

**Translation of the Regulations for Master's Programmes in the Faculty of
Linguistics, Cultures, and Arts of the Johann Wolfgang Goethe University of
16.03.2010**

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Abbreviations

CP	Credit Points
DSH	Deutsche Sprachprüfung für den Hochschulzugang (<i>German Language University Entrance Examination</i>)
ECTS	European Credit Transfer System
EDV	Elektronische Datenverarbeitung (<i>EDP = electronic data processing</i>)
GVBl.	Gesetz- und Verordnungsblatt für das Land Hessen (<i>Law and Ordinance Gazette of the State of Hessen</i>)
HHG	Hessisches Hochschulgesetz (<i>Higher Education Act of the State of Hessen, in the version dated 14 December 2009 [GVBl 2009, p. 666]</i>)
HlmmaVO	Hessische Immatrikulationsverordnung (<i>Student Enrolment act of the State of Hessen, in the version dated 24 February 2010 [GVBl. 2010, p. 94]</i>)
K	Kurs (<i>course</i>)
Kq	Kolloquium (<i>colloquium</i>)
M.A.	Master of Arts
PS	Proseminar (<i>proseminar</i>)
Pr	Praktikum (<i>practical training, internship</i>)
S	Seminar (<i>seminar</i>)
Ü	Übung (<i>exercise / tutorial</i>)
V	Vorlesung (<i>lecture</i>)

I. GENERAL

§ 1 Scope of application

- (1) In compliance with the General Provisions for Bachelors and Master's programmes at the Johann Wolfgang Goethe University Frankfurt am Main, these regulations govern the studies and module examinations of the Master's programmes offered by the Faculty of Linguistics, Cultures, and Arts, which are described in detail in the attachment.
- (2) The subject-specific provisions for individual Master's programmes detailed in the attachments are a component of these regulations. In particular, they govern admission to the respective Master's programme, the aims of the Master's programme and the purpose of the module examinations in the Master's programme. They also contain descriptions of the modules for each Master's programme.

§ 2 Purpose of the examinations

Master's programmes are consecutive, research-oriented courses leading to a second academic degree qualifying the recipient for scholarly activities. Master's programmes are intended to promote learning and critical thinking abilities, and to convey the expertise to recognise linguistic and cultural problems and solve these by applying scholarly methods. They are intended to promote both individual achievement and collaborative work. Master's programmes should enable students to confront changing issues and tasks in the linguistic and cultural fields successfully through scholarly thinking and working, and to prepare themselves for the acquisition of further academic degrees.

§ 3 Academic degrees

The Faculty of Linguistics, Cultures, and Arts of the Johann Wolfgang Goethe University will award the academic degree "Master of Arts" in recognition of successful completion of the Master's examination. Particularly competent graduates of this program are eligible to undertake PhD studies. More details are provided in the Regulations for PhD Programs.

§ 4 Admission to study

- (1) Successful completion of a Bachelors program, or of a degree recognised as equivalent, is a requirement for admission to the Master's programme. More details are provided in the program-specific attachment. Where there is any doubt regarding the equivalence of international academic degrees, the International Office of the Johann Wolfgang Goethe University should be consulted.

- (2) Applicants who are unable to provide proof of completion of their Bachelors program at the time of applying for admission to the Master's programme may be permitted to enrol, subject to revocation, in the Master's programme, if they have completed the module examinations in their Bachelors program with an average grade which indicates that they will obtain the overall grade required for admission to a Master's programme, and if their Bachelors thesis has been submitted, but has not yet been marked. Applicants seeking provisional admission must provide proof of enrolment in a Bachelors program, together with a detailed attestation of the status and the expected date of completion of the Bachelors program. Decisions relating to provisional admission and fulfilment of the criteria for eligibility are made by the Examinations Committee. If the Examinations Committee does not receive proof of fulfilment of the criteria for admission to the Master's programme within one semester, the Examinations Committee must advise the Student Registration Office immediately in order to ensure that provisional admission to the Master's programme is revoked.

- (3) International applicants for a Master's programme in which the language of instruction is German must provide proof of language competence in the currently applicable

form, pursuant to the "Regulations of the Johann Wolfgang Goethe University Frankfurt am Main regarding the German Language University Entrance Examination (DSH) for applicants holding an international university entrance qualification", insofar as they are not exempted from the German Language Examination according to the DSH Regulations.

§ 5 Structure of study

- (1) Master's programmes are full-time courses consisting of modules in a single discipline area or of modules in several discipline areas, in accordance with the subject-specific provisions.
- (2) The subject-specific provisions for each Master's programme stipulate whether the program in question can only be commenced in the winter semester, or whether it can also be commenced in the summer semester.

§ 6 Standard program duration

- (1) The standard program duration for the Master's programme, including all examinations and the Master's thesis, amounts to four semesters.
- (2) As far as possible, the Faculty of Linguistics, Cultures and Arts and collaborating faculties ensure that the Master's programme can be completed within the standard course duration by students studying full-time. The Master's programme can also be completed in a shorter period of time.
- (3) Examinations completed at the beginning of a semester are counted towards the previous semester.

II. STRUCTURE AND ORGANISATION OF STUDY

§ 7 Program composition; modules; credit points

- (1) Master's programmes are constructed on a modular basis. Programs are divided into compulsory modules and, in accordance with the regulations governing the specific program, into additional elective modules. The Master's thesis is a compulsory module. Compulsory and elective modules for specific Master's programmes are detailed in the regulations governing specific programs.
- (2) A module is a teaching and learning unit which is self-contained with respect to time and contents and has defined goals, contents, and modes of teaching and learning. Modules generally extend over two semesters. The regulations governing specific Master's programmes contain descriptions of compulsory and elective modules, including the duration of each module, the number of semester hours per week (SWS), the teaching content and learning objectives, and the module examination.
- (3) Modules generally conclude with an examination, the results of which are included in the overall assessment of the Master's examination. According to the module description, the module examination can consist of either a single piece of graded work at the end of the module, an accumulation of several sub-module examinations, or a single class-based examination.
- (4) Credit points (CP) are allocated to each module on the basis of the European Credit Transfer System (ECTS). CP indicate the amount of work generally required by a student to fulfil the demands and attain the learning objectives of the module in question. In addition to active participation in the classes and extra-university practical training comprising the module, they take into account all preparation and follow-up of coursework, preparation and development of student contributions (especially oral presentations, homework, and practical training), as well as preparation for and active participation in performance monitoring exercises. One CP corresponds to approximately 30 hours of student work. In general, 30 CP per semester are envisaged as the course load for full-time study.

- (5) The Examinations Office maintains a credit point account for students enrolled in a Master's program. The award of credit points for a module is conditional upon regular participation in module classes, completion of any assessment tasks (§ 9) included in the module description, and the successful completion of the module examination.
- (6) In total, 120 CP are required for a Master's program.

§ 8 Class types; access to modules; limited attendance classes

- (1) In order to achieve the study objectives, classes are generally held in the following formats:
 - (V) *Lectures* offer a coherent description of a scholarly topic.
 - (Ü) *Exercises/Tutorials* allow students to deepen their knowledge of course contents and convey specific skills by working through and discussing exemplary tasks.
 - (P) *Proseminars* and (S) *Seminars* are designed to allow students to work through a defined task and, if applicable, to present and discuss the results of this work in an oral presentation and/or a written report.
 - (K) In *Courses* fundamental skills and competences, primarily foreign language skills, are taught and practised.
 - (Kq) *Colloquia* are regular scholarly discussions offering students the opportunity to present and discuss their current research projects, thereby fostering scholarly exchange.
 - (Pr) *Practical training* allows students to practice applying subject-specific methods within and outside the university.
- (2) The subject-specific attachments may describe additional subject-specific class formats (such as practical training and projects) or forms of teaching using electronic media (e-learning).

- (3) Where admission to the classes of a particular module is dependent upon successful completion of another module or consultation of the student advisory service (see § 10), the module descriptions include the relevant stipulations. The same applies where proof of attendance or successful performance in certain classes of a single module is a prerequisite for admission to other classes of the same module. The teachers of the class in question are responsible for ensuring that any conditions for admission have been fulfilled.

- (4) Where it is expected that the number of students interested in a particular class will exceed the capacity of that class, the class coordinator must implement registration procedures. The prerequisites and deadline for registration will be publicised in the annotated catalogue of classes or in another appropriate manner. If the number of students registered exceeds the capacity of the class, the Academic Director of the Master's programme will confirm whether an additional class or a holiday course can be arranged. If, due to capacity constraints, this is not possible, student registrations may be limited in order to ensure that the class can be taught in an orderly manner. In this case the Academic Director of the Master's programme will implement a selection process. Selections are made according to the necessity of attending the class with respect to academic progress, and, if the requirements are identical in this respect, in order of registration or by drawing lots. The Academic Director of the Master's programme will decide which procedure is to be used. Students who have registered for a compulsory class but have not been granted admission to this class must be provided on request with written confirmation to this effect.

- (5) The Dean of Studies can decide to limit the availability of elective modules if capacity is insufficient. The Dean's Office must advise students promptly of any such limitation.

§ 9 Records of study (Proof of performance and proof of attendance)

- (1) Where the description of a module states that proof of performance or attendance is required for individual classes of that module, the following regulations apply.
- (2) The class coordinator is responsible for issuing proofs of performance or attendance. Proofs of performance or attendance required for the award of CP according to § 7 Paragraph 4 and/or the module description must be issued at the latest by the end of the semester in which the class in question was held.
- (3) Non-graded pieces of work required to achieve a proof of performance are completed concomitantly with the class in question and are not counted in the module grade. Students who have failed to complete a non-graded piece of work successfully can repeat the task as often as necessary.
- (4) Regular and successful class participation is a prerequisite for the award of a proof of performance for that class (Paragraph 6); regular and active class participation is a prerequisite for the award of a proof of participation for that class (Paragraph 5).
- (5) The regular and active participation required for the award of a proof of participation is considered to have been fulfilled if the student attended all classes scheduled by the class coordinator during the semester and, to the extent required by the class coordinator, participated actively in those classes, especially through minor contributions and tasks (e.g. short presentations, reading reports). Requirements for active participation contained in the module descriptions remain unaffected. Regular participation will still be recorded if the student has missed up to 20 % of individual classes. Should a student's absences exceed this percentage, the lecturer may make the award of a proof of participation dependent upon the completion of additional tasks.
- (6) The regular and successful participation required for the award of a proof of performance is considered to have been fulfilled if the student participated regularly

and actively in classes (attended at least 80 % of individual classes) and if they further completed an individual piece of work which was evaluated positively by the class coordinator. The class coordinator can also make confirmation of successful participation in a class dependent upon the completion of multiple pieces of work. In particular, non-graded pieces of work can include: reports with or without an oral presentation, tests, oral progress monitoring, study journals and colloquia. The class coordinator will announce the precise criteria for confirmation of successful completion, in particular the number and type of pieces of work required and the deadline for their completion, at the beginning of the class. These criteria may not be altered during the semester. In all other respects, § 19 Paragraph 1 applies to non-graded pieces of work.

§ 10 Course plan; course information; course guidance

- (1) A course plan provides students with suggestions for structuring their studies in a targeted manner. Course plans are included in the subject-specific attachments.
- (2) The Academic Directors of the Master's programmes compile an annotated catalogue of modules and classes for each semester on the basis of the course plans and module descriptions. The annotated catalogue is made available well before lectures officially commence, either electronically or in printed form.
- (3) Students may seek course guidance from the institutes involved in offering their Master's programme at any time during their studies. In particular, course guidance can assist with study design and with selecting modules and classes. Subject-specific course guidance is recommended in the following cases:
 - at the beginning of the first semester,
 - where a student has failed an examination or has been unsuccessful in obtaining necessary proofs of performance,
 - where a student is experiencing difficulties in a particular class,
 - where a student has changed courses or universities,
 - for part-time students,

– before and after periods of study overseas.

Institutes may offer regular information events as a supplement to course guidance.

- (4) Students may consult not only the SEAS advisory board, but also the central Goethe University advisory board, where they can ask for information concerning study opportunities, content and structure of certain courses of study as well as study requirements. Furthermore, and it provides advice to students who are experiencing study-related personal difficulties.

§ 11 Academic direction and module coordination

- (1) In accordance with § 15 of the General Provisions for Bachelors and Masters programmes, the Faculty of Linguistics, Culture, and Arts appoints a Professor as Academic Director or Coordinator for every Master's programme and, if necessary, for core themes of a particular Master's programme. The Dean of Studies nominates a Module Representative from amongst the full-time lecturers for each individual module.
- (2) The Academic Director, together with the Module Representatives, is responsible for all content coordination and administrative arrangements relating to the Masters programme, in particular:
 - coordinating courses and examinations;
 - compiling and updating lists of examiners.

III. ORGANISATION OF EXAMINATIONS

§ 12 Examinations Office and Joint Examinations Committee for Master's Examinations

- (1) The Faculty of Linguistics, Cultures, and Arts shall establish a Joint Examinations Committee for its Bachelor's and Master's programmes. This committee shall be chaired by the Dean of Studies.

(2) The Examinations Committee shall be composed of 10 members in addition to the Dean of Studies:

- five members from the Professors' group of the Faculty, representing different discipline areas;
- two teaching staff from the Faculty;
- three students, of whom at least one shall be enrolled in a Bachelors program in the Faculty and at least one shall be enrolled in a Master's programme in the Faculty.

Students who are enrolled in a Master's-level major in the Faculty may be elected to the Examinations Committee for its first period of office.

(3) Members of the Examinations Committee, together with their deputies, shall be elected by the Faculty Council at the suggestion of the relevant groups. The Examinations Committee shall elect a Professor from amongst the committee members to act as Deputy Chair.

(4) The period of office is two years for professorial members of the Examinations Committee and for teaching staff, one year for student members. Re-election of committee members is permitted. Where an examination matter affects a member of the Examinations Committee personally, their membership with regard to that matter shall be suspended and their obligations discharged by their deputy.

(5) The Chair schedules the meetings of the Examinations Committee and presides at all consultations and decisions. In general the Examinations Committee shall meet at least once per semester. A meeting shall be called if at least two members of the Examinations Committee request this.

(6) The Examinations Committee does not meet publicly. It has a quorum when at least six members are present, including the Chair or Deputy Chair and at least two further members of the Professors' group. Decisions shall be approved by a majority of those present. In the event of a tie, the Chair has the casting vote. A record of the decisions of the Examinations Committee shall be kept. In all other respects, procedures follow the Regulations for the Committees of the Johann Wolfgang Goethe University.

(7) The Examinations Committee is responsible for administering module examinations in the Bachelors and Masters programmes of the Faculty of Linguistics, Cultures, and

Arts. It ensures that regulations are observed. The Examinations Committee decides on all examination matters which have not been transferred by regulation or statute to another organ or committee or to the Chair of the Examinations Committee.

- (8) In particular, the Examinations Committee has the following responsibilities:
1. Appointing examiners and observers for oral examinations;
 2. Determining examination periods, examination dates, deadlines for application and withdrawal for module examinations, and publishing these;
 3. Making decisions regarding credit adjustments for study periods, graded and non-graded pieces of work;
 4. Making suggestions for improvements to study programs and examinations to the Faculty Council.
- (9) The Examinations Office is the Philosophical Doctoral Committee. It is responsible for the businesslike execution of the examinations, including the administration of related data.
- (10) The Examinations Committee shall report regularly, at least once a year, to the Faculty on developments in the duration of examinations and periods of study, the demand for individual modules, and the distribution of subject and overall grades.
- (11) The Examinations Committee may transfer individual tasks to the Chair for her/his sole implementation and decision. The members of the Examinations Committee and the candidate concerned have a right of appeal against these decisions. The Examinations Committee, acting by a majority of its members, decides on the outcome of the appeal.
- (12) The Chair of the Examinations Committee may delegate tasks relating to the administration of examinations to the Academic Director of the Bachelors or Master's programme (§ 11) and to the Examinations Office for independent completion.
- (13) The members of the Examinations Committee have the right to participate in examinations.
- (14) The members of the Examinations Committee and their deputies are bound by the confidentiality principle. Where they are not members of the public service, they must give a commitment of confidentiality to the Chair.

- (15) In accordance with data protection provisions, the Examinations Committee can publish directives, designated dates and other decisions required by the relevant Bachelors or Master's examination regulations. Negative decisions made by the Examinations Committee or by the Chair must be communicated to the student in writing, stating the justification and the legal basis of the decision. The communication must include information about available legal remedies.

§ 13 Powers of examination; observation of oral examinations

- (1) Professors, junior professors, honorary professors, non-scheduled professors, private lecturers, academic employees and visiting lecturers who offer or may be appointed to offer classes in the examined subjects are entitled to examine students. Participation of academic members in the examination requires them being appointed to teach that subject (§ 18 Abs. 2 HHG). The Examinations Committee may also appoint professors who have retired or retired from their service of the State of Hessen, subject to their agreement, to serve as examiners. Only members or employees of Goethe University who hold at least a Master's or similar degree are eligible as exam assessors.
- (2) In general, the examination for a module is conducted by members of staff teaching that module, without a special appointment by the Examinations Committee. If, for compelling reasons, a member of staff cannot conduct examinations, the Examinations Committee may appoint another examiner.
- (3) Only members or associates of the Johann Wolfgang Goethe University who have completed a Master's degree or an examination of equivalent or higher value can be appointed as observers for oral examinations within a Master's programme. The Chair of the Examinations Committee is responsible for appointing the observer, or may delegate the task of appointing the observer to the examiner.
- (4) Examiners and observers are bound by administrative confidentiality.

IV. EXAMINATION REQUIREMENTS AND PROCEDURES

§ 14 Admission to the Master's examination and decisions relating to admission

- (1) Admission to the Master's examination requires that the student be enrolled in the relevant program. Further prerequisites for admission are detailed in the subject-specific attachments.
- (2) The student must submit a completed application form for the Master's examination to the Examinations Office, at the latest when they first register for a module examination at the Johann Wolfgang Goethe University. In particular, the following must be submitted with the application form:
 - a. An explanation of whether the student has already definitively failed a final examination in the same or a related program at a university, or whether examination results are pending;
 - b. If applicable, proof of completion of graded or non-graded pieces of work which are to be counted towards the program;
 - c. If applicable, proof of subject-specific foreign language skills;
 - d. If applicable, proof of payment of the examination fee required by these regulations (§33).
- (3) Decisions relating to admission are made by the Chair of the Examinations Committee. Admission must be refused if:
 - a. The student does not supply the proofs listed in Paragraph 2;
 - b. The student has definitively failed a final examination, or has not yet completed a module examination, in the same or a related program at a university. Related programs are programs which correspond to a substantial extent with regard to the modules and the graded pieces of work required by these modules.

Decisions relating to exceptions in special cases are made by the Examinations Committee at the request of the student.

- (4) Any decision to refuse admission must be communicated to the student in writing by the Chair of the Examinations Committee. This communication must include a justification and information about available legal remedies.

§ 15 Module examinations; examination types

- (1) Module exams, as explained in the individual module descriptions, consist of either a single examination which grades the completion of the module (module completion exam), or of single lecture related module exams or several module part exams. Lecture-related exams and module part exams are to be taken at the time the module is offered. Each individual -module part exam has to be passed; it is not possible to compensate for a failed one by passing another module part exam.
- (2) Module exams can be written exams (§ 22), oral exams (§ 21) or written term papers (§ 22), in accordance with the module description.
- (3) The final examination for a module generally refers to the total subject area of the module. If the examination is associated with a particular class, the contents and methods of that class are examined. The educational contents of the modules are outlined in the module descriptions.
- (4) If module exams have to be repeated, the examination may be taken as a single oral exam of 30 minutes. The choice of form for the exam shall be decided upon by the examiner in agreement with the module representative. The student will be informed of the form and the date of the re-sit by the Examinations Office.
- (5) Oral examinations may, by mutual agreement between the examiner and the student, be held in German or in a language other than German.

- (6) The result of the module exam will be passed on to the Examinations Office by the examiner.

§ 16 Exam dates, Registration Deadlines and Registration Procedure

- (1) Module completion exams take place after the last class of the module. Module part exams take place as part of the respective lecture. The examination period for the module completion exams usually lies at the end of the class period of a semester. The examination period is determined by the Examinations Committee half-yearly.
- (2) The dates for the module completion exams are determined by the Examinations Committee, in agreement with the examiners. The Examinations Committee announces the times and dates of the module completion exams, the names of the examiners, the registration dates and deadlines as well as the deadlines for withdrawal. The announcement shall be made through the notice board or publication in an appropriate medium, e.g. the internet, at least four weeks before the registration dates. If the examination plan has to be altered for compelling reasons, the new dates may only be determined with the permission of the Examining Board in agreement with the examiners. The examination date for a module part exam or an individual lecture-related module exam, as well as the registration date and withdrawal deadline for a part-of-module exam, will be announced to the students at the start of the class by the examiner. These dates may not be changed at a later date.
- (3) Dates for re-sitting exams which were graded as “nicht ausreichend” (5,0) (“fail”) or for students who missed the exam date according to Art. 16 will usually be set at a time just before or at the beginning of the class period of the following semester.
- (4) Students have to register for each module exam in writing within the time limit, irrespective of whether the exam is carried out in form of a module completion exam, a module part exam or a single lecture-related exam. Otherwise the exam cannot be taken. Registration for the module completion exams can be made either in person in the Examinations office or by electronic media. Registration for a -module part exam or lecture-related module exam shall be made with the examiner who in turn will pass the registration on to the Examinations office. Late applications for module completion exams are dealt with by the Head of the Examining Board at request of the student. Late applications for module part or lecture-related module exams are decided upon by the examiner him-/herself if sufficient reasons are presented.

- (5) The student may only register for a module examination if he/she has been permitted a registration for the Master's exam, is not on leave and has not already conclusively failed the respective module examination. If these requirements are not met, participation in the module exam is not permitted. If, at the time of registration for the module exam, the student is unable to present the achievements required for permission to take the exam and can give plausible reasons for this, he/she must present the Examinations Office with this proof before the end of the respective semester. Should he/she fail to do so, the module will be regarded as not yet completed.
- (6) The registration for a module exam is regarded as final if it is not withdrawn in writing by the withdrawal deadline at the Examinations office. Withdrawals within this time limit do not require an explanation. Withdrawal from a module exam excludes students from participating in the re-sit exam.

§ 17 Late Registration, Withdrawal of Registration

- (1) Eine The modul exam will be awarded a "nicht ausreichend" (5,0) (fail) if the student misses the binding exam date without a justified reason or if he/she withdraws from the exam after it has commenced. The same applies if a term paper is not completed within the stipulated time limit.
- (2) The reasons for withdrawal or missing the date must be reported to the Examinations Committee straight away and must be plausible. In case of illness, the student must present a doctor's certificate. In case of doubts, the Head of the Examinations Committee is entitled to request a doctor's certificate. Should a student experience an inability to continue with an exam once it has already started, he/she must inform the examiner or exam supervisor immediately. In such cases, there still remains an obligation to inform the Examinations Committee of the reasons in writing.
The illness of a student and the illness of a child or family member (parent, grandparent, husband/wife or partner), who is looked after mainly single-handedly by the student, are, as reasons, treated equally in respect of deadlines for registration and writing time. The Examinations Committee decides whether the given reasons are acceptable. If the reason is acknowledged, a new date of examination will be stipulated.

- (3) In the case of timely withdrawal or acknowledged late registration, the exam results of the module parts already completed shall be acknowledged.

§ 18 Compensating allowances for Disadvantaged Students

- (1) Consideration has to be taken into account for the kind and degree of disability or chronic illness during the examination process. Should there be any doubt, a doctor's certificate may be requested. If the student proves by means of a doctor's certificate that he/she is not in a position to fully or partly fulfill the requirements in the stipulated form due to his/her physical disability or chronic illness, this disadvantage may be compensated by an extension of the time in which the achievement has to be completed or by changing the way in which the achievement is reached. However, the level of the subject requirements may not be lowered. This also applies to the study requirements. Disadvantage compensation must be requested in writing. The request should be made at the latest by the registration for the exam.
- (2) Decisions pursuant to para.1 shall be made by the examiner, or in case of any doubt, by the responsible Examinations Committee in agreement with the examiner.

§ 19 Fraudulent Behaviour and Breach of Rules

- (1) Exam results and course achievements which have been attained through attempted or successful fraud, shall be awarded "nicht ausreichend" (5,0) (fail). Attempted fraud also applies to cases in which the student has taken prohibited aids into the exam room or has submitted a fraudulent explanation as defined in Art. 8 (5), third sentence, Art.24 (12). In serious cases, especially in repeated cases, the Examinations Committee is entitled to disqualify the student from further exams and courses, thus forfeiting the right to be examined in the master course.
- (2) Students who disturb the order of exams may, after a warning by the examiner or supervisor, be excluded from continuing with the exam. In such a case, the exam will be graded as "nicht ausreichend" (5,0) (fail).
- (3) If the student has achieved participation in the exam through deceptive means, the Examinations Committee may grade the exam as "nicht ausreichend" (5,0) (fail).
- (4) Within a period of two weeks, the student is entitled – in writing – to request verification of the decisions reached by the Examinations Committee as stipulated in

para. 1 or 2. Incriminating decisions made by the Examinations Committee must be reported to the student in writing immediately, with the reasons being given and an advice on legal remedies included.

§ 20 Recognition of Studies, Study Achievements and Exams

- (1) Completed modules from a modular course at other universities shall be acknowledged as long as the modules are at least equivalent to the respective modules at Goethe University of Frankfurt. Equivalence of modules means the modules must have essentially the same study and qualification aims. A comparison of the modules should not rest solely on a schematic comparison, but consider and evaluate in a comprehensive manner their contents, scope and requirements. Completed study achievements and exams from non-modular study programs at German universities shall be acknowledged as modules of this study program if equivalence to its modules can be established.
- (2) The provision in para. 1 above is applicable to the acknowledgment of modules from modular courses as well as for individual achievements from non-modular courses from foreign universities. Hereby, the agreements on equivalence agreed upon by the Assembly of Ministers of Education (“Kultusministerkonferenz”) and the Assembly of University Principals (“Hochschulrektorenkonferenz”), as well as the agreements concluded in the course of university partnership contracts shall be observed. The Examinations Committee shall decide in cases in which agreements on equivalence do not exist.
- (3) Classes and exams completed during a complementary stay at a foreign university may also be acknowledged if a gap semester for the time of studies was granted.
- (4) Additional study achievements may be required as prerequisite for a transfer of credits, in particular if the completed achievements from a previous course lack important elements or carry a lower number of CP than those awarded at Goethe University.
- (5) Studies and exams from a Bachelor course of studies are usually not recognized. The Examinations Committee has the authority to allow exceptions.
- (6) If exam results are transferred, the grades of these – as long as they are comparable - are to be added to the grades which make up the final grade. If the two grading

systems are not comparable, the grade “pass” will be awarded. Grades from transferred achievements are recorded as such in the certificate.

- (7) In cases of a change of subject or university, or after a period of time at a foreign university, the student is legally entitled to an acknowledgment of his/her previous study achievements, provided that the requirements for such acknowledgement are met and the achievements to be acknowledged were completed not more than five years ago. The acknowledgement of achievements dating back more than five years shall be decided upon by the Examinations Committee which will take into account the applicant’s present level of academic knowledge. The student must provide the required documentation for acknowledgement. Students are not entitled to transfer of partial achievements from modules which have not been completed.
- (8) In case of a change of subject or university, the enrolment of the student in the corresponding semester at Goethe University shall be based on the acknowledgement of previous study achievements.
- (9) General matters concerning acknowledgement are handled by the Examinations Committee, individual acknowledgments are handled by its head, if necessary in consultation with an examiner from the respective area of studies.

§ 21 Oral exams

- (1) Oral exams shall be taken by the examiner, in the presence of an assessor, either as an individual or a group exam, with up to five students. The oral exam for each student should be between 15 and 30 minutes, unless specified otherwise in the subject-specific regulations.
- (2) The essential details and results of the oral exam shall be recorded by the assessor in a protocol. The exam protocol shall be signed by both the examiner and the assessor. The assessor is entitled to be heard, without the presence of the student or any members of the public, before the grade for the exam is decided upon. The protocol is to be passed on to the Examinations Committee straight afterwards.

- (3) The result of an oral examination shall be made known to the student immediately after the examination and has to be justified in detail if this is required by the student immediately after the examination; the justification shall be noted in the protocol.
- (4) Students who intend to take the same exam at a later date are entitled to be present as listeners during an oral exam, if the size of the room and the student being tested permits this. This permission does not entitle the listener to advise on or to learn the result of the exam. The reason given shall be noted in the protocol.

§ 22 Written exams and term papers

- (1) Written exams consist of solving one task or answering several questions. Written exams give students the opportunity to prove under supervision that they are capable of recognizing a problem and finding ways of solving this, either on their own initiative or with the use of permitted aids, within a set time and using study methods of their subject.
- (2) Written exams may include multiple choice questions. In case of multiple choice questions, the examiner shall determine whether only one or several answers are applicable. If multiple choice questions make up more than 25% of the total number of points, the following rules have to be observed when deciding on the choice of questions and grading the exams:
 - a) The list of questions and answers has to be drawn up by at least two persons entitled as examiners, of which one must hold at least the title of Junior Professor or Professor.
 - b) The students must be informed of the requirements for passing the exam, at the very latest with the description of the task to be completed.
 - c) When describing the task, the number of correct answers required to pass must also be given. This limit may not be raised
- (3) The duration of the exam is usually 90 minutes, unless specified otherwise in the subject-specific regulations.
- (4) The grading should not take longer than four weeks. The reasons for the grade shall be given in writing.
- (5) Written exams which have not been successful at the last attempt are to be checked by a second examiner. If the grade of the two examiners should differ, the average of both

grades combined shall be awarded. If the difference between the two is more than one complete grade, the process mentioned in Art. 24 (14) shall be enforced.

- (6) The purpose of a term paper is the independent solving of a task in a comprehensive manner. The examiner determines the topic, scope and time limit for the term paper, where appropriate, in consultation with the student. The announcement date of the topics and the time period allotted for the term paper are to be recorded in writing.
- (7) § 23 (12) applies mutatis mutandis to term papers; hereby, one issue shall be submitted upon consultation with the examiner and the examiner shall record the submission date.
- (8) The lecturer who is in charge of the respective class shall be responsible for evaluating and grading the term papers. The grade should be awarded no later than four weeks after submission and shall be explained in writing. Grade and explanation shall be added to the student's examination files. (5) applies mutatis mutandis to term papers.

§ 23 Master's thesis

- (1) The Master's thesis should demonstrate that the student is able to write independently about a topic chosen from the subject area of the Master's programme. The Master's thesis is produced by the student as a final paper (thesis); it can be related to one of the compulsory modules in the program (details are provided in the subject-specific attachments). The Master's thesis can also be admitted in the form of group work, as long as each individual contribution to be assessed as a graded piece of work is clearly defined by means of chapters, page numbers or other objective criteria, and as long as the requirements of Sentence 1 are fulfilled.
- (2) The subject-specific attachments regulate which modules students must have completed in order to apply for admission to the Master's thesis. The Master's thesis amounts to a maximum of 30 CP: it can also be a component of a Master's module. Details are provided in the subject-specific attachments.
- (3) Decisions regarding admission are made by the Chair of the Examinations Committee.

- (4) The Master's thesis can be set and supervised by Professors, Junior Professors, Adjunct Professors, Associate Professors, and PhD graduates teaching in the Master's programmes. §13 Paragraph 1 applies accordingly. Students shall be given the opportunity to suggest a supervisor and their suggestions followed where possible.
- (5) The student applies to the Chair of the Examinations Committee for a topic for the Master's thesis. In consultation with the Academic Director of the Master's programme, the Chair shall ensure that the student is assigned a topic and receives the necessary supervision within a reasonable period of time. Students shall be given the opportunity to suggest a topic. The topic shall be assigned by the supervisor through the Examinations Office. The topic and its date of assignment shall be placed on record.
- (6) With the approval of the Examinations Office, the Master's thesis may be completed in an institution outside the Johann Wolfgang Goethe University. In this case the topic of the thesis shall be set in consultation with a Professor from the Faculty of Linguistics, Cultures, and Arts. He or she assesses the thesis together with the external supervisor.
- (7) In general, the Master's thesis is written in German, except where the subject-specific attachments provide otherwise. At the request of the student, the Examinations Committee can approve the writing of the Master's thesis in another language, as long as the supervisor has provided written consent. In this case the Master's thesis shall be accompanied by a summary in German.
- (8) The topic of the Master's thesis should be limited in such a way as to ensure that it can be completed within the timeframe envisaged. The timeframe envisaged for completion is set out in the subject-specific attachments; it begins on the working day following the assignment of the topic. The set topic can only be returned within the first one-third of the time allocated for completion. A topic which has been altered cannot be returned.
- (9) In the case of medically certified illness, the Examinations Committee may approve on request an extension of the submission date for the duration of the period of illness. A

one-off extension of the submission date of up to 50 % for any other reason is available on request under exceptional circumstances only. In all other respects, §17 Paragraph 2 applies.

- (10) All excerpts, either literal or interpreted, taken from published or other material must be recognizable as such. The Master's thesis must include a written declaration by the student that he/she has worked independently and without any other aids other than the ones mentioned. It must also be confirmed that the thesis has not yet been used – even partially – in another course of studies as an examination. The Master's thesis must be submitted on time in writing in triplicate and handed in to the Examinations Office or sent there by post. The date of submission will be officially recorded. If sent by post, the date of the postal stamp shall be regarded as submission date.
- (11) The Master's thesis shall be assessed by the supervisor. The assessment report shall be presented no later than six weeks after the Master's thesis is submitted. If the supervisor assesses the Master's thesis favourably, the grade awarded by the supervisor is the grade attained for the Master's thesis. If the supervisor assesses the Master's thesis as "inadequate" (5), the Chair of the Examinations Committee shall promptly appoint a second examiner to assess the Master's thesis. If the second examiner also assesses the Master's thesis as "inadequate" (5), the grade attained for the Master's thesis is "inadequate" (5). Where the assessments differ, the grade attained for the Master's thesis is calculated as the average of the two assessments. The Examinations Office shall inform the student promptly of the result obtained for their Master's thesis.
- (12) If the student applies to the Chair of the Examinations Committee within 14 days of having received the result obtained for their Master's thesis and requests that their Master's thesis be assessed by a further examiner, the Chair of the Examinations Committee shall obtain a further assessment of the Master's thesis. Where the assessments differ, the grade attained for the Master's thesis is calculated as the average of the assessments.

V. ASSESSMENT OF GRADED PIECES OF WORK, OVERALL ASSESSMENT UPON SUCCESSFUL COMPLETION OF AN EXAMINATION

§ 24 Assessment of graded pieces of work

- (1) The assessment of individual graded pieces of work must always be based upon the individual achievement of the student; it is determined by the respective examiner. Assessment of the final repetition of a graded piece of work must be undertaken by two examiners. The following grades are used for awarding exam results and for the Master's Thesis:

1 = sehr gut (very good) for an excellent achievement

2 = gut (good) for a significant above-average achievement

3 = befriedigend (satisfactory) for an average achievement

4 = ausreichend (sufficient) for an achievement which still meets the requirements, despite various shortcomings

5 = nicht ausreichend (fail) an achievement which does not meet the requirements, due to too serious shortcomings

To further differentiate grading, grades may be either raised or lowered by 0,3. The grades 0,7 and 4,3, 4,7 and 5,3 are exempted from this procedure.

- (2) Where a module examination consists of several sub-module examinations, the grade for the module is calculated as the average of the grades for the individual sub-examinations, unless the course-specific attachment provides otherwise. Only the first decimal place after the comma is taken into consideration; any further decimal places are deleted without rounding.

Grades are as follows:

for an average up to and including 1,5	very good,
for an average from 1,5 up to and including 2,5	good,
for an average from 2,5 up to and including 3,5	satisfactory,
for an average from 3,5 up to and including 4,0	adequate,
for an average greater than 4,0	inadequate.

(3) An overall grade is determined for the Master's examination. The overall grade is calculated from the grades obtained for the module examinations and the grade obtained for the Master's thesis or Master's module. Paragraph 2 applies accordingly for the determination of the overall grade; the grade obtained for the Master's thesis or Master's module is thereby counted twice, unless the subject-specific attachments provide otherwise.

(4) The final grade will be supplemented by an ECTS grade which is recorded in the Diploma Supplement. The ECTS Grading Scale takes statistical aspects of the grading into account as follows:

A = the grade achieved by the best 10% who have passed the Master's Exam

B = the grade achieved by the following 25%

C = the grade achieved by the following 30%

D = the grade achieved by the following 25%

E = the grade achieved by the following 10%

The Examinations Office calculates the grade using statistical evaluations of the exams. The calculation shall be based on a time period of between three and five years. For each reference group, a minimum number of participants shall be determined in order to enable empirically sound statistical statements. While these data banks are being built up, the Examinations Committee shall determine a suitable procedure to establish the relative final grade.

(4) The subject-specific attachments may provide that the overall grade "passed with distinction" is awarded. They shall determine the criteria for such an award.

VI. FAILING AND REPEATING EXAMINATIONS; FAILING THE MASTER'S EXAMINATION

§ 25 Failing and repeating module examinations; deadlines for repeating examinations

- (1) An examination has been failed if it is assessed as "inadequate" (5,0) or is regarded as having received a grade of "inadequate" (5,0) according to §17 Paragraph 1 or §19.
- (2) Module examinations which have been failed can be repeated once; only one failed module examination can be repeated twice. By registering for a module examination, the student is regarded as having registered for the one-off repetition of the examination. The Examinations Committee may impose conditions upon the student before they repeat the examination. Students who fail a repeat examination shall have their enrolment terminated.
- (3) Repeat examinations shall take place shortly before or at the beginning of the semester following the failed examination. In duly justified exceptional cases, the Chair of the Examinations Committee can approve a later repetition of a module examination and appoint a date, where this is requested by the student immediately after examination results are announced. Dates for the repeat examinations shall be announced concurrently with the results of module examinations. A student who misses the deadline for a repeat examination forfeits his/her right to retake the examination, unless he/she failed to appear for reasons outside his/her control. §17 Paragraphs 1 and 2 apply accordingly. Where a deadline is missed for reasons outside the student's control, the Chair of the Examinations Committee shall appoint a date for repetition of the examination once the reasons for missing the deadline cease to exist.
- (4) Module examinations which have been passed cannot be repeated.
- (5) A Master's thesis which has been failed can be repeated once with a new topic. The new task shall be set no later than six weeks after the first result has been announced. Permission to repeat a Master's thesis may be made dependent upon fulfilling certain

conditions; in this case the submission deadline shall be extended accordingly. Paragraph 3 Sentences 4-6 apply accordingly. A second repetition of the Master's thesis is not permitted. In all other respects, §23 applies to the repetition of a Master's thesis, with the proviso that the topic of the Master's thesis may only be returned if the student did not return the topic during their first attempt at the Master's thesis.

§ 26 Definitive failure or termination of the Master's examination

- (1) The Master's examination has been definitively failed, if
 - a. A graded piece of work is assessed in its final repetition as "inadequate" (5,0) or is regarded as having received a grade of "inadequate" (5,0) according to §§ 17 or 19;
 - b. The Master's thesis is assessed as "inadequate" (5,0) for the second time or the second attempt is regarded as having received a grade of "inadequate" (5,0) according to §§ 17 or 19;
 - c. The right to retake an examination is forfeit because the deadline has been missed.

- (2) Where the Master's examination has been definitively failed, the Examinations Office shall issue a notification listing all results for graded pieces of work and stating the reasons for failure of the Master's examination. The notification shall include information about available legal remedies and the student shall be informed thereof.

- (3) Where a student has commenced the Master's examination but has not completed it, he/she shall be issued – on request, and conditional to submitting relevant documentation and proof of termination of enrolment or proof of transfer to another degree course – with a certificate listing all graded pieces of work completed and the results obtained for these, together with all graded pieces of work not yet completed, and stating that the Master's examination has not been passed.

VII. EXAMINATION CERTIFICATE; DEGREE CERTIFICATE AND DIPLOMA SUPPLEMENT

§ 27 Examination certificate

A certificate confirming successful completion of the Master's examination shall be issued in German, within four weeks of the final graded piece of work where possible, and shall be accompanied by an English translation at the request of the student. #

§ 28 MASTER'S DEGREE CERTIFICATE

- (1) Along with the certificate pursuant to Art. 29, each graduate also receives a Master's Degree Certificate which must carry the date of the certificate. The Master's Degree Certificate certifies the awarding of the title "Master of Arts". The graduate may also apply for the Master's Degree Certificate to be issued in English.
- (2) The Master's degree certificate is signed by the Dean of Faculty ... and carries the seal of Goethe University.
- (3) The academic degree shall only be used after the certificate has been handed over.

§ 29 DIPLOMA-SUPPLEMENT

In addition, the Examinations Committee also issues a Diploma Supplement (in German and English) as shown in Appendix 4 which lists the contents of the studies, the course schedule and academic and professional qualifications achieved upon graduation.

VIII. INVALID EXAMS; INSPECTION OF EXAM DOCUMENTS; APPEAL AGAINST AND OBJECTION TO EXAM PROCEDURE AND RESULTS; EXAMINATION FEES

§ 30 INVALID EXAMS

- (1) If the student has accomplished an exam by deceptive means and this is not discovered until after issuance of the certificate, the Examinations Committee is entitled to correct the respective grades and declare the Master's Examination as "nicht bestanden" (failed).
- (2) If the requirements for passing an exam were not met without the student's intention to cheat, and if this is not noticed until after the certificate being issued, the mistake rectifies itself by the student passing. However, if the student knowingly obtained illegitimate admission to the respective exam, the exam can be declared "nicht ausreichend" (5,0) (fail) and the Master's Exam "nicht bestanden" (fail).
- (3) The student is entitled to a hearing before any decision is reached.
- (4) The incorrect certificate shall be rescinded and, where applicable, a new certificate shall be issued. Along with the incorrect certificate, also the Master's Degree Certificate shall be rescinded if the Master's Exam has been declared "nicht bestanden" (fail) due to the use of deceptive means. A decision pursuant to para (2), second sentence, shall not be made after expiration of five years from the date of the certificate.

§ 31 INSPECTION OF EXAM DOCUMENTS

- (1) After each module examination, the student shall, upon request, have the opportunity to inspect his/her written exams, the examiners' opinions and the exam protocols. The request must be addressed to the Head of the Examinations Committee. The Head of the Examinations Committee decides on the place and date of inspection.

- (2) Examination documents shall be kept at the Examinations offices. §23 of the Hessische Immatrikulationsverordnung (HImmaVO) contains the authoritative provisions regarding the period of storage.

§ 32 APPEAL AGAINST AND OBJECTION TO EXAM PROCEDURE AND RESULTS

- (1) Objections to decisions made by the Head of the Examinations Committee are permissible. They must be made to the Head of the Examinations Committee. The Examinations Committee decides upon such objection. In case of rejection, the Examinations Committee shall issue a substantiated notice of rejection, along with information on legal remedies available.
- (2) Appeals against the exam procedure and the exam results can be made in writing to the Head of the Examinations Committee within a month, if the appropriate legal information has been issued; otherwise, appeals can be made within a year from announcement to the Head of the Examinations Committee. Appeals must be substantiated in writing. If the appeal is not accepted by the Examinations Committee, where appropriate, after consultation with the examiners involved, the President of Goethe University shall issue a substantiated notice of rejection, along with information on legal remedies available.

§ 33 EXAMINATION FEES

- (1) The Examination Fees for the Master's Exam, including the Master's Thesis, are 100,- Euro.
- (2) The fee mentioned in para. 1 is paid in two equal instalments – the first is due on application for admission to the Master's Exam, the second when being admitted to the Master's Thesis. Proof of payment of the fees must be verified at the Examinations Office.
- (3) The head of the university can suspend the raising of fees if additional resources for improving the quality of teaching and study conditions are available.

IX. FINAL PROVISIONS

§ 34 Entry into force

These regulations enter into force on the day after their publication in the UniReport of the Johann Wolfgang Goethe University.

Frankfurt am Main, on the 23.07.2010

Univ.-Prof. Dr. I. Amelung

Vice Dean of the Faculty of Linguistics, Cultures, and Arts

Translation of the Regulations for Master's programmes in the Faculty of Linguistics, Cultures, and Arts of the Johann Wolfgang Goethe University of 21.05.2008.

Here: Amendment

In accordance with the resolution of the Faculty Council of the Faculty of Linguistics, Cultures, and Arts of the Johann Wolfgang Goethe University of 11.05.2011, the Regulations for Master's programmes in the Faculty of Linguistics, Cultures, and Arts of 21.05.2008 is amended or supplemented as follows.

Article I

Amendments

1. §4 Paragraph 1 is replaced by the following:

"Successful completion of a Bachelors program, or of a degree recognised as equivalent, amounting to 180 CP or 240 CP respectively, is a requirement for admission to the Master's programme. More details are provided in the program-specific attachment. Applicants for two-semester Master's programmes who have successfully completed a corresponding program amounting to fewer than the required 240 CP can generally be admitted on the condition that they make up the difference between the CP completed and the required 240 CP; more details are provided in the subject-specific attachments. Where there is any doubt regarding the equivalence of international academic degrees, the International Office of the Johann Wolfgang Goethe University should be consulted."

2. § 4 Paragraph 2 Sentence 3 shall read as follows:

"Decisions relating to provisional admission and fulfilment of the criteria for eligibility are made by the Academic Director of the Master's programme in consultation with the Chair of the Examinations Committee; in cases of doubt the Examinations Committee shall be convened."

3. § 6 Paragraph 1 is replaced by the following:

"The standard program duration for the Master's programme, including all examinations and the Master's thesis, amounts to two or four semesters respectively; more details are provided in the subject-specific provisions."

4. § 7 Paragraph 6 shall read as follows:

"In total, 60 or 120 CP respectively are required for a Master's programme; more details are provided in the subject-specific provisions."

5. § 11 Paragraph 1 shall read as follows:

The reference to the General Provisions shall be amended to "§16".

6. The following shall be added to § 19 Paragraph 1 Sentence 3:

"In serious cases, especially repeated offences or substantial plagiarism, the Examinations Committee may exclude the student from submitting further graded or non-graded pieces of work, with the result that the student's right to examination is forfeit."

Article II

Entry into force and transitional provisions

Amendments to the Regulations for Master's programmes in the Faculty of Linguistics, Cultures, and Arts enter into force on the day after their publication in the UniReport.

Frankfurt am Main, 31 August 2011

Univ.- Prof. Dr. Rüdiger Krause
Dean of the Faculty of Linguistics, Cultures, and Arts

Translation of the Regulations for Master's programmes in the Faculty of Linguistics, Cultures, and Arts of the Johann Wolfgang Goethe University Frankfurt am Main of 21.05.2008.

Here: Second Amendment

In accordance with the resolution of the Faculty Council of the Faculty of Linguistics, Cultures, and Arts of the Johann Wolfgang Goethe University of 21.11.2012, the Regulations for Master's programmes in the Faculty of Linguistics, Cultures, and Arts of 21.05.2008, amended on 11.05.2011, is supplemented as follows:

Article I

Amendments

1. The following sentence is added to the end of § 20 Paragraph 1:

The burden of proof for lack of equivalence lies with the Examinations Committee.

2. Paragraphs 10 and 11 are added to § 20, as follows:

10) Skills and competences which have been acquired outside a higher education institution over the course of the program, and which are equivalent in level and learning outcomes to program modules, may be credited with the CP of the relevant modules on request.

11) The award of CP on credit is undertaken on an individual basis by the Examinations Committee at the suggestion of the Module Coordinator. Written evidence (e.g. reports, certificates) of the scope, contents and academic achievements is a prerequisite. In total, no more than 50 % of the CP required for the program may be awarded on credit. CP awarded on credit are not graded. This shall be shown accordingly on the certificate.

Article II

Entry into force and transitional provisions

Amendments to the Regulations for Master's programmes in the Faculty of Linguistics, Cultures, and Arts enter into force on the day after their publication in the UniReport.

Frankfurt, 18 March 2013

Prof. Dr. Iwo Amelung

Dean of the Faculty of Linguistics, Cultures, and Arts