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

as of 22 April 2013

Preamble

All titles in this document, be they official, job, status or functions, are used in masculine form, however they refer to men and women equally and may also be used in the corresponding feminine form.

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Section I: General provisions

§ 1 Purpose of the academic programme and examination

- (1) The objective of the Master's degree programme in Japanese Studies is the acquisition of advanced academic research methods and content in Japanese Studies and knowledge of their application in academic practice. In particular, students will acquire knowledge of sociological-historical, cultural and literary aspects, along with translation skills.
- (2) The purpose of the Master of Arts examinations is to assess whether students have Mastered the interrelationships between the individual disciplines of their subject, are able to apply advanced academic methods and findings, and are able to work independently, employing scholarly principles.
- (3) The requirements for admission to this degree programme are set forth in the Admission Regulations, published separately.

§ 2 Master's degree

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

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

- (1) The standard period of study for the Master's degree programme is four semesters, including the Master's examination. This includes the time allotted for completion of the Master's thesis.
- (2) Lectures and courses in the Master's degree programme run for three semesters. The Master's thesis is to be completed within the fourth semester. Successful completion of the Master's degree programme requires a total of 120 credits (CP).
- (3) The Master's programme is a modular programme (see Appendix 1). The total of 120 CP is comprised of 70 CP from specialised lectures and courses within the Japanese Studies degree programme, along with the final oral examination, as well as 20 CP from the minor subject and 30 CP from the research colloquium, the Master's thesis and the final oral examination.
- (4) The Master's degree programme in Japanese Studies includes a Common Segment (CS) and a Specialised Segment. The Specialised Segment consists of 2 concentrations: an area with a concentration in the social sciences and history (SHB) and an area with a concentration in the cultural and literary sciences (KLB) of Japanese Studies. In addition to the modules set forth in Appendix 1, additional modules not listed in the Appendix may be taken to complement the existing modules; these may be counted towards the Master's

degree programme. The examinations board will decide whether a module is eligible to be counted.

- (5) Any degree programme may normally be taken as a minor subject, provided that it is offered as a Master's programme.
- (6) Generally, the language of instruction and examinations is German. Lectures and courses may be also given and examinations taken partially or completely in Japanese.

§ 4 Modules, credits and list of grades

- (1) A module is a teaching unit, self-contained in terms of both time and content and comprised of various lectures and courses. It not only comprises the lectures and courses attended, but also the components necessary for a passing grade in the module.
- (2) The Master's thesis and the final oral examination are regarded as individual modules.
- (3) A distinction is made between
 - compulsory modules: these must be completed by all students;
 - compulsory elective modules: students may select these from a limited subject area;
 - elective modules: students may freely choose these from the modules offered in their subject.
- (4) In order to pass a module, all module components must be graded "sufficient" (4.0) or better (sub-module grades).
- (5) Credits are given for successfully completed modules, including their individual components. One credit (CP) corresponds to a workload of 30 hours.
- (6) A grade report (Transcript of Records) will be issued at the end of each semester, listing all module and sub-module examinations students have passed, including the corresponding credits and grades.

§ 5 Examinations board

- (1) An examinations board will be formed and will be responsible for the organisation of examinations and the tasks required by the examination rules and regulations. It is made up of two professors, a research assistant representative or mid-level staff, and a student representative who serves in an advisory capacity. The faculty council appoints the chairperson, the deputy, and the other members of the examinations board for a period of three years each. The student representative is appointed for one year. The chairperson and the deputy must be professors.

- (2) The examinations board ensures that the examination rules and regulations are upheld and provides recommendations for further improving the curriculum and the examination rules and regulations. The examinations board appoints examiners and observers. The examinations board may confer responsibility for appointing examiners and observers to its chairperson. The board may be called upon for all questions regarding examinations.
- (3) The chairperson manages the business of the examinations board, prepares and chairs its meetings and, in the event of a tie vote, has the deciding vote.
- (4) The examinations board may confer further responsibility on its chairperson, provided this does not violate applicable law. Such a decision may be revoked at any time. The examinations board must be informed on a regular basis about the execution of these tasks.
- (5) Members of the examinations board have the right to attend examinations.
- (6) Members of the examinations board, examiners and observers are obligated to maintain professional confidentiality. Members who are not civil servants are sworn to secrecy by the chairperson.
- (7) The candidate must be informed of negative decisions of the examinations board immediately and in writing; the reasons for the decision must be stipulated and information on the procedure for appeal must be provided.

§ 6 Examiners and observers

- (1) In general, examinations which are not completed during the course of study may only be carried out by professors, associate professors, research associates, or mid-level staff who, due to longstanding teaching experience have been granted the right to conduct examinations. Research assistants, research associates, adjunct lecturers and lecturers with special responsibilities may only be appointed to conduct examinations under exceptional circumstances, when there is not enough qualified faculty personnel available to conduct examinations.
- (2) Examinations held during the course of study are usually conducted by the instructor of the course in question.
- (3) Observers must have sat the corresponding Master's examination or equivalent.
- (4) The candidate is permitted to propose an examiner for the Master's thesis and the final oral examination; however, this does not constitute entitlement to be examined by a particular examiner.
- (5) The chairperson of the examinations board ensures that candidates are given sufficient advance notice of examiners' names.

- (6) The examinations board may also appoint former employees, if qualified, as examiners.

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

- (1) Examination prerequisites and results, as well as academic degrees obtained through degree programmes at German universities or universities of cooperative education (state or state-recognised), or at foreign universities (state or state-recognised), will be recognised as long as there is no significant difference concerning the skills acquired, courses taken and degree obtained through the programme. This recognition is required in order to continue an academic programme, take examinations, start a further academic programme or be admitted to a doctoral programme. The validity of § 15, paragraph 3 and 4 LBG (State Public Service Law) remains unaffected.
- (2) Courses completed at recognised distance-learning institutions will be considered equivalent to those in a corresponding traditional degree programme with regard to determining the duration of study.
- (3) It is the applicant's responsibility to provide all information necessary for credits to be recognised. It is the responsibility of the office which carries out the recognition procedure to prove that an application does not fulfil the requirements.
- (4) If agreements exist between the Federal Republic of Germany and other states concerning equivalent university degree programmes (Equivalency Agreements) that favour students from other states by way of derogation from paragraph 1 and § 29, paragraph 2, sentence 5 of the LHG (Act on Higher Education of the State of Baden-Württemberg), the rules and regulations in the Equivalency Agreement take precedence.
- (5) Examination results are to be graded on the basis of a credit system that allows credits from equivalent or similar degree programmes to be recognised; this also applies to universities of cooperative education, provided that equivalence is established.
- (6) Knowledge and skills acquired outside of the higher education system are to be recognised if
1. the requirements for university admission are fulfilled at the time of recognition,
 2. the knowledge and skills to be recognised for the university degree programme are equivalent in both content and level to the course credits and examinations which they are to replace, and
 3. the criteria for recognition have been verified in an accreditation.
- A maximum of 30 such credits will be recognised for the Master's degree programme (for a minor subject, 10 CP). A Master's thesis will not be recognised. If documentation of individual examinations that would provide evidence of specific knowledge and skills cannot be provided, the

examinations board may request the completion of a placement test.

- (7) For refresher courses, credits may be given for courses and examinations. When recognising credits from refresher courses for a university degree programme, paragraphs 2 and 5 as well as paragraph 6 sentence 1 no. 1 apply accordingly. When recognising knowledge and skills gained outside a university degree programme for refresher courses, paragraph 6 applies accordingly.

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

- (1) An examination will be graded as "failed" (5.0), if a candidate fails to appear and is unable to provide a valid reason for his or her absence, or if the candidate withdraws after the examination has started. The same applies if the candidate fails to provide a written examination by the established deadline, unless the candidate is not at fault for the deadline being exceeded.
- (2) Reasons for withdrawal or absence according to paragraph 1 must be plausible and must immediately be submitted in writing to the examinations board. If the candidate, or a child for whom the candidate is generally the sole caregiver, is ill, a medical certificate must be provided. In the event of doubt, a medical certificate from a designated physician may be required. If the reasons stated are accepted, a new examination date will be scheduled. In this case, examination results that are already available will be taken into account.
- (3) When deciding whether the candidate is at fault for exceeding a deadline for registration or taking an examination, the examinations board must respect the provisions stated in the Maternity Protection Act and the legal regulations concerning parental leave, and allow candidates to make appropriate use of these provisions.
- (4) If the candidate tries to influence the examination results through deception or by using unauthorised aids, the examination will be graded as "failed" (5.0). If a candidate disrupts the proper course of the examination, he or she 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 extreme cases, the examinations board may exclude the candidate from all further examinations.
- (5) With regard to paragraph 4, sentences 1 and 2, within a period of 7 days, the candidate may request that the decision be validated by the examinations board. The candidate must be informed of negative decisions immediately and in writing; the reasons for the decision must be stipulated and information on the procedure for appeal must be provided.

§ 9 Types of examinations completed during the course of study

- (1) Examinations completed during the course of study are:
1. oral examinations,
 2. written examinations (electronically, where applicable).
- (2) If candidates provide a medical certificate that plausibly proves that they are not able to take examinations in the form prescribed, whether completely or partially, due to permanent or chronic health problems, the examinations board may allow them to take an equivalent examination. The same applies for other course requirements.

§ 10 Oral examinations completed during the course of study

- (1) In oral examinations, candidates should be able to prove that they are able to identify interrelationships within the examination subject matter and relate specified problems to these interrelationships. Additionally, the purpose of the oral examination is to assess whether the candidate has adequate basic knowledge of the field of study.
- (2) An oral examination lasts between 15 and 30 minutes.

§ 11 Written examinations completed during the course of study

- (1) In written examinations, candidates should be able to prove that they are able to recognise problems related to their subject and develop solutions for them, using subject-specific methods and within limited time and resources
- (2) If an examination component is taken as a written examination, the examination will last between 45 and 120 minutes.
- (3) If a written examination component is taken as a term paper, candidates must assure that they are the authors of their work and have used no sources or aids other than those indicated.
- (4) The evaluation period for written examinations should not exceed four weeks.

§ 12 Assessment of examinations

- (1) Grades for the individual examinations 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; |

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3 = satisfactory	=	a performance which fulfils average requirements;
4 = sufficient	=	a performance which, despite deficiencies, still meets the requirements;
5 = failed	=	a performance which, due to considerable deficiencies, does not meet the requirements.

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

- (2) If there are two examiners, the grade is calculated as the arithmetic mean of the individual evaluations.
- (3) The overall Master's grade is assessed in accordance with § 20. The overall grade is determined as follows:

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

If all components of the Master's examination are passed with the grade 1.0, the degree will be conferred with the notation: "with distinction".

- (4) When calculating the overall grade, only the first decimal after the point is taken into account. The other decimals are dropped without rounding.
- (5) In addition to the German-system grades, students who have passed the examinations will also be awarded a letter grade according to the following scale:

A	the top 10%
B	the subsequent 25%
C	the subsequent 30%
D	the subsequent 25%
E	the subsequent 10 %

The letter grades are calculated based on the examination results of the total graduating class, as well as the graduating classes from two or more previous years, depending on the number of students in the current graduating class. For degree grades, the ECTS grade must be added. For individual modules, the ECTS grade may be listed when possible and necessary.

Section II: Master's examination

§ 13 Master's examination admission requirements

- (1) Admission to the individual examinations for the Master's examination will only be authorised for those who:
 1. are enrolled in the Master's degree programme in Japanese Studies at Heidelberg University,
 2. have not lost their entitlement to take the final examinations in the Master's degree programme in Japanese Studies.
- (2) For admission to the Master's thesis, certificates must be presented with proof of the following:
 1. successful completion of modules set forth in Appendix 1, not including the examination modules,
 2. successful completion of the modules in the minor subject.

§ 14 Master's examination admission procedure

- (1) The application for admission to the examination must be made in writing, and addressed to the chair of the examinations board. The application must include the following documents:
 1. evidence of fulfilment of the admission requirements in accordance with § 13, paragraph 1,
 2. declarations from candidates, stating whether they have previously failed a Master's examination in the Japanese Studies Master's programme, or whether they are currently undergoing an examination procedure in such a programme.
- (2) If candidates are unable to provide such evidence, the examinations board may allow other documents of proof to be accepted.
- (3) The application is the basis for the examinations board's decision as to whether the candidate may be admitted to the examination. Denials must be made in writing, stating the reasons and providing information on the procedure for appeal.
- (4) The application for admission to the examination may only be denied if:
 1. conditions are not fulfilled in accordance with § 13, paragraph 1, or
 2. documents set forth in paragraph 1 are not complete, and have not been completed upon request, or
 3. candidates have failed their final attempt at the Master's examination in Japanese Studies or have lost the entitlement to take the final examinations, or
 4. the candidate is currently undergoing examination procedures in such a degree programme.

§ 15 Scope and nature of the Master's examination

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

examinations completed during the course of study (paragraph 1, nos. 1 and 2), Master's thesis and final oral examination (paragraph 1, nos. 3 and 4).
- (4) § 9, paragraph 2 applies accordingly.

§ 16 Application for admission to the Master's thesis and the final oral examination

In accordance with § 15, paragraph 1, nos. 1 and 2, following determination by the examinations board that all examinations taken during the course of study have been successfully completed, the candidate must apply for admission to the examination within 14 days (without undue delay). In accordance with § 15, paragraph 1, nos. 3 and 4, the deadline for submission of the Master's thesis and completion of the final oral examination is six months following registration for the examination. The order of examinations and the date of the final oral examination are to be determined in consultation with the examiner. If the deadline is not met, the Master's thesis and/or the final oral examination will be graded as "failed" (5.0), unless the candidate is not at fault for exceeding the deadline.

§ 17 Master's thesis

- (1) The purpose of the Master's thesis is for candidates to prove that they are able to work independently, within a given period of time and using academic methods, to address a problem from the field of Japanese Studies.
- (2) In accordance with § 6, paragraph 1, sentence 1, the Master's thesis may be assigned and supervised by any authorised examiner in the Japanese Studies department. The assignment and supervision of a qualified examiner from another department at Heidelberg University requires the prior consent of the examinations board. Upon prior consent of the examinations board, the

Master's thesis may be completed at an institution outside Heidelberg university; provided it is supervised by an examiner entitled as set forth in sentence 1.

- (3) The topic of the Master's thesis will be determined by the thesis supervisor. If an application for assignment of a topic is submitted, the chairperson of the examinations board will ensure that the candidate receives a topic for his or her Master's thesis in a timely fashion. The candidate is permitted to propose topics; however, this does not constitute entitlement to a particular topic. The thesis topic will be assigned by the chairperson of the examinations board; the date of assignment must be recorded.
- (4) The deadline for submission of the thesis is four months following assignment of the topic. In exceptional cases, the examinations board, in consultation with the supervisor, may extend this deadline by up to two months. If the deadline is not met, the Master's thesis will be graded as "failed" (5.0), unless the candidate is not at fault for the deadline being exceeded. If an extension to the deadline is granted, the examination period set forth in § 16 will be likewise extended.
- (5) The topic, task and scope of the Master's thesis must be limited in such a way that the candidate should be able to complete the thesis within the given time frame. The topic may only be rejected once, and only within the first six weeks after the date of assignment.
- (6) The Master's thesis may be written in German, or, upon approval by the examinations board, in another language.
- (7) The main section of the Master's thesis must comprise 60 to 80 pages.

§ 18 Submission and assessment of Master's thesis

- (1) Three hard copies of the Master's thesis and one digital version provided on a data storage device must be submitted to the examinations board prior to the established deadline; the submission date must be recorded. The thesis must contain a summary.
- (2) When submitting a Master's thesis, candidates must certify in writing that they are the authors of their work and have used no sources or aids other than those indicated.
- (3) The Master's thesis is assessed by two examiners, one of whom must be a professor. The thesis supervisor should be the first examiner. The second examiner is designated by the examinations board. The candidate is permitted to make a proposal; however, this does not constitute legal entitlement to be examined by a particular examiner. The assessment period should not exceed six weeks.
- (4) The grade is calculated as the average of the two assessments; § 12 applies

accordingly. If the two assessments differ by more than one grade, the examinations board will determine the grade for the Master's examination after consulting both examiners. In such cases, a third examiner may be consulted.

§ 19 Final oral examination

- (1) The purpose of the final oral examination is for candidates to prove that they have sufficient knowledge of the subjects studied in Japanese Studies as well as in-depth knowledge of selected topics within the examination content and that they are able to discuss these in Japanese.
- (2) The final oral examination includes selected topics that have been covered in the Japanese Studies programme. Additionally, general knowledge of the field may be tested. The candidate is permitted to propose topics, however, this does not constitute entitlement to be examined on particular topics. The examination lasts approx. 60 minutes.
- (3) The final oral examination will be conducted by two examiners or one examiner and one qualified observer. One of the examiners should be the supervisor of the thesis. The candidate is permitted to propose an examiner, however, this does not constitute entitlement to be examined by a particular examiner.
- (4) The topics examined and the results of the oral examination must be recorded in a written report. Following the oral examination, candidates must be notified of examination results.
- (5) Students wishing to take a subject examination at a later examination date will be permitted to attend the same examination for another candidate, as long as room is available. However, the visitor may not be present for assessment or announcement of the examination result. Upon the candidate's request, or for other valid reasons, observers may be prohibited from attending the examination.

§ 20 Passing the examination and overall grade

- (1) The Master's examination is passed when all examination components as set forth in § 15, paragraph 1 have been graded as "sufficient" (4.0) or higher.
- (2) For calculation of the overall grade of the Master's examination in accordance with § 15, paragraph 1, nos. 1 and 2, the Master's thesis will constitute 40% of the grade and the final oral examination, 20 %.
- (3) In accordance with § 15 paragraph 1, nos. 1 and 2, when calculating the overall grade, the unrounded values of the examination grades will be added together. As stipulated in paragraph 2, the grades will be not be rounded.

§ 21 Retaking an examination and deadlines

- (1) If examinations are not passed, or are not considered to have been passed, they may be retaken once. This includes failed examinations taken at other universities. A second re-examination is permitted only under exceptional circumstances and only for a maximum of two examinations. The examinations board makes the decision to grant permission for a second re-examination. A second re-examination for the Master's thesis or for the final oral or written examinations is not permitted.
- (2) Retaking an examination that has been graded as passed is not permitted.
- (3) Failed examinations must be retaken no later than during the following semester. If candidates fail to meet this deadline, they will lose entitlement to take this examination, unless they are not responsible for the deadline being exceeded.
- (4) Failed oral examinations must be retaken no later than during the following semester. If candidates fail to meet this deadline, they will lose entitlement to take this examination, unless they are not responsible for the deadline being exceeded.

§ 22 Master's diploma and certificate

- (1) Once the Master's examination is passed, a diploma will be issued within four weeks. This will list all individual modules with their respective grades (graded in accordance with § 12, paragraph 3, and numerical value) and credits, as well as the grade and topic of the Master's thesis, and the overall grade. The diploma will be dated with the date of the last examination. It must be signed by the chairperson of the examinations board.
- (2) A Diploma Supplement in German and English will also be provided with the diploma, containing additional information about the course content and the periods of study, in particular: module titles and their respective grades, grade points, credits, grade point average, total grade, and the number of overall credits earned.
- (3) A bilingual Master's certificate in German and English will also be issued with the diploma, bearing the same date as the diploma. It certifies conferment of the academic degree "Master of Arts". The Master's certificate will be signed by the dean and the chairperson of the examinations board. It bears the faculty seal.
- (4) If the Master's examination is failed on the final attempt or is considered not to have been passed, the chairperson will issue a written notification, providing information on the procedure for appeal. A certificate will be issued upon request, and upon presentation of documentation of proof and de-registration certificate, listing passed examinations and their grades, missing examinations required for obtaining the Master's degree, and a statement that,

on the final attempt, the Master's examination has not been passed.

Section III: Final provisions

§ 23 Invalidity of examinations

- (1) If a candidate has cheated on an examination component and this is not discovered until after the diploma has been issued, the examinations board maintains the right to alter the grade awarded for all examination components concerned, and declare the examination partially or completely failed.
- (2) If the requirements for admission to the examination were not fulfilled, but without any intent on the candidate'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 candidate intentionally gained admission to the examination through deceit, the examinations board will make a decision on the matter.
- (3) Before a decision is made, candidates will be given the opportunity to provide an explanation.
- (4) Fraudulent examination diplomas will be confiscated and, if necessary, a new diploma will be issued. If the examination has been graded as "failed" due to cheating or deceit, the Master's certificate will be confiscated along with the fraudulent examination diploma. The statute of limitations for rendering a decision such as described in paragraph 1 and paragraph 2, sentence 2, is five years from the date on the examination diploma.

§ 24 Access to examination documents

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

§ 25 Coming into force and transitional provisions

- (1) These examination rules and regulations will come into force on the first day of the month following publication in the President's bulletin (Mitteilungsblatt des Rektors). At that time, the Heidelberg University examination and degree programme rules and regulations for the Master's degree programme in Japanese Studies from 14 June 2007 (President's bulletin (Mitteilungsblatt des Rektors) from 12 July 2007, p.2017) will cease to be in force.
- (2) For those students who were already enrolled in the Master's degree programme in Japanese Studies at Heidelberg University at the time that these examination rules and regulations came into effect, the previous

degree programme rules and regulations for the Master's degree programme will remain applicable upon request and for a period of up to 3 semesters.

Appendix 1: Curriculum

a) Major Subject Japanese Studies

1st Semester	Advanced Seminar	10 CP
	Source Readings and Analysis	6 CP
	Compulsory elective	<u>6 CP</u>
		22 CP
2nd Semester	Advanced Seminar	10 CP
	Technical Communication and Readings	6 CP
	Compulsory elective	<u>6 CP</u>
		22 CP
3rd Semester	Advanced Seminar	10 CP
	Source Readings and Analysis	6 CP
	Scholarly Translation	<u>10 CP</u>
		26 CP
4th Semester	Examination module 1 (Master's thesis)	20 CP
	Examination module 2 (oral Master's examination)	8 CP
	Research Colloquium	<u>2 CP</u>
		30 CP

20 additional CP from the minor subject are to be earned during semesters 1 to 3.

A total of 120 CP is to be earned in the Master's degree programme in Japanese Studies.

b) Minor Subject Japanese Studies

Option A:

1st Semester	Intermediate Modern Japanese I	6 CP
		6 CP
2nd Semester	Intermediate Modern Japanese II	6 CP
		6 CP
3rd Semester	Advanced Seminar	8 CP
		8 CP

Option B:

2nd Semester	Advanced Seminar	10 CP
		10 CP

3rd Semester	Advanced Seminar	<u>10 CP</u>
		10 CP

Option C:

1st Semester	Technical Communication and Readings	<u>6 CP</u>
		6 CP
2nd Semester	Source Readings and Analysis	<u>6 CP</u>
		6 CP
3rd Semester	Advanced Seminar	<u>8 CP</u>
		8 CP

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