

Regulations for the M.A. (Master of Arts) Degree Course in Modern East Asian Studies (MEAS)

Section I: General

- Art. 1 Scope of the Regulations
- Art. 2 Organization of the course by the Interdisciplinary Centre for East Asian Studies
- Art. 3 Aims of the Course and Examination
- Art. 4 Academic Degree
- Art. 5 Duration of Studies and Time Limit for Exams

Section II: Course Organization

- Art. 6 Course Starting Date and Requirements
- Art. 7 Course/Exam Structure, Modules and Credit Points
- Art. 8 Forms of Teaching and Studying
- Art. 9 Entry Requirements for individual modules and classes;
Participation restrictions for individual classes
- Art. 10 Course Plan, Student Advisory Consultation

Section III: Exam Organization

- Art. 11 Examination Board, Examination Office
- Art. 12 Examination Authorization and Observation of Oral Exams
- Art. 13 Academic Guidance and Module Coordination

Section IV: Exam Procedure/Scope/Form, Degree Certificate

- Art. 14 Admission to the Master's Exam
- Art. 15 Exam Dates, Registration Deadlines and Registration Procedure for Module Exams
- Art. 16 Late Registration, Withdrawal of Registration
- Art. 17 Compensating Allowances for Disadvantaged Students
- Art. 18 Fraudulent Behaviour and Breach of Rules
- Art. 19 Scope of the Master's Exam
- Art. 20 Module Exams, Form of Exams
- Art. 21 Oral Exams
- Art. 22 Written Exams
- Art. 23 Term Papers
- Art. 24 Master's Thesis
- Art. 25 Recognition of Studies, Study Achievements and Exams
- Art. 26 Evaluation of Exams, Formation of Individual Grades and Final Grade
- Art. 27 Failed Exams and Re-sitting of individual Exams
- Art. 28 Definite Failure of the Master's Exam
- Art. 29 Degree Certificate
- Art. 30 Master's Certificate

Section V: Final Provisions

- Art. 31 Examination Fees
- Art. 32 Invalid Exams, Correction of Incomplete Exams
- Art. 33 Inspection of Exam Documents
- Art. 34 Appeal against and Objection to Exam Procedure and Exam Results
- Art. 35 Special Regulations for Graduates of Philipps University Marburg in Japanese Studies (B.A.)
- Art. 36 Entry into Force

Appendix I: Description of Modules

Appendix II: Course of Studies Plan

Section I: General

Art. 1 Scope of the Regulations

(1) In compliance with the General Regulations of Goethe University Frankfurt for BA and MA courses, the following rules regulate the course of studies and module exams of the M.A. Modern East Asian Studies (hereafter “MEAS”) offered by the Faculty of Economics of Goethe University, Frankfurt am Main.

(2) If modules or classes are completed on other degree courses, the respective regulations of these courses shall apply. However, credit points (CP) pursuant to Art. 7 (1) will be awarded in consideration of the student workload specifically assigned to students of the MEAS in accordance with these regulations.

Art. 2 Course Organization by the Interdisciplinary Centre for East Asian Studies

The Interdisciplinary Centre for East Asian Studies (hereafter “IZO”), a central scientific institution pursuant to Art. 54 (3) Higher Education Act of the State of Hesse (HHG), implements the MEAS program on behalf of the Department of Economics in compliance with these regulations. Its tasks comprise, in particular, the organization and implementation of lectures in accordance with these regulations.

Art. 3 Aims of the Course and Examination

(1) The MEAS course is an interdisciplinary course of studies, with the participation of the Departments of Law, Economics, Social Sciences (hereinafter “Social Sciences”) and Language/Cultural Sciences. It is especially aimed at Bachelor graduates of the Faculties of Economics and Social Sciences as well as Asian Language/Cultural Sciences. Graduates with a background in economics or social sciences acquire the competence to apply their theoretical and methodological knowledge on Asia as one of the leading regions of the world. Furthermore, they acquire knowledge of at least one Asian language to a level which enables them to research literature in the target language. Graduates with a cultural scientific background add legal, economic and social scientific competences to the linguistic and

country-specific knowledge which they acquired in their Bachelor degree course of Asian cultural sciences. The students will not only be professionally trained, but will also learn, through close cooperation with their fellow students and teachers from other faculties, to cross the boundaries of their own area of specialization and to adjust to previously unknown academic ways of thinking and working.

(2) The completion of the Master's Exam offers graduates a second vocational degree which enables them to find employment in a practical profession, as well as to pursue an academic career. The focus of the program is on the latter. By passing the Master's Exam, the graduate proves his/her ability to scientifically analyze legal, economic and social phenomena of modern Asia with help of sources in the original language. The Master's Degree opens a wide spectrum of occupations to graduates, e.g. managerial positions in companies dealing with Asia; company consultant; high level positions in ministries or similar institutions with political and/or economic relations to Asian countries; positions in European or international organizations; academic positions at a university or similar research institute. The degree course prepares students who intend to follow an academic career for their post-graduate studies.

Art. 4 Academic Degree

(1) After passing the Master's Exam, the Faculty of Economics of the Goethe University, Frankfurt am Main, awards the academic degree "Master of Arts", M.A.

(2) The MEAS course is a consecutive, rather research orientated degree course.

Art. 5 Duration of Studies and Time Limit for Exams

The regular duration of studies for the MEAS course, including the Master's Thesis, is four semesters. The Faculty ensures the feasibility of completion of the degree, as well as all the exams, through the classes it offers, the design of the exam procedure and through agreements with other faculties.

Section II: Course Organization

Art. 6 Course Starting Date and Requirements

(1) The MEAS course can only be started in the winter term.

(2) Required are:

1. Either:

a) A Bachelor's Degree in Economics, Law, Sociology, Political Science (hereafter "Social Sciences") or a Bachelor's Degree in Cultural Studies with focus on East Asia (Japanese Studies, Chinese Studies, Korean Studies or Southeast Asian Studies) or similar subjects at Goethe University, completed within a regular period of at least 6 semesters, or

b) a similar degree from a German university or German institute of higher education in a similar or related faculty, completed within a regular period of at least 6 semesters, or

c) a similar degree from a foreign university in a similar or related faculty, completed within a regular period of at least 6 semesters.

2. Cumulative Requirements:

a) Sufficient knowledge of English on a proficiency level which is equivalent to a TOEFL score of 560 (written) or 220 (computer-based) or 84 (internet-based);

b) A complete and convincing CV showing the applicant's affinity for the MEAS course;

c) A positive letter of recommendation from at least one university lecturer, underlining the candidate's eligibility for the course;

d) Successful completion of a faculty specific eligibility test, typically by completing a research proposal in English (800 to 1200 words) on socio-scientific questions related to modern Asia. Alternatively, for certain cohorts of applicants, the Examination Board may determine a faculty specific eligibility test in form of a scientific comment in English language (800 – 900 words) on a selection of academic literature regarding current social-scientific questions on modern Asia which has been made available to the candidate by the Examination Board;

e) Recognition by the Examination Board of the candidate's special eligibility for the Master's course.

(3) The Examination Board's recognition of special eligibility shall be made at the applicant's request and accord to a score system of 1 (lowest) to 5 (highest), 60% of which shall be determined by the grade of the first university degree, the remaining 40% from the faculty eligibility test (as defined in para. 2, no. 2 d). Candidates who score 2.5 or higher shall be admitted.

(4) The score points from the initial university degree grade shall be determined as follows:

1.0 – 1.2	5 points
1.3 – 1.8	4 points
1.9 – 2.2	3 points
2.3 – 2.5	2 points
2.6 -	1 point

(5) The eligibility test will be graded between 1 (lowest) and 5 (highest). The research proposal mentioned in para. 2, no. 2 d) (1st Alternative) shall be chosen by the candidate and cover a current economic, legal or cultural-scientific topic focusing on East Asia, either faculty specific or in an interdisciplinary manner. The research proposal shall be graded according to the candidate's ability to identify current socio-scientific topics, to highlight their importance within a broader context, to establish cross-references to related areas, to confine the identified topics in the light of such context and cross-references, to use correct socio-scientific terminology, to develop convincing assumptions and to structure his/her ideas in an academically sound manner. Should the Examination Board instead opt for an academic comment pursuant to para. 2, no. 2 d) (2nd Alternative), the grade shall be determined by: the candidate's comprehension of economic, legal or socio-scientific contexts; the ability to highlight their importance within a broader context and to establish cross-references; correct usage of terminology; the development of convincing assumptions from the information given and the presentation of their ideas in an academically sound manner.

(6) The Examination Board decides on the admission of a candidate to the Master's course. If the Examination Board is yet formed in accordance with Art. 11, IZO will establish a commission to decide on admission. This commission will consist of the responsible course leader and two further IZO members who are university teachers. The regulations of Art. 11 shall apply accordingly.

(7) Candidates not yet in possession of their final degree certificate as stipulated in para. 2, no.1 at the application deadline, may apply using a provisional certificate. This provisional certificate must be based on all achievements required for completion, must include an average grade from these achievements and be issued by a department authorized to award grades or certificates. Candidates participate in the selection process with this provisional average grade. The Examination Board can make exceptions from the requirement that all study achievements which are necessary for acquiring the final grade must have been completed. If a candidate is accepted in accordance with this paragraph, admission will be granted only on the premise that an adequate degree certificate in accordance with para. 2, no.1 shall be submitted within the time stipulated in the notification about preliminary admission. Furthermore, the final grade achieved shall not cause the score mentioned in para.3 to fall below the required 2.5. If the required certificate is not submitted on time, the offer of admission shall be withdrawn.

(8) On being accepted for the Master's course, students will be assigned to the alternately offered courses "Fundamentals for Cultural Scientists" or "Fundamentals for Social Scientists", depending on the nature of their Bachelor degree (in accordance with Art. 7, para. 3 and 4). In cases in which candidates have no economic, legal, socio-scientific or cultural-scientific degree but in which similarity according to Art. 6 para.2 no.1 is established, as well as in cases in which the candidate has both a socio-scientific qualification and advanced knowledge of an Asian language, the head of the Examination Board shall decide whether the student shall be assigned to the module combination "Fundamentals for Cultural Scientists" or to the module combination "Fundamentals for Social Scientists" and also in how far the candidate's previous academic achievements can be acknowledged.

Art. 7 Course/Exam Structure, Modules and Credit Points

(1) The MEAS course is based on a system of modules. Each module is comprised of lectures whose timing and content are specifically coordinated with each other and which are awarded respective ECTS-credits (hereafter "CP"). The number of awarded CP indicates the actual effort required to successfully reach the designated aim of the module. They take into account the participation in class, preparation and study after the class, preparation of presentations and completion of term papers. Reaching the necessary number of CP may also require additional study, such as in colloquiums, tutorials or further reading.

(2) One CP is equivalent to 30 hours of study. Students have to achieve approximately 30 CP each semester. The Master's course of four semesters requires 120 CP, 24 of which are reserved for the Master's thesis.

(3) Students with a BA Degree in Sociology, Political Science, Economics or a similar qualification (in accordance with Art. 6, para. 2 no. 1-3) within the framework of the module combination "Fundamentals for Social Scientists" shall attend the compulsory modules "Language and Fundamentals I and II for Beginners" and thereby acquire knowledge of at least one Asian language.

(4) Students with a BA Degree in cultural sciences or a similar degree (in accordance with Art. 6, para. 2 no. 1) who already have advanced knowledge of one of the Asian languages offered within the MEAS course, shall attend "Fundamentals for Cultural Scientists":

- (1) the compulsory module "Language for Advanced Students", in which they perfect their proficiency in an Asian language
- (2) two out of the three compulsory modules "Introduction to Social Sciences" which introduce them to the methodology and study methods of social scientists. The choice of modules should reflect the student's individual study priorities and be selected upon consultation with the student advisory board. If one of the three compulsory modules can only be offered in German, the remaining two shall be compulsory for students who possess neither German university entry qualifications nor the German Language Certificate for University (DSH).

(5) All students attend the compulsory module "Skills and Competences" in which they will acquire knowledge of social scientific methodologies, knowledge of academic writing or knowledge in an Asian academic language. Before choosing which class to attend, students are required to have a student's advisory consultation. Students with neither German university qualifications nor a German Language for University (DSH) certificate may only attend classes offered in English.

(6) All students attend the compulsory module "Core: Economy and Society – Theories, Concepts, Framework" in which they will be acquainted with the application of theories, methods and concepts to present economic, legal and social scientific developments in East Asia.

(7) All students take part in the “Young Scholars Forum: Paper Reading Course” in which they seek to find solutions to present-day social, legal or economic questions in self-organized group work.

(8) All students attend the compulsory study area “Electives” which consists of the modules “Legal Aspects”, “Economic Aspects” and “Political and Social Aspects”. Students shall choose two electives with emphasis on law, two electives with emphasis on economics and two with emphasis on politics and society in Asia. Students without the German university entrance qualification (“Deutsche Hochschulzugangsberechtigung”) and without the German Language Examination for Admission to Higher Education (DSH) can only choose classes which are offered in English. In place of the aforementioned modules, students may choose to attend the elective “Summer School” which will be offered either at this university or at another university which is recognized by the Examination Board. Here the students receive the opportunity to deepen and specialize in their knowledge of a socio-scientific area with respect to Asia. The choice of modules and classes should be made in consultation with the student advisory board.

(9) All students complete, as part of the module “Master’s Thesis”, a thesis with a topic concerning Asia and an accompanying colloquium will also be offered.

(10) Students have the option of taking exams in modules over and above the ones stipulated in the regulations for their course of study (additional modules), as long as there are vacancies in these. However, the result of these exams will not count towards the final grade of the Master’s Exam.

(11) Modules are completed by exams whose grades contribute to the final grade of the Master’s exam. In accordance with the module description, the module exam can consist of a module part exam (Modulabschlussprüfung), a cumulation of several module part exams or a single lecture-related module exam.

(12) The module description (Appendix I) describes contents and aims, duration, weekly semester hours (Semesterwochenstunden; SWS) and workload of each individual module as well as the kind of module examination.

Art. 8 Forms of Teaching and Studying

The classes are offered as follows:

1. Course (“Kurs”; K), is either a beginner’s language course, in which students learn a modern Asian language, or an advanced language course which enables students to perfect their advanced knowledge of an Asian language.
2. Exercise (“Übung”; Ü), are mainly language classes, for example translation classes. Students acquire faculty and faculty-specific language proficiency.
3. Lecture (“Vorlesung”; V), a class in which a lecture on a specific subject is delivered.
4. Seminar (S), is a class in which students learn to work independently in an academic manner, by completing term papers, presentations and practical exercises with a following guided discussion.
5. Colloquium (“Kolloquium”; Kol), is a class in which students, either individually or in self organized group work, present their conclusions on a specific subject to an audience by way of term or report papers.

(2) The successful completion of a seminar requires not only passing the necessary exam, but also a semester attendance rate of at least 80%. Should the attendance rate not reach 80%, the lecturer is entitled to require the student to complete additional assignments. In general, successful participation also requires a grade of at least “ausreichend” (sufficient) (4,0) for the term paper (Hausarbeit) and/or written/oral exam with at least “ausreichend” (sufficient) (4,0).

(3) The exact criteria for successful completion of a seminar will be decided by the lecturer and announced at the beginning of the class. These may not be changed to the disadvantage of the students while the seminar is running.

(4) Term and class papers may be presented as group papers if the lecturer has planned this and if the contribution of one group member is distinguishable from those of the others.

(5) Unsupervised written papers are to be completed by the students in accordance with the rules on proper academic practice. On submission of the paper, the student shall –confirm the authenticity of his/her own work in writing and also mention all sources and aids used to complete the paper. Furthermore, the student shall also confirm that the paper has not been previously used for another course or examination.

(6) The content and volume of classes have to be devised in a manner that students can prepare and reinforce them.

(7) The classes of the Master course, in accordance with the module description in Appendix 1, shall be held in English, German or in the language of the respective target region.

**Art. 9 Entry Requirements for individual modules and classes;
Participation restrictions for individual classes**

(1) Appendix 1 describes the modules required to be completed for entry into further modules. The Examination Office verifies the qualification for admission.

(2) If the number of participants for a class is limited and if it can be expected that the number of students who are willing to participate exceeds the limit, the lecturer shall carry out a registration procedure. The requirements for registration and the registration deadline shall be announced by the faculty (notice board, per intra-/internet etc.). Should the number of registrations exceed the capacity of the class, it shall be admissible to accept only a limited number of students in order to enable the class to be carried out successfully. In such case, a due selection procedure shall be carried out in accordance with the guidelines enacted by Dean's office of the faculty to which the respective class belongs. Should this result in a student not being able to complete his/her course of study within the required period, the deadline for completion of the course will then automatically be extended. In the case of compulsory classes, students who have registered for the class but cannot participate can request written confirmation of this.

Art. 10 Course Plan, Student Advisory Consultation

(1) The course plans (Appendixes 2 and 3) help students to structure their course of studies in a target-oriented manner.

(2) For each semester, the Academic Management of the course provides a detailed module directory and a class schedule which must be based on the course plans and on the module description.

(3) Students have the opportunity to consult the IZO's student advisory board for the MEAS program during their entire course of studies. Here, they can receive assistance in particular with regard to the structure of their studies and the choice of modules and classes. It is recommended to contact this advisory board at the beginning of the first term, in the case of

failed exams or failed attempts to complete the required academic requirements, as well as in the case of difficulties with individual classes and when intending to change either course or university. Students should also consult this board before selecting their classes in accordance with 7 (4), no.2 (5) and (8).

(4) Students may consult not only the MEAS advisory board, but also the central Goethe University Advisory Board, where they can receive information about study opportunities, content and structure of certain courses of study as well as the study requirements. Moreover, they are offered assistance in any study-related personal matters.

Section III: Exam Organization

Art. 11 Examination Board, Examination Office

(1) The Examination Board which is responsible for the organization and administration of exams and exam related matters is composed of the faculties participating in the MEAS course.

(2) The Examination Board consists of 7 members. In addition to the Head and Deputy Head, there are also two university professors, an academic employee member and two student members.

(3) The election of the members of the Examination Board is carried out by the faculty councils from the Faculties of Law, Economics, Social and Cultural Sciences, which elect a member of the group of university professors from each of these faculties. The member from the group of academic employees is elected by the teaching academic employees involved in the MEAS course. The two student members are elected by students who are matriculated in the MEAS course.

(4) The Examination Board elects a Head and Deputy Head from the group of professors.

(5) The term of office for the Examination Board members from the groups of professors and academic employees is two years. Members from the student group have a term of one year. Re-election of members for a new term is permissible.

(6) The Examination Board is responsible for the organization of exams, in particular for deciding on the dates for period and dates of exams, registration and withdrawal deadlines for the module exams and for announcing these, as well as for decisions concerning objections to exam results. The Examination Board also decides on admission to the course in accordance with Art. 6 (2) – (4), and also makes suggestions to faculties concerning reforms of the course.

(7) The Examination Board annually reports the development of course and examination periods of time, the demand for modules and the distribution of the single grades and of the final grades.

(8) The Head holds meetings of the Examination Board and chairs all consultations and resolutions. There should be at least one meeting of the Examination Board per semester. A meeting is to be summoned if at least two members of the board request this.

(9) The Examination Board does not meet in public. It may reach a decision if at least four members, amongst whom must be the Head or Deputy Head along with two other members of the group of professors, are present. A decision is reached by majority vote of those present. If the vote is tied, the Head has the deciding vote. Decisions reached by the Examination Board have to be recorded. In any other respect, the procedure shall comply with the internal rules for the boards of the Goethe University.

(10) The Examination Board may entrust the execution of and decisions about specific tasks to the Head. In the case of objection to decisions made by the Head, the decision of the majority of the Examination Board members is binding.

(11) Members of the Examination Board may attend oral exams.

(12) Members of the Examination Board and their representatives are bound to formal confidentiality. If they are not legally bound as civil servants, they should be bound by the Head in written form. The applicable law (“Verpflichtungsgesetz” shall be observed.

(13) Students must be informed of rejecting decisions made by the Examination Board and its Head in writing. The written notification shall state the reasons and indicate the legal grounds. It should include information on legal remedies available. The student shall be given the opportunity to state his/her own opinion before the decision is reached.

(14) Arrangements, fixations of dates and other decisions made in accordance with these regulations, in particular the announcement of admission to the exam, registration and exam dates as well as exam results can be announced by the Examination Board by notices in the Examination Office or by announcing them on the internet, as long as the legal provisions on data protection are not infringed upon.

(15) The Examination Office is the Philosophical Doctorate Commission (Philosophische Promotionskommission) of Goethe University.

Art. 12 Examination Authorization and Observation of Oral Exams

(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. The Examination Board may also appoint professors who have retired or retired from their service of the State of Hesse, subject to their agreement, to serve as examiners.

(2) The Head of the Examination Board is responsible for arranging an assessor at oral examinations. He/she can also delegate the examiner to arrange this. Only members or employees of Goethe University who hold at least a Master's or similar degree are eligible as exam assessors.

(3) Art. 11 (12) applies *mutatis mutandis* to examiners and assessors.

Art. 13 Academic Guidance and Module Coordination

(1) The Managing Director of MEAS functions as academic head of the Master Course on behalf of the Faculty of Economics. His/her duties are as follows:

- coordination of classes and exams with the module representatives
- drafting and updating of the list of examiners
- evaluation of the course of studies

(2) For each module, the academic head designates a representative from the group of lecturers who are entitled to examine. The module representative is responsible for the coordination of the content and for the organizational tasks concerning each respective module. This applies especially for the selection of examiners for the module completion exams. He/she should be invited to participate in and to be heard with respect to all decisions which affect the respective module.

(3) If no module representative has been appointed or if an appointed representative is prevented from carrying out his/her duties for a longer period of time, the academic head shall be responsible for or represent the module representative.

Section IV: Exam Procedure/Scope/Form, Degree Certificate

Art. 14 Admission to the Master's Exam

(1) The application for admission to the Masters Exam has to be sent, in writing, to the Examination Office within the time limit for registration before the very first module registration of the MEAS course. The application must include:

1. A declaration that the student has not irrevocably failed a final or intermediate examination for the same or for a similar course of studies at another university and also that he/she is not presently in the examination process of such a course. Similar courses of studies are deemed those which essentially require the same achievements as mentioned in these regulations.
2. Proof of payment of the exam fee as stipulated in Art. 31 (1)

(2) The Head of the Examination Board decides about the admission. Should any doubts arise, the student is entitled to a hearing. In the case of any objections, the Examining Board carries the final decision.

(3) Admission shall be denied:

1. if the registration deadline has elapsed
2. the required proof pursuant to para. 1 has not been furnished
3. if the student has irrevocably failed an exam as mentioned in para. 1 no. 1 or if he/she is at present in the examination process of such a course of studies.

**Art. 15 Exam dates, Registration Deadlines and Registration Procedure for
Module Exams**

- (1) Module completion exams take place after the last class of the module.
- (2) 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 Examination Board half-yearly.
- (3) The dates for the module completion exams are determined by the Examination Board, in agreement with the examiners. The Examination Board 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.
- (4) 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.
- (5) 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 examining 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 examining 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.

(6) 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 Examination 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.

(7) The registration for a module exam is regarded as final if it is not withdrawn in writing by the withdrawal deadline at the examining 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.

Art. 16 Late Registration, Withdrawal of Registration

(1) 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 Examination Board straight away, however, after not more than three work days in writing and must be plausible. In case of illness, the student must present a doctor's certificate. In case of doubts, the Head of the Examination Board 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 Examination Board 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.

(3) The Examination Board decides whether to acknowledge the given reasons.

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

(5) In the case of a withdrawal within the time limit, the module exam will not be regarded as “nicht bestanden” (failed). A later registration for and participation in the same module exam is possible, if this module is offered again. If late registration for the exam date is acknowledged, the exam will not be regarded as “nicht bestanden” (failed). Should the exam be awarded a “nicht bestanden” (failed) at the re-sit, the exam may be re-taken once but only when it is offered on the course again.

Art. 17 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 Examination Board in agreement with the examiner.

Art. 18 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 Examination Board 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 Examination Board 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 Examination Board as stipulated in para. 1 or 2. Incriminating decisions made by the Examination Board must be reported to the student in writing immediately, with the reasons being given and an advice on legal remedies included.

Art. 19 Scope of the Master’s Exam

(1) For students with a BA Degree in Social Sciences, Economics or similar subject, the scope of the Master’s Exam is comprised of the following:

- Compulsory Module “Language and Fundamentals I and II for Beginners” (24 CP)
- Compulsory Module “Skills and Competencies” (6 CP)
- Module “Economy and Society: Theory, Concepts, Framework” (18CP)
- Compulsory Module “Young Scholars Forum: Paper Reading Course” (12 CP)
- Three Elective Modules to be selected from the Electives group (36 CP)
- Core Module Master’s Thesis (24 CP)

(2) Students with a cultural scientific BA Degree in Asian studies or similar subject:

- Two Modules from “Introduction to Social Sciences” (12 CP)
- Compulsory Module “Skills and Competencies” (6 CP)
- Core Module “Economy and Society: Theory, Concepts, Framework” (18 CP)
- Compulsory Module “Young Scholars Forum: Paper Reading Course (12 CP)
- Three Elective Modules from the Electives Groups (36 CP)
- Compulsory Module Master’s Thesis (24 CP)

(3) Modules or individual classes, as mentioned in para. 1 and 2, may be offered by Faculties 01 – 03, in accordance with Art. 1 para. 1 – 2.

Art. 20 Module Exams, Form of Exams

(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, oral exams or written term papers, in accordance with the module description”

(3) 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 Examination Office.

(4) Exams shall be held in the language in which the class is offered – either English or German. Written and oral exams may be taken in English even when the class language is German, provided all parties involved in the examination process are in agreement. Language exams may be held in the language taught in the respective course.

(5) The result of the module exam will be passed on to the Examination Office by the examiner.

Art. 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.

(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 Examination Board straight afterwards.

(3) 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.

Art. 22 Written Exams

(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.

(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.

Art. 23 Term Papers

(1) 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.

(2) Art. 24 (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.

(3) 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. Art. 22 (5) applies *mutatis mutandis* to term papers.

Art. 24 Master's Thesis

(1) The Master's Thesis gives the student the opportunity to display his/her ability of independently tackling a social, economic or legal problem concerning Asia within a set time frame using scientific methods.

(2) Admission to the Master's Thesis can be requested by students who have accumulated a CP score of at least 60. The Head of the Examination Board decides about admission.

(3) The Master's Thesis and the accompanying colloquium carry 24 CP. The time period for the Master's Thesis is five months.

(4) The Master's Thesis can be given out and supervised by both professors or junior professors. The Examination Board may permit exceptions.

(5) Students are permitted to submit their own topic, but do not have a right to claim a specific examiner or acceptance of the submitted topic.

(6) Students may apply for a designated topic for the Master's Thesis with the Head of the Examination Board who in turn will arrange for the student to receive that topic and the necessary supervision.

(7) The topic is announced by the supervisor through the Head of the Examination Board. The date of announcement and the topic are officially registered by the Examination Office.

(8) The Master's Thesis shall be written in English.

(9) The topic of the Master's Thesis has to be confined in a manner that it can be tackled within the prescribed time limit of five months. The time limit begins on the next working day after the announcement of the topic. The topic may only be withdrawn within the first four weeks after its announcement. A changed topic may not be withdrawn.

(10) In case of illness which must be verified by a doctor, an extension of the time limit for the duration of the illness shall be permissible upon request. The illness of a child, which the student looks after mainly single-handedly, is treated equally as a case of illness of the student him-/herself. Extensions based on other reasons are only allowed in exceptional cases and must be applied for. The time limit may be extended for up to 8 weeks. If the student is prevented for a longer period of time, he/she may withdraw from the exam.

(11) The Master's Thesis must be submitted in writing in triplicate as well as saved on a CD and these handed in to the Examination 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.

(12) 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.

(13) The Master's Thesis is usually assessed by the supervisor and one further examiner. The second examiner is delegated by the Examination Board.

(14) The final grade is a combination of the grades of the first and second assessors. If the grades of the two assessors are more than one whole grade apart or if one of the assessors awards a “nicht ausreichend” (failed), the thesis will be assessed by a third party. The final grade will then be the average of the grades awarded by the first, second and third examiner.

(15) The Master’s Thesis must be evaluated in a timely manner, at the latest three months after being submitted.

Art. 25 Recognition of Studies, Study Achievements and Exams

(1) Completed modules from a modular course at a university in the Federal Republic of Germany shall be acknowledged as long as the modules are at least equivalent to the respective modules of the MEAS course. 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 Examination Board shall decide in cases in which agreements on equivalence do not exist. If any doubts arise concerning the equivalence, the Central Office for Foreign Education (Zentralstelle für ausländisches Bildungswesen) is to be heard.

(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 Examination Board 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 Examination Board 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 Examination Board, individual acknowledgments are handled by its head, if necessary in consultation with an examiner from the respective area of studies.

Art. 26 Evaluation of Exams, Formation of Individual Grades and Final Degree

(1) 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) If a module exam consists of various achievements, the grade for the module will be the average of the combined grades for such individual achievements. Only the first digit after the comma is counted when awarding a grade. Figures after that are deleted and neither rounded up or down. Grades reached from the weighted average of partial grades for the modules “Advanced Japanese” (if offered on the MEAS course), “Introduction to Jurisprudence”, “Introduction to Economic Science”, Core Module: Economy and Society: Theories, Concepts, Framework”, “Young Scholars Forum: Paper Reading Course”, the elective modules and the Master’s Thesis module are to be rounded up/down as follows:

For an average of 1,1, round up to 1,0

For an average of x,2 to x,5, round to x,3

For an average of x,6 to x,8, round to x, 7

For an average of x,9 up to (x+1),1, round to x,0

For an average higher than 4,0, round up to 5,0

(3) The Master’s Exam is awarded one final grade. The final grade is calculated from the weighted average reached by CP in accordance with Art. 19 (1) or (2).

The grades are defined as follows:

Final Grade	Grade name		Definition
	German	English	
1,0	Mit Auszeichnung	excellent	An achievement worthy of distinction
1,1 – 1,6	sehr gut	very good	An excellent achievement
1,6 – 1,8	gut	good	An achievement that significantly exceeds the average requirements
1,9 – 2,2			
2,3 – 2,5			
2,6 – 2,8	befriedigend	satisfactory	An achievement that meets the

2,9 – 3,2			average requirements
3,3 – 3,5			
3,6 – 3,7	ausreichend	sufficient	An achievement that meets the requirements despite shortcomings
3,8 – 4,0			
Above 4,0	nicht ausreichend	fail	An achievement that does not meet the requirements due to too serious shortcomings

(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 Examination 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 Examination Board shall determine a suitable procedure to establish the relative final grade.

(5) The points-based grading system in accordance with the rules of the Faculty of Law shall be converted into grades as follows:

Points	Grade
18	1,0
17	1,3
16	1,3
15	1,7
14	1,7

13	2,0
12	2,3
11	2,3
10	2,7
9	3,0
8	3,0
7	3,3
6	3,3
5	3,7
4	4,0
3	5,0
2	5,0
1	5,0
0	5,0

Art. 27 Failed Exams and Re-sitting of individual Exams

(1) Exam results which are awarded a “nicht ausreichend” (5,0) (fail) or are classified as such in accordance with Art. 16, have not passed.

(2) Failed exams may be re-taken once. If modules or parts of modules are completed in accordance with the examination rules of another course of studies, the respective rules of such course for the re-taking of exams shall be applied.

(3) If seminars or project seminars are re-taken, the student is not legally entitled to claim that the seminar or project seminar shall be re-taken with a certain examiner.

(4) Before re-taking an exam, the student may receive special requirements from the Examination Board (e.g. attestation). The Examination Board may also decide on criteria that, if met, require the student to come for an obligatory student advisory interview. The student may be excluded from admission to any further exams until he/she can furnish an attestation of such interview.

(5) A failed Master's Thesis may be re-submitted once with a new topic. A second re-submission is not possible. Art. 24 (9) shall be applicable insofar as withdrawal of the topic

for the Master's Thesis is only allowed if the topic was not withdrawn during the first submission.

Art. 28 Definite Failure of the Master's Exam

(1) The Master's Exam is regarded as definitely failed if an exam has been awarded another "nicht ausreichend" (5,0) (fail) at the last attempt.

(2) If the Master's Exam is failed at the last attempt, the Head of the Examination Board will issue a decision which indicates all exam achievements, as well as the reasons for failing the Master's Exam. The decision shall include an information on legal remedies available and must be notified to the respective student.

(3) If a student has commenced but not yet completed the Master's Exam, he or she shall be provided upon request and after submission of the relevant documentation and the decision to exmatriculate him/her or upon submission of a document evidencing a change of the course of studies, with a certificate which shows the completed achievements and the awarded grades which evinces that the Master's Exam has not yet been passed.

Art. 29 Degree Certificate

(1) A certificate shall be issued immediately after passing the Master's Exam. The certificate includes the modules and the grades achieved within these modules, the topic and the grade for the Master's Thesis, the final grade and the total number of acquired CP. The certificate will be signed by the Head of the Examination Board and carry the seal of the Faculty of Economics. The student can apply for the certificate to be issued in German and English. The certificate shall carry the date at which the last exam was taken. If the last exam is the Master's Thesis, the certificate shall carry the date of submissions of the Master's Thesis.

(2) The student can apply for additional modules, according to Art. 7 (10), to be listed on the certificate under the heading Additional Modules, separate from the other results according to para. 1.

(3) In addition, the Examination Board 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.

Art. 30 Final Master's 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 the Faculty of Economics and carries the seal of Goethe University.

Section V: Final Provisions

Art. 31 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 installments – 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 Examination 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.

Art. 32 Invalid Exams, Correction of Incomplete Exams

(1) If the student has accomplished an exam by deceptive means and this is not discovered until after issuance of the certificate, the Examination Board 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.

Art. 33 Inspection of Exam Documents

(1) At the date of announcing the exam results, a close inspection date shall be indicated.

(2) After having passed the Master's Exam, the student shall, upon request, have the opportunity to inspect his/her written exams, the examiners' opinions and the exam protocols.

(3) The request mentioned in para. 2 must be made within a year after the announcement of the result of the Master's Exam and addressed to the Head of the Examination Board. The Head of the Examination Board decides on the place and date of inspection.

Art. 34 Appeal against and Objection to Exam Procedure and Exam Results

(1) Objections to decisions made by the Head of the Examination Board are permissible. They must be made to the Head of the Examination Board. The Examination Board decides upon such objection. In case of rejection, the Examination Board 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 Examination Board 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 Examination Board. Appeals must be substantiated in writing. If the appeal is not accepted by the Examination Board, 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.

Art. 35 Special Regulations for B.A. Graduates of Philipps University Marburg

(1) The regular period of study for B.A. graduates in Japanese Studies at Philipps University, Marburg, including all exams and the Master's Thesis, is two semesters. A total of 60 CP has to be reached.

(2) The following modules or classes have to be completed:

1. In the winter term

- “Modern Japanese – Advanced I” of the module “Advanced Japanese” (6 CP)
- Compulsory module “Skills and Competences” (6 CP)
- The winter semester class of the module “Core: Economy and Society: Theories, Concepts, Framework” (6 CP)
- An Elective module (12 CP)

2. Summer semester

- The summer semester class of the module “Core: Economy and Society: Theories, Concepts, Framework” (6 CP)
- The core module Master's Thesis (24 CP)

(3) In the module “Core: Economy and Society: Theories, Concepts, Framework”, only 12 CP shall be acquired.

Art. 36 Entry into Force

These regulations shall enter into force at the date of their publication in “UniReport”.

Appendix I: Description of Modules

Appendix II: Plan for Course of Studies