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**Heidelberg University's Examination Rules and Regulations for the
Interdisciplinary Master's Degree Program
*Communication and Society in Ibero-America***

Dated July 10, 2021

On the basis of § 32 of the Law on Universities in Baden-Württemberg (*Landeshochschulgesetz - LHG*) of January 1, 2005 (GBl. of January 05, 2005 p. 1), last amended by Article 1 of the Law on the Amendment of the *Landeshochschulgesetz* and the *Studierendenwerkgesetz* of June 24, 2020 (GBl. of June 29, 2020, p. 426), the Senate of Heidelberg University passed the following statutes on February 9, 2021.

Approved by the Rector on February 10, 2021.

Preamble

The master's program *Communication and Society in Ibero-America* is administered under the Faculty of Modern Languages. Its implementation is the responsibility of the central research institution Heidelberg Center for Ibero-American Studies (HCIAS).

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Section I: General provisions

§ 1 Purpose of the academic program and examinations

- (1) The subject of the English and Spanish-language consecutive master's program *Communication and Society in Ibero-America* is the social dimensions of communication in the Ibero-American macro-region and its contact areas. The program aims to provide students with broad theoretical, methodological, and applied knowledge of the physical, abstract, or virtual spaces of Ibero-America and of the social, cultural, linguistic, and environmental dynamics that constitute these spaces. Emphasis is placed on building specific knowledge and competencies on the social dimensions of communication in Ibero-America by incorporating and linking approaches from the humanities, cultural studies, and social sciences. Emphasis is placed on enabling students to develop their individual profiles.
- (2) The topic of the master's program *Communication and Society in Ibero-America* is focused from different perspectives from the humanities and social sciences. It is grouped into three broad areas, providing the knowledge base for students' exploration of the complex relationships between society and communication (*Knowledge Foci*):
 - Knowledge Focus 1: *Social, political, and economic spaces, and their communication dynamics in Ibero-America*;
 - Knowledge Focus 2: *Cultures, peoples, and their environments in Ibero-America*;
 - Knowledge Focus 3: *Language diversity, social cognition, and information society in Ibero-America*.
- (3) The purpose of the Master of Arts examination is to assess whether students have an overview of the interconnections within their subject, have the ability to apply in-depth academic methods and knowledge, and are able to work independently following established academic principles.
- (4) Admission to the academic program is subject to separate admissions regulations.
- (5) Prerequisite for participation in the study program as a minor subject according to § 3 (5) is a degree in the humanities or social sciences with a relevant subject

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content of at least 25% or at least 35 credit points. Additionally, sufficient knowledge of English (at least level C1 according to CEFR) and Spanish (at least level B2 according to CEFR) must be proven. Which certificates may be accepted as proof of sufficient language skills is dependent on the admission regulations for the interdisciplinary master's program *Communication and Society in Ibero-America*.

§ 2 Master's degree

Upon successful completion of the master's examination, Heidelberg University will confer the academic degree of "Master of Arts" (abbreviated to M.A.).

§ 3 Standard period of study, program structure and range of courses offered

- (1) The standard period of study for the master's degree program as a major subject is four semesters, including time for completion of the master's thesis and oral final exam.
- (2) Students may apply for admission to a part-time study program. Details of the part-time study program are standardized by the extant regulations governing part-time studies at Heidelberg University. Admission to a part-time study program extends the standard period of study and the deadlines for the initial completions of examinations in accordance with the provisions made therein. With regard to timeframes of written examinations, § 4 (3) *TeilzeitstudienO* must be observed.
- (3) Classes in the master's degree program as a major subject typically take place in the first three semesters. The master's thesis and oral final exam are to be completed in the fourth semester. Successful completion of the master's degree program requires a total of 120 credits (CP/ECTS) in both compulsory and compulsory elective modules.
- (4) The master's program is a modular program. Of the 120 credits, 93 credits of the master's program as a major subject are allocated for subject-specific lectures and courses, 22 credits are allocated for the master's thesis and 5 credits are allocated for the oral examination.
- (5) The program may also be studied along side another major as a minor subject consisting of 20 CP.
- (6) The modules and associated courses to be completed are listed in Appendix 2 (major subject) and in Appendix 3 (minor subject) of the examination regulations and are offered by the Heidelberg Center for Ibero-American Studies (HCIAS). In addition, the Faculty of Modern Languages (Department of Romance Studies, Institute for Translation and Interpreting), the Faculty of Philosophy (Department of History, Centre for European Historical and Cultural Studies), the Faculty of Economics and Social Sciences (Institute for Political Science, Institute of Sociology), and the Faculty of and Chemistry and Earth Sciences (Institute of

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Geography) participate in the individual areas of the master's degree program as a major subject.

- (7) The program can be studied as a major in two distinct profile-forming qualifications: Qualification for the professional field of research (QP1) and qualification for non-academic professional practice (QP2). The qualification specifications in the curriculum may be found in the content layout and distribution of credit points in modules 5a or 5b, 7a or 7b and 8a or 8b.
- (8) During the course of study (typically in the third semester), an academic stay at a university or a research institution in an Ibero-American country is mandatory for the qualification specification QP1 and an internship at an institution or a company in an Ibero-American country is mandatory in the qualification specification QP2 lasting half of the lecture period of a semester. The practical phase comprises 150 hours in QP1 and 210 hours in QP2. The remaining courses of the semester may be taken in block formats or through location-independent (online) course formats. In the case of a justifiable request, the internship may take place in Germany.
- (9) The languages of instruction and examination are typically English and Spanish. Courses and examinations may also be held in Portuguese or German, in whole or in part, by agreement between the student and the teacher or examiner.

§ 4 Modules, credits and transcript of records

- (1) A module is a teaching unit, self-contained in terms of both time and content and comprised of various courses and forms of examination. These are necessary components for obtaining credit points and a passing grade in the module.
- (2) Both the oral examination, as well as the master's thesis constitute individual modules.
- (3) A distinction is made between compulsory modules and compulsory elective modules:
 - a) Compulsory modules must be completed by all students. Within a compulsory module, students may be able to choose between different courses.
 - b) Compulsory elective modules are modules within a mandatory elective area. Students may choose from a variety of compulsory elective modules of equal value within each elective area. Within a compulsory elective module, students may be able to choose between different courses.
- (4) All components within a module must be graded at a minimum as "sufficient" (4.0) or as "passed" for the complete module to be passed (=submodule grades).
- (5) Credit points are given for successfully completed coursework and examinations. One credit point (CP) corresponds to a student workload of 30

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hours.

- (6) At the end of each semester, upon the request of the student, a transcript of records will be issued. This transcript lists all (sub-)module examinations that students have passed, and the corresponding credit points and grades.

§ 5 Examination committee

- (1) An examination committee is responsible for the organization of examinations and tasks defined by the examination regulations. It consists of four professors and two representatives from the body of research associates. At least one person each from the Faculty of Modern Languages, the Faculty of Philosophy, the Faculty of Economics and Social Sciences, and the Faculty of Chemistry and Earth Sciences must be assigned to the examination committee. One of the persons named in sentence 3 must also be additionally assigned to the HCIAS. A student of the master's program *Communication and Society in Ibero-America* may be included in the examination committee possessing an advisory vote. From among the university professors, one member shall be designated as chairperson and one member shall be designated as deputy chairperson. The members and chairpersons of the board of examiners are appointed by the respective faculty councils, each for a term of three years; the student's term is one year. Re-election is permitted.
- (2) The examination committee ensures that the examination rules and regulations are upheld and provides recommendations for further improving the curriculum and the examination rules and regulations. It appoints the examiners and observers. The examination committee may assign the task of appointing examiners and observers to the chairperson or to a designated member of the institute's staff. The committee may be called upon for all questions regarding examinations.
- (3) The chairperson manages the business of the examination committee, prepares and committees meetings and, in the event of a tie vote, has the deciding vote.
- (4) The examination committee may confer further responsibility to its chairperson or to another designated member of the institute's staff, provided this does not violate applicable law. Such a decision may be revoked at any time. The examination committee must be informed on a regular basis about the execution of these tasks.
- (5) Members of the examination committee have the right to attend examinations. The student representative may participate only if the examinee is in agreeance.
- (6) Members of the examination committee, examiners, and observers, as well as administrative staff involved in examination procedures, are obliged to maintain professional confidentiality. Members who are not civil servants are sworn to secrecy by the chairperson.
- (7) The examinee must be informed of negative decisions of the examination

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committee immediately and in writing; the reasons for the decision must be stipulated and information on the procedure for appeal must be provided.

- (8) The joint examination office assists the examination committee and carries out its decisions.

§ 6 Examiners and observers

- (1) As a rule, only university professors, associate professors, and academic staff of the institutions named in § 3 (6), sentences 2 and 3, to whom the examination authority has been delegated, are authorized to administer examinations that are not conducted in conjunction with individual courses.
- (2) Examinations completed during the course of study are usually conducted by the teacher of the respective course.
- (3) Only those who have passed the relevant master's examination or an examination of at least equal value may be appointed as observers.
- (4) The examinee is permitted to propose an examiner for the master's thesis and oral final exam according to (1). This does not, however, constitute legal entitlement to be examined by a particular examiner.
- (5) The chairperson of the examination committee ensures that the examinee is given sufficient advance notice of examiners' names.
- (6) Provided they have given their consent, persons authorized to take examinations may be appointed as examiners for up to two years after leaving Heidelberg University.

§ 7 Recognition of university achievements and awarding credit for achievements outside of university studies

- (1) Course credits and examination results as well as academic degrees that were obtained through a degree program at another state or state-recognized higher education institution or college of cooperative education (*Berufsakademie*) in the Federal Republic of Germany, or through degree programs at state or state-recognized higher education institutions abroad, will be recognized as long as the skills acquired do not differ significantly from those required for the courses and examinations or the degrees that are replaced. The master's thesis as well as the oral final examination are excluded from recognition.
- (2) The application must be submitted in writing to the examination committee or to the person appointed by the examination committee in accordance with § 5 (4). It is the applicant's responsibility to provide all information necessary for achievements to be recognized. The burden of proof that an application does not meet the requirements for recognition lies with the Heidelberg University.

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- (3) If agreements existing between the Federal Republic of Germany and other states concerning the equivalence of university degree programs (Equivalency Agreements) diverge from § 35 of the LHG (State Law of Baden-Württemberg on Higher Education) including equivalent provisions of these examination regulations, and thereby favor students from other states, the rules and regulations in the Equivalency Agreement shall take precedence.
- (4) Knowledge and skills acquired outside of the higher education system are to be recognized for a degree program at a higher education institution if the knowledge and skills to be recognized for the university degree program are equivalent in both content and level to the course credits and examinations which they are to replace. Knowledge and skills gained outside of the higher education system may not replace more than 50% of those gained in a university degree program. The master's thesis and the final oral examination are excluded from being awarded credit.
- (5) The application must be submitted in writing to the examination committee or to the person appointed by the examination committee in accordance with § 5 (4). It is the applicant's responsibility to provide all information necessary for achievements to be recognized. The burden of proof for the existence of equivalence lies with the applicant.
- (6) If study and examination achievements are recognized or credited, the grades - insofar as the grading systems are comparable - are to be adopted and included in the calculation of the overall grade in accordance with these examination regulations. In the case of incomparable grading systems, the achievement will be marked with "passed". A marking of a recognition as such in the Transcript of Records is possible.
- (7) The decisions according to § 7 are made by the examination committee or by a person appointed by the examination committee according to § 5 (4).

§ 8 Absence, withdrawal, exceeding of deadlines and deception

- (1) An examination is graded as "failed" (5.0) if an examinee fails to appear without being able to state a valid reason for their absence, or if they withdraw from the examination after it has started without a valid reason. The same applies if a written examination is not completed within the specified timeframe, unless the examinee is not responsible for exceeding the time limit.
- (2) Withdrawal from the examination after registration without justification is possible only up to one week before the examination, after that only with valid justification according to (3).
- (3) Reasons for withdrawal or absence in accordance with (1), must be plausible and must be immediately submitted to the examination committee in writing. If the examinee, or a child for whom the examinee is generally the sole caregiver, is ill, a medical certificate must be provided. In the event of doubt, a medical certificate from a designated physician may be required. The examination

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committee will decide upon the acceptance of the reasoning on the basis of the certificates submitted. If the reasons stated are accepted, a new examination date will be scheduled. In this case, existing examination results are to be taken into account.

- (4) When deciding whether the examinee is responsible for exceeding a deadline for registering or taking an examination, the examination committee must respect the provisions stated in the Maternity Protection Act and the legal regulations concerning parental leave and allow examinees to make appropriate use of these provisions. The same applies for students with disabilities or chronic illnesses, or for students with dependent relatives, in accordance with § 7 (3) of the Home Care Leave Act (*Pflegezeitgesetz*).
- (5) If the examinee tries to influence the examination results through deception or by using unauthorized aids, the examination will be graded as "failed" (5.0). In particularly serious cases, the examination committee may declare final exclusion from the examination without the possibility of repetition. If an examinee disrupts the proper course of the examination, s/he may be excluded by the examiner or examination supervisor from taking further part in the examination, in which case the examination will be graded as "failed" (5.0). In severe cases, the examination committee may exclude the examinee from all further examinations.
- (6) With regard to (5), clauses 1 and 3, the examinee may request that the decision be validated by the examination committee within a period of one week. The examinee must be informed of negative decisions immediately and in writing; the reasons for the decision must be stipulated and information on the procedure for appeal must be provided.

§ 9 Types of examination components completed during the course of study

- (1) Course-related examinations are taken in the form of
 1. oral examinations;
 2. written examinations (electronically where applicable).
- (2) If an examinee provides a medical certificate that plausibly proves that s/he is not able to take examinations in the form prescribed, whether completely or partially, due to permanent or chronic health problems, the examination committee may allow her or him to take an equivalent examination. The same applies to examination prerequisites.

§ 10 Oral examination components completed during the course of study

- (1) In the oral examination components, examinees should prove that they recognize interrelationships within the subject matter examined and that they are able to relate specific problems to these interrelationships. An additional

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purpose of oral examination components is to assess whether the examinee has acquired adequate basic knowledge of a specific area.

- (2) Course-related oral examinations have a duration between 15 and 60 minutes.
- (3) Oral examinations are administered by an examiner in the presence of an observer. § 6 (3) shall apply accordingly.
- (4) A transcript must be made of the examination discussion, from which the subject matter, the timeline including any special incidents as well as the result of the examination can be seen. This is usually prepared by the observer. The transcript must be signed by the examiner and the observer.
- (5) The result is to be announced to the examinee following the oral examination.

§ 11 Written examination components completed during the course of study

- (1) In written examination components completed during the course of study, examinees should prove that they are able to recognize problems relating to their subject, and find solutions for these within a limited time and using subject-specific methods.
- (2) Course-related written examinations have a duration between 30 and 180 minutes. Multiple-choice questions are permitted.
- (3) Multiple-choice questions are usually posed by the person responsible for the course appointed by the examination committee. The examination tasks must be aligned with the knowledge imparted by the course and provide reliable examination results. Before the examination result is determined, the persons responsible named in sentence 1 must check whether the examination tasks meet the requirements formulated in sentence 2. If this review reveals that individual examination items are defective, they are to be disregarded. The number of tasks set is to be reduced accordingly. The assessment must be based on this reduced number. A reduction in the number of examination tasks must not be to the disadvantage of the examinee.

If multiple-choice questions are given, the examination is considered passed if at least 50 percent of the questions were answered correctly or if the number of questions answered correctly by the examinee does not fall below the average number of questions answered correctly by examinees by more than 22% (*Gleitklausel*).

If the student has reached the mark required to pass the examination, the grades of the multiple-choice examinations shall be evaluated as follows: In the case of the *Gleitklausel*, the grading scale shall be shifted linearly by the difference between the absolute and relative passing limits.

Percent corresponds to grade

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≥ 50 – 55	4.0
> 55 – 60	3.7
> 60 – 65	3.3
> 65 – 70	3.0
> 70 – 75	2.7
> 75 – 80	2.3
> 80 – 85	2.0
> 85 – 90	1.7
> 90 – 95	1.3
> 95 – 100	1.0

- (4) If a written examination component takes the form of a term paper, review, or other written work, examinees must assure that they are the author of their work and have used no sources or aids other than those indicated.
- (5) Appropriate technical procedures may be used by the examiners to check for plagiarism. If plagiarism is detected or suspected, the examiner may seek advice from the examination committee or from a commission appointed by the examination committee in accordance with Section 5 (4). In the case of proven plagiarism, the exam in question will be graded as "insufficient" (5.0); § 8 (5) applies accordingly. Before a decision is made, the examinee must be given the opportunity to provide comment.
- (6) The evaluation period for written examinations should not exceed six weeks.

§ 12 Assessment of examination components

- (1) Grades for the individual examination components are determined by the respective examiners. The following grades must be used for assessment of examinations:
- | | |
|------------------|--|
| 1 = very good | = an outstanding performance; |
| 2 = good | = a performance which lies substantially above average requirements; |
| 3 = satisfactory | = a performance which corresponds to average requirements; |
| 4 = sufficient | = a performance which, despite deficiencies, still meets the requirements, |
| 5 = failed | = a performance which, due to considerable deficiencies, does not meet the requirements. |

For more detailed assessment of examination results, grades may be further differentiated by increasing or decreasing the individual grades by 0.3; however, the grade 0,7 and incremental grades between 4.0 and 5.0 may not be used.

- (2) The grades of individual examinations within a module are considered sub-

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module grades (§ 4 (4)). If the assessments of several examinations within a course are to be combined to a submodule grade, the respective examiner can specify a weighting. The weighting is to be announced at the beginning of the course, at the latest. If a weighting is specified, the weighted arithmetic mean shall be used to determine the overall score. When calculating the weighted arithmetic mean, only the first two digits after the decimal point are taken into account; all other digits are deleted without rounding.

- (3) A final module grade is calculated from the unrounded submodule grades with a weighting corresponding to the number of credit points. If a final module examination is to be taken, the grade of this examination shall constitute the grade for that module.
- (4) When calculating final module grades and the overall grade for the master's examination, only the first decimal after the point is taken into account, without rounding. The overall grade for the master's examination is calculated in accordance with § 19 (2).
- (5) Final module grades and the overall master's examination grade are:

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

If the master's examination is awarded a grade of "very good (1.0)", the classification "with distinction" is given.

Section II: Master's examination

§ 13 Master's examination admission requirements

- (1) Admission to examinations in the master's degree program in *Communication and Society in Ibero-America* will be granted only to those who:
 - 1. are enrolled at Heidelberg University in the master's degree program in *Communication and Society in Ibero-America*,
 - 2. have not lost their entitlement to take the final examinations in the master's degree program in *Communication and Society in Ibero-America* or in a related study program on essentially the same subject.
- (2) Admission to the course-related examinations takes place within the framework of the individual courses or modules.
- (3) For admission to the master's thesis, certificates must be submitted for the successfully passed modules and courses listed in Appendix 2, amounting to at least 60 credit points. If, at the time of admission to the master's thesis, not all

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course-related examination results according to § 15 (1) No. 1 are available, they must be submitted to the examination committee at the submission of the master's thesis at the latest. If the above-mentioned deadline is not met, the outstanding course-related examinations will be graded as "insufficient" (5.0), unless the examinee is held not responsible for missing the deadline. The entitlement to examinations expires if these outstanding examinations are not repeated within three semesters after submission of the master's thesis at the latest.

- (4) The final oral examination (only in the major subject) can only be taken after the master's thesis has been submitted.

§ 14 Admissions procedure for the master's thesis and the final oral examination

- (1) The application for admission to the master's thesis must be made in writing, addressed to the chairperson of the examination committee. The application must include the following documents:
1. proof of fulfilment of the admission requirements as stated in § 13, (1) and (3),
 2. a statement as to whether the examinee has already failed a master's examination in the master's degree program in *Communication and Society in Ibero-America* or in a related study program on essentially the same subject, or whether they are currently involved in an examination procedure in such a degree program.
- (2) The application for admission to the master's oral examination must be made in writing, addressed to the chairperson of the examination committee. The application must be accompanied by evidence that the admission requirements specified in § 13 (4) have been met.
- (3) If the examinee is unable to provide such evidence, the examination committee may accept other documents as proof.
- (4) The application is the basis for the examination committee's decision as to whether the examinee may be admitted to the examination. Rejections must be substantiated and notified in writing along with instructions for appeal.
- (5) The application for admission to the examination may only be rejected if:
1. the requirements outlined in § 13 are not fulfilled, or
 2. the documents set forth in (1) and (2) or (3) are not complete, and have not been completed upon request.

§ 15 Scope and nature of the master's examination

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- (1) The master's examination consists of
 1. the successful participation in the modules and courses of the major subject listed in Annex 2, amounting to 93 credit points (modules 1 - 8),
 2. the master's thesis amounting to 22 credit points (module 9),
 3. the final oral examination amounting to 5 credit points (module 10).
- (2) The examinations to (1) No. 1 are taken within the framework of the respective course or module and are taken in writing and/or orally. The form in which the examination will take place is determined by the teacher or the teachers courses belonging to the module or by the module representative and is announced at the latest at the beginning of the course.
- (3) § 9 (2) applies accordingly.

§ 16 Master's thesis

- (1) The master's thesis should illustrate that the examinee is able to work independently, within a given period of time and using academic methods, to address a problem from the field of studies.
- (2) The Master's thesis is issued and supervised by two examiners according to § 6 (1), who should represent different knowledge foci of the study program (§ 1 (2)) and of whom at least one must provide proof of habilitation or an equivalent qualification.
- (3) The examinee must submit an application for admission to the master's thesis with an already determined topic or an application for assignment of the topic of the master's thesis to the chairperson of the examination committee no later than eight weeks after taking the last examination accompanying the course of study - i.e., the date of the examination or the date of submission of the term paper - in accordance with § 15 (1) No. 1. If the examinee does not meet this deadline, the master's thesis will be graded as "insufficient" (5.0), unless the examinee is not responsible for missing the deadline.
- (4) The topic of the master's thesis is determined by the supervisors in consultation with the examinee. Upon application, the chairperson of the examination committee shall ensure that the examinee receives a topic for the master's thesis in a timely manner. The examinee shall be given the opportunity to make suggestions for the topic; this does not establish a legal claim to the suggested topic. The topic shall be issued by the chairman of the examination committee. The date of issuance shall be made a matter of record.
- (5) The time allotted to produce the written thesis (measured from issue of the topic to submission) is five months. In exceptional cases, the deadline may be extended by the examination committee in consultation with the supervisors by

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up to two months, for part-time students, by up to four months. If the thesis is not handed in by the deadline, it will be graded as "not sufficient" (5.0), unless the examinee is not responsible for the failure to meet the deadline.

- (6) The task and scope of the master's thesis must be limited in such a way that the examinee should be able to complete the thesis within the given time frame. The topic may only be rejected once, and only within the first month after the date of assignment. The processing time starts anew when the new topic is issued.
- (7) The master's thesis can be written, in agreement with the supervisors of the master's thesis, in Spanish, English, German or Portuguese. Upon approval from the examination committee, the thesis may also be written in other languages. If the thesis is written in English or Spanish, it must include an abstract in the other language amounting to approximately 5-10% of the total word count of the master's thesis. If the master's thesis is written in German, Portuguese or another language, an abstract in English or Spanish must be included, in each case to the extent specified in sentence 3.

§ 17 Submission and assessment of the master's thesis

- (1) The master's thesis must be submitted to the examination committee in three copies as well as in electronic form by the deadline; the date of submission shall be made a matter of record.
- (2) When submitting in the master's thesis, the examinee must assure in writing that s/he has written the thesis independently, that s/he has used only the indicated aids, and that all passages which are taken from other works, if necessary also from electronic media, have been marked as borrowed by indicating the source. Borrowings from the internet must be documented by a printout.
- (3) Appropriate technical procedures may be used by reviewers to check for plagiarism. § 11 (5) shall apply accordingly.
- (4) The master's thesis is evaluated by two examiners, at least one of whom must have a habilitation or equivalent qualification. The first examiner should be the supervisor of the thesis, the second examiner the secondary supervisor. Both examiners are appointed by the examination committee; the examinee has a right of nomination, which, however, does not constitute a legal claim. The evaluation process should take no longer than six weeks.
- (5) The grade is calculated as the arithmetical average of the two assessments; § 12 applies accordingly. If the two assessments differ by more than one grade, the examination committee will determine the grade for the master's examination after consulting both examiners. In such cases, a third examiner may be consulted.
- (6) A master's thesis graded "not sufficient" may be repeated once. The new thesis

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must be started no later than four weeks after notification of the failure; upon request, the chairperson of the examination committee will ensure that the examinee is given a new topic. If this deadline is upheld, the master's thesis will be graded as "insufficient" (5.0) and the master's examination will be deemed to have been definitively failed, unless the examinee is not responsible for missing the deadline. The topic may only be returned within the period specified in § 16 (6) and only if the examinee did not make use of this option when preparing the first thesis.

§ 18 Final oral exam

- (1) The final oral examination is intended to show that the examinee recognizes the interrelationships of the examination subject and can process special questions regarding these interrelationships. Furthermore, it is to be determined whether the examinee has a broad basic knowledge as well as in-depth knowledge on limited topics pertaining to the examination area.
- (2) The final oral examination must be taken no later than six weeks after submission of the master's thesis. If this deadline is upheld, the final examination will be graded as "insufficient" (5.0), unless the examinee is not responsible for missing the deadline.
- (3) The final oral examination is taken by two examiners who were usually also the supervisors and examiners of the master's thesis. The examinee has a right of proposal, but this does not constitute a legal claim. The chairman of the examination committee shall ensure that the names of the examiners are made known to the examinee in a timely manner.
- (4) In the final oral examination, the master's thesis is to be defended; the defense is introduced as a report on the master's thesis by the examinee, which should not last longer than 10 minutes. A scientific exchange on another topic within the Knowledge Foci of the program will also take place. The topic of the final oral exam may not be the focus of the master's thesis, but it may come from the same Knowledge Focus. The examinee has the right to make suggestions; a legal claim to the suggested topics does not arise from this.
- (5) The final oral exam will have a duration of approximately 45 minutes. It will be conducted in English and/or Spanish, German or Portuguese after consultation with the examiners. Additional or other languages are possible in consultation with the examiners. § 3 (10) remains unaffected.
- (6) A transcript must be made of the examination discussion, from which the subject matter, the timeline including any special incidents as well as the result of the examination can be seen. Its preparation is carried out by the examiners. The transcript must be signed by the examiners.
- (7) Students who wish to take the examination in the same subject at a later date may be admitted as guest listeners on a space available basis. The admission does not extend to the deliberation and the announcement of the results of the

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examination. At the request of the examinee or for other important reasons, the public is to be excluded.

§ 19 Passing the master's examination, overall grade

- (1) The master's examination is passed when all examination components set forth in § 15 (1) have been graded as "sufficient" (4.0) or better.
- (2) For the calculation of the overall grade of the master's examination, the final module grades of all modules including the grade of the master's thesis are used and weighted according to their number of credit points. The grade of the final oral examination is weighted by a factor of 2.

§ 20 Repeating of exams, deadlines, final failure to pass

- (1) Course-related examinations that are failed or deemed to be failed may be repeated twice. The master's thesis and the final oral examination may be repeated once. This includes failed examinations taken at other universities.
- (2) It is not permitted to retake an examination component which has been graded as passed.
- (3) Failed examinations must typically be retaken no later than during the following semester. If examinees fail to meet this deadline, they will lose entitlement to take this examination, unless they are not responsible for the deadline being exceeded.
- (4) An examination has been definitively failed if all the repetition attempts permitted in accordance with (1) have been exhausted.
- (5) A compulsory module or compulsory elective module is definitively failed if the module examination or a partial module examination associated with the respective module is definitively failed. If there is a choice between different submodule examinations within such modules, the final failure in the chosen submodule examination cannot be compensated by another submodule examination.
- (6) The final failure of a compulsory module leads to the loss of the right to examination and thus exclusion from the study program. The definitive failure of a compulsory elective module only leads to the loss of the examination entitlement and thus to exclusion from the study program if all compensation options within the compulsory elective modules have been exhausted.

§ 21 Master's diploma and certificate

- (1) Within four weeks after all evaluations (of the master's thesis as well as all examinations during the course of study) have been submitted, a certificate in

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German and English will be issued on the successful completion of the master's examination, which, in addition to the overall grade of the master's examination, also contains the module grades, the grade of the oral final examination, as well as the topic and grade of the master's thesis. The diploma bears the date of completion of the last examination component and must be signed by the chairperson of the examination committee.

- (2) A "Diploma Supplement" in German and English is also provided, containing additional information about the course content and period of study. The content complies with the "European Diploma Supplement Model".
- (3) A bilingual master's certificate in German and English is issued with the diploma, bearing the same date as the diploma. It certifies the award of the academic degree "Master of Arts". The certificate is to be signed by the dean of the Faculty of Modern Languages and by the chairman of the examination committee and bears the seal of the faculty.
- (4) If the master's examination is failed on the final attempt or is considered not to have been passed, the chairperson will issue a written notification, providing information on the procedure for appeal. Upon request and on presentation of supporting documents and the certificate of exmatriculation, a certificate will be issued that lists any completed examination components and their respective grades, as well as the examination components still required to pass the master's examination. The certificate indicates that the master's examination has not been passed.

Section III: Final provisions

§ 22 Invalidity of examinations

- (1) If an examinee has been found to have cheated on an examination component and this is not discovered until after the diploma has been issued, the examination committee maintains the right to alter the grade awarded for all examination components concerned and declare the examination partially or completely failed.
- (2) If the requirements for admission to the examination were not fulfilled, but without any intent on the examinee's part to cheat, and this is not discovered until after the diploma has been issued, the passed examination will be considered as compensation for this shortcoming. If the examinee intentionally gained admission to the examination through deceit, the examination committee will decide on the matter.
- (3) Before a decision is made, the examinee will be given the opportunity to provide an explanation.
- (4) Fraudulent examination diplomas will be confiscated and, if necessary, a new diploma will be issued. If the examination has been graded as "failed" due to

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cheating or deceit, the master's certificate will be confiscated along with the fraudulent examination diploma. In accordance with (1) and (2) sentence 2, a decision may not be made more than five years after the date indicated on the examination diploma.

§ 23 Access to examination documents

After the examination procedure has been completed, the examinee has the right to request access to examination documents. Requests must be made in writing and within a period of up to one year after completion of the examination process.

§ 24 Effective Date

These Examination Rules and Regulations become effective on the first day of the month following their publication in the Bulletin of the Rector (*Mitteilungsblatt des Rektors*).

Heidelberg, February 10, 2021
Professor Dr. Dr. h.c. Bernhard Eitel
Rector of Heidelberg University

Appendix 1: Abbreviation legend

Appendix 2: Course structure, modules, and courses of the master's program *Communication and Society in Ibero-America* (major).

Appendix 3: Modules and courses of the master's program *Communication and Society in Ibero-America* as a minor subject.

Appendix 1: Abbreviation legend

Legend:

MI	=	Minor subject
CEFR	=	Common European Framework of Reference
MS	=	Major subject
S	=	Seminar
Contact time	=	Regular and active participation in a course
CP	=	Credit points

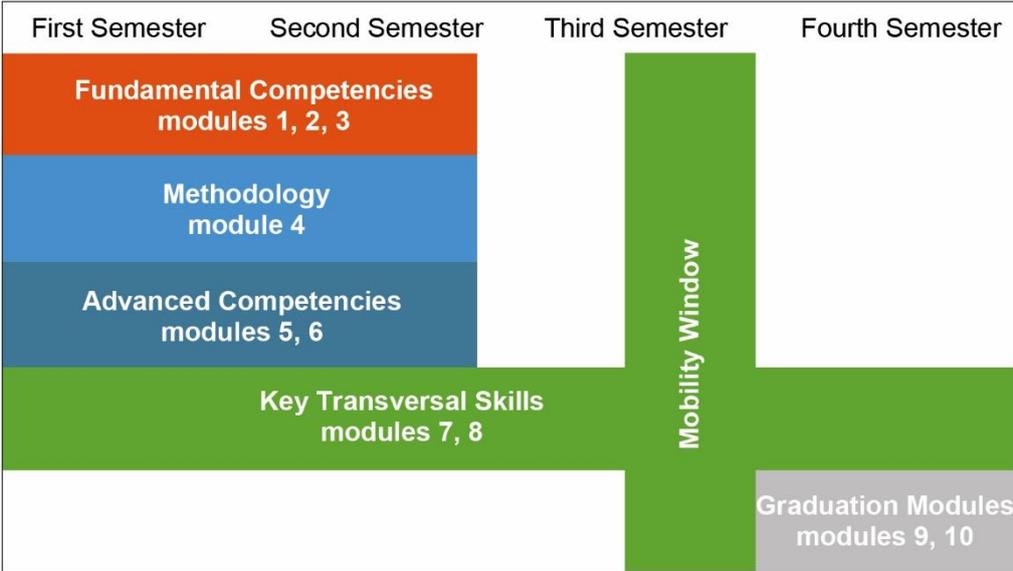
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CM	=	Compulsory module
IN	=	Internship/research stay
QP1	=	Qualification profile 1: Research orientation
QP2	=	Qualification profile 2: Application orientation
LS	=	Lecture series
HWS	=	Hours per week per semester
T	=	Tutorial
P	=	Practical
L	=	Lecture
PPP	=	Pre-/post-processing
CEM	=	Compulsory Elective Module

Appendix 2: Course structure, modules, and courses of the master's program *Communication and Society in Ibero-America* (major).

Modularization / overview of the study structure:

Module overview/structure of the major:



Example of a possible study plan Qualification Profile 1 (QP1):

	First semester	Second semester	Third semester	Fourth semester		
Module 1	Lecture (2 CP) Seminar (8 CP)		Mobility Window (stay abroad, 6 CP)			
Module 2	Lecture (2 CP) Seminar (8 CP)					
Module 3	Seminar (8 CP) Practical (4 CP)					
Module 4	Lecture series (2 CP) Seminar (8 CP)					
Module 5a		Seminar (8 CP) Seminar (8 CP) Seminar (8 CP)				
Module 6		Seminar (8 CP) Tutorial (1 CP)				
Module 7a	Seminars and Practicals (Σ 8 CP)					
Module 8a	Practicals (Σ 4 CP)					
Module 9					Master's thesis (incl. RC) (22 CP)	
Module 10					Final exam (5 CP)	
	First semester	Second semester	Third semester	Fourth semester	Σ 120	

Example of a possible study plan Qualification Profile 2 (QP2):

	First semester	Second semester	Third semester	Fourth semester		
Module 1	Lecture (2 CP) Seminar (8 CP)		Mobility Window (stay abroad, 8 CP)			
Module 2	Lecture (2 CP) Seminar (8 CP)					
Module 3	Seminar (8 CP) Practical (4 CP)					
Module 4	Lecture series (2 CP) Seminar (8 CP)					
Module 5a		Seminar (8 CP) Seminar (8 CP)				
Module 6		Seminar (8 CP) Tutorial (1 CP)				
Module 7a	Seminars and Pracicals (Σ 12 CP)					
Module 8a	Practicals (Σ 6 CP)					
Module 9					Master's thesis (incl. RC) (22 CP)	
Module 10					Final exam (5 CP)	
	First semester	Second semester	Third semester	Fourth semester	Σ 120	

Module short descriptions:

Module 1

Module and associated courses	Module Type and applicability	Recommended semester	Form	HWS	Breakdown CP Allocation		Total CP
Knowledge Focus 1: Social, political, and economic spaces, and their communication dynamics in Ibero-America	CM MS (QP1, QP2)	1 st -2 nd semester		4			10
Lecture Knowledge Focus 1			L	2	Contact Time examination during the course of study (usually in written format)	1 1	2
Seminar Knowledge Focus 1			S	2	Contact Time Pre-/Post-processing written and/or oral examination(s)	1 1 6	8

Module 2

Module and associated courses	Module Type and applicability	Recommended semester	Form	HWS	Breakdown CP Allocation		Total CP
Knowledge Focus 2: Cultures, peoples, and their environments in Ibero-America	CM MS (QP1, QP2)	1 st -2 nd semester		4			10
Lecture Knowledge Focus 2			L	2	Contact Time examination during the course of study (usually written test)	1 1	2
Seminar Knowledge Focus 2			S	2	Contact Time Pre-/Post-processing written and/or oral examination(s)	1 1 6	8

Module 3

Module and associated courses	Module Type and applicability	Recommended semester	Form	HWS	Breakdown CP Allocation		Total CP
Knowledge Focus 3: Language diversity, social cognition, and information society in Ibero-America	CM MS (QP1, QP2); CM (MI)	1 st -2 nd semester		4			12
Seminar Knowledge Focus 3			S	2	Contact Time Pre-/Post-processing written and/or oral examination(s)	1 1 6	8
Practical Knowledge Focus 3			P	2	Contact Time Pre-/Post-processing Exam(s) during the course of study	1 1 2	4

Module 4

Module and associated courses	Module Type and applicability	Recommended semester	Form	HWS	Breakdown CP Allocation		Total CP
Research resources	CM MS (QP1, QP2)	1 st -2 nd semester		4			10
Seminar Research resources			S	2	Contact Time Pre-/Post-processing written and/or oral examination(s)	1 1 6	8
Lecture Series Research resources			LS	2	Contact Time examination during the course of study (usually written test)	1 1	2

Module 5a (Qualification profile 1)

Module and associated courses	Module Type and applicability	Recommended semester	Form	HWS	Breakdown CP Allocation		Total CP
Knowledge deepening QP1	CEM MS (QP1)	2 nd - 3 rd semester		6			24
Seminar 1 Knowledge deepening "Communication and Society in Ibero-America"			S	2	Contact Time Pre-/Post-processing written and/or oral examination(s)	1 1 6	8
Seminar 2 Knowledge deepening "Communication and Society in Ibero-America"			S	2	Contact Time Pre-/Post-processing written and/or oral examination(s)	1 1 6	8
Seminar 3 Knowledge deepening "Knowledge Focus 1, 2 oder 3"			S	2	Contact Time Pre-/Post-processing written and/or oral examination(s)	1 1 6	8

Module 5b (Qualification profile 2)

Module and associated courses	Module Type and applicability	Recommended semester	Form	HWS	Breakdown CP Allocation		Total CP
Knowledge deepening QP2	CEM MS (QP2)	2 nd - 3 rd semester		4			16
Seminar 1 Knowledge deepening "Communication and Society in Ibero-America"			S	2	Contact Time Pre-/Post-processing written and/or oral examination(s)	1 1 6	8
Seminar 2 Knowledge deepening "Communication and Society in Ibero-America"			S	2	Contact Time Pre-/Post-processing written and/or oral examination(s)	1 1 6	8

Module 6

Module and associated courses	Module Type and applicability	Recommended semester	Form	HWS	Breakdown CP Allocation	Total CP
Interdisciplinary convergence	CM MS (QP1, QP2)	2 nd semester		4		9
Seminar Interdisciplinary convergence			S	2	Contact Time Pre-/Post-processing written and/or oral examination(s)	1 1 6 8
Tutorial Interdisciplinary convergence			T	2	Contact Time	1 1

Module 7a (Qualification profile 1)

Module and associated courses	Module Type and applicability	Recommended semester	Form	HWS	Breakdown CP Allocation	Total CP
Language and methodological skills QP1	CEM MS (QP1)	1 st - 4 th semester		2-4		8
Seminar(s) or Practical(s) Language and methodological skills			S/P	2-4	Contact Time Pre-/Post-processing written and/or oral examination(s) during the course of study	1-2 1-3 3-6 8

Module 7b (Qualification profile 2)

Module and associated courses	Module Type and applicability	Recommended semester	Form	HWS	Breakdown CP Allocation	Total CP
Language and methodological skills	CEM MS (QP2)	1 st - 4 th semester		4-6		12
Seminar(s) or Practical(s) Language and methodological skills			S/P	4-6	Contact Time Pre-/Post-processing written and/or oral examination(s) during the course of study	2-3 2-3 6-8 12

Module 8a (Qualification profile 1)

Module and associated courses	Module Type and applicability	Recommended semester	Form	HWS	Breakdown CP Allocation		Total CP
Practical skills QP1	CEM MS (QP1)	1 st - 4 th semester		2-4			10
Practical(s) Practical skills			P	2-4	Contact Time various assessments (details see module handbook)	1-2 2-3	4
Internship Practical skills		3 rd semester	IN	---	Contact Time Written final report	5 1	6

Module 8b (Qualification profile 2)

Module and associated courses	Module Type and applicability	Recommended semester	Form	HWS	Breakdown CP Allocation		Total CP
Practical skills QP2	CEM MS (QP2)	1 st - 4 th semester		2-4			14
Practical(s) Practical skills			P	2-4	Contact Time various assessments (details see module handbook)	1-2 2-5	6
Internship Practical skills		3 rd semester	IN	---	Contact Time Written final report	7 1	8

Graduation Modules**Module 9: Master's thesis**

Form		Module Type and applicability	Recommended semester	Study and Examination performance		Total CP
Master's thesis	Processing time max. 5 months	CM MS QP1 and QP2	4 th semester	Contact Time Research Colloquium synopsis / brief presentation of the master's thesis Self-study	1 1 20	22

Module 10: Examination module

Form		Module Type and applicability	Recommended semester	Study and Examination performance	Total CP
Examination module	Max. 6 weeks	CM MS QP1 und QP2	4 th semester	Self-study Oral examination	5

Appendix 3: Modules and courses of the master's program *Communication and Society in Ibero-America* as a minor subject.

The study of *Communication and Society in Ibero-America* as a minor subject to other master's degree programs includes course work totaling 20 credit points:

Module 1 (minor)

Module and associated courses	Module Type and applicability	Recommended semester	Form	HWS	Breakdown CP Allocation		Total CP
Knowledge Focus 3: Language diversity, social cognition, and information society in Ibero-America	CM MI; CM (MS) (QP1, QP2)	1 st -3 rd semester		4			12
Seminar Knowledge Focus 3			S	2	Contact Time Pre-/Post-processing written and/or oral examination(s)	1 1 6	8
Practical Knowledge Focus 3			P	2	Contact Time Pre-/Post-processing Exam(s) during the course of study	1 1 2	4

Module 2 (minor)

Module and associated courses	Module Type and applicability	Recommended semester	Form	HWS	Breakdown CP Allocation		Total CP
Research resources (minor)	CM MI	2 nd -3 rd semester		4			8
Seminar Research resources			S	2	Contact Time Pre-/Post-processing written and/or oral examination(s)	1 1 4	6
Lecture Series Research resources			LS	2	Contact Time examination during the course of study (usually written test)	1 1	2