result within six weeks at the latest.
- (3) The duration of an oral examination is at least 15 minutes and at most 30 minutes. Oral examinations are taken as individual examinations in accordance with § 8 Paragraph 6 in the presence of a competent observer. The observer is generally responsible for the transcript. The main subjects and results of the examination are noted in the transcript. Before determining the grade, the examiner consults the observer. The candidate is to be notified of the result of an oral examination immediately after the examination.
- (4) A seminar paper comprises an oral presentation and a written paper on a topic from the field covered in a course. The duration of the oral presentation is at least 15 minutes. The length of the written paper should be at least 3000 words (about 10 pages) and at most 6000 words (about 20 pages). The course instructor is responsible for the assessment of a seminar paper. The candidate must be notified of the result within six weeks at the latest after submission of the written paper.
- (5) A written assignment comprises a written paper on a theme from the field covered in a course. The length of the assignment should be at least 4500 words (about 15 pages) and at most 7500 words (about 25 pages). The course instructor is responsible for the assessment of a written assignment. The candidate must be notified of the result within six weeks at the latest after submission of the written assignment.
- (6) Project work comprises the independent application of methods specific to the subject to topics under investigation from the field covered by one or several courses as well as a written paper and – with the exception of the Literary Translation study programme – the oral presentation of the results. A written test can also be part of the project work. The duration of the oral examination is at least 15 minutes and at most 45 minutes. The length of the written paper should be at least 1500 words (about 5 pages) and at most 7500 words (about 25 pages). This length may be exceeded if the paper contains tables. The duration of a written test is generally 60 minutes. Type and scale of the tasks set

may require a different duration in individual cases. The course instructor is responsible for the assessment of project work. The candidate must be notified of the result within six weeks at the latest after submission of the written paper or after the test.

- (7) A portfolio is a systematically structured compilation of the various results of a student's work across all courses in a module, which depending on the subject or theme differ in character and/or are categorized under different media (e.g. text, image, film). A portfolio can also be structured in an electronic form (e-portfolio). A portfolio should reflect the learning processes through which a student achieves the learning outcomes and competencies in a module. Assessment of the portfolio is based on the structured, substantiated and considered choice of the materials which it contains and which are documented and examined by the student with regard to the targeted learning outcomes and competencies in the module. A module comprises at least three different self-contained parts. Possible elements of a portfolio can be: Reviews, essays, presentations, videos, reports, research, excerpts from reading ledgers etc. The scale is specified by the lecturers in the module and equates in terms of workload to a written assignment.
- (8) Seminar papers, written assignments or project work can also be permitted in the form of group work, provided that the contribution of the individual candidate which is to be evaluated as his/her examination performance can be clearly differentiated and assessed on the basis of sections, page numbers or other objective criteria which allow a clear differentiation, and fulfils the requirements in accordance with Paragraph 1 and 5 to 7.
- (9) Seminar papers, written assignments, project work and portfolios must be accompanied by a guarantee by the candidate that he/she has compiled the work – in the case of group work the correspondingly marked section of the work - independently and used no sources other than those stated. The parts of the work which have been taken from other works either verbatim or in substance must categorically be indicated as borrowed and the source stated. The guarantee that work is a candidate's own compilation must also be given for any drawings, sketches, sound and video recordings or graphic presentations submitted. Work must additionally be submitted in a digital form in a common word-processing format to enable it to be reviewed by means of plagiarism software. The author's copyright remains unaffected.
- (10) In accordance with § 8 Paragraph 3 to 5, examination performance in repeated examinations must be assessed and graded by two examiners of whom in the case of an oral examination one is at the same time responsible for the transcript. The grade is based on the arithmetic average of the individual grades. Once the arithmetic mean is calculated all decimal points except for the first are dropped without being rounded up or down.
- (11) The form, scale, duration and date of a module final examination are decided by the examiner under consideration of the candidate's wishes and the specifications in the Module Manual and the Examination Rules.

§ 17 Team project

- (1) In a team project, students work independently and autonomously on a research question they have developed themselves and present their results in oral and written form. The team project can be supervised in the framework of project seminars which combine several team projects. A team consists of a minimum of two students and generally

a maximum of five students. If a student can demonstrate that no team partner is available, then he/she may undertake the team project alone.

- (2) The members of the team should demonstrate in the project that they are able to undertake specialized academic studies independently and in accordance with scientific methods and to present the results in an appropriate manner. The members of the team should in particular demonstrate their ability for team work and successful organization, implementation and presentation of a joint project.
- (3) The team chooses a supervisor for its team project and defines the research question with him/her. Work on the project generally lasts three months. If justified by the supervisor, it can be prolonged by up to one month, if the work makes this strictly necessary. On a reasoned request by the team, an extension of up to four weeks may be granted in exceptional cases. The team project should be undertaken after the first academic year, in the case of part-time studies after the second academic year.
- (4) In derogation of the provisions in accordance with Paragraph 1, 2 and 3, the team project can also comprise the joint development, implementation and documentation of a tutorial for a suitable course in a Bachelor study programme in the respective subject. The members of the team should learn through such a project to teach the contents and methods of their subject to Bachelor students and to develop, reflect upon and evaluate this teaching jointly in the team and present a documentation of the results. The project is supervised by a lecturer from the course to which the tutorial belongs. The tutorial lasts two weekly hours per semester and runs over a full semester. The oral and written presentation of the project work takes place at the beginning of the following semester and at the latest up to one month after the start of the lecture period.
- (5) It must be possible to differentiate clearly and to evaluate the contribution to the project of each individual team member which is to be assessed as his/her examination performance through an individual oral contribution to the presentation of the project as well as the written work on the basis of sections, page numbers or other objective criteria which allow a clear differentiation. The duration of the individual oral presentation is at least 15 minutes and at most 30 minutes. The length of individual written contributions should be within a range of between 3000 words (about 10 pages) and 6000 words (about 20 pages). This limit may be exceeded in the case of documentation of data material and appendices of tables. Two copies of the written presentation of the results must be submitted to the supervisor in printed form.
- (6) The oral and written achievements in the team project are examined by the supervisor. The members of the team must be notified of the grade at the latest after six weeks.

§ 18 Supervision of Bachelor students

In some Master’s study programmes, Master’s studies are linked with the obligation to assume responsibility for tutorials in the respective Bachelor study programme or, if required, other supervision tasks (mentoring, study advice) amounting to two weekly hours per semester. The purpose of this is for students to apply in practice the knowledge and qualifications they have acquired. Two CP are credited for each weekly hour per semester spent on supervision tasks.

§ 19 Master's thesis

- (1) The Master's thesis is generally written in the fourth study semester, in the case of part-time studies generally in the seventh or eighth semester, in the case of a one-year Master's programme generally in the second semester.
- (2) Candidates may propose a theme for their Master's thesis. The admission application must be submitted to the Student and Examination Administration Department.
- (3) Upon application by the candidate, the chairperson of the examining board or his/her deputy appoints the supervisor and assigns to him/her the task of formulating the theme of the thesis. The theme must be issued in written form by the Student and Examination Administration Department. Time of issue must be recorded.
- (4) The Master's thesis is written within six months; deviating rules for one-year Master's study programmes can be specified in the programme-specific annex. On reasoned request by the candidate, an extension of up to four weeks can be granted in exceptional cases. If work during the extension period is delayed as a result of the candidate falling ill, a further extension of up to two weeks can be granted upon submission of a medical certificate.
- (5) The theme of the Master's thesis can be given back in the period up to four weeks following its issue. A candidate may only avail himself/herself once of this opportunity.
- (6) Candidates should demonstrate in the Master's thesis that they have acquired specialist knowledge and methodical skills in their subject, are able to work independently on a question in this subject and to present the results in accordance with academic requirements. The theme must be refined in terms of content and scale in such a way that it can be handled with appropriate supervision within the foreseen period of time.
- (7) Candidates may choose whether they write the Master's thesis in German or in English. In the German Studies Master's programme, it must be written in German. In the Master's study programmes in Romance Languages and Literatures: Cultural Contacts and Communication and Italian: Language, Media, Translation, it must be written in German or – in agreement with the supervisor – in the respective Romance language. In English-language Master's programmes, it is written in English. Other exceptions can be permitted by the chairperson of the examining board or his/her deputy upon application by the candidate and having consulted the supervisor.
- (8) The Master's thesis can also be allowed in the form of group work, provided that the contribution of the individual candidate which is to be evaluated as his/her examination performance can be clearly differentiated and assessed on the basis of sections, page numbers or other objective criteria which allow a clear differentiation, and fulfils the requirements in accordance with Paragraph 6.
- (9) The Master's thesis must be accompanied by an affirmation by the candidate that he/she has compiled the work – in the case of group work the correspondingly marked section of the work - independently and used no sources other than those stated. The parts of the work which have been taken from other works either verbatim or in substance must categorically be indicated as borrowed and the source stated. The affirmation that work is a candidate's own compilation must also be given for any data sets, drawings, sketches or graphic presentations submitted.

- (10) The length of the Master’s thesis, or in the case of group work the length of the individual contributions to the work, must be between 60 and 100 pages. Further details for the individual study programmes can be governed in the programme-specific annex. Should the length be stated in number of characters instead of in words in the programme-specific annex, then this information applies.
- (11) The Master’s thesis must be submitted in printed form in two copies and additionally in a digital form in a common word-processing format to enable it to be reviewed by means of plagiarism software. The author’s copyright remains unaffected.

§ 20 Acceptance and assessment of the Master’s thesis

- (1) The Master’s thesis must be submitted by due date to the Student and Examination Administration Department; time of submission must be recorded. If the Master’s thesis is not submitted by due date, it is graded as “Failed” (5.0).
- (2) The Master’s thesis is reviewed by two examiners independently of each other and in accordance with § 8 Paragraph 3 and 5 and assessed in accordance with § 21. The examiners are appointed by the chairperson of the examining board or his/her deputy. The primary reviewer is the supervisor of the thesis. If he/she agrees, the second examiner countersigns the first assessment or if his/her assessment deviates then he/she compiles an additional assessment. The final grade is determined in accordance with § 21 Paragraph 2.
- (3) The candidate must be notified of the grade of the Master’s thesis at the latest after eight weeks.

§ 21 Assessment of examination performance and final grade

- (1) The following grades are to be used for the assessment of graded examination achievements:
 - 1 = Very good
for an excellent achievement;
 - 2 = Good
for an achievement which considerably surpasses average requirements;
 - 3 = Satisfactory
for an achievement which corresponds to average requirements;
 - 4 = Sufficient
for an achievement which despite its shortcomings satisfies the requirements;
 - 5 = Failed
for an achievement which due to considerable shortcomings does not satisfy the requirements.

By lowering or raising the individual grades by 0.3, intermediate values can be formed for a differentiated assessment, whereby the grades of 0.7, 4.3, 4.7 and 5.3 are excluded.

- (2) The final grade of the Master’s thesis is calculated as follows: If the grades given in both assessments are at least “Sufficient” (4.0) and there is a difference of no more than 2.0, the final grade is determined by the average of the two grades. If both grades are “Failed” (5.0), the final grade is “Failed” (5.0). If one of the grades is “Failed” (5.0) and the other grade at least “Sufficient” (4.0) or if there is a difference between the two grades of more than 2.0, the chairperson of the examining board or his/her deputy ap-

points a third reviewer. The final grade is then calculated as the average of the two better grades, if they are at least “Sufficient” (4.0). If two of the three grades are “Failed” (5.0), the final grade is “Failed” (5.0).

- (3) A graded final examination is considered a pass, if the grade is at least “Sufficient” (up to 4.0).
- (4) The final grade of the Master’s examination is calculated as a weighted average of all examination achievements (Master’s thesis, module final examinations, any team project). Treble weighting is attributed to the Master’s thesis. Double or treble weighting can be attributed to the team project and individual module final examinations as specified in the programme-specific annex.
- (5) In the Master’s examination certificate, all decimal points of the weighted mean of all examination achievements except for the first are dropped without being rounded up or down.

The final grade then depends on the result as follows:

Up to	1.5:	Very Good
From	1.6 to 2.5:	Good
From	2.6 to 3.5:	Satisfactory
From	3.6 to 4.0:	Sufficient

- (6) If there is a sufficiently large data base, the grades are also shown as ECTS grades.

§ 22 Passing, failing and repeating the Master’s examination

- (1) The Master’s examination is considered to have been passed when all examination achievements including the Master’s thesis and any team project have been passed and 120 credit points or 60 credit points in the case of one-year Master’s study programmes have been attained (cf. § 5 Paragraph 2).
- (2) Examination passes are attested. If a candidate fails a final examination or if the final examination counts as a fail in accordance with § 10 Paragraph 2 or 4 or § 20 Paragraph 1, then the candidate receives written notification from the chairperson of the examining board or his/her deputy, in which the candidate is also notified whether the final examination can be repeated. Notification of a failed final examination must be accompanied by instructions on legal recourse.
- (3) A failed module final examination or in group work an individual part of the module final examination graded as less than “Sufficient” can be repeated twice.
- (4) A final examination which has been passed cannot be taken again.
- (5) A Master’s thesis graded lower than “Sufficient” or in the case of group work an individual part of the Master’s thesis graded lower than “Sufficient” can each be repeated once. If the Master’s thesis is repeated, in accordance with § 16 Paragraph 5 the theme can only then be given back if the candidate has not availed himself/herself of this opportunity at the time of writing the first Master’s thesis.
- (6) The repeat examination should be completed within one year following completion of the failed examination.

§ 23 Master’s transcript and Master’s certificate

- (1) As soon as a candidate has passed all examinations and attained 120 credit points or 60 credit points in the case of one-year Master’s study programmes, he/she applies to the Student and Examination Administration Department for the issue of the Master’s transcript and the Master’s certificate. For this, he/she must present:
 1. Certificates from the passed final examinations.
 2. Evidence of the 120 credit points attained or 60 credit points in the case of one-year Master’s study programmes.
- (2) The Master’s transcript must be issued without delay and as far as possible within four weeks and contains the grades of the individual examinations, the theme and the grade of the Master’s thesis as well as the final grade. Grades are expressed in figures. The transcript also includes a Diploma Supplement, which contains a general description of the study programme, as well as a Transcript of Records, in which the courses are listed in which participation certificates have been attained or final examinations taken. The transcript is signed by the chairperson of the examining board or his/her deputy. It bears the date of issue as well as the date of the day on which the last examination achievement was attained.
- (3) Together with the transcript, the candidate receives a Master’s certificate with the date of the transcript. This certifies that the candidate has been awarded the academic grade of "Master of Arts" (abbreviation = "M.A.").
- (4) The Master’s certificate is signed by the Dean of the Faculty of Arts and Humanities and bears the seal of Heinrich Heine University.

III. FINAL PROVISIONS

§ 24 Invalidation of the Master’s examination

- (1) If the candidate has been deceitful in an examination and this fact only becomes known after the Master’s transcript has been issued, the examining board can subsequently correct the grades for those examination achievements where the candidate has been deceitful and declare the examination to have been failed or partly failed.
- (2) If the requirements for admission to an examination were not fulfilled without the candidate intending to deceive and this fact only becomes known after the Master’s transcript has been issued, this fault is remedied by the passing of the examination. If the candidate has gained admission by intentionally wrongful means, the examining board will decide on the legal consequences, taking into account the Administrative Procedure Act (*Verwaltungsverfahrensgesetz*) of the State of North Rhine-Westphalia.
- (3) Prior to a decision being made, the candidate must be given the opportunity to comment.
- (4) The incorrect examination certificate is withdrawn; where relevant a new one is issued. A decision in accordance with Paragraph 1 and Paragraph 2 Sentence 2 is precluded after a time limit of five years after the date of the examination certificate.

§ 25 Access to examination files

After completion of the examination procedure, upon application the candidate is granted access to his/her written examination work, the examiners assessments related to it or the examination transcripts. The application must be submitted within one month following notification of the examination result. The date for such access is set by the chairperson of the examining board or his/her deputy. The Administrative Procedure Act of the State of North Rhine-Westphalia must be taken into account.

§ 26 Revocation of the Master grade

Revocation of the Master grade can follow, if it later transpires that it has been attained through deception or if important conditions for its award have wrongly been regarded as given. § 21 applies accordingly. The examining board is responsible for the decision.

§ 27 Study advice

The University advises its students as well as prospective students and applicants in all issues concerned with studying.

§ 28 Entry into force and publication

These Rules enter into force on the day following their publication in the Official Bulletin of Heinrich Heine University Düsseldorf.

Issued on the basis of the resolutions of the Faculty Council of the Faculty of Arts and Humanities of 10 Dec. 2013 and 21 Jan. 2014.

Düsseldorf, 14 Feb. 2014

Annex 1: Programme-specific Annex

Single-subject Study Programmes

[Comparative Studies in English and American Language, Literature and Culture](#)

[German Studies](#)

[History](#)

[Italian: Language, Media, Translation](#)

[Yiddish Culture, Language and Literature](#)

[Jewish Studies](#)

[History of Art](#)

[Modern Japan Studies](#)

[Philosophy](#)

[Romance Languages and Literatures: Cultural Contacts and Communication](#)

Integrative Study Programmes

[Information Science and Language Technology](#)

[Linguistics](#)

[Literary Translation](#)

[Media Culture Analysis \(including the study programme “Analyse des pratiques culturelles” run in cooperation with the University of Nantes and the University of Vienna\)](#)

[Political Communication](#)

[Social Sciences: Social Structures and Democratic Governance](#)

One-year Study Programmes

[European Studies](#)

[Cultural and Social Science Perspectives in Japan Research](#)

Translation of the “Rules for Examinations in Study Programmes in the Faculty of Arts and Humanities of Heinrich Heine University Düsseldorf with the grade of “Master of Arts”

Master's study programme	Comparative Studies in English and American Language, Literature and Culture
Study start	In the winter semester only
Regular period of study	2 academic years (4 semesters), including the Master's examination
Programme volume	120 CP
Number of module final examinations	7, plus the Master's thesis
Type and content of modules and module final examinations	<ul style="list-style-type: none"> • 1 final examination in Professional English module (language practice) • 1 final examination in a foundation module • 4 final examinations in subject-specific modules • 1 final examination in the project module <p>At least one written assignment must be compiled as a final examination in the subject-specific modules (in general in English) and one oral examination taken.</p> <p>If a module final examination is taken in a course belonging to a module, only a participation certificate must be produced in the other courses in the module. In individual cases, the organizers may specify together in which course the final examination is to be taken.</p>
Weighting of module final examinations in overall grade	Thesis module with Master's thesis: Treble All other modules: Single
Master's thesis: Credit points/Duration/Volume	24 CP / Six months / 108.000 to 180.000 characters including spaces
Theme of Master's thesis	-
Examination language in accordance with § 6 (4)	English
Team project in accordance with § 17	-
Credit points for team project	-
Interdisciplinary compulsory electives	-
Internship	-
Excursion	-
Stay abroad	A stay abroad is strongly recommended. For this, Heinrich Heine University Düsseldorf makes available a network of Erasmus programmes maintained by the Department of English and American Studies as well as bilateral agreements. The Study Advisors in the Department of English and American Studies can advise - in cooperation with the International Office - on the possibilities of studying abroad.
Evidence of regular course attendance	Regular and active participation is required in all courses with the exception of lectures as well as documentation of personal learning activities. In the case of absence of over 20 % for reasons for which the student is not responsible, for each time missed beyond this a replacement activity must be produced.
Evidence of active participation	Issue of participation certificates is conditional on regular and active participation in a course and documentation of personal learning activities. Depending on how the course is organized, personal learning activities can be, for example, a short paper, report, short essay or reading ledgers. Participation certificates are not graded nor linked to pass marks. A student's effort to handle the topic academically must, however, be recognizable. If a module final examination is taken in a course, this counts at the same time as evidence of participation.

Example of a Study Plan - Master's in Comparative Studies			
1 st academic year		2 nd academic year	
1 st study semester	2 nd study semester	3 rd study semester	4 th study semester
Foundation Module: 11 CP			
Lecture 2 seminars Exercise Preparation/follow-up and preparation of final examination Workload = 330 h			
Subject-specific Module 1: 12 CP		Subject-specific Mod. 2: 12 CP	Subject-specific Mod. 4: 12 CP
2 seminars 4 WCH Workload = 360 h		2 seminars 4 WCH Workload = 360 h	2 seminars 4 WCH Workload = 360 h
	Subject-specific Mod. 3: 12 CP	Project Module: 18 CP	
	2 seminars 4 WCH Workload = 360 h	2 seminars 4 WCH	1 project 2 WCH Workload = 540 h
Professional English: 11 CP			Thesis Module 32 CP
Seminar/Exercise 2 WCH 150		Seminar/Exercise 2 WCH 180	2 seminars Examination colloquium Master's thesis Workload = 960 h
840	900	900	960

 = Compulsory module for all Master's students.

The "Professional English" module can either be taken in the 1st semester, in the 1st and 2nd semester, in the 2nd semester, in the 2nd and 3rd semester or in the 3rd semester.

It is compulsory to study the foundation module in the first semester. It is only offered in the winter semester.

 The project module and the thesis module must be taken by all Master's students, but the basic seminars can be freely chosen. The project module should not be taken before the third semester.

WCH = Weekly credit hours

Translation of the “Rules for Examinations in Study Programmes in the Faculty of Arts and Humanities of Heinrich Heine University Düsseldorf with the grade of Master of Arts

Master's study programme	German Studies
Study start	Both in the summer and the winter semester
Regular period of study	2 academic years (4 semesters), including the Master's examination
Programme volume	120 CP, including interdisciplinary compulsory electives
Number of module final examinations	5, plus Master's thesis
Type and content of modules and module final examinations	<p>Programme content is structured in modules (basic modules, research modules and a Master's thesis module). The modules are categorized in four sub-areas:</p> <ul style="list-style-type: none"> - German Linguistics - Modern German Literary Studies - Medieval German Studies - Theory and History of Oral and Written Communication <p>In the first academic year, a basic module in three of the four sub-areas is studied.</p> <p>Each basic module is concluded with an examination and accounts for a total of 16 CP.</p> <p>In the second academic year, an area of specialization and a complementary area are chosen. In each area (area of specialization and complementary area), a research module is studied in two of those three sub-areas (of the four sub-areas 1-4 in total) which were already selected for the first academic year. In addition, a Master's thesis module is studied in the area of specialization.</p> <p>The research module in the area of specialization is concluded with an oral examination, which must be taken on a different theme to that of the Master's thesis. A total of 16 CP are awarded for the successful completion of this research module.</p> <p>In the Master's thesis module, a colloquium is attended as preparation for the Master's thesis and concluded with the Master's thesis. A total of 28 CP are awarded for the successful completion of this module.</p> <p>The research module in the complementary area (complementary area = area in which the Master's thesis is not written) is concluded with a written examination. A total of 16 CP are awarded for the successful completion of this research module.</p>
Weighting of module final examinations in overall grade	Basic modules: Single Research modules: Double Master's thesis: Treble
Master's thesis: Credit points/Duration/Volume	24 CP / Six months
Theme of Master's thesis	-
Team project in accordance with § 17	-
Credit points for team project	-
Interdisciplinary compulsory electives	12 CP
Internship	-
Excursion	-
Stay abroad	-
Evidence of regular course attendance	Regular active participation
Evidence of active participation	Apart from regular participation (in accordance with § 12 of the Master's Examination Rules), regular active participation is substantiated by personal learning activities. The personal learning activities are specified by the seminar leaders. They should be based on the competence targets of the respective modules. Examples of personal learning activities are a written report or a position paper or a short essay or a test or a presentation.

Example of a Study Plan – German Studies Master’s Study Programme

1 st academic year (3 of the 4 sub-areas are studied and can be freely chosen)			
	Basic Module 1: German Linguistics [CP 16]	Basic Module 3: Medieval German Studies [CP 16]	Basic module 4: Theory and History of Oral and Written Communication [CP 16]
WS or SS	Lecture or Seminar 2 WCH	Lecture or Seminar 2 WCH	Lecture or Seminar 2 WCH
WS or SS	Seminar 2 WCH	Seminar 2 WCH	Seminar 2 WCH
2 nd academic year (2 of the 3 sub-areas from the first year are studied)			
	Research Module 3: Medieval German Studies [CP 16]	Research Module 4: Theory and History of Oral or Written Communication [CP 16]	Interdisciplinary compulsory elec- tives [CP 12]
WS or SS	Seminar 2 WCH Seminar 2 WCH	Seminar 2 WCH Seminar 2 WCH	
	Master’s thesis Module: e.g. Medieval German Studies [CP 28]		
WS or SS	Colloquium 2 WCH + MA thesis (24 CP)		

Translation of the “Rules for Examinations in Study Programmes in the Faculty of Arts and Humanities of Heinrich Heine University Düsseldorf with the grade of Master of Arts

Master's study programme	History
Study start	Both in the summer and the winter semester
Regular period of study	2 academic years (4 semesters), including the Master's examination
Programme volume	120 CP, including interdisciplinary compulsory electives
Number of module final examinations	5, plus Master's thesis
Type and content of modules and module final examinations	<ul style="list-style-type: none"> • 1 examination each in the two modules 1 and 2 • 1 examination in the excursion module • 1 examination in the project module • 1 examination in the examination module <p>Graded module final examinations must be taken in four modules. The examination module is concluded with an ungraded module final examination.</p> <p>The module final examinations take place in Module 1 as a seminar paper on the seminar, in Module 2 as an oral examination lasting 30 minutes on the lecture, in the excursion module in the shape of a project report. The project module is concluded with a team project. A workshop report on the Master's thesis is presented in the examination module.</p> <p>The module final examinations in Modules 1 and 2 must have been passed before admission to the final module examination in the examination module can take place.</p> <p>In addition to these examinations language skills in two foreign languages are needed for a successful Master's thesis in the respective field of history (Ancient History, Medieval Studies, Modern History, East European History) before admission to the finale module examination can be granted.</p>
Weighting of module final examinations in overall grade	Master's thesis: Treble Project module or team project: Double All other final examinations: Single
Master's thesis: Credit points/Duration/Volume	24 CP / Six months
Theme of Master's thesis	-
Team project in accordance with § 17	Takes place in the project module
Credit points for team project	16 CP
Interdisciplinary compulsory electives	12 CP
Internship	-
Excursion	1 excursion module (16 CP) in the second academic year
Stay abroad	-
Evidence of regular course attendance	Through evidence of attainment of skills in the respective module in the shape of a pass in the final examination of the module.
Evidence of active participation	Through evidence of attainment of skills in the respective module in the shape of a pass in the final examination of the module.

Structure of the Study Programme

Academic year	Components		Interdisciplinary compulsory electives	Sum CP	Sum WCH (in general)
1	Module 1 Module 2 Excursion Module	20 CP / 6 WCH 20 CP / 6 WCH 16 CP / 4 WCH	6 CP / 6 WCH	62	16
2	Project Module Examination Module Master's thesis	16 CP / 4 WCH 12 CP / 6 WCH 24 CP	6 CP / 6 WCH	58	10
	Total:	108 CP / 26 WCH	12 CP / 12 WCH	120	26

Example of a Study Plan

Year	Module	Module components	Total CP	Workload h	Total WCH
1	Module 1	Seminar Exercise (free choice) Exercise/Seminar (free choice)	20	600	6
	Module 2	Lecture (free choice) Exercise (free choice) Exercise/Seminar (free choice)	20	600	6
	Excursion Module	Excursion Preparatory exercise	16	480	4
	Interdisciplinary compulsory electives	Free choice	6	180	6
	1 st academic year - Total:			62	1860
2	Project Module	Team project - Project forum	16	480	4
	Examination Module	Master's forum (3 rd semester) Master's forum (4 th semester) Exercise: Writing workshop	12	360	6
	Master's thesis		24	720	
	Interdisciplinary compulsory electives	Free choice	6	180	6
	2 nd academic year - Total:			58	1740
Academic years 1 & 2 - Total:			120	3600	38

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Master's study programme	Italian: Language, Media, Translation
Study start	Both in the summer and the winter semester
Regular period of study	2 academic years (4 semesters), including the Master's examination
Programme volume	120 CP, including 10 CP for the interdisciplinary compulsory electives, 10 CP for the 8-week vocational internship and 25 CP for studies anchored in the curriculum at the University of Turin in the 3 rd semester.
Number of module final examinations	- 4 at Heinrich Heine University, plus Master's thesis - 3 at Università degli Studi di Torino
Type and content of modules and module final examinations	<p>The final examinations take place in the fields of <i>Language Practice</i> (1 module), <i>Scientific Practice</i> (3 modules), in the semester spent abroad at the University of Turin (2 modules, 3 part-examinations) and in the final phase (final module with Master's thesis). The final examination in the module in the area of <i>Language Practice</i> takes place as a written test or an oral examination, the final examination in the modules attended at the University of Turin as a written assignment and/or oral examination, the final examinations in the modules in the area of <i>Scientific Practice</i> take place as a seminar paper or written assignment.</p> <p>In the Master's study programme in <i>Italian: Language, Media, Translation</i>, 5 final examinations and 3 partial final examinations are taken in a total of 7 modules, in 1 language practice module and in 6 scientific modules (of which two are taken at the University of Turin):</p> <p>Language Practice Module (Lingua – testi – contesti) Module 1 – Language Teaching Module 2 – Languages in Contrast Module 3 – Language in Media Module 4 – Methods and Theories (Tedesco-italiano: un confronto 1) Module 5 – Translation and Interpretation (Tedesco-italiano: un confronto 2) Final Module</p>
Weighting of module final examinations in overall grade	Master's thesis: Treble All other final examinations: Single
Master's thesis Credit points/Duration/Volume	24 / 6 months
Theme of Master's thesis	The theme of the Master's thesis is related to one of the modules 1-5.
Examination language in accordance with § 6 (4)	Italian or German as agreed with the examiners.
Team project in accordance with § 17	Yes (as ungraded component of the final module).
Credit points for team project	6 CP
Interdisciplinary compulsory electives	10 CP
Internship	10 CP for the 8-week vocational internship
Excursion	-
Stay abroad	The stay abroad at the University of Turin is anchored in the curriculum and contractually governed (agreement with the <i>Università degli Studi di Torino</i>) and foreseen for the 3 rd semester. Two modules are completed there in the area of “Tedesco-italiano: un confronto” and 5-7 credit points attained facultatively in the interdisciplinary area.
Evidence of regular course attendance	For all courses except lectures the following applies: Monitoring takes place through an attendance list. No more than 20 % of classes may be missed. No medical certificates need be provided. Students may compensate for absence over 20 % through an additional activity (written or oral task after sufficient private study) at the discretion of the teaching staff and in agreement with them.
Evidence of active	Issue of participation certificates is conditional on regular participation in a course and

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participation	proven personal learning activities (e.g. short paper, report, written or oral test, preparation of a class). Participation certificates are not graded nor linked to pass marks. A student’s serious scientific occupation with course content must, however, be recognizable. The distribution of the workload of 30 hours over preparation and follow-up of classes as well as the effort required for personal learning activities is specified by the lecturer at the beginning of the course. Form and content of personal learning activities are also specified by the lecturer at the beginning of the course.
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Example of a Study Plan - MA in Italian: Language, Media, Translation

Semester	WP	Language practice	Vocational practice	Scientific practice		
	Interdisciplinary compulsory electives (10 CP) foreseen above all for the 2 nd and 3 rd semesters	Language Practice Module: Lingua – Testi – Contesti	8-week internship 10 CP	Language Teaching		Languages in Contrast
1.		Language seminar 1 2 WCH		Master’s seminar* Lexicography or Didactics 2 WCH Master’s seminar* 2 WCH 10 CP		Master’s course*** z.B. Lit. Translation, 2 WCH Master’s course*** Contrastive Linguistics or Translation by Practitioners 2 WCH 10 CP
2.		Language seminar 2 2 WCH 15 CP		Language in Media Master’s seminar/lecture (2 WCH) Master’s seminar** (2 WCH) 10 CP		
3.		Semester abroad in Turin: <i>Tedesco – italiano: un confronto</i> (Methods and Theories, Translation and Interpretation) (2 + 1 courses in Contrastive Linguistics, each with 1 final examination) 25 CP				
4.		Final Phase Co-supervision of a foundation seminar in Linguistics (tutorial, 6 CP) MA thesis (24 CP) 30 CP				

* Thematically comparable Master’s seminars in Linguistics may also be selected here from the Master’s study programme in "Romance Languages and Literatures".

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** In exceptional cases and upon agreement, an advanced seminar from the electives in "Media Communication" or "Fields of Application of Linguistics" from the Bachelor study programme in “Romance Languages and Literatures” may be chosen here.

***The Master’s courses in the Master’s study programme in Literary Translation, Language: Italian may be chosen here or, upon agreement, a seminar in “Film Subtitling” from the elective "Translation" in the Bachelor study programme in “Romance Languages and Literatures”.

Study curriculum for the semester abroad in Turin or Düsseldorf = 3rd semester = winter semester

(in accordance with the appendix to the Supplementary Agreement between Düsseldorf and Turin)

Düsseldorf curriculum for Turin:

1. 1 course: Modules from the Master’s programme in *Italian: Language, Media, Translation* ("Language Teaching" and "Languages in Contrast") (Department of Romance Languages and Literatures)
2. 1 course: French or Spanish Linguistics from the Master’s programme in Romance Languages and Literatures (Department of Romance Languages and Literatures)
3. 2 courses: Language courses at the University Language Centre: (English, Spanish, German as a Foreign Language)
4. 1 course: German Studies, Linguistics or Literary Studies (Department of German Studies)

Turin curriculum for Düsseldorf:

Module 1: “Tedesco-italiano: un confronto” (Methods and Theories): 2 courses: Informatica applicata alla comunicazione multimediale (Master Traduzione), Linguistica generale/Linguistica italiana, Teoria e pratica della traduzione letteraria, Lingua tedesca 2

Module 2: “Tedesco-italiano: un confronto” (Translation and Interpretation): 1 course: Lingua tedesca 1, Teoria e pratica della traduzione

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Master's study programme	Yiddish Culture, Language and Literature
Study start	In the winter semester only
Regular period of study	2 academic years (4 semesters), including the Master's examination
Programme volume	120 CP, including interdisciplinary compulsory electives, team project and Master's thesis
Number of module final examinations	5, plus the Master's thesis
Type and content of modules and module final examinations	<p>Modules 1-4 = 1 final examination each, team project = 1 final examination</p> <ul style="list-style-type: none"> - The Master's examination comprises the Master's thesis, the team project and 4 module final examinations over the course of the programme. - The module final examination in Module 1 must be taken either in the form of an oral examination or in the form of a written test. - An examination must be taken in Modules 2-3 either in the form of a written assignment or a seminar paper. - The language examination foreseen in Module 4 must be taken in the form of a translation test. - The final examination in the team project is taken on the basis of students' individually attributable examination achievements. - The module final examinations are based on the competence targets in the respective module descriptions with reference by way of example to one or several courses or thematic priorities in the module. Regular and active participation in a course is assumed.
Weighting of module final examinations in overall grade	Master's thesis: Treble All module final examinations: Single
Master's thesis: Credit points/Duration/Volume	24 CP / Six months
Theme of Master's thesis	-
Team project in accordance with § 17	Yes
Credit points for team project	13 CP
Interdisciplinary compulsory electives	9 CP
Internship	-
Excursion	-
Stay abroad	-
Evidence of regular course attendance	Attendance is compulsory for all modules and monitored with attendance lists. In the case of absence of over 20 % in accordance with §12 (2), it is still possible for credit points to be awarded, if students successfully pass a 30-minute oral or written examination.
Evidence of active participation	Takes place through participation certificates. They attest regular and active participation in one or several courses on the basis of regular attendance in the course and documented personal learning activities. If module final examinations are taken in the context of courses in accordance with § 6 (1), these generally count as documented personal learning activities. Participation certificates are not graded, they have no examination status and are not linked to any pass marks.

Translation of the “Rules for Examinations in Study Programmes in the Faculty of Arts and Humanities of Heinrich Heine University Düsseldorf with the grade of Master of Arts

Modules

		Academic year		WCH	CP
1	Yiddish Linguistics	1 st /2 nd	Compulsory	6	18
2	Yiddish Culture and Literature before 1800	1 st /2 nd	Compulsory	6	20
3	Yiddish Culture and Literature in the 19 th and 20 th Century	1 st /2 nd	Compulsory	6	22
4	Biblical Hebrew	1 st /2 nd	Compulsory	8	14

Team Project

		Academic year		CP
	Team Project	1 st /2 nd	Compulsory	13

The modules are offered every two years. Students either complete Modules 1 and 2 in the first year and Modules 3 and 4 in the second year or Modules 3 and 4 in the first year and Modules 1 and 2 in the second year.

The Team Project is undertaken in the 2nd or 3rd semester, the Master’s thesis compiled in the 4th semester.

Translation of the “Rules for Examinations in Study Programmes in the Faculty of Arts and Humanities of Heinrich Heine University Düsseldorf with the grade of Master of Arts

Master’s study programme	Jewish Studies
Study start	In the winter semester only
Regular period of study	2 academic years (4 semesters), including the Master’s examination
Programme volume	120 CP, including interdisciplinary compulsory electives
Number of module final examinations	4, plus the Master’s thesis
Type and content of modules and module final examinations	<p>The final examinations in the courses are thematically related to the courses in a module. They are taken in the form of a seminar paper or project work (team project) with individually attributable examination achievements.</p> <p>The following examinations are foreseen: A module final examination must be taken in each of the modules A, B and C in the form of a seminar paper. A module final examination must be taken in the project module in the form of a project report (team project).</p>
Weighting of module final examinations in overall grade	Master’s thesis: Treble All module final examinations: Single
Master’s thesis: Credit points/Duration/Volume	24 CP / Six months
Theme of Master’s thesis	
Team project in accordance with § 17	Yes
Credit points for team project	21 CP
Interdisciplinary compulsory electives	12 CP
Internship	-
Excursion	-
Stay abroad	-
Evidence of regular course attendance	As stipulated in the Examination Rules, attendance is compulsory for modules A, B, C and the project module and monitored with attendance lists. In the case of absence of over 20 % in accordance with §12 (2), it is still possible for credit points to be awarded, if students successfully pass a 30-minute oral or written examination.
Evidence of active participation	Takes place through participation certificates. They attest regular and active participation in one or several courses on the basis of regular attendance in the course and documented personal learning activities. Personal learning activities can be class transcripts, short papers, presentations or short essays. If module final examinations are taken in the context of courses in accordance with § 6 (1), these generally count as documented personal learning activities. Participation certificates are not graded, they have no examination status and are not linked to any pass marks.

Example of a Study Plan - MA Study Programme in Jewish Studies (108 CP + 12 CP)

Sem.		WCH	CP		WCH	CP		WCH	CP		CP		
1	Lecture	2	21				Seminar	2	21	Interdisciplinary compulsory electives	12		
	Seminar	2					Seminar	2					
2	Seminar	2	21	Hebr. Reading LC	2	21	Lecture	2	21			Interdisciplinary compulsory electives	12
				Lecture	2								
3	Project forum	2	21	Seminar	2					Interdisciplinary compulsory electives	12		
4	Master's forum	2					Master's thesis		24				

LC = Language course

- Module A:** Jewish History
- Module B:** Jewish/Hebrew Literature
- Module C:** Religious and Intellectual History of Judaism
- Project Module**
- Interdisciplinary compulsory electives**

Translation of the “Rules for Examinations in Study Programmes in the Faculty of Arts and Humanities of Heinrich Heine University Düsseldorf with the grade of Master of Arts

Master's study programme	History of Art
Study start	Both in the summer and the winter semester
Regular period of study	2 academic years (4 semesters), including the Master's examination
Programme volume	120 CP, including interdisciplinary compulsory electives
Number of module final examinations	7, plus the Master's thesis
Type and content of modules and module final examinations	<ul style="list-style-type: none"> - 3 module final examinations in the modules on the principles and methods of Art History research (Modules 1 / 2 / 3) - 1 module final examination in the module on thematic and practical vocational specification (Module 4) - 1 module final examination in the team project module (Module 5) - 2 module final examinations (part-examinations in the colloquia (Module 6)
Weighting of module final examinations in overall grade	<p>Master's thesis: Treble</p> <p>The final grade in the "Master's Module VI: Colloquia" is made up of the grades in the two part-examinations and counts double.</p> <p>Single weighting applies for all other module final examinations.</p>
Master's thesis: Credit points/Duration/Volume	24 CP / Six months
Theme of Master's thesis	-
Team project in accordance with § 17	Yes. The team project must be developed and presented within Module V.
Credit points for team project	14 CP
Interdisciplinary compulsory electives	10 CP
Internship	The internship lasting at least one month in a working environment in the field of Art History or closely related to the field of Art History must be documented by means of an ungraded internship certificate (to be issued by the institution which made available the internship) and an internship report.
Excursion	Excursions take place in the framework of exercises in front of originals.
Stay abroad	Recommended. Study achievements attained abroad are generally recognized.
Evidence of regular course attendance	Monitored with attendance lists except in the case of lectures. Regular attendance in a course requires at least 80 % presence.
Evidence of active participation	Takes place through participation certificates. They attest regular and active participation in one or several courses on the basis of regular attendance in the course (maximum absence = 20 %) and documented personal learning activities. Possible personal learning activities: See Annex 2. If module final examinations are taken in the context of courses in accordance with § 6 (1), these generally count as documented personal learning activities. Participation certificates are not graded, they have no examination status and are not linked to any pass marks.

Example of a Study Plan

In the annotated Lecture Calendar of the Department of Art History or in the Internet, students are provided with a “Recommended Master’s Study Programme” as an orientation guide, which clearly indicates the structure, requirements and possibilities of the study programme.

The Study Plan described here outlines the ideal plan of the Master’s study programme in History of Art and offers guidance, yet does not exclude students’ personal study plans. Individual requirements, including a focus on specific professional objectives, can be discussed in personal consultation.

1st academic year

1st semester:

1 Master’s seminar from Module I (with module final examination) (9 CP)

1 Master’s colloquium to practice general knowledge of vocational relevance from Module VI (with module partial final examination) (8 CP)

1 practice-related exercise from Module I (2 CP)

1 practice-related exercise from Module II (2 CP)

1 course from the interdisciplinary compulsory electives (2 CP)

= 23 CP

2nd semester:

1 Master’s seminar from Module II (with module final examination) (9 CP)

1 exercise in front of originals with excursion from Module IV (4 CP)

1 Master’s colloquium to practice general knowledge of vocational relevance from Module VI (with module partial final examination) (8 CP)

2 courses from the interdisciplinary compulsory electives (total of 4 CP)

1 vocational internship from Module IV (5 CP)

= 30 CP

2nd academic year

3rd semester:

1 Master’s seminar from Module III (with module final examination) (9 CP)

1 team project from Module V (with module final examination) (14 CP)

1 lecture from Module IV (8 CP)

1 practice-related exercise from Module III (2 CP)

1 course from the interdisciplinary compulsory electives (2 CP)

= 35 CP

4th semester

1 Master’s colloquium as preparation for the Master’s thesis from Module VI (2 CP)

1 tutorial from Module V (4 CP)

1 course from the interdisciplinary compulsory electives (2 CP)

Master’s thesis (24 CP)

= 32 CP

Total: 120 CP

Translation of the “Rules for Examinations in Study Programmes in the Faculty of Arts and Humanities of Heinrich Heine University Düsseldorf with the grade of Master of Arts

Master's study programme	Modern Japan Studies
Study start	Both in the summer and the winter semester
Regular period of study	2 academic years (4 semesters), including the Master's examination
Programme volume	120 CP, including interdisciplinary compulsory electives
Number of module final examinations	6, plus Master's thesis
Type and content of modules and module final examinations	<p>1st semester Academic Japanese Theories and Methods in Japanese Studies</p> <p>2nd semester Textual Skills: Reading Primary Sources and Translation Media and Communication</p> <p>2nd -3rd sem. Social and Cultural Change</p> <p>3rd semester Japan in a Global Context</p> <p>Optional in the interdisciplinary compulsory electives: 3rd semester Instructional and Organizational Skills</p>
Weighting of module final examinations in overall grade	Master's thesis: Treble All other module final examinations: Single
Master's thesis: Credit points/Duration/Volume	24 CP / Six months
Theme of Master's thesis	-
Team project in accordance with § 17	-
Credit points for team project	-
Interdisciplinary compulsory electives	12 CP
Internship	-
Excursion	-
Stay abroad	A stay in Japan is possible and desirable (individually arranged).
Evidence of regular course attendance	Allocation of the respective credit points is conditional on regular attendance in all courses in the programme with the exception of lectures and with an absence rate of no more than 20 %.
Evidence of active participation	Evidence of active participation takes place through the respective participation certificates. They attest regular and active participation in the courses (including adherence to the maximum absence rate permitted) in combination with one or several documented personal learning activities, such as papers, reports or the preparation of classes. Form and content of documented personal learning activity or activities are specified by the respective lecturer in the framework of the workload foreseen for the course and announced at the latest in the first class of the respective course. Participation certificates are not graded, they have no examination status and are not linked to any pass marks.

Example of a Study Plan

1st study semester (30 CP)		
Academic Japanese 12 credit points	Theories and Methods in Japanese Studies 12 credit points	Compulsory electives 6 credit points
2nd study semester (30 CP)		
Textual Skills: Reading Primary Sources and Translation 12 credit points	Media and Communication 14 credit points	Compulsory electives 4 credit points
3rd study semester (30 CP)		
Social and Cultural Change 14 credit points	Japan in a Global Context 14 credit points	Compulsory electives 2 credit points
4th study semester (30 CP)		
Master's thesis 24 credit points	Being Academic 6 credit points	

Translation of the “Rules for Examinations in Study Programmes in the Faculty of Arts and Humanities of Heinrich Heine University Düsseldorf with the grade of Master of Arts

Master's study programme	Philosophy
Study start	Both in the summer and the winter semester
Regular period of study	2 academic years (4 semesters), including the Master's examination
Programme volume	120 CP, including interdisciplinary compulsory electives
Number of module final examinations	4 in specialization modules (free choice), plus a team project and the Master's thesis
Type and content of modules and module final examinations	<p>Programme contents are structured in 6 modules which are categorized in two fields:</p> <p>Field of Theoretical Philosophy 3 modules: Being and Language Knowledge and Science Mind and Nature</p> <p>Field of Practical Philosophy 3 modules: Norms and Values Human Nature and Human Agency Culture and Society</p> <p>4 of the 6 modules must be studied. The 4 modules can be distributed over the two areas in a ratio of 3:1 or in a ratio of 2:2. In the first case, an area of specialization is formed in Theoretical or Practical Philosophy. In the second case, the Master's programme is completed without an area of specialization.</p> <p>Module final examinations are based on the competence targets of the module as specified in the respective module description in general with reference made to a course in the module by way of example.</p>
Weighting of module final examinations in overall grade	Master's thesis: Treble Module final examinations: Single
Master's thesis Credit points/Duration/Volume	24 CP / Six months
Theme of Master's thesis	-
Team project in accordance with § 17	Yes. In the case of an area of specialization, the theme of the team project should be chosen from the area of specialization.
Credit points for team project	14 CP
Interdisciplinary compulsory electives	12 CP
Internship	-
Excursion	A component of the Master's programme is participation in a philosophical congress or a philosophical conference. The excursion must be co-ordinated with a lecturer as supervisor. Within six weeks after the excursion, a report of about 5 pages is submitted to the supervisor. A participation certificate for 3 CP is issued for the preparation, implementation and follow-up of the excursion including the written report. In exceptional cases and in agreement with the supervisor, the excursion can be replaced by a further colloquium.
Stay abroad	-
Evidence of regular course attendance	Attendance is compulsory for all courses with the exception of lectures. Absence of up to 20 % alone may not lead to the loss of credit points. Students may compensate for absence over 20 % at the discretion of the lecturer and in agreement with him/her through an additional activity (written or oral task).
Evidence of active participation	Successful participation is attested in all courses by a participation certificate. The issue of participation certificates is conditional on the regular and active participation in a course and a documented personal learning activity. Personal learning activities can be: Short paper, report, essay, work on a task sheet, discussion after the course. The average workload required for a personal learning activity should not exceed 5 hours.

Translation of the “Rules for Examinations in Study Programmes in the Faculty of Arts and Humanities of Heinrich Heine University Düsseldorf with the grade of Master of Arts

	If the module final examination in a course is taken by way of example, a documented personal learning activity may be dropped in this course, provided it is already included in the examination achievement. Participation certificates are not graded. Students are given an estimation of their performance upon request.
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**Example of a Study Plan - Master’s in Philosophy
(here with an area of specialization in the field of Theoretical Philosophy)***

1 st academic year		2 nd academic year		
1 st semester	2 nd semester	3 rd semester	4 th semester	
Module in the field of Theoretical Philosophy Being and Language (FE) (16 CP) 2 courses in Ontology/Metaphysics, Logic, Language Philosophy	Module in the field of Theoretical Philosophy Mind and Nature (FE) (16 CP) 2 courses in Philosophy of Mind, Philosophy of Nature	Module in the field of Theoretical Philosophy Knowledge and Science (FE) (16 CP) 2 courses in Theory of Knowledge, Theory of Science		
Module in the field of Practical Philosophy e.g. Norms and Values (FE) (16 CP) 2 courses in Normative Ethics, Meta Ethics		Colloquium (3 CP)	Congress visit (3 CP)	
Orientation Module Courses/modules (free choice) (12 CP) e.g. from the field of Cooperation Sciences e.g. KUBUS Master’s module (vocational training)		Generally in the area of specialization Team project (14 CP)	Generally in the area of specialization Master’s thesis (24CP)	
900	900	900	900	Σ 3600h

* Selection of modules depends on the area of specialization; their order is variable.

Abbreviation: FE: Module final examination
(all courses in the Philosophy programme have a weekly personal attendance time of 2 hours per week per semester)

The colours indicate the different types of module:

Master’s in Philosophy Compulsory elective module	Orientation module of the interdisciplinary com- pulsory electives
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Translation of the “Rules for Examinations in Study Programmes in the Faculty of Arts and Humanities of Heinrich Heine University Düsseldorf with the grade of Master of Arts

Master’s study programme	Romance Languages and Literatures: Cultural Contacts and Communication
Study start	Both in the summer and the winter semester
Regular period of study	2 academic years (4 semesters), including the Master’s examination
Programme volume	120 CP, including interdisciplinary compulsory electives
Number of module final examinations	<p>6 or 7 final examinations in the modules, plus team project and Master’s thesis.</p> <p>6 final examinations if courses are taken in the interdisciplinary compulsory electives or an 8-week vocational internship undertaken in place of one of the two basic modules from Field 4 [Cultural Processes/Cultural Techniques]. The final examination is dropped in the specialization module or one of the two basic modules from Area 4 in which the Master’s thesis is written.</p> <ul style="list-style-type: none"> • 1 final examination - Specialization module (1st Romance language) • 1 final examination - Basic module (2nd Romance language) • 1 final examination - Basic module - Transfer I • 1 final examination - Specialization module - Transfer II (if chosen) • 1 final examination - Basic module - Language and Media I • 1 final examination - Specialization module - Language and Media II (if chosen) • 1 final examination - Basic module - Discourses and Discourse Traditions I (Linguistics) (if chosen) • 1 final examination - Basic module - Discourses and Discourse Traditions II (Literary Studies) (if chosen)
Type and content of modules and module final examinations	<p>The final examinations take place in accordance with the specifications of the course, after participation in which the examinations are taken.</p> <p>The final examinations in the area of Language Practice are taken after attending the following courses:</p> <ul style="list-style-type: none"> - Specialization module - Language Practice: Transcultural Text Production (1st language) - Basic module - Language Practice: Advanced language seminar B or advanced course (2nd language) <p>Final examinations in the foundation and specialization modules are taken after attending the following courses:</p> <ul style="list-style-type: none"> - Basic modules: <ul style="list-style-type: none"> Master’s seminar (Areas 2 and 4.2.) Master’s seminar II (Areas 3.1 and 4.1.) - Specialization modules <ul style="list-style-type: none"> Master’s seminar (Area 2) Master’s seminar II (Area 3.2) <p>Registering for the final examination in a specialization module is conditional upon evidence of a pass in the final examination in the respective basic module.</p>
Weighting of module final examinations in overall grade	All module final examinations: Single
Master’s thesis: Credit points/Duration/Volume	24 / 6 months
Theme of the Master’s thesis	The Master’s thesis is thematically related to a specialization module or one of the two basic modules from Area 4.
Examination language in accordance with § 6 (4)	In a Romance language and/or German in agreement with the examiners.
Team project in accordance with § 17	Yes (as ungraded part of the final module).
Credit points for team project	12
Interdisciplinary compulsory electives	10 CP are allocated to the interdisciplinary compulsory electives or the 8-week vocational internship, insofar as these options are chosen as an alternative to one of the two basic modules in Area 4 (Cultural Processes / Cultural Techniques).

Translation of the “Rules for Examinations in Study Programmes in the Faculty of Arts and Humanities of Heinrich Heine University Düsseldorf with the grade of Master of Arts

Internship	-
Excursion	-
Stay abroad	A stay abroad is strongly recommended.
Evidence of regular course attendance	For all courses except lectures the following applies: Monitoring takes place through an attendance list. No more than 20 % of classes may be missed. No medical certificates need be provided. Students may compensate for absence over 20 % through an additional activity (written or oral task after sufficient private study) at the discretion of the teaching staff and in agreement with them.
Evidence of active participation	Issue of participation certificates is conditional on regular and active participation in a course and proven personal learning activity (e.g. short paper, report, written or oral test, preparation of a class). Participation certificates are not graded nor linked to pass marks. A student’s serious scientific occupation with course content must, however, be recognizable. The distribution of the workload of 30 hours over preparation and follow-up of classes as well as the effort required for personal learning activities is specified by the lecturer at the beginning of the course. Form and content of personal learning activities are also specified by the lecturer at the beginning of the course on the basis of the Module Manual.

Example of a Study Plan - Master of Arts in Romance Languages and Literatures: Cultural Contacts and Communication

Semester	Area 1: Language Practice		Area 2: Cultural Contacts (Literary Studies)	Area 3: Forms of Communication (Linguistics)	Area 4: Cultural Processes/ Cultural Techniques (Literary Studies/Linguistics) ¹⁾	
	1 st Romance language	2 nd Romance language				
1.	Specialization Module 1.1-1.3 (18 CP)	Basic module 1.4-1.6 (12 CP)	TRANSFER I Basic module 2.1 (10 CP)	Language and Media I Basic module 3.1 (10 CP)	DISCOURSES AND DISCOURSE TRADITIONS I Basic module 4.1 (P) (4/10 CP)	
	Speaking in Context (2 WCH / 4 CP) <u>Text in Context</u> (2 WCH / 4 CP)	Lang. Found. Module A (2 WCH / 2 CP) Lang. Found. Module B (2 WCH / 2 CP)	Lecture (2 WCH / 2 CP) <u>Master's seminar I with final examination</u> (2 WCH / 8 CP)	Master's seminar I (2 WCH / 2 CP)	Master's seminar I (2 WCH / 2 CP) (P)	
2.	<u>Transcultural Text Production</u> (2 WCH / 10 CP)	Lang. Adv. Module A (2 WCH / 2 CP) <u>Lang. Adv. Module B</u> (2 WCH / 6 CP)		<u>Lecture or Master's seminar II with final examination</u> ²⁾ (2 WCH / 8 CP)	<u>Lecture or Master's seminar II with final examination</u> (2 WCH / 8 CP [2 CP]) (P)	Vocational internship (10 CP) or Interdisciplinary compulsory electives (10 CP)
			TRANSFER II Specialization Module 2.2 (4/10 CP)	Language and Media II Specialization Module 3.2 (4/10 CP)	DISCOURSES AND DISCOURSE TRADITIONS II Basic module 4.2 (LS) (4/10 CP)	replaces one of the modules (LS/P) from Area 4.
3.			Lecture (2 WCH / 2 CP) <u>Master's seminar II with final examination</u> (2 WCH / 8 CP [2 CP])	Master's seminar I (2 WCH / 2 CP) <u>Master's seminar II with final examination</u> (2 WCH / 8 CP [2 CP])	Lecture (2 WCH / 2 CP) (LS) <u>Master's seminar mit final exam.</u> (2 WCH / 8 CP [2 CP]) (LS)	
			Master's thesis electively in Area 2,3, 4.1 or 4.2 (24 CP) Team project (12 CP)			
4.						
120 CP						

1) In place of **one** of the two Basic modules in Area 4 (area of specialization in Linguistics or Literary Studies), courses in the interdisciplinary compulsory electives may be taken or an 8-week vocational internship undertaken.

2) Depending on the curriculum, this final examination may already be taken in the first semester.

Translation of the “Rules for Examinations in Study Programmes in the Faculty of Arts and Humanities of Heinrich Heine University Düsseldorf with the grade of Master of Arts

Integrative Master's study programme	Information Science and Language Technology
Study start	Both in the summer and the winter semester
Regular period of study	2 academic years (4 semesters), including the Master's examination
Programme volume	120 CP
Number of module final examinations	6, plus the Master's thesis
Type and content of modules and module final examinations	<p>The following final examinations are taken in the Master's study programme: One final examination in each of the modules:</p> <ul style="list-style-type: none"> - MI1: Information Retrieval - MI2: Knowledge Representation and Knowledge Management - MCL1: Computer Linguistics - MCL2: Language Technology - MD: Computer Science <p>and in</p> <ul style="list-style-type: none"> - TP: Team project (final examination in the form of a project report as well as a project presentation) <p>There is no final examination in module MCI and the compulsory electives.</p> <p>The final examinations are thematically related to the content of the respective module. They are taken in the form of a written test, oral examination, seminar paper or written assignment or in the form of a project report and presentation of the team project. Details are announced by the teaching staff before the start of the courses.</p>
Weighting of module final examinations in overall grade	Master's thesis: Treble All other module final examinations: Single
Master's thesis: Credit points/Duration/Volume	24 CP / Six months
Theme of the Master's thesis	The theme of the Master's thesis is related to a course from modules MCL1, MCL2, MI1 or MI2.
Team project in accordance with § 17	Yes
Credit points for team project	12 CP
Interdisciplinary compulsory electives	No
Internship	-
Excursion	-
Stay abroad	A stay abroad is recommended. For this, Heinrich Heine University makes available a network of Erasmus/Socrates programmes supervised by the Institute for Language and Information and bilateral agreements. The Study Advisors in the Institute for Language and Information together with the International Office can provide information about the possibilities to undertake a period of study abroad.
Evidence of regular course attendance	There is no compulsory attendance for lectures. In the case of all other courses, the following applies: the number of seminar sessions visited which is considered as regular participation is specified by the lecturer. If compulsory presence requirements are not fulfilled, the lecturer determines whether and in what form this can be offset.
Evidence of active participation	Takes place through participation certificates. They attest regular and active participation in one or several courses on the basis of regular attendance in the course (in lectures also: self-study) and one or several documented personal learning activities. Documented personal learning activities can be, for example, a report, a presentation, homework, written test or oral examination. Participation certificates are not graded. In the case that personal learning activities are missing, the lecturer determines whether and in what form this can be offset.

Example of a Study Plan - Master of Arts in Information Science and Language Technology

1 st academic year		2 nd academic year	
1 st semester (Workload 900 h)	2 nd semester (Workload 900 h)	3 rd semester (Workload 900 h)	4 th semester (Workload 900 h)
<p>Module MI1 “Information Retrieval”</p> <ul style="list-style-type: none"> - Seminar Information Retrieval (4 WCH) - Project work (2 WCH) 		<p>Module MI2 “Knowledge Representation and Knowledge Management”</p> <ul style="list-style-type: none"> - Seminar Knowledge Representation and Knowledge Management (4 WCH) 	<p>Module MCI “Discourse on Information Science and Language Technology”</p> <ul style="list-style-type: none"> - Seminar (4 WCH)
<p>Module MCL1 “Computer Linguistics”</p> <ul style="list-style-type: none"> - Seminar I (2 WCH) - Seminar II (2 WCH) 		<p>Module CE “Compulsory Electives”</p> <ul style="list-style-type: none"> - Statistics <ul style="list-style-type: none"> o Course in Statistics (4 WCH) o Course in Statistics Software (2 WCH) - Prolog (Logic programming) <ul style="list-style-type: none"> o Seminar Prolog 2 (4 WCH) 	<p>Master’s thesis 24 CP</p>
<p>Module MD “Computer Science”</p> <ul style="list-style-type: none"> - Informatics (8 WCH) 	<p>Module MCL2 “Language Technology”</p> <ul style="list-style-type: none"> - Seminar I (4 WCH) - Seminar II (2 WCH) 	<p>TP “Team Project”</p> <ul style="list-style-type: none"> - Team Project (2 WCH) 	
	<p>TUT “Tutoring”</p> <ul style="list-style-type: none"> - Tutorial (2 WCH) 		

Translation of the “Rules for Examinations in Study Programmes in the Faculty of Arts and Humanities of Heinrich Heine University Düsseldorf with the grade of Master of Arts

Integrative Master's study programme	Linguistics					
Study start	Both in the summer and the winter semester					
Regular period of study	2 academic years (4 semesters), including the Master's examination					
Programme volume	120 CP					
Number of module final examinations	7, plus Master's thesis					
Type and content of modules and module final examinations	MK	Module “Core Fields of Linguistics” 14 CP	4 WCH	1	final	examination
	MV	Module “Advanced Module” 10 CP	4 WCH	1	final	examination
	MS1	Module “Spezialisierungsbereich (1)” 18 CP	6 WCH	1	final	examination
	MS2	Module “Spezialisierungsbereich (2)” 18 CP	6 WCH	1	final	examination
	MM	Module “Methods” 14 CP	4 WCH	1	final	examination
	ME	Module “Foreign Language” 12 CP	6 WCH	1	final	examination
	MT	Module “Tutorial Team Project” 12 CP	6 WCH	1	final	examination
		Master's thesis				22 CP
		Total				120 CP
	<p>A total of up to 10 CP may be attained in courses in the ME and MS1 modules, which are also part of the Bachelor programme (advanced seminars and lectures). Study achievements with the same or similar content which were already credited in the Bachelor programme cannot be credited again in the Master's programme.</p> <ul style="list-style-type: none"> • The final examination in the ME module takes place in accordance with the rules of the respective departments. • The final examination in the MS1 module takes place in the form of a written assignment. • The final examination in the MS2 module takes place in the form of a scientific presentation. • The final examination in the MT module takes place in the form of a project report with an oral and written presentation. <p>Final examinations are based on the competence targets of the module with reference made to one or several courses or thematic areas of specialization by way of example. They take place in the form of a written test, oral examination, seminar paper or written assignment or in the form of a project report and presentation of the team project. Final examinations in the form of a scientific presentation with discussion are held in an intermodular colloquium; regular participation in the colloquium is compulsory for this type of final examination. The achievements attained in a course required for a participation certificate can be fully or partially demanded as a pre-condition for the final examination in this course. Details are announced by teaching staff before the beginning of the courses.</p> <p>The choice of an area of specialization in the MS1 and MS2 modules takes place with registration for the first module final examination in a specific field. Students may change their area of specialization once, provided that no module final examination has finally been graded as a 'Fail'. Unsuccessful attempts in module final examinations are carried forward. The Study Programme Officer decides on the recognition of study achievements attained so far.</p>					
Weighting of module final examinations in overall grade	Master's thesis: Treble All other final examinations: Single					
Master's thesis: Credit points/Duration/Volume	22 CP / Six months					
Theme of Master's thesis	The theme of the Master's thesis is related to a course in the specialization modules					

Translation of the “Rules for Examinations in Study Programmes in the Faculty of Arts and Humanities of Heinrich Heine University Düsseldorf with the grade of Master of Arts

	MS1 and MS2. Registration for the Master’s thesis is conditional on passes in the final examinations in the MS1 and MS2 modules.
Team project in accordance with § 17	<p>The MT module is completed as a team project. In agreement with the lecturer of a course in the Bachelor study programmes of Linguistics or Linguistics as a minor subject (from this Module G and the methods courses in the modules B1, B2, B3, SG and A1-7E), a group of in general three to five students develops the concept for a tutorial in this course, including homework or similar tasks for the participants. Each member of the team holds his/her own tutorial once the concept has been jointly developed, which also includes preparatory discussions, correction and debriefing of homework and other study achievements by the participants in the tutorial. The tutorial, totalling 2 weekly hours per semester, stretches over an entire semester.</p> <p>Through the project, team members should learn to teach content and methods from their subject to students at Bachelor level; they should develop the teaching approach together in the team, reflect on it, evaluate, document and present it.</p> <p>Concept and implementation of the team project are documented and presented by the team in the form of a project report, which represents the final examination for the project. The oral and written presentation takes place in the following semester.</p>
Credit points for team project	12 CP
Interdisciplinary compulsory electives	-
Internship	-
Excursion	-
Stay abroad	A stay abroad in the second semester is recommended.
Evidence of regular course attendance	Attendance is monitored except in the case of lectures. Regular attendance in a course requires at least 80 % presence.
Evidence of active participation	<p>Takes place through participation certificates. They attest regular and active participation in one or several courses on the basis of regular attendance in the course and a documented personal learning activity. Documented personal learning activities can be one or more written reports or position papers, a short oral presentation on a theme from the course, work on one or more work sheets or task sheets, regular homework or a discussion after the course.</p> <p>If module final examinations are taken in the context of courses in accordance with § 6 (1), these generally count as documented personal learning activities. Participation certificates are not graded, they have no examination status and are not linked to any pass marks.</p>

Example of a Study Plan

Sem.	Core and Consolidation Fields	h	Language	h	Methods and Team Project	h	Areas of Specialization	h	CP Total	
I	Core Fields 14 CP - Master’s seminar	2	Foreign Language 12 CP - Structure course	4	Methods 14 CP - Methods course	2	Specialization 1 18 CP - Master’s seminar	2	29 CP	
II	- Master’s seminar	2	- Language practice	2	- Methods course	2	- Advanced seminar - Master’s seminar	2 2	29 CP	
III	Advanced Module 10 CP - Master’s seminar - Master’s seminar	2 2			Team Project 12 CP - Course & tutorial - Project seminar	4 2	Specialization 2 18 CP - Research seminar - Research seminar	2 2	31 CP	
IV	Master’s thesis 22 CP							- Research colloquium	2	31 CP

Translation of the “Rules for Examinations in Study Programmes in the Faculty of Arts and Humanities of Heinrich Heine University Düsseldorf with the grade of Master of Arts

Integrative Master's study programme	Literary Translation
Study start	In the winter semester only
Regular period of study	2 academic years (4 semesters), including the Master's examination
Programme volume	120 CP
Number of module final examinations	<p>Master's study programme in Literary Translation with two foreign languages: 10 (plus Master's thesis)</p> <p>Master's study programme in Literary Translation with one foreign language: 9 (plus Master's thesis)</p>
Type and content of modules and module final examinations	<p>Master's study programme in Literary Translation with two foreign languages</p> <p>Basics of Translation and Literary Writing Module, 1 final examination</p> <p>Cooperation Module in English Studies, 1 final examination</p> <p>Cooperation Module in Romance Studies, 1 final examination</p> <p>Cooperation Module in English Studies or Romance Studies, 1 final examination</p> <p>Translation Module English 1, 1 final examination</p> <p>Translation Module English 2, 1 final examination</p> <p>Translation Module Romance Languages 1, 1 final examination</p> <p>Translation Module Romance Languages 2, 1 final examination</p> <p>Cultural Contexts / Theoretical Models 1 Module, 1 final examination</p> <p>Literary Translation in Practice and as a Profession Module, 1 final examination</p> <p>Master's study programme in Literary Translation with one foreign language:</p> <p>Basics of Translation and Literary Writing Module, 1 final examination</p> <p>Cooperation Module, 1 final examination</p> <p>Translation Module 1, 1 final examination</p> <p>Translation Module 2, 1 final examination</p> <p>Translation Module 3, 1 final examination</p> <p>Translation Module 4, 1 final examination</p> <p>Cultural Contexts / Theoretical Models 1 Module, 1 final examination</p> <p>Cultural Contexts / Theoretical Models 2 Module, 1 final examination</p> <p>Literary Translation in Practice and as a Profession Module, 1 final examination</p> <p>Details of the final examinations are announced by the teaching staff at the beginning of the courses.</p> <p>The final examinations in the <i>Translation</i> modules are held as a translation test or project work (own project), the final examinations in the <i>Cooperation</i> modules, the <i>Basics of Translation and Literary Writing</i> module as well as the <i>Cultural Contexts / Theoretical Models</i> modules are to be taken in the form of written assignments, seminar papers or oral examinations. At least one module final examination must take the form of a written assignment or seminar paper. The <i>Practice and Profession</i> module is completed with a project report (portfolio).</p>
Weighting of module final examinations in overall grade	<p>Master's thesis: Treble</p> <p>All other module final examinations: Single</p>
Master's thesis: Credit points/Duration/Volume	24 CP / Six months / About 80 pages
Theme of Master's thesis	The theme of the Master's thesis is related to the courses in the Master's module.
Language of Master's thesis	In agreement with the supervisor, the Master's thesis is written either in German or in one of the chosen foreign languages: English, French, Italian or Spanish.
Examination language in accordance with § 6 (4)	The examinations are either held in German or in one of the chosen foreign languages: English, French, Italian or Spanish.
Team project in accordance with § 17	-
Credit points for team project	-
Interdisciplinary compulsory electives	-

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Internship	-
Excursion	-
Stay abroad	A continuous stay abroad during the study programme of about three months in at least one of the countries of the chosen foreign languages is strongly recommended.
Evidence of regular course attendance	Monitored with attendance lists except in the case of lectures. Regular attendance in a course requires at least 80 % presence.
Evidence of active participation	Takes place through participation certificates. They attest regular and active participation in one or several courses on the basis of regular attendance in the course and a documented personal learning activity. The following generally count as personal learning activities: One or more written reports or position papers, a short oral presentation on a theme from the course, work on one or more work sheets or task sheets, regular homework or a discussion after the course.

Example of a Study Plan - Master’s in “Literary Translation” with two foreign languages

1 st academic year		2 nd academic year		
1 st semester	2 nd semester	3 rd semester		4 th semester
Basics of Translation and Literary Writing Module				Master’s Module
Translation Theory 2 WCH	Literary Writing / Stylistics 2 WCH			Master’s seminar Colloquium 3 WCH
10 CP				28 CP
Romance Studies Coop. Module	Romance Studies or English Studies Cooperation Module			
2 Master’s courses 4 WCH	Master’s course 2 WCH	Master’s course 2 WCH		
12 CP	12 CP			
English Studies Coop. Module	Cultural Contexts / Theoretical Models 1 Module			
2 Master’s courses 4 WCH	Master’s course 2 WCH	Master’s course 2 WCH		
12 CP	12 CP			
Romance Studies 1 Translation Module		Romance Studies 2 Translation Module		
Translation seminar 2 WCH	Translation seminar 2 WCH	Translation seminar Translation seminar with practitioners 4 WCH		
5 CP		5 CP		
English Studies 1 Translation Module				
Translation seminar 2 WCH	Translation seminar 2 WCH			
5 CP				
	English Studies 2 Translation Module			
	Translation seminar 2 WCH	Translation seminar with practitioners 2 WCH		
	5 CP			
	Practice & Profession Module			
	Block seminar 2 WCH	Block seminar Career studies with practitioners 4 WCH		
14 CP				
32 CP	30 CP	30 CP		28 CP
4 Final Examination	3 Final Examination	3 Final Examination		Master’s thesis
				10 Final Examination 1 MA thesis

Example of a Study Plan - Master’s in “Literary Translation” with one foreign language

1 st academic year		2 nd academic year		
1 st semester	2 nd semester	3 rd semester	4 th semester	
Basics of Translation and Literary Writing Module			Master's Module	
Translation Theory 4 WCH	Literary Writing / Stylistics 2 WCH			Master's seminar Colloquium 3 WCH
	12 CP		28 CP	
Cooperation Module	Cultural Contexts / Theoretical Models 1 Module	Cultural Contexts / Theoretical Models 2 Module		
2 Master's courses 4 WCH	2 Master's courses 4 WCH	2 Master's courses 4 WCH		
12 CP	12 CP	12 CP		
Translation Module 1	Translation Module 2	Translation Module 4		
2 translation seminars 4 WCH	2 translation seminars 4 WCH	Translation seminar Translation seminar with practitioners 4 WCH		
10 CP	5 CP	5 CP		
	Translation Module 3			
	Translation seminar 2 WCH	Translation seminar 2 WCH		
	10 CP			
	Practice & Profession Module			
	Block seminar / internship 2 WCH	Block seminar / internship Career studies with practitioners 4 WCH		
	14 CP			
32 CP	30 CP	30 CP	28 CP	120 CP
3 Final Examination	3 Final Examination	3 Final Examination	Master's thesis	10 Final Examination 1 MA thesis

Translation of the “Rules for Examinations in Study Programmes in the Faculty of Arts and Humanities of Heinrich Heine University Düsseldorf with the grade of Master of Arts

Integrative Master’s study programme	Media Culture Analysis (including the “Analyse des pratiques culturelles” study programme run in cooperation with the Université de Nantes and the University of Vienna) ¹
Study start	In the winter semester only
Regular period of study	2 academic years (4 semesters), including the Master’s examination
Programme volume	120 CP
Number of module final examinations	6, plus team project and Master’s thesis
Type and content of modules and module final examinations	<ul style="list-style-type: none"> • 1 final examination in the “Introduction to Media and Cultural Analysis” module • 1 final examination in the “Perception (Perception, Cognition, Affect)” module • 1 final examination in the “Representation (Representation, Performance, Difference)” module • 1 final examination in the “Production” module • 1 final examination in the “Comparative Studies of Media and Culture” module • 1 final examination in the “Audiovisual Culture” module
Weighting of module final examinations in overall grade	Master’s thesis: Treble Team project: Single All other module final examinations: Single
Master’s thesis: Credit points/Duration/Volume	24 CP / Six months
Theme of Master’s thesis	-
Language of Master’s thesis	If the theme of the Master’s thesis is concerned with foreign-language texts, specific language skills may be necessary in order to work successfully on the Master’s thesis. The supervisor decides which language skills are necessary.
Team project in accordance with § 17	Yes
Credit points for team project	12 CP
Interdisciplinary compulsory electives	No
Internship	-
Excursion	-
Stay abroad	Students wishing to attain the dual qualification spend the 2 nd semester in Vienna and the 3 rd semester in Nantes.
Evidence of regular course attendance	In the case of seminars and other types of teaching activities with the exception of lectures, it is expected that absence does not exceed 20 % of the foreseen attendance time.
Evidence of active participation	-

¹ Special rule for the Masters programme with the dual qualification as “*Master (MA) Media Culture Analysis / Master recherche Mention “Communication et médiations culturelles, spécialité : Analyse des pratiques culturelles”*” with the Université de Nantes and the University of Vienna:

In each academic year, joint student groups comprising students from the Integrated Masters Study Programme with the Université de Nantes and the University of Vienna are formed with students from the three universities who study together in the first semester at Heinrich Heine University Düsseldorf, in the second semester at the University of Vienna and in the third semester at the Université de Nantes. In the fourth semester, the students return to their home university. The study plan for the Masters programme is adapted in accordance with the agreements with the Université de Nantes, the University of Vienna and the Franco-German University. Module classification and study plan are specified in a separate equivalence table.

Example of a Study Plan

	Module 1	2	3	4	5	6	Workload
1 st semester	<p>Introduction to Media and Cultural Analysis</p> <p>Principles of Media Culture Science</p> <p>Interdisciplinary Fields of Media Science</p> <p>Ideas and Projects</p> <p>15 CP</p>	<p>Perception</p> <p>Theories of Perception: Phenomenology, Cognitive Science and Neuroscience</p>	<p>Representation</p> <p>Representation and Political Communication</p>	<p>Production</p> <p>Production and Event</p>			900 h
2 nd semester		<p>Psychoanalysis and the Theory of Subject</p> <p>12 CP</p>	<p>Performance, Gender and Difference</p> <p>12 CP</p>	<p>Scenario-based Research and Artistic Techniques</p> <p>12 P</p>	<p>Comparative Studies of Media and Culture</p> <p>Globalization and Cultural Difference</p> <p>Archive: Memory, Retention</p> <p>Forms of Knowledge</p> <p>15 CP</p>	<p>Audiovisual Culture</p> <p>History of Audiovisual Media</p> <p>Television and everyday Audiovisual Culture</p> <p>Aesthetics and Theory of Film and other Audiovisual Media</p> <p>15 CP</p>	900h
3 rd semester	<p>Team project (including team forum)</p> <p>12 CP</p>						990 h
4 th semester	<p>Master's colloquium 3 CP; Master's thesis 24 CP</p>						810 h
	<p>The components of the modules in the 2nd and 3rd semester are generally offered each semester. The consecutive structure of the module plan (which is only a recommendation) thus offers sufficient flexibility for the individual planning of a possible stay abroad.</p>						

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Study Plan / Plan d'études: Analyse des pratiques culturelles and Equivalence Table

Media Culture Analysis in Düsseldorf (equivalent to)	Trinational Master's (Study Plan)	WCH	ECTS	Total ECTS
	1st semester at Heinrich Heine University Düsseldorf			
Module 1: Introduction to Media and Cultural Analysis	Module: Introduction to Media and Cultural Analysis			
Principles of Media Culture Analysis	Principles of Media Culture Analysis	2	3	
Media Science in Transdisciplinary Fields	Media Science in Transdisciplinary Fields	2	3	
Media Science Projects	Media Science Projects	2	3	
Final Examination (FE)	Final Examination (FE)		6	15
Module 4: Production	Module: Production/Audiovisual Culture			
Aesthetics, Event, Mediality	Aesthetics, Event, Mediality	2	3	
Audiovisual Culture (History or Aesthetics)	Audiovisual Culture (History or Aesthetics)	2	3	
Final Examination	Final Examination		6	12
Module: Perception (Perception, Cognition, Affect)	Module: Perception (Perception, Cognition, Affect)			
Module 2, 1	Theories of Perception (Phenomenology, Neuroscience, Cognitive Science)	2	3	3
	Sub-total			30
	2nd semester at University of Vienna			
Module 3, Representation (Representation, Performance, Difference)	Module: Negotiating the Subject			
Gender and Difference	A SE Identity, Performance, Sexuality, Affect	2	7	
Political Representation	B SE Modernity, Discontinuity, the Public	2	7	
Module:	Module: Elective module group TFM supplement			
Team project	A UE Global Perspectives	2	5	
Team project	B UE Fields of Practice and Teaching / Internship	2	5	
Module 6, Audiovisual Culture	Module: Theatre, Film and Media History			
6, 1	A VO History of Media	2	3	
6, 2	B VO Intermediality	2	3	
	Sub-total			30
	3rd semester at Université de Nantes			
Module 5, Comparative Studies of Media and Culture	Module UE 91 Culture et société II			
Module 5, 1	Histoire des politiques culturelles	2 (18h)		
Module 5, 2	Sémiologies et sciences sociales	2 (18h)		
Module 5, 3	Langages, cultures et identités	2 (18h)	10	
	Module UE 92 Sociologie			
Module 6, 3	Economie de la culture et mondialisation	3 (24h)		
Module 2, 2	Sociologie des arts iconiques et cinétiques	3 (24)	8	
	Module UE 93 Application à l'aire culturelle germanophone			
Module 5, 3	Politique culturelle	1,5 (12)		
Team project	Séminaire d'écriture et projet de mémoire	1,5 (12)	7	
Team project	Module UE 94 Projet de mémoire		5	
	Sub-total			30
	4th semester at home university			
Master's colloquium	Scientific conference and workshop		6	
Master's thesis	Master's thesis		24	
	Sub-total			30
	Total sum			120

Translation of the “Rules for Examinations in Study Programmes in the Faculty of Arts and Humanities of Heinrich Heine University Düsseldorf with the grade of Master of Arts

Integrative Master's study programme	Political Communication																
Study start	In the winter semester only																
Regular period of study	2 academic years (4 semesters), including the Master's examination																
Programme volume	120 CP, including interdisciplinary compulsory electives																
Number of module final examinations	6, plus team project in the research practice module and Master's thesis																
Type and content of modules and module final examinations	<p>Credit points by module</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Basic module</td> <td style="text-align: right; padding: 2px;">12 CP</td> </tr> <tr> <td style="padding: 2px;">Theoretic module</td> <td style="text-align: right; padding: 2px;">9 CP</td> </tr> <tr> <td style="padding: 2px;">3 of 4 thematic modules</td> <td style="text-align: right; padding: 2px;">33 CP</td> </tr> <tr> <td style="padding: 2px;">Method module</td> <td style="text-align: right; padding: 2px;">12 CP</td> </tr> <tr> <td style="padding: 2px;">Professional practice module</td> <td style="text-align: right; padding: 2px;">5 CP</td> </tr> <tr> <td style="padding: 2px;">Research practice module</td> <td style="text-align: right; padding: 2px;">15 CP</td> </tr> <tr> <td style="padding: 2px;">Terminal module</td> <td style="text-align: right; padding: 2px;">26 CP</td> </tr> <tr> <td style="padding: 2px;">Interdisciplinary compulsory electives</td> <td style="text-align: right; padding: 2px;">8 CP</td> </tr> </table> <p>Module final examinations:</p> <ul style="list-style-type: none"> • 1 final examination in the basic module • 1 final examination in the theoretic module • 1 final examination in the method module • 1 final examination in the thematic module “Structures and Actors of Political Communication” • 1 final examination in the thematic module “Content and Effects of Political Communication” <li style="padding-left: 20px;">1 final examination in the thematic module “The Public and Political Culture” or “International Political Communication” • Team project • Master's thesis <p>In the thematic modules, two of the three module final examinations must be completed with a written assignment. An oral examination must be taken in one thematic module.</p>	Basic module	12 CP	Theoretic module	9 CP	3 of 4 thematic modules	33 CP	Method module	12 CP	Professional practice module	5 CP	Research practice module	15 CP	Terminal module	26 CP	Interdisciplinary compulsory electives	8 CP
Basic module	12 CP																
Theoretic module	9 CP																
3 of 4 thematic modules	33 CP																
Method module	12 CP																
Professional practice module	5 CP																
Research practice module	15 CP																
Terminal module	26 CP																
Interdisciplinary compulsory electives	8 CP																
Weighting of module final examinations in overall grade	Master's thesis: Treble Team project: Double All other module final examinations: Single																
Master's thesis: Credit points/Duration/Volume	24 CP / Six months																
Theme of Master's thesis	-																
Team project in accordance with § 17	The team project is part of the research practice module. It should be implemented in the second semester. It is accompanied by a Master's forum in the framework of the research practice module.																
Credit points for team project	Research practice module: 15 CP (team project: 13 CP, Master's forum: 2 CP)																
Interdisciplinary compulsory electives	8 CP																
Internship	An internship lasting at least 3 weeks during the Master's study programme can be recognized following prior agreement with the Study Advice Service with a maximum of 4 CP in the interdisciplinary compulsory electives.																
Excursion	-																
Stay abroad	-																
Evidence of regular course attendance	Evidence of regular attendance and active participation takes place through participation certificates (allocation of credit points). They attest regular and active participation in a course on the basis of regular attendance in the course and a documented personal learning activity. Participation certificates must be attained in all teaching activities with the exception of lectures. Regular attendance: Personal attendance is compulsory for all teaching activities with the exception of lectures. If three classes are missed, additional learning activities can be demanded. The type of additional learning activity is decided																

Translation of the “Rules for Examinations in Study Programmes in the Faculty of Arts and Humanities of Heinrich Heine University Düsseldorf with the grade of Master of Arts

	by the lecturer. From the fourth missed class onwards (or in the case of absence of over 20 %), issue of a participation certificate (allocation of credit points) can be refused.
Evidence of active participation	Active participation: Personal learning activities can be e.g. papers, essays, position papers, reading ledgers, or statements on key texts, presentations of results, media products, reports, solving of exercise tasks, exposés on empirical studies, research drafts or tests. The personal learning activities demanded in the course are specified by the lecturer and presented when the course is announced. Participation certificates are not graded.

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Example of a Study Plan

1 st semester	2 examinations	32 CP
<i>Basic module:</i>	1 examination	12 CP
Lecture series “Political Communication” (C)		4 CP
Master’s forum (C)		2 CP
Module final examination		6 CP
<i>Theoretic Module:</i>	1 examination	9 CP
1 seminar “Theory Development”		3 CP
Module final examination (CE)		6 CP
<i>Thematic Module</i>		3 (12) CP
1 seminar (CE)		(3 CP)
<i>Method Module:</i>		3 (12 CP)
1 seminar “Advanced Survey and Analysis Procedures” (C)		(3 CP)
<i>Professional Practice Module:</i>		5 CP
Political Communication Professions (C)		2 CP
Practical seminar (CE)		3 CP
2 nd semester	2 exams, team project	33 CP
<i>Thematic Module “Structures and Actors of Political Communication”:</i>		9 (12 CP)
1 seminar (CE)		3 CP
Module final examination (CE)		6 CP
<i>Method Module:</i>	1 examination	9 (12) CP
1 seminar “Advanced Methods” (CE)		3 CP
Module final examination		6 CP
<i>Research Practice Module:</i>	Team project	15 CP
Team project	3 months	13 CP
Master’s forum (C)		2 CP
3 rd semester (mobility window)	2 examinations	29 CP
<i>Thematic Module “Content and Effects of Political Communication”:</i>	1 examination	12 CP
2 seminars (CE)		2x3 CP
Module final examination		6 CP
<i>Thematic Module “The Public and Political Culture” or “International Political Communication”:</i>	1 examination	9 CP
1 seminar (CE)		3 CP
Module final examination		6 CP
<i>Interdisciplinary compulsory electives</i>		8 CP
4 courses (CE) ²		4x2 CP
4 th semester	Master’s thesis	26 CP
<i>Terminal Module:</i>	Master’s thesis	26 CP
Master’s thesis	6 months	24 CP
Master’s forum (P)		2 CP
6 examinations, team project, Master’s thesis		120 CP
<i>CP = Credit points C = Compulsory course CE = Compulsory elective</i>		

Credit points are only allocated after completion of a module. CP shown for semesters and module components serve only as an arithmetical unit for the workload (1 CP = 30 h).

² A maximum of one internship (at least 3 weeks) with 4 CP as well as academic training measures (30 hours = 1 CP; 4 CP maximum) can be credited, insofar as whether such activities can be credited was agreed beforehand with the Study Advisor and the internship / training takes place during the Masters programme.

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Integrative Master's study programme	Social Sciences: Social Structures and Democratic Governance
Study start	In the winter semester only
Regular period of study	2 academic years (4 semesters), including the Master's examination
Programme volume	120 CP, including interdisciplinary compulsory electives
Number of module final examinations	6, plus team project and Master's thesis The Master's examination comprises six final examinations in courses as well as the team project and the Master's thesis. The final examinations take place in courses in the thematic module, the theory module and the methods module. Under consideration of the following provisions, students are free to choose in which courses they take the final examinations. The organizers of the courses in which a final examination is offered are the examiners for the final examinations of the Master's examination. For the team project and the Master's thesis, candidates can nominate an examiner. Nominations should be taken into consideration where possible.
Type and content of modules and module final examinations	The study programme is completed when all the examination achievements required and a total of 120 credit points have been attained. The total is made up of study achievements numbering 36 credit points in the thematic modules, 22 credit points in the theory modules, 15 credit points in the methods module as well as a total of 5 credit points in the interdisciplinary compulsory electives. In the project modules, study achievements numbering a total of 42 credit points must be attained, whereby the team project is graded with 10 credit points, the Master's thesis with 24 credit points and participation in Master's fora with 8 credit points. The following final examinations must be taken: 1. <i>Thematic modules</i> (3 final examinations): 1 final examination in Sociology 1 final examination in Political Science 1 final examination (free choice), Whereby the following applies: 2 final examinations must be taken in the form of a written assignment, seminar paper or project work and 1 final examination must be taken in the form of an oral examination. 2. <i>Theory modules</i> (2 final examinations): 1 final examination in the lecture series 1 final examination (free choice). 3. <i>Methods module</i> (1 final examination): 1 final examination (free choice).
Weighting of module final examinations in overall grade	Master's thesis: Treble Team project: Double All other module final examinations: Single
Master's thesis: Credit points/Duration/Volume	24 CP / Six months
Theme of Master's thesis	The Master's thesis is written either in Sociology or in Political Science. It should be commenced following completion of the team project.
Team project in accordance with § 17	Yes
Credit points for team project	10
Interdisciplinary compulsory electives	5 CP
Internship	Students must complete an internship lasting at least three weeks. They may alternatively participate in academic training measures (e.g. summer or winter schools). The internship or participation in academic training measures can count for a maximum of 4 CP as interdisciplinary compulsory electives.
Excursion	-
Stay abroad	-

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<p>Evidence of regular course attendance</p>	<p>Evidence of regular attendance and active participation takes place through participation certificates (allocation of credit points). They attest regular and active participation in a course on the basis of regular attendance in the course and a documented personal learning activity. Regular attendance: Personal attendance is compulsory for all teaching activities with the exception of lectures. If three classes are missed, an additional learning activity can be demanded. The type of additional learning activity is decided by the lecturer. In the case of absence of over 20 %, issue of a participation certificate (allocation of credit points) can be refused.</p>
<p>Evidence of active participation</p>	<p>Participation certificates are allocation of credit points and attest regular and active participation in a course on the basis of regular attendance in the course and a documented personal learning activity. Personal learning activities can be e.g. papers, essays, position papers, entries in reading ledgers, presentations of results, media products, reports, research drafts or tests. The personal learning activities demanded in the course are specified by the lecturer and presented when the course is announced. If module final examinations are taken in the context of courses in accordance with § 6 (1), these can count as documented personal learning activities. Participation certificates are not graded.</p>

Example of a Study Plan

		1st semester (1st academic year)	
Lecture series	Theory module (C)	FE	10 CP
Seminar	Thematic module (CE)	FE	12 CP
Seminar	Theory module (CE)		3 CP
Lecture	Methods module (CE)		3 CP
Master's forum	Project module (C)		2 CP
		2 FE	30 CP
		2nd semester (1st academic year)	
Seminar	Thematic module (CE)	FE	15 CP
Seminar	Theory module (CE)	FE	9 CP
Seminar	Methods module		3 CP
Master's forum	Project module (C)		2 CP
Course	Interdisciplinary compulsory electives		1 CP
		2 FE	30 CP
		3rd semester (2nd academic year)	
Seminar	Thematic module (CE)	FE	9 CP
Seminar	Methods module (CE)	FE	9 CP
Master's forum	Project module (C)		2 CP
Team project	Project module		10 CP
		2 FE	30 CP
		4th semester (2nd academic year)	
Master's forum	Project module (P)		2 CP
Course	Interdisciplinary electives (CE)		4 CP
	Master's thesis		24 CP
			30 CP
		6 FE	120 CP

CP = Credit point FE = Final examination, C = Compulsory course CE = Compulsory elective

Master's 120 CP	Thematic module 36 CP	Theory module 22 CP	Methods module 15 CP	Project module 42 CP	Interdisciplinary compulsory electives 5 CP
1st semester 30 CP	Social Structure 12 CP	Lecture series 10 CP		Master's forum 2 CP	Courses from the curricula of other subjects 5 CP
2nd semester 30 CP	Democratic Governance 12 CP	Theoretical Approaches in Sociology and Political Science 12 CP	Advanced Methods of Empirical Social Research 15 CP	Master's forum 2 CP	
3rd semester 30 CP	Actors & Institutions 12 CP			Master's forum 2 CP Team project 3 months 10 CP	
4th semester 30 CP				Master's forum 2CP Master's thesis 6 months 24 CP	

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Master's study programme	Cultural and Social Science Perspectives in Japan Research
Study start	Study start in the winter semester is recommended, but is also possible in the summer semester.
Regular period of study	1 academic year (2 semesters), including the Master's examination
Programme volume	60 CP
Number of module final examinations	3, plus Master's thesis
Type and content of modules and module final examinations	1 st semester Academic Japanese (final examination) Japanese Studies – Cultural and Social Perspectives (final examination) 1 st – 2 nd sem. Being Academic (final examination) 2 nd semester Master's thesis
Weighting of module final examinations in overall grade	Master's thesis: Treble All other module final examinations: Single
Master's thesis: Credit points/Duration/Volume	24 CP / Six months / About 60 pages
Theme of Master's thesis	-
Team project in accordance with § 17	-
Credit points for team project	-
Interdisciplinary compulsory electives	-
Internship	-
Excursion	-
Stay abroad	-
Evidence of regular course attendance	Allocation of the respective credit points is conditional on regular attendance in all courses in the programme with the exception of lectures with an absence rate of no more than 20%.
Evidence of active participation	Evidence of active participation takes place through the respective participation certificates. They attest regular and active participation in the courses (including adherence to the maximum absence rate permitted) in combination with one or several documented personal learning activities, such as papers, reports or the preparation of classes. Form and content of documented personal learning activity or activities are specified by the respective lecturer in the framework of the workload foreseen for the course and announced at the latest in the first class of the respective course. Participation certificates are not graded, they have no examination status and are not linked to any pass marks.

Translation of the “Rules for Examinations in Study Programmes in the Faculty of Arts and Humanities of Heinrich Heine University Düsseldorf with the grade of Master of Arts

Example of a Study Plan
 for the Master’s study programme in “Cultural and Social Science Perspectives in Japan Research”
 with study start in the winter semester

1 st study semester (30 CP)		
Japanese Studies: Cultural and Social Perspectives 14 credit points FE = Written assignment	Academic Japanese 12 credit points FE = Presentation	
2 nd study semester (30 CP)		Being Academic 10 credit points FE = Presentation
Master’s thesis 24 credit points		

FE = Final examination

Translation of the “Rules for Examinations in Study Programmes in the Faculty of Arts and Humanities of Heinrich Heine University Düsseldorf with the grade of Master of Arts

Integrative Master's study programme	European Studies
Study start	In the winter semester only
Regular period of study	1 academic year (2 semesters), including the Master's examination
Programme volume	60 CP
Number of module final examinations	2, plus team project and Master's thesis
Type and content of modules and module final examinations	<p>The following final examinations must be taken:</p> <p>Thematic module 1: “Governance”: 1 oral final examination optionally in the “EU Foreign Policy” or the “EU Policy-making and Democratic Legitimacy” course</p> <p>Thematic module 2: “Integration”: 1 oral final examination optionally in the “European Social Integration” or the “EU Policy-making and Democratic Legitimacy” or the “Social and Political Actors and Social Change in Europe” course</p> <p>1 team project in research module 1 1 Master's thesis in research module 2</p>
Weighting of module final examinations in overall grade	<p>Master's thesis: Treble</p> <p>Team project: Double</p> <p>Oral final examinations: Single</p>
Master's thesis: Credit points/Duration/Volume	20 (incl. Master's forum) / Four months
Theme of Master's thesis	-
Team project in accordance with § 17	<p>Yes</p> <p>The oral presentation generally takes place in the framework of an open self-organized academic conference (Master's Meeting), which takes place in the period of two weeks before and two weeks after the end of the lecture period of the respective semester. The oral presentation lasts a minimum of 15 and a maximum of 45 minutes. Its proper conduction is confirmed by the supervisor. Research results are documented in written form in a team report.</p>
Credit points for team project	12 (incl. Master's forum)
Interdisciplinary compulsory electives	No
Internship	-
Excursion	Two excursions each lasting several days take place to European institutions (Brussels, Strasbourg). Day excursions with different thematic foci are also offered (e.g. "House of the History of the Federal Republic of Germany", Bonn, or the three-country region around Aachen).
Stay abroad	-
Evidence of regular course attendance	Evidence of regular attendance and active participation takes place through participation certificates (allocation of credit points). They attest regular and active participation in a course on the basis of regular attendance in the course and a documented personal learning activity. Regular attendance: Personal attendance is compulsory for all teaching activities with the exception of lectures. If three classes are missed, an additional learning activity can be demanded. The type of additional learning activity is decided by the lecturer. From the fourth missed class onwards (or in the case of absence of over 20 %), issue of a participation certificate (allocation of credit points) can be refused.
Evidence of active participation	Participation certificates are allocation of credit points and attest regular and active participation in a course on the basis of regular attendance in the course and a documented personal learning activity. Personal learning activities can be e.g. papers, essays, position papers, entries in reading diaries, presentations of results, media products, reports, research drafts or tests. The personal learning activities demanded in the course are specified by the lecturer and presented when the course is announced. If module final examinations are taken in the context of courses in accordance with § 6 (1), these can count as documented personal learning activities. Participation certificates are not graded.

Translation of the “Rules for Examinations in Study Programmes in the Faculty of Arts and Humanities of Heinrich Heine University Düsseldorf with the grade of Master of Arts

Example of a Study Plan

Winter semester

Orientation module 1	Introduction Language course (communication skills in German or another European language as a foreign language - except English)		2 CP/ 60 h
Thematic module 1: Governance	Course: EU Foreign Policy Course: EU Policy-making and Democratic Legitimacy Course: Political Economy of European Integration	1 exam	10 CP/ 300 h
Thematic module 2: Integration	Course: European Social Integration Course: European History or European Culture or European Law		4 CP/ 120 h
Research module 1	Master's forum Team research project incl. Master's Meeting	1 exam	12 CP/ 360 h
			28 CP/ 840 h

Summer semester

Orientation module 2	Excursion programme		2 CP/ 60 h
Thematic module 1: Governance	Course: Business and European integration		2 CP/ 60 h
Thematic module 2: Integration	Course: Social and Political Actors and Social Change in Europe Course: European History or European Culture or European Law	1 exam	8 CP/ 240 h
Research module 2	Master's forum MA thesis	1 exam	20 CP/ 600 h
			32 CP/ 960 h

Annex 2: Criteria for the issue of participation certificates

The criteria for the issue of participation certificates can only be indicated here by way of example and are non-exhaustive, as the criteria must be based, for example, on the type of course as well as requirements related to the respective subject and to university teaching.

Examples for study achievements for which a participation certificate can be issued:

1. One or several written reports or position papers.
2. A short oral presentation on a theme from the course.
3. A short essay on a selected theme from the course.
4. One or two written tests.
5. Completion of one or several work sheets or task sheets.
6. Regular homework.
7. An academic discussion after the course.

The criteria for the issue of participation certificates for two-hour courses to which more than 2 CP are allocated can be higher than the criteria for the issue of participation certificates for two-hour courses which are only allocated 2 CP.

Annex 3: Types of courses

The following types of courses are offered in the Faculty of Arts and Humanities:

Lectures

In lectures, general knowledge of the objects, theories, methods and models of a subject as well as the current status of research are taught. Lectures thus serve to encourage students’ problem awareness and understanding of subject-related contexts. The lecturer is responsible for the greater part of the presentation work in lectures.

Seminars

In seminars, sub-sub-areas, theories and methods of a subject are examined in greater depth by way of examples and handled by students independently. Seminars thus serve to form academic competence and continuous rapprochement to current research results. The students are responsible for most of the activities in seminars.

Tutorials

Tutorials are often taught by student assistants in parallel to lectures and seminars, the contents of which are picked up in the tutorial and applied in accompanying assignments. Tutorials thus serve to establish and expand academic techniques. The students are responsible for most of the activities in tutorials.

Exercises

Exercises are frequently offered as independent components or to accompany lectures and seminars, the contents of which are picked up in the exercise and applied in accompanying and more in-depth assignments. Exercises thus serve to establish and expand academic techniques. The students are responsible for most of the activities in exercises.

Internships

Internships provide an insight into relevant vocational and professional practice and make it possible to test specialist know-how in practice. They thus serve to teach skills and competencies which qualify students for specific professions.

Excursions

Excursions serve as field studies and serve - through direct contact with historical witnesses - to give a clear visualization of the conditions, forms and objects of the subject and its history.

Language courses

In language courses, the fundamental knowledge of a language and its grammatical structures are taught. They thus serve the acquisition and expansion of practical language skills in oral and written communication and translation. The students are responsible for most of the activities in language courses.

Colloquium

In colloquia, students are advised and supervised whilst writing their Bachelor/Master/Doctor thesis or dissertation or during the implementation of team projects. Students present and discuss the results of their work/research in plenary sessions. Colloquia thus serve to prepare students for the final examinations. The students are responsible for most of the activities in colloquia.